



**REVISED Special Meeting of the Richmond  
Fund for Children and Youth Oversight Board  
of the City of Richmond**

**Tuesday, November 19, 2024, | 6:00 PM  
Richmond Room | 450 Civic Center Plaza  
Richmond, CA 94804**

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from the Department
- D.** Public Forum
- E.** Consent Calendar:
  - E-1.** APPROVE the minutes of the October 7, 2024, meeting of the Richmond Fund for Children & Youth Oversight Board.
- F.** Oversight Board as a Whole
  - F-1.** APPROVE a final recommendation to the Richmond City Council from the Richmond Fund for Children and Youth (RFCY) Oversight Board to award **36** RFCY grants to youth-serving public and nonprofit organizations in a total amount not to exceed **\$6,684,835 annually for three years.**
- G.** Adjournment

# MEETING INFORMATION

## **Oversight Board Members**

Khalieghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Katherine Lee  
Madiha Qader  
Stephanie Sequeira

## **Staff Liaisons**

Patrick Seals  
Guadalupe Morales  
Nicholas Delgado  
Abdul Black

## **Director**

LaShonda White

## **How to participate in Public Forum and/or speak on an agenda item in the meeting:**

### **Public Comment via Email:**

Comments can be submitted via email to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us). All comments received by 3:30 p.m. on the day of the scheduled meeting, will be provided to the Oversight Board during Public Forum or their respective agenda item, be considered a public record, and be considered before Oversight Board action. Email must contain in the subject line: **public comments – not on the agenda** or **public comments – agenda item #**. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Speaker Registration – Public Forum:** Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board’s purpose may file a Speaker’s Request Form with Department staff PRIOR to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The amount of time allotted to individual speakers shall be a maximum of two (2) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs’ discretion.

**Speaker Registration – Public Comment on Agenda Items:** Persons wishing to comment on an item on the agenda shall file a Speaker’s Request form with Department staff PRIOR to the Oversight Board’s consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Oversight Board on the item(s) for which the speaker is registered.

# MEETING INFORMATION

## **Oversight Board members**

Khalieghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Katherine Lee  
Madiha Qader  
Stephanie Sequeira

## **Staff Liaisons**

Patrick Seals  
Guadalupe Morales  
Nicholas Delgado  
Abdul Black

## **Director**

LaShonda White

**Conduct at Meetings:** Oversight Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Oversight Board or the agenda item at hand, and may not cause immediate threats to public safety.

## **Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us) or submitted by phone at (510) 620-6553. Requests will be granted whenever possible and resolved in favor of accessibility.

# Regular Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond



Monday, October 7, 2024  
Council Chambers  
440 Civic Center Plaza  
Richmond, CA 94804

## MINUTES

### A. Call to Order and Roll Call

The meeting was called to order at 6:06 P.M. by Oversight Board member Galloway

**Present:** Guadalupe Enllana, Khaliaghya Dandie-Evans, Teyona Galloway, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

**Absent:** 0 Absences

**Vacancies:** 9 Vacancies

**Staff Liaison:** Patrick Seals, Guadalupe Morales, Nicholas Delgado, Kaitlen Burnom, and Abdul Black – Present

### B. Agenda Review and Modifications

No modifications.

### C. Report from the Director

Department staff presented several updates to the Oversight Board. They introduced Kaitlen Burnom, the new Management Analyst for the Department of Children and Youth. Additionally, staff provided a summary of the RFCY grant application submission results for the Fiscal Year 2025–2028 funding cycle. They also shared highlights from a City-sponsored event, I Love My Family Day, which they attended in September 2024.

### D. Public Forum

1. Cordell Hindler would like to invite the Oversight Board to the Richmond Rotary Club on October 25, 2024, at 12:30 P.M. with lunch tickets starting at \$25 at the Richmond Country

Club. Jesse Arreguin will be presenting on Alta Bates. He also stated some appointments coming to the Oversight Board from the Mayor's Office. He is working on a project relating to Children and Youth and will share that very soon.

### **E. Consent Calendar**

E-1. APPROVE the minutes of the August 5, 2024, meeting of the Richmond Fund for Children & Youth Oversight Board.

A motion was made to approve the minutes by Board member Hegstrom, seconded by Co-Chair Galloway, and was approved unanimously by all present Board members.

### **F. Oversight Board as a whole**

#### **F-1. LISTEN to a presentation and SELECT at least two (2) Richmond Fund for Children and Youth (RFCY) Oversight Board members to serve as reviewers for the Fiscal Year 2025-2028 Request for Proposals for grant funds.**

Staff Liaison and Associate Management Analyst Nicholas Delgado presented this item to the Oversight Board, providing an overview of the requirements, expectations, timeline, and general guidelines for reviewing and scoring applications for the Fund for Children and Youth. Staff Liaison and Administrative Chief Patrick Seals supplemented the presentation with additional context on grant amounts, staff capacity, and strategic guidance for awarding grant requests. He also noted reviewers would receive a \$45 gift card. Brief instructions were also given on reviewing subsets within each core need area and managing a larger volume of grant applications. A discussion followed.

Co-Chair Galloway and Board members Qader, Sequeira, and Hegstrom all volunteered to review and score applications.

Subsequent conversations followed regarding the scheduling of a special meeting in November 2024 due to timing constraints with Council meetings and to ensure that the grant awards can be approved before the end of the year. Discussion ensued.

### **G. Adjournment**

There being no further business, Co-Chair Guadalupe Enllana adjourned the meeting at 6:58 P.M.

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Staff Liaison

Approved:

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Khalieghya Dandie-Evans, Co-Chair

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Teyona Galloway, Co-Chair

DRAFT

**From:** [Cordell Hindler](#)  
**To:** [Department of Children and Youth](#)  
**Subject:** Public Comments-Not On the Agenda  
**Date:** Friday, October 4, 2024 3:54:32 PM

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This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hello Patrick,

I AM Submitting the Following Comments into the Record:

1. I would Like to Invite the Oversight Board to the Richmond Rotary Club Weekly Meeting on October 25th 2024, 12:30 PM Richmond Country Club \$25.00 For Lunch, Jesse Arreguin will be Presenting on Alta Bates
2. Tentatively Scheduled there will be some appointments coming forward from the Mayor's Office for E.G, Oversight Board
3. I AM Working on a Project in related to the Children & Youth, and I will be sharing that real soon

Sincerely  
Cordell



## CHILDREN AND YOUTH

# AGENDA REPORT

**DATE:** November 19, 2024

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Deputy City Manager – Community Services  
Patrick Seals, Administrative Chief  
Nicholas Delgado, Associate Management Analyst

**SUBJECT:** FY 2025-2028 Richmond Department and Fund for Children and Youth Grant Awardee Recommendation

### **STATEMENT OF THE ISSUE:**

On June 5, 2018, Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, which approved a City of Richmond charter amendment to create a Department (RDCY) and Fund for Children and Youth (RFCY) and requires that a portion of the General Fund be set aside to fund youth programs and services. For the grant period Fiscal Year (FY) 2025-2028, RDCY staff is presenting \$6,684,435 in grant funds to eligible organizations. Staff is bringing forth funding recommendations for the RFCY Oversight Board to review and approve for the City Council's final approval on or before December 17, 2024.

### **RECOMMENDED ACTION:**

APPROVE a final recommendation to the Richmond City Council from the Richmond Fund for Children and Youth (RFCY) Oversight Board to award 36 RFCY grants to youth-serving public and nonprofit organizations in a total amount not to exceed \$6,684,835 annually for three years.

### **FINANCIAL IMPACT OF RECOMMENDATION:**

The Kids First Amendment of the City of Richmond charter (Article 15 Section 2) requires the City to allocate one, two, and three percent of the City's General Fund (GF) in FYs 2021-2022, FY 2022-2023, and FY 2023-2024, respectively, and three percent each fiscal year thereafter through FY 2027-2028. These funds are to be set aside as annual revenues and appropriated to the Richmond Department of Children (RDCY) and Youth Fund. Based on revenue projections

during the FY 2024-2025 budget development process, a total of \$6.37 million (3% of the GF) was allocated in the RDCY FY 2024-2025 budget, with 10 percent allocated to cover administrative cost, 5 percent for evaluation costs, and 85 percent allocated to fund grants to eligible nonprofits and public agencies providing programs and services to children and youth.

**DISCUSSION:**

The Richmond Fund for Children and Youth Oversight Board is being asked to review, consider, and ultimately recommend for approval grant agreements for 39 non-profit and public agency programs in the amount of \$6.71 million for Calendar Years (CY) 2025-2027. Organizations that receive an RFCY grant will be awarded for a three-year period, January 1, 2025, to Dec 31, 2027 (CY 2025-2027). These agencies applied for RFCY funding through a competitive solicitation (Attachment 1) process in which 92 applications were submitted totaling approximately \$19 million in requests. Department staff is presenting a list of recommendations based on scores and information submitted by a team of reviewers who read and scored all applications (Attachment 2).

Background:

On September 3, 2024, Richmond Department of Children and Youth (RDCY) Staff released a Request for Proposals (RFP) for grant applications for FY 2025-2028 (See Attachment 1 – RFCY FY 2025-2028 Request for Proposal). In alignment with the five Core Needs of the 2024-2028 Strategic Investment Plan, the funding allocations based on an estimated \$6.37 million per year in available grant funding for CY 2025-2027 are as follows:

<b><u>Core Need</u></b>	<b><u>% of Total Funds</u></b>
Mental & Behavioral Health Needs	30% = \$1,911,000
Physical Health & Access	20% = \$1,274,000
Learning Needs	30% = \$1,911,000
Safety, Community, & Belonging Needs	20% = \$1,274,000
Connective & Supporting Services	
<b>Total</b>	<b>100% = \$6.37 M</b>

External consultants recommended that RDCY staff allocate the portion of funding dedicated to Connective and Supportive Services be embedded into the four (4) Core Needs. Organizations applying for RFCY dollars were encouraged to build in Connective and Supportive Services into their program.

Funding parameters were based on the agency applicant type consisting of the following:

- Small and Emerging Applicants (grant request range of \$50,000 up to \$100,000)
- Single Agency Applicant (grant request range of \$50,000 up to \$200,000)

- Collaborative Applicant (grant request range of \$50,000 up to \$300,000)

Applicants were eligible to submit up to two (2) proposals both as a Single Agency applicant, Small and Emerging, or Collaborative applicant, as long as the proposals were substantially different. Small and Emerging applicants are organizations with less than \$250,000 in financial revenues and Collaborative applicants consist of organizations that have more than \$250,000 in annual revenues.

### Outreach and Technical Support

Information about the CY 2025-2027 RFCY grant cycle was posted to the City’s website, presented in the City Manager’s Weekly Report, posted on the Richmond Department of Children and Youth’s social media platforms, and emailed through various listservs to inform as many organizations as possible of the RFCY grant.

In addition, the City hosted two (2) pre-proposal conferences that focused on reviewing the grant guidelines and completing the application included in the RFP for interested applicants. All grant-related materials and video-recorded training sessions were posted on the City’s RFCY grant webpage for refer.

### Evaluation Process

A total of 92 grant applications were received. Applications were vetted by RDCY staff to ensure that they were complete. All eligible applications were submitted to the RFP Grant Review Committee (Committee) for evaluation and scoring during October and November 2024. The Review committee was comprised of staff from various city, county and federal employees such as: Finance staff, City Attorneys Office staff, IT staff, Economic Development staff, Fire Department staff, Police Department staff, Community Development staff, City of San Francisco staff, Alameda county staff and the Federal Department of Education staff. The 92 applications equated to approximately \$19 million in award requests. All reviewed applications were evaluated and rated independently by each Committee member using the criteria listed below.

<b><u>Narrative Element</u></b>	<b><u>Points</u></b>
Program Summary	(no points)
Agency History and Capacity	20
Program Design	35
Outcomes and Impact	25
Required Resources and Budget Request & Connective and Supportive Services	20
<b>TOTAL</b>	<b>100</b>

The eligible applications were organized into four (4) groups based on the four (4) Core Needs eligible for funding. Each group consisted of a minimum of seven (7) reviewers, with each applicant receiving a minimum of three (3) reviews utilizing a standard scoresheet to score/rate each narrative element. All reviewers signed conflict of interest forms prior to reviewing applications and City staff took additional steps to ensure no reviewers scored proposals where they may have such a conflict.

Applications were scored from one (1) to five (5) in individual sections and then given a multiplier that rendered scores up to a total of 100 points. Agencies located in Richmond received an extra five (5) bonus points per the City’s Business Opportunity Ordinance. Committee members submitted their final scores and evaluations to City staff in November 2024. City staff then totaled and averaged the scores for each application and generated rankings in each priority area (a ranking of 1 denoting the highest average score overall, a ranking of 2 denoting the second-highest average score overall, etc.). The intent behind this choice was to preserve and allow for funding to those organizations’ program applications that represented the highest quality and standards of service offerings for Richmond youth and their families.

FY 2025-2028 RFCY Grant Award Recommendations

The RFCY Oversight Board is subsequently being asked to approve the following grant recommendations at a meeting held on November 19, 2024. The information in the tables below represents awards to public and/or nonprofit organizations (39 programs overall) in an amount not to exceed \$6,684,835

<b>Priority Area</b>	<b><u>Total Recommended Grant Award</u></b>
Mental & Behavioral Health Needs	\$1,961,200
Physical Health & Access	\$1,320,814
Learning Needs	\$2,343,475
Safety, Community, & Belonging Needs	\$1,059,346
Connective & Supporting Services	
<b>TOTAL PROPOSED ALLOCATION</b>	<b>\$6,684,835</b>

Grant award recommendations are listed below at the “Grant Award Recommendation” level based on the five (5) Core Needs. Brief program descriptions for each organization recommended for funding, as well as all applicants, are included in Attachment 2 – FY 2025-2028 Children and Youth Grant Program Evaluation Matrix and Ranking. Determinations for full or partial funding were based on notes and recommendations from the reviewers, as well as the RFCY staff’s

analysis of the application and budget components.

Key: an “\*” indicates a Richmond based organization, an “E” denotes a small and emerging applicant, an “S” denotes a single applicant, a “C” denotes a collaborative applicant

<b><u>Mental &amp; Behavioral Health Needs</u></b>		
<b><u>Organization Name</u></b>	<b><u>Requested Amount</u></b>	<b><u>Grant Award Recommendation</u></b>
Desarrollo Familiar* S	\$200,000	\$200,000
City of Richmond, Office of Neighborhood Safety* C	\$300,000	\$300,000
Greater Richmond Interfaith Program* C	\$300,000	\$300,000
Child Abuse Prevention Council S	\$51,200	\$51,200
West Contra Costa Unified School District* C	\$300,000	\$300,000
Contra Costa Family Justice Alliance* S	\$200,000	\$200,000
Mindful Life Project* S	\$150,000	\$150,000
Latina Center* C	\$200,000	\$200,000
Bay Area Community Resources S	\$200,000	\$200,000
Black Neighborhood* E	\$60,000	\$60,000
<b>TOTAL</b>	<b>\$1,961,200</b>	<b>\$1,961,200</b>

<b><u>Physical Health &amp; Access</u></b>		
<b><u>Organization Name</u></b>	<b><u>Requested Amount</u></b>	<b><u>RFP Committee Recommendation</u></b>
YES Nature to Neighborhoods* S	\$199,974	\$199,974
Pogo Park* S	\$200,000	\$200,000
Summer Search* S	\$50,000	\$50,000
Greater Richmond Interfaith Program* S	\$200,000	\$200,000
Growing Together, Bay Area S	\$190,840	\$190,840
Project Avary S	\$200,000	\$200,000
18 Reasons S	\$200,000	\$200,000
Richmond Steelers* E	\$80,000	\$80,000
<b>TOTAL</b>	<b>\$1,320,814</b>	<b>\$1,320,814</b>

<b><u>Learning Needs</u></b>		
<b><u>Organization Name</u></b>	<b><u>Requested Amount</u></b>	<b><u>RFP Committee Recommendation</u></b>
Hidden Genius Project * S	\$200,000	\$200,000

RYSE * S	\$200,000	\$200,000
East Bay Center for the Performing Arts* C	\$300,000	\$300,000
Richmond Freedom School (Ed Fund)* S	\$200,000	\$200,000
Watershed Project (NGSS) * S	\$125,000	\$125,000
Fresh Approach S	\$200,000	\$200,000
City of Richmond, Recreation Dept * S	\$300,000	\$300,000
City of Richmond, Employment & Training * C	\$300,000	\$300,000
Practice Space * S	\$200,000	\$200,000
Things That Creep * E	\$100,000	\$100,000
Richmond Promise * C	\$218,475	\$218,475
<b>TOTAL</b>	<b>\$2,343,475</b>	<b>\$2,343,475</b>

<b>Safety Community, &amp; Belonging Needs</b>		
<b><u>Organization Name</u></b>	<b><u>Requested Amount</u></b>	<b><u>RFP Committee Recommendation</u></b>
Richmond High School Music Department* C	\$300,000	\$300,000
East Bay Center for the Performing Arts* C	\$300,000	\$300,000
Summer Search* S	\$173,000	\$173,000
Fresh Lifelines for Youth* S	\$101,790	\$101,790
Big Brothers Big Sisters, Bay Area S	\$60,000	\$60,000
Nurturing Independence Through Artistic Development* S	\$58,556	\$58,556
Touch of New Life* E	\$66,000	\$66,000
<b>TOTAL</b>	<b>\$1,059,346</b>	<b>\$1,059,346</b>

### Next Steps

Staff hopes to bring this item to City Council on December 3, 2024. After approval of the grant award recommendations by City Council, City staff will enter into grant agreements with awardees. City staff will manage the contract processes which include, but are not limited to, entering into contracts with grantees, contract administration, serving as a point of contact for all grantees, conducting site visits, reviewing progress reports, and reviewing and approving invoices.

City staff, reviewers, and the Board agreed that organizations that were not recommended for

funding would most benefit from technical assistance or capacity building. Such support (i.e., strategic planning, budgeting/financial, executive director coaching, grant writing, etc.) would allow for improved operations and grant awards in subsequent years. It is the intent of City staff to provide such support from CY 25-27 and we are working on an RFP to solicit those services and provide access to organizations that could best utilize the assistance.

**ATTACHMENTS:**

Attachment 1 – FY 2025-2028 RFP Grant Guidelines and Application

Attachment 2 – FY 2025-2028 Children and Youth Grant Program Evaluation Matrix and Ranking



# The City of Richmond and Department and Fund for Children and Youth

## FY 2025-28 REQUEST FOR PROPOSALS

For Direct Services in the Following Core Needs:

- Mental And Behavioral Health And Wellness
- Physical Health And Wellness
- Learning Needs
- Safety, Community, And Belonging
- Connective Supportive Services

Pre-Proposal Conferences:

Wednesday, September 11, 2024, 11:00 A.M. – 12:30 P.M.

Wednesday, September 18, 2024, 6:00 P.M. – 7:30 P.M.

**PROPOSAL DUE DATE:**

**SUNDAY, OCTOBER 6, 2024, BY 11:59 PM**

Richmond Fund for Children and Youth | 450 Civic Center Plaza, Suite 300  
Richmond, CA 94804 Phone 510.620.6523 | [www.richmondyouth.org](http://www.richmondyouth.org)

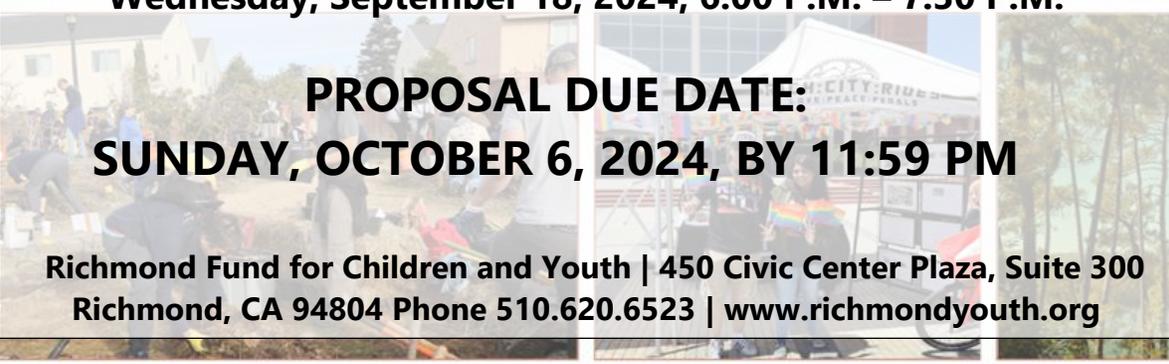
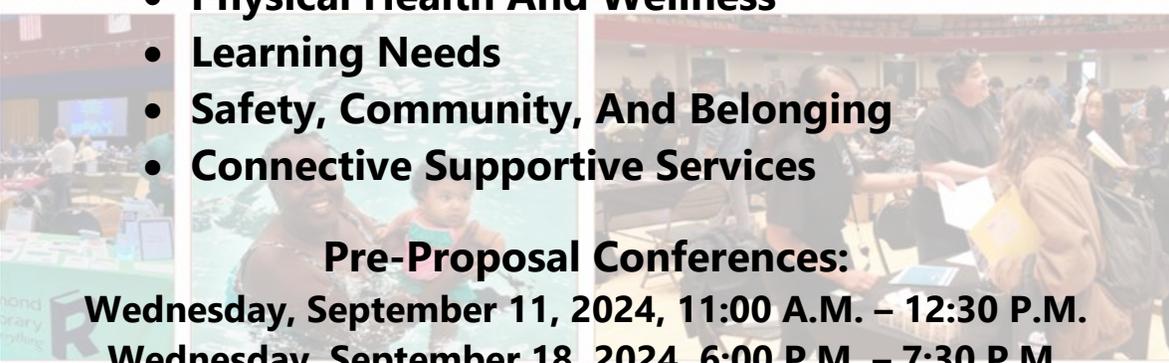
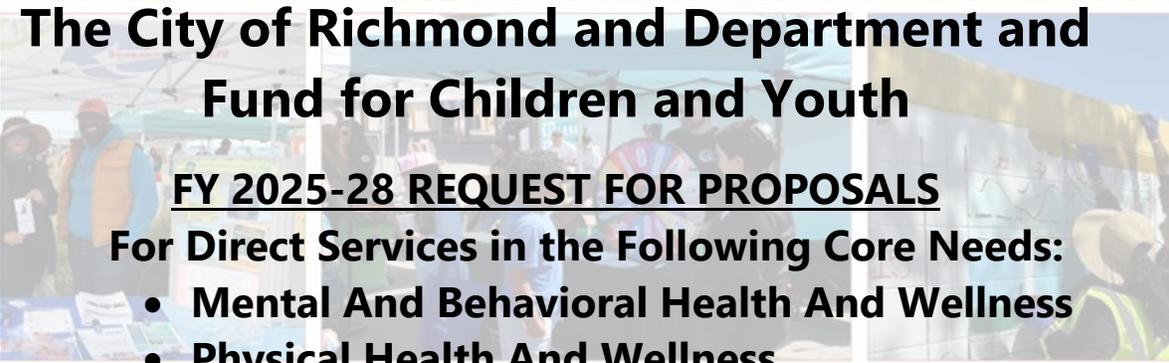


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## I. Request for Proposal General Information

### **Request for Proposal Overview**

This Request for Proposals (RFP) is being issued by the City of Richmond, Department of Children and Youth (RDCY) for the Richmond Fund for Children and Youth (RFCY). This RFP aims to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth from birth to 24 years old in Richmond and Unincorporated North Richmond.

### **Voluntary Pre-Proposal (Bidders Conference) Meeting Dates and Times:**

To provide information regarding the RFP, the RDCY will host two virtual pre-proposal conferences for interested applicants. A video of the pre-proposal meeting will be available on the RFCY grants webpage at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants) by September 13, 2024.

Wednesday, September 11, 2024, from 11:00 a.m. to 12:30 p.m.

Wednesday, September 18, 2024, from 6:00 p.m. to 7:30 p.m.

### **Deadline for Questions:**

September 13, by 5:00 p.m., by email to Children and Youth staff at [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us).

### **Proposal Submittal Deadline Date and Time:**

Sunday, October 6, 2024, by 11:59 p.m.

### **Proposal Submission:**

Proposals must be submitted online at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants).

The Grantee shall be required to comply with all applicable City programs and policies. Details are presented in this RFP and will be discussed at the pre-proposal meeting.

Applicants who wish to participate in the RFP process are recommended to register, visit, and review the:

1. [Richmond Fund for Children and Youth \(RFCY\) Grant Program Listserv](#)
2. [RDCY webpage](#)

The links above will allow interested applicants to receive addenda, updates, announcements, and notifications relevant to the RFP and other contracting opportunities. If you have any questions, please email [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us).

### **Contact Information:**

Departmental staff are available to answer questions regarding this RFP at (510) 620-6523 or [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us), Monday - Friday, excluding City holidays, from 8:30 a.m. - 5:00 p.m.

## II. About the RFP and the Richmond Fund for Children and Youth (RFCY)

The Richmond Fund for Children and Youth (RFCY) is pleased to release the 2025-2028 Request for Proposals (RFP) to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Richmond and unincorporated North Richmond, California. We look forward to the opportunity to collaborate with strong community agencies to best serve the needs of Richmond's children and youth.

This RFP covers the five core needs outlined in the **2025-2028 Strategic Investment Plan**, which was developed through an extensive community engagement process and can be found on RFCY's grant webpage (<http://www.ci.richmond.ca.us/RFCYGrants>). All applicants are strongly encouraged to read the 2025-2028 Strategic Investment Plan in addition to this RFP before starting the application process.

Grants awarded through this RFP process will be for a three-year period, January 1, 2025, to December 31, 2027. The total projected amount for FY2025-2028 grant awards through this RFP is approximately \$6.37 million available annually (based on the 3% General Fund allocation per the Richmond Charter, Article 15).

### About the Richmond Fund for Children and Youth

On June 5, 2018, Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, which approved a City of Richmond charter amendment (Article 15) to:

- Create a Richmond Department of Children and Youth (RDCY),
- Establish the Richmond Fund for Children and Youth (Fund) which requires that a portion of the City's General Fund be set aside to fund youth programs and services,
- Establish a 15-member Oversight Board,
- Conduct a Community Needs Assessment (CNA), and
- Develop a three-year Strategic Investment Plan (SIP) which guides a 3-year grant-making process.

Per the ballot measure's Statement of Purpose, "Children, youth and young adults under the age of 24 comprise approximately 35% of the City of Richmond's overall population, and young people in Richmond experience extremely high rates of violence, trauma, poor health and social outcomes, and stress."

Richmond and North Richmond's children and young people demand consistent and equitable access to healthy, safe, supportive, and inspiring environments at home and in community to foster their learning, growth, empowerment, and fulfillment.

The Fund was set up to provide a dedicated funding source to help address some of the issues facing Richmond's young people and will be maintained separate and apart from all other City funds. At the time of the City's budget adoption, the City is required to set aside a portion of the annual actual unrestricted general purpose revenues to be transferred in the amounts

specified below:

- For Fiscal Year 2021-2022 the Fund had an amount equal to one percent (1%) of the City's annual actual unrestricted general purpose revenues
- For Fiscal Year 2022-2023, the Fund had an amount equal to two percent (2%) of the City's annual actual unrestricted general purpose revenues
- For Fiscal Year 2023-2024, and each fiscal year thereafter through Fiscal Year 2027-2028, the Fund has an amount equal to three percent (3%) of the City's annual actual unrestricted general purpose revenues

The Fund aims to support programs that focus on community-based initiatives and interventions that improve the community institutions and environments that our children and young people interact with and navigate daily.

### **Goals of the Richmond Fund for Children and Youth**

Per the Charter, the Fund will support services for young people that fulfill the following goals:

- To ensure that Richmond's children, youth, and young adults are physically, emotionally, mentally, and socially healthy, educated, successful in school, and live in stable safe and supported families and communities
- To increase safety for children, youth, young adults, their parents/guardians, families and the communities in which they live by preventing problems and enhancing the strengths of children, youth, young adults and their families
- To ensure young people are provided with gender responsive, trauma-informed, population specific and culturally competent services
- To strengthen collaboration among public agencies and community-based organizations around shared outcomes among all service providers for children, youth, young adults and their parents/guardians
- To ensure an equitable distribution of resources to all of Richmond's young people in recognition of the importance of investment in their futures from birth through young adulthood
- To fill gaps in services and leverage other resources whenever feasible

More information is available online from the Richmond Fund for Children and Youth website at [www.richmondyouth.org](http://www.richmondyouth.org).

## Roles and Responsibilities of the Department of Children and Youth

The purpose of the Department is to facilitate the allocation of funds for youth-serving organizations by administering an open and fair application process that is in compliance with the policies adopted by the RFCY Oversight Board. Furthermore, RDCY supports the Oversight Board in the development of a Strategic Investment Plan and conducts a community needs assessment.

RDCY roles and responsibilities include but are not limited to:

- Administrator: Administering the grant program in alignment with Measures E & K and Oversight Board direction
- Advocate: Working to advocate for services and adequate funding for children and youth supported by this Fund
- Collaborator: Collaborating with various governmental, faith-based, community-based organizations, and philanthropy to support work in the community and ensure that children and youth needs are met
- Convener: Holding space for City interdepartmental meetings, as well as cross-entity meetings to discuss service delivery, opportunities for collaboration, etc.
- Evaluator: Developing and implementing a process to evaluate and/or support the evaluation of grantees, the grant process, collaborative work with other entities, and the program. RDCY will help collect and analyze meaningful data and use the evaluation process to document the collective impact of the Fund.
- Funder: Developing and administering the grant program in alignment with the Community Needs Assessment and Strategic Investment Plan
- Supporter: Providing support to the Oversight Board (e.g., assist with recruitment, retention, development, training, agenda setting, meeting facilitation, etc.)



## Community Needs Assessment (CNA) Guiding Principles

RDCY staff initiated a second needs assessment and strategic planning process in 2024 that sought to honor community voice and include a diverse range of youth and adults in order to develop a comprehensive, equitable investment plan that reflects community vision. The City committed to guiding principles for creating both the Community Needs Assessment (CNA) and the Strategic Investment Plan (SIP) as follows:



Community assets are our core strengths



Richmond residents are experts in their lived experience and have valuable insight to share



We value collaboration and shared ownership



We believe considerations of race and equity are critical to this process



We will be inclusive of all ages, races, ethnicities, gender expressions, languages, abilities/disabilities, and socioeconomic status



We will communicate in a way that is accessible and easy to understand



We believe all voices should contribute and encourage participants to bring their full, authentic selves to this process



We believe it is important to be (1) innovative and flexible and (2) transparent and accountable



We center the needs and dreams of children and youth

### Learning Questions:

The following guiding learning questions were developed to focus the CNA effort:

- What is working? What are the key assets for children, youth, and their families in Richmond and North Richmond?
- How are resources and services that support youth currently dispersed? What are the gaps?
- What are the barriers to accessing current and future services?
- What resources do families in Richmond and North Richmond need to thrive?
- Which families need these resources the most?
- What are the needs of the most hard-to-reach groups?

## Funding Allocations Available by RFCY 2025-2028 Strategies

The following chart provides a summary of projected allocations for all core need areas, based on an estimated \$6.37 million annually. For more comprehensive strategy summaries and guidelines, please refer to the **Core Needs for FY2025-2028** section of the RFP and the **2025-2028 Strategic Investment Plan**, which can be found on RFCY's website ([www.richmondyouth.org](http://www.richmondyouth.org)).

Core Needs	Estimated % of Total Funds
<b>Mental &amp; Behavioral Health Needs</b>	<b>30%</b> <b>(\$1,911,000.00)</b>
<b>Physical Health &amp; Access</b>	<b>20%</b> <b>(\$1,274,000.00)</b>
<b>Learning Needs</b>	<b>30%</b> <b>(\$1,911,000.00)</b>
<b>Safety, Community, &amp; Belonging Needs</b>	<b>20%</b> <b>(\$1,274,000.00)</b>
<b>Connective &amp; Supportive Services</b>	
<i>Total Estimated Funding in FY 2025- 2028 annually:</i>	<b>\$6.37 Million</b>

Once grant award decisions are finalized, the allocation amounts, as shown above, may vary slightly depending upon the type and number of grant applications submitted and grants awarded in each core need. Also, it is important to note that per the Charter, any change in an approved SIP, which could include the core need and allocations, shall be based on the community needs assessment and input from the community.

### III. Application Process

#### Eligibility

Entities<sup>1</sup> eligible to receive funding shall be public agencies and non-profit community-based organizations, including organizations with a non-profit fiscal agent, that serve children, youth and disconnected transitional-aged young adults. For-profit agencies are not eligible for funding. An applicant that is a community-based organization must be tax-exempt under section 501(c)(3) of the Internal Revenue Code.

**Location:** Entities eligible to receive funding include those (1) located outside but in close proximity (approximately 15 mile radius) to Richmond to the extent that those entities serve children, youth and disconnected transitional-aged young adults who reside in Richmond or unincorporated North Richmond, and (2) located in Richmond or unincorporated North Richmond that serve children, youth, and disconnected transitional-aged young adults in Richmond or unincorporated North Richmond, regardless of the residence of the children or youth.

**Collaboration:** Article 15, Section 5b of the Charter states that the Fund shall not fund the following services or types of expenditures: services provided by the West Contra Costa Unified School District, Richmond libraries, Office of Neighborhood Safety, Richmond Promise College Scholarship Program, Richmond Housing Authority and Youth Works, except for collaborations between the above mentioned entities and community-based organizations and programs that meet the goals and eligible uses of the Fund.

Collaboration Definition:

For the purposes of this RFP, collaboration between the entities listed in Article 15, Section 5b of the Charter (entities)<sup>1</sup> and a community-based organization (CBO) is defined as cooperation between the entity and the CBO that includes **at least one** of the following activities: (1) seeking input from the CBO on how services provided can best respond to community needs (e.g. needs of children, youth, and young adults) OR (2) working together to plan or coordinate services. Collaboration can include but does not require the joint delivery of services or a formalized agreement. The nature of the collaboration can be described in the entity's application for funding and does not require a joint application between the entity and the CBO.

**Youth Voice:** It is expected that eligible organizations that apply for funding will clearly demonstrate how youth voice, perspective, and input is central in the proposed program design, development, outreach, and/or implementation.

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1. Entities included in Article 15, Section 5b include West Contra Costa Unified School District, Richmond libraries, Office of Neighborhood Safety, Richmond Promise College Scholarship Program, Richmond Housing Authority and Richmond YouthWORKS.

## Fiscal Sponsors

Organizations (other than public agencies) that do not have 501(c)(3) status must apply using a fiscal sponsor. In this case, the fiscal sponsor is the applicant and, if a grant is awarded, would be the organization that contracts with the City of Richmond and is legally liable for all aspects of the contract including program implementation, fiscal management, and communication with the City regarding subgrantee or fiscal partner activities.

The fiscal sponsor would be expected and authorized to oversee and manage all aspects of the contract including finances and to monitor and ensure implementation of program activities of contracted or collaborating agencies. **An eligible public organization must apply on its own behalf and may not use a fiscal sponsor.**

## Use of Funds

The City shall only use monies from the Fund for services provided to:

- Children (birth to 12) and youth (ages 13 to 17) and their caregivers,
- Disconnected transitional-aged young adults (ages 18 to 24 years) who are most impacted by harm, inequity and lack of access to support and services and, when relevant, their caregivers, or
- As part of programs that predominantly serve children, youth and disconnected transitional-aged young adults within those ages and their caregivers.

The populations that are prioritized by the Fund included but are not limited to:

- System-involved young people;
- Young people who have been pushed out of school;
- Young people who themselves or whose families are homeless or threatened by homelessness;
- Young people living in poverty;
- Immigrant and undocumented children, youth and families;
- Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) children, youth and families;
- Teen parents and families, including single mothers;
- Young people with poor physical, mental, emotional and behavioral health outcomes and disabilities;
- Families with children and youth who are impacted by the criminal justice system and/or who have family members who are incarcerated; and/or
- Families with children and youth who are involved in or transitioning from the foster care, juvenile justice, criminal justice or special education systems.

Funds may **NOT** be used for:

1. Services provided by the Police Department, Sheriff, other law enforcement agencies, Courts, District Attorney, Public Defender, City Attorney or Fire Department; detention or probation services mandated by state or federal law; or public transportation, except to the extent that transportation may be needed to access eligible services supported by the Fund;
2. Services provided by the West Contra Costa Unified School District, Richmond libraries, Office of Neighborhood Safety, Richmond Promise College Scholarship Program, Richmond

Housing Authority and YouthWORKS, **except for** collaborations between the above-mentioned entities and community-based organizations and programs that meet the goals and eligible uses of the Fund (see **Eligibility** section for definition of collaboration – entities listed in this section can apply as a collaborative or single entity as long as the definition of collaboration is met);

3. Any service that primarily benefits adults over 24 years;
4. Any service for which a fixed or minimum level of expenditure is mandated by state or federal law, to the extent of the fixed or minimum level of expenditure;
5. Acquisition of any capital item not for primary and direct use by children or youth; acquisition, other than by lease for a term of ten years or less, of any real property; or maintenance, utilities or any similar operating costs of any facility not used primarily and directly by children or youth, or of any recreation or park facility, library, or hospital;
6. Capital expenditures for housing, or rent subsidies;
7. Primary and specialized medical and direct mental health services; however, prevention, education, and other behavioral and mental health support services are eligible for funding;
8. Income supports that supplant state or federal benefits or post-secondary tuition assistance;
9. Political campaigning or lobbying;
10. Subsidization of existing contracts;
11. Repayment of existing debt or pre-existing tax liens or obligations;
12. Advancement of certain sectarian, politically partisan, or religious projects (grant funds should be used for specific programs and not to advance the causes of any of the stated group);
13. Legal, loan, or bank fees;
14. A project or program which is clearly intended for commercial gain;
15. A project or program that occurs before or after the grant award period; or
16. For businesses established for personal benefit or profit.

## Type of Applicants

### **Small and Emerging Applicants**

The Small and Emerging designation focuses on smaller organizations and assists grass root organizations to be funded by RFCY. Organizations in this category may have recently received their 501(c)(3) status, after having been fiscally sponsored. If the organization does not have 501(c)(3) status, it must apply using a fiscal sponsor. If the organization has 501(c)(3) status, it may still choose to use a fiscal sponsor.

If the organizational budget is under \$250,000 in the current or most recent fiscal/calendar year, not including the RFCY grant request, an organization must identify/apply as a Small and Emerging Applicant. RFCY staff will utilize audited or reviewed financials, 990s and/or 990Ns, and/or income statements to confirm the applicant's budget for placement in this category. If an organization utilizes a fiscal sponsor, the fiscal sponsor budget will not be used to determine the proper designation. However, the City will still enter into the grant agreement with the fiscal sponsor in the event a grant is awarded.

Entities listed in Article 15, Section 5b of the Charter may apply as a single entity in this category

as long as they demonstrate that they have met the definition of collaboration as defined in this RFP (see Eligibility section, page 10).

### **Single Organization Applicant**

A Single Organization Applicant is one organization applying for RFCY funding, referred to as the lead organization and will be the one contracts with the City of Richmond.

Applicants in this category have an organizational budget over \$250,000, not including the RFCY grant request. RFCY staff will utilize financial documents to confirm the applicant's budget for placement in this category.

Entities listed in Article 15, Section 5b of the Charter may apply as a single entity in this category as long as they demonstrate that they have met the definition of collaboration as defined in this RFP (see Eligibility section, page 10).

### **Collaborative Applicants**

Through this grant program, the City encourages applicants to collaborate with other organizations. Collaboration is a mutually beneficial relationship to meet a common goal. Collaboration can come in many forms, from information sharing to joint programming. It can help organizations reduce redundancy in service sectors, leverage resources, share strengths, and increase efficiencies. RFCY strongly encourages collaboration between nonprofit and public entities to create and sustain collaborations that maximize the cost-effectiveness and quality of service delivery.

A Collaborative Applicant must consist of two or more agencies, each contributing substantially toward a mutual goal, where at least two of the agencies are proposing to receive RFCY funds. Substantial participation includes providing direct services, and/or planning and coordinating services, and/or having equal collaboration in decision making around program design and/or implementation. No one organization should receive more than eighty percent (80%) of the funding. When completing budget documents, please make clear how funding will be allocated between collaborating organizations.

The lead organization of a Collaborative will be the organization that contracts with the City of Richmond. Collaboratives must choose a lead organization that has the fiscal and management capacity to support the other collaborating organization by issuing payments in a timely and professional manner. All collaborative organizations of a collaborative must have the capacity to provide services as presented in the proposal.

The Collaborative should examine how the involvement of other collaborating organizations will be best coordinated within the model. RFCY will not consider lead organizations that act simply as a fiscal pass through. All agencies, schools, and/or program sites must be active parts of program implementation.

Entities listed in Article 15, Section 5b of the Charter may apply as part of a Collaborative applicant in this category.

**Special Note:** Entities listed in Article 15, Section 5b of the Charter may apply as a Collaborative Applicant with a formalized agreement AND may also apply as a single organization in which they demonstrate collaboration between their organization and a community-based organization (no formalized agreement required).

These entities include West Contra Costa Unified School District, Richmond libraries, Office of Neighborhood Safety, Richmond Promise College Scholarship Program, Richmond Housing Authority, Richmond YouthWORKS.

### **Proposal Submission Guidelines and Limitations**

An entity may submit up to two proposals as a **lead organization** requesting funding. Each proposal must be for substantially different programming. "Substantially different programming" means that the programs differ in at least one of the following aspects: core area, program design, staffing, program location, or the target population receiving services.

Applicants may submit separate proposals for their own program and be part of a Collaborative proposal if the proposals are substantially different. Applicants may not receive funds as a single organization and as part of a Collaborative for the same program. Applicants may submit substantially different proposals within the same core need.

Applicants **may not** submit the same proposal more than one time to different RFCY core needs. Select the most appropriate core need that best aligns to your program and submit only one request proposal for the proposed program.

Please note that the reviewers will take into consideration the ratio between your organization's total requests and your organization's overall current year budget when determining grant awards. It is **STRONGLY** recommended that organizations do not submit grant requests that equate to more than 40% of their overall organizational budget.

Public agencies can submit separate proposals per department and/or division, if the departments and/or divisions are substantially different in the services that they provide to the community and have separate and distinct budgets.

**Special Note:** If City Richmond Department(s) and/or Division(s) are awarded grants, the proposed program and funding award must meet the requirements as set forth in Article 15 of Section 5(J) and Section 6 of the City of Richmond Charter.

## Funding Amounts

### Funding Parameters

Each grant award amount will depend on the frequency of service, the amount of service, the number of service sites, the number of children and families served, the proposed staffing, and the range and depth of expertise provided. Please use the following funding parameters as a guide to determine how much funding is appropriate and allowed.

### Small and Emerging Applicants

- A Small and Emerging applicant may apply for between \$50,000 and \$100,000.
- No more than 20% may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Agencies may submit more than one grant request. However, Small and Emerging Applicants are advised to limit their total and/or combined RFCY requests to no more than 40% of their current year overall organizational budget excluding current RFCY funding request(s).

**Example:** A Small and Emerging organization with an annual budget of \$200,000 could request one or more grants for a maximum RFCY award of \$80,000.

### Single Organization Applicant

- Single organization applicants may apply for between \$50,000 and \$200,000.
- No more than 20% may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Agencies may submit more than one grant request. However, Single organization Applicants are advised to limit their total and/or combined RFCY request(s) to no more than 40% of their current year overall organizational budget excluding current RFCY funding request(s).

**Example:** A single organization with an annual budget of \$420,000 or more could request one or more grants for a maximum RFCY award of \$168,000.

### Collaborative Applicant

- Collaboratives may apply for between \$50,000 and \$300,000.
- No more than 20% may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Organizations may submit multiple grant requests, but Collaboratives should limit total RFCY requests to no more than 40% of the lead organization's current year overall budget, excluding current RFCY funding.

**Example:** A lead organization in a Collaborative with an annual budget of \$570,000 or more could request one of more grants for a maximum RFCY award of \$228,000.

**Summary Table By Application Type**

	<b>Small and Emerging</b> <i>(Budgets at or under \$250,000)</i>	<b>Single Organization</b> <i>(Budgets over \$250,000)</i>	<b>Collaboratives</b>
<b>Minimum Grant Request</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>Maximum Grant Request</b>	<b>\$100,000</b>	<b>\$200,000</b>	<b>\$300,000</b>
<b>Maximum Indirect Rate</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>
<b>Minimum Match Requirement</b>	<b>15%</b> of RFCY grant request	<b>15%</b> of RFCY grant request	<b>15%</b> of RFCY grant request
<b>Financial Statements</b>	<b>See Information and Requirements Below</b>		

**Financial Statements**

All financial statements (i.e., audited/reviewed financials or 990s/990Ns or income statements) must be from no earlier than 2022. If an applicant is a public organization, other than the City of Richmond, the applicant must submit proof of the existence of an independent audit. If applying with a fiscal sponsor, the applicant must submit the fiscal sponsor’s financial statements.

If your organization is in the process of **obtaining** your audited OR reviewed financial statements, but the audit and financial statements will not be complete before the grant deadline, you will be able to submit proof of a contract with a Certified Public Accountant (CPA) as part of your application submission. In the **Organization and Proposal Information** section of the proposal, provide a copy of your contract or engagement letter with a CPA as proof that an audit of your organization will be conducted, and include the expected date of completion as part of proof. All audited financial statements must be completed and delivered to RDCY by June 30, 2025 (electronic copy via email to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us)).

**Matching Funds**

Matching Funds refers to all program funding above the RFCY award that are necessary to provide the services at the proposed levels. Proposals must demonstrate, and if awarded will be held accountable for, raising and documenting funding that equals at least 15% of the RFCY grant award

as a match. This 15% match of RFCY program funding must be a cash or in-kind match that supports the program. Grantees may NOT use one RFCY grant as a match.

**Example:** An organization is seeking \$100,000 from RFCY to run a program. If awarded a \$100,000 grant from RFCY, the organization would be held accountable for raising and documenting a minimum of 15% match of the grant award amount, which is \$15,000.

### **Funding Period**

This RFP represents a three-year grant cycle. The contract is for a three-year period (January 1, 2025, through December 31, 2027). Applicants will not receive their first disbursement of funds until they submit all required contract documents. After all contract documents are received it takes approximately 6-8 weeks before the contract is executed.

## **Applying for Funding**

### **Completing Your Proposal**

The RFCY application process is entirely online and must be completed and submitted through the online application system to be considered for funding. The online application will consist of the following elements:

- 1) Organization and Proposal Information**
- 2) Proposal Narrative**
- 3) Budget**
- 4) Required Documents**
- 5) Proposal Submission and Acknowledgement**

The **Proposal Instructions** section will provide detailed instructions on completing the application, and the additional submission of forms required by the City of Richmond, Richmond Fund for Children and Youth. Be sure to read these instructions carefully.

Contact **RDCY staff** at [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us) for all technical issues and questions regarding the online application system.

## Pre-Proposal Meetings and Technical Assistance Information

### **Pre-Proposal Meetings (Bidders' Conferences)**

To provide general information and guidance to all potential applicants, RFCY will hold two virtual Pre- Proposal Meetings (Bidders' Conferences). All potential applicants are strongly encouraged to attend one of the two pre-proposal meetings. A video of the pre-proposal meeting will be available on the RFCY grants webpage at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants). The current dates and times are:

- Wednesday, September 11, 2024, from 11:00 a.m. to 12:30 p.m.
- Wednesday, September 18, 2024, from 6:00 p.m. to 7:30 p.m.

### **Opportunity to Submit Questions and General Technical Assistance by Email**

General Technical Assistance (TA) and/or submission of general questions by e-mail begins September 3, 2024, and concludes Friday, September 13, at 5:00 p.m. E-mail TA and/or general questions to RDCY staff at [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us). Staff will answer questions about eligibility, funding parameters, and required information and documents for online submission. The assistance is not intended to provide professional advice on program design, feasibility, or other program development and implementation issues.

This Technical Assistance is provided by email only. **Frequently Asked Questions will be publicly posted to the RFCY webpage by 5:00 p.m. on September 20, 2024.** No phone or in-person technical assistance will be provided. RDCY staff will aim to provide a response to the TA Request within two (2) business days.

## Important Dates

*These dates are tentative and subject to change:*

	Date
Request for Proposals (RFP) Released	September 3, 2024
Pre-Proposal Meetings Virtual/Video Conferencing	<p>Wednesday, September 11, 2024 11:00 a.m. to 12:30 p.m.</p> <p>Wednesday, September 18, 2024 6:00 p.m. to 7:30 p.m.</p>
Questions Due by E-mail	September 13, 2024, 5:00 p.m.
Frequently Asked Questions Published	September 20, 2024, 5:00 p.m.
<b>Online Proposals Due</b>	<p><b>Sunday, October 6, 2024, by 11:59 p.m.</b></p> <p>An online receipt will be produced in the form of an email upon submission. Proposals submitted after the deadline will not be considered for review.</p>
Oversight Board and City Council Approves Recommendations for Funding	November 2024
Contracting and Negotiations Begins	November - December 2024
Program Cycle	January 1, 2025 – December 31, 2027

### **Additional RFCY Resources**

The following documents can be found on the RFCY website at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants)

- RFCY 2024 Community Needs Assessment
- RFCY 2025-2028 Strategic Investment Plan
- RFCY Contract Documents

## IV. Funding Core Needs for FY 2025-2028

The Community Needs Assessment (CNA) process provided an overview of current data and findings related to children, youth, and their families in Richmond, and North Richmond, California – specifically as related to the focus of the Richmond Fund for Children and Youth. Input was gathered through focus groups and interviews with youth, parents/guardians and providers, surveys, forums, and the review of multiple reports and secondary data resources. The CNA, which guided the development of the Strategic Investment Plan (SIP), identified five core needs for investment. Needs were identified by synthesizing these data sources and surfacing issues that were raised across multiple groups and subgroups and within the framework of the legislation informing the Richmond Kids First Initiative.

The five core needs were then assigned a percentage allocation based on considerations of the urgency of the need and potential for equity impact. The core needs, not listed in order of importance, are as follows:

Core Needs	Estimated % of Total Funds
<b>Mental &amp; Behavioral Health</b>	<b>30% = \$1,911,000</b>
<b>Physical Health &amp; Wellness</b>	<b>20% = \$1,274,000</b>
<b>Learning Needs</b>	<b>30% = \$1,911,000</b>
<b>Safety Community &amp; Belonging</b>	<b>20% = \$1,274,000</b>
<b>Connective Supportive Services</b>	
<b>Total Annual Estimated Funding in FY 2025-28</b>	<b>100% = \$6.37M</b>

The approved SIP will guide RDCY’s three-year grant cycle between 2025 and 2028. The annual allocation of grant funding for each year is estimated to total approximately \$6.37 million (based on the City’s Fiscal Year 2024-25 revenue amounts). Estimated funding is approximate for the core needs.



**Tip:** The five core needs that will be funded through this RFP process are listed in detail in the following section and additional information can be found in the RFCY Strategic Investment Plan at [www.richmondyouth.org](http://www.richmondyouth.org).

## **Core Need: Mental and Behavioral Health & Wellness**

Mental health encompasses our emotional, psychological, and social well-being, affecting how we think, feel, and act. It plays a role in managing stress, relating to others, and making decisions. In Richmond, mental and behavioral health has emerged as a top concern for children and youth, as evidenced by focus groups with nearly 100 participants. High stress levels due to poverty, bullying, racial discrimination, safety concerns, and exposure to violence significantly impact their mental well-being. Depression and anxiety are prevalent, worsened by the pandemic's effects on learning and social interactions. The pandemic intensified mental health issues, causing social isolation and increased screen time. Children missed opportunities to develop social skills, affecting their ability to interpret body language and facial expressions, while teens lost peer interactions as schools shut down. Social isolation was a recurring theme among focus group participants and 200 survey respondents, with three out of four rating the pandemic's negative impact as "Very High" or "High."

Two major challenges emerged: increased awareness and education about mental health, and lack of access to mental health resources. Despite insurance coverage through Medi-Cal; children and youth face long wait times to get an appointment with a provider fueled by the shortage of mental health providers in the Richmond area. Over half of the survey respondents feel that the mental health needs of Richmond's children and youth are not being adequately met, which is influenced by lack of resources to meet the high demand. Survey respondents and Visioning Community Event attendees highlighted three priority services: (1) Affordable 1:1 Mental Health Counseling, (2) Access to Behavioral Health Services (e.g., anger management), (3) Programs addressing youth trauma and exposure to violence.

The issue of mental health and well-being was a concern across all of the focus groups that were conducted. This is particularly true for Black and Latinx residents who are disproportionately exposed to violence leading to long-term impacts on health and well-being. Trauma-informed programming, as well as behavioral and mental health programs, emerged as a significant need for children, youth, and families along with the need for that programming to consider the rich diversity of residents, many of whom have are experiencing the trauma of the constant threat of family deportation, violence in the community, discrimination and more. Also, the need for culturally fluent approaches is central to filling this gap as many of Richmond and North Richmond's children, youth, and families come from non-western cultures where there may be barriers and stigma attached to western approaches to mental health and wellness programming.

### **Options for Supported Programming**

- Individual & group counseling/therapy sessions
- Mindfulness & emotional wellness programs
- Mental health/wellness support groups
- Behavioral health/ positive behavior intervention programs
- Violence and trauma recovery programs
- Trauma informed training for staff, teachers, first-responders

### **Priority Populations**

- Disconnected youth
- Young people who themselves are homeless, or whose families are homeless or threatened by homelessness
- Young people living in poverty
- Immigrant and undocumented children and youth
- LGBTQ+ children, youth, and families
- Youth who have experienced trauma
- Young people with poor physical, mental, emotional, and behavioral health outcomes

### **Desired Results**

- Increased access to behavioral health services; reduction in wait time from referral to first appointment
- Reduction in symptoms of anxiety, depression, etc.
- Increase in caregiver support through workshops and participation
- Increase in collaborative projects and referral networks
- Increase in engagement and retention for youth receiving services
- Reduction of mental health stressors such as poverty, bullying, and discrimination

## **Core Need: Physical Health & Wellness**

The physical well-being of children and youth in Richmond is significantly influenced by Social Determinants of Health (SDOH). These determinants include the conditions in which people live, learn, work, and play, which impact a wide range of health outcomes. Access to quality healthcare, safe and healthy outdoors, safe neighborhoods, and healthy food is vital for maintaining good health. In Richmond, many children grow up in neighborhoods facing significant challenges such as exposure to gun violence, pollutants, and a lack of safe recreational spaces. These adverse conditions fuel constant stress that subsequently affects physical development and cognitive growth.

The Childhood Opportunities Index (COI) highlighted in the 2024 Community Needs Assessment reveals that 45% of children and youth live in areas of concentrated poverty, and 37% live at 200% below the federal poverty level. Poverty is a significant social determinant of health. The COI measures various factors affecting health, including pollution, healthy environment, safety related resources, and healthcare access. Neighborhoods with "Very Low and Low" COI ratings indicate poor opportunities for achieving physical well-being shown by high incidences of negative health outcomes.

Community engagement through the CNA process demonstrated a significant need for better access to healthcare services and resources. Richmond is designated by the state Department of Health as a Medically Underserved Area (MSU) with shortages in primary health, mental health, and dental health professions. It further validates why access to services that treat and foster physical health is identified as a high need among the 400 voices heard throughout the community needs assessment process. caregivers and service providers.

### **Options for Supported Programming**

- Community health center and clinic services
- Drug education and prevention programs
- Healthy eating and nutrition programs
- Gardening, sustainability, and food justice programs
- Outdoor and youth adventure programs
- Environmental health awareness and services
- Shelter and food services addressing basic needs
- Sports programs and recreation leagues
- Healthy lifestyle programs (e.g. yoga, walking clubs, aerobics)
- Summer camps
- Promotion of hobby clubs such as cooking, gardening, and knitting

### **Priority populations**

- Youth of color
- System involved young people and transitional-age youth (TAY)
- Disconnected youth
- Young people who themselves are homeless, or whose families are homeless or threatened by homelessness
- Socioeconomically disadvantaged children and young people
- Immigrant and undocumented children and youth
- Students with disabilities
- Youth from under-resourced neighborhoods (e.g., North Richmond, Iron Triangle)

### **Desired Results**

- Increase nutritional education and food justice; improvements in participants' nutrition knowledge and households reports food security
- Increase in healthcare services accessed by target populations, and decrease in access barriers
- Increase in number of outdoor activities offered in healthy environments
- Increase in physical activity among youth participants through sports recreation and summer camps
- Increase in chronic disease prevention programs
- Increase in healthy lifestyle programs, such as food, nutrition, drug prevention and awareness
- Improve overall health outcomes in key health metrics (e.g. BMI, blood pressure, weight loss) through holistic physical health and wellness

## **Core Need: Learning Needs**

The scope of learning considered for the Community Needs Assessment spans from: early childhood, pre-kindergarten to post-secondary education and youth up to 24 years of age. Discussions about learning needs were prominent among focus group participants, survey respondents, key informants, and Community Visioning event attendees. Key learning benchmarks along this continuum were identified to assess whether children and youth are falling behind, indicating specific learning needs.

The West Contra Costa School District (WCCUSD) serves a diverse student population of 26,312 students across 54 schools. Families in the district speak more than 50 different languages, with 36% of students being English Language Learners (ELL). The district's minority enrollment is 90%, and 31% of students are economically disadvantaged.

Pandemic-related learning loss is significant, with nearly 80% of survey respondents indicating that COVID-19 has had a "Very High or High Impact" on youth in Richmond. Youth attending focus groups shared their struggles with making up for lost time. Additionally, Richmond has the largest number of children in Contra Costa County, with more than half of preschool-aged children eligible for subsidized programs. However, childcare providers serve only 40% of eligible children, leaving 60% of needs for childcare being unmet.

### **Options for Supported Programming**

- Caregiver "how to" workshops on helping children learn
- Early childhood development programs for children 5 years and under
- Literacy programs on reading from birth to high school
- STEM education programs, activities, and clubs
- Tutoring and homework assistance
- Access to high-speed broadband and technology (hardware/software)
- Life-skills, Communication, Leadership Training & Workshops
- Middle School Career Explorer/Awareness Programs
- College-prep and college-application mentoring & assistance
- Career Tech Training, internships, jobs for High School Students
- Employment & On the Job Training for youth 16 to 24 years
- Youth entrepreneurship programs and activities
- Music, Performing Arts and Arts Programs

### **Priority Populations**

This could include all the priority populations and programs should be targeted toward including these hard to reach/underserved groups:

- Young people living in poverty
- Immigrant and undocumented children and youth
- Young people with poor physical, mental, emotional, and behavioral health outcomes
- Children with disabilities
- Students experiencing homelessness
- Students who are not engaged in out-of-school extracurricular activities

- Students at schools with high levels of free and reduced lunch
- Students in very high need locations

**Desired Results**

- Increased accessibility to programs serving multilingual families that are culturally relevant
- Increased in students meeting grade-level benchmarks and regular school attendance
- Increase parental learning and support
- Increase in college and career readiness, jobs, mentorship programs, and internship
- Increase in number of children enrolled in early childhood programs; increased awareness of Universal PreK (UPK)
- Increase in literacy programs offered across all ages to 24 years
- Increase in collaborative projects, volunteer tutors, mentors and referrals to learning resources

## **Core Need: Community, Safety, and Belonging**

Residents of Richmond express pride in their city, embracing its diversity and community spirit, while also recognizing its challenges. Safety is a significant concern, with 95% of survey respondents believing that youth worry about their safety in their neighborhoods. 75% think this fear has a high impact on their well-being, and 92% see a critical need for creating safe, quality spaces for youth aged 13 and older. Youth highlight varying safety levels across neighborhoods, the normalization of violence, a lack of safe public spaces, inadequate school safety, and the need for community policing without profiling.

Belonging is crucial for children and youth, requiring appreciation for their identity without harmful stereotypes. Focus groups revealed that justice-impacted and LGBTQIA+ youth feel their needs are not adequately met. Disconnected youth (18-24 years old out of school and work) and youth experiencing homelessness face significant challenges. Richmond's unhoused population has increased from the past year of whom 14% are under 24 years of age. Students experiencing homelessness in WCCUSD are reported to have high rates of chronic absenteeism that hinder their academic performance.

Community centers offering enrichment programs and resources for parents are highly valued for fostering child and youth development. However, issues like waiting lists and transportation barriers limit participation. Affordable after-school programs, summer camps, and jobs for youth are also in high demand. At a Community Needs Assessment Visioning Event, participants expressed a desire for community events throughout the year to build a stronger sense of community across Richmond.

### **Options for Supported programming**

- Restorative Justice Programs focused on reconciliation
- Programs mentoring, supporting justice-impacted youth and families
- Mentoring and life-coach programs
- Prevention programs on domestic violence, child abuse, and sexual violence.
- Police and community relations activities and programs
- Neighborhood-based safety initiatives by police and community members
- Cross cultural activities and spaces that foster community
- Youth safe spaces that provide a welcome space to “chill,” socialize and enjoy activities to learn, grown, explore, create, and heal

### **Priority populations**

- African American youth
- Latino/Latinx youth
- System-involved young people
- Young people who have been pushed out-of-school
- Young people living in poverty
- Children and youth who are impacted by the criminal justice system and/or who have family members who are incarcerated

**Desired Results**

- Increase partnership and relationship building with Police
- Increase youth involvement in decision making
- Increase Home-Owner Associations to promote safe neighborhoods
- Increase Safety Routes to get to activities to and from school
- Increase community events, gatherings, and seasonal events to foster family traditions
- increase the number of community and recreation centers in neighborhoods
- Increase sports facilities with a focus on providing activities specifically for girls
- Increase of green spaces where youth and families can gather

## Core Need: Connective Supporting Services

Throughout the community engagement process, involving over 400 individuals, 3 overarching needs emerged: transportation, navigation support, and a two-generation approach to services.

**Transportation** is a critical issue for moving beyond poverty in Richmond. Many low-income families cannot afford reliable transportation or the costly repairs that come with car ownership. Public transportation schedules are often not conducive to balancing the demands of childcare, jobs, and after-school programs. This may explain why only 10% of workers in Richmond use public transportation, while 63% drive alone. Youth frequently mentioned that there are neighborhood centers and programs they would like to attend, but without reliable transportation, they cannot access these valuable resources. As a result, their opportunities for enrichment and personal development are limited.

**Navigation Support** is essential for helping families and individuals access social services, housing, education, and healthcare. Parents and grandparents highlighted the complexity and overwhelming nature of the eligibility criteria and application processes required to receive services. Each organization has its own set of requirements, making it a time-consuming task to track down necessary resources, determine eligibility, and provide the required documents. Participants at the Community Needs Assessment Visioning event emphasized the need for a city-wide universal application for health and social services to simplify this process and make it more accessible.

**Two-Generation Approach (2Gen)** involves supporting both children and their parents/guardians simultaneously to build family well-being. This approach is based on the premise that uplifting guardians also uplifts children. Two-generation strategies aim to build family well-being by intentionally working with children and the adults in their lives together. For instance, a center that offers socio-recreational activities and homework help for teens could also provide resume writing, job-hunting assistance, and financial literacy programs for guardians. This holistic approach ensures the economic security of the entire family and promotes the well-being of every member. The 2Gen approach also includes support for grandparents raising grandchildren, recognizing the diverse family structures within the community. The "Five Guiding Principles of 2Gen" can be found in Appendix C.

### **Options for Supported Programming**

- Navigational: information support to access services addressing core needs
- Transportation: initiatives and services that ensure children and youth have access to programs addressing the five core needs.
- Two Generation: programs and initiatives that ensure guardians or caring adults have the resources and support required to help their children thrive.

**Priority Populations**

- Young people who themselves are homeless, or whose families are homeless or threatened by homelessness
- Young people living in poverty
- Immigrant and undocumented children and youth
- Teen parents and families, including single mothers
- Families with children and youth who are involved in or transitioning from the foster care, juvenile justice, criminal justice, or special education systems

**Desired Results**

- Increase in resource awareness and accessibility
- Increase in available transportation supports available to youth to attend programs
- Decrease barriers for youth to attend activities, events, and programs
- Increase in programs that uplift and support parents/caregivers, and grandparents economically
- Increase in promoting health and wellness of parents/caregivers, and grandparents
- Increase in intergenerational programs

## V. Proposal Instructions

The RFCY application process is entirely online through the RFCY Forms CivicPlus website at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants). All proposals must be completed and submitted through the online application system to be considered for funding.

To review **the Proposal Narrative Template, Demographic Table, Activity and Operations Projections Table, and Budget Template** sections of the RFP go to Appendices A, B, C, and D, or to access those documents, please go to [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants). The following outlines the steps necessary to submit a proposal:

- **Step 1 – Organization and Proposal Information** - Provide information specific to your organization and to the program your organization is requesting funding for, including the RFCY core need aligned to the proposed program
- **Step 2 – Proposal Narrative** – Upload your proposal responses completed on the Proposal Narrative Template
  - **Demographics** – Upload your Demographic Table that estimates the individuals projected to be served annually by your program
  - **Activity and Operations Projections** – Upload your Activity and Operations Projection Table that summarizes the proposed programming by projecting the types of activities to be delivered by the program your organization is requesting funding for, and the hours and location of operations
- **Step 3 – Budget** – Upload a detailed program budget based on the Budget Template showing the RFCY funding requested and total program budget costs
- **Step 4 – Required Documents Upload**
- **Step 5 – Proposal Submission and Acknowledgements** – Verify that the information is complete, all forms have been submitted and submit the online proposal.

You may enter your application over multiple sessions. Remember to save often and log out when you have finished a session. Please review the elements of your application before submitting. It is recommended that you wait until the entire application is complete before submitting each form. Once you submit, you will not be able to edit any of your work.

More information is provided on each of these steps on the following pages. Be sure to read these instructions carefully.

Questions about the content of the RFP can be directed by email to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us). Questions by phone or in person will not be taken.

## Step 1: Organization and Proposal Information

Begin your application by completing the **Organization and Proposal Information** section. Organizations may submit more than one (1) but not more than two (2) grant applications. If submitting more than one (1) application, organizations may apply for the same or different core needs. Each application must be submitted separately. Please review the **Application Process** section of this RFP for additional information.

**Example:** *Organization ABC* would like to apply as a Single Organization for the *Physical Health and Wellness* core need and as a Collaborative for the *Learning Needs* core need. *Organization ABC* must submit two separate applications for each and list the preferred area for each application.

To complete the **Organization and Proposal Information**, provide the requested information via the online portal at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants):

- Name of Lead Organization
- Fiscal Sponsor Information (if Applicable)
- Project Manager Information
- Program/Project Budget
- Type of Applicant
- RFCY Core Needs

### **Type of Applicant**

Select whether the organization is applying as a “Small and Emerging Applicant”, “Single Organization” or “Collaborative.” For collaborations, list the organization name for all collaborative organizations for the proposed program. For more information on types of applicants, please refer to the **Eligibility** section of this RFP.

### **RFCY Core Need**

Select the appropriate strategy under which the proposal is being submitted for funding consideration. You must select ONE core need.

When you have finished with the **Organization and Proposal Information** section, move on to upload the Proposal Narrative, Demographics Table and Activities and Operations Projections Table, and Budget sections of the RFP.

## Step 2: Proposal Narrative

The Proposal Narrative must include the following elements, presented in the order listed below. Reviewers will score the Proposal Narratives based upon the adequacy and thoroughness of the response to the RFP requirements and according to the following point system<sup>3</sup>:

<b>Narrative Element</b>	<b>Points</b>
Program Summary	No Points
Organization History and Capacity	10
Program Design	35
Outcomes and Impact	25
Required Resources and Budget Request	20
Connective and Supportive Services	10
<b>Total</b>	<b>100</b>

- Including the responses in Section 1 and Section 2, the Proposal Narrative form shall be **limited to six (6) double sided pages or twelve (12) pages**. This page limit is not inclusive of budgets, resumes, descriptions of work experience, or documents requested as part of the application, including Appendices B, C, and D.
- All submitted materials should be typed in a **12-point font size and a Serif or Sans Serif font style** (e.g., Times New Roman or Arial). Applications must be easily reproducible on a standard copying machine.
- All costs incurred in the preparation of an application are the applicant's responsibility.
- Applications must be completed and submitted electronically at [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants) by **Sunday, October 6, 2024, at 11:59 p.m.** Applications received after this date and time will not be considered and will not be eligible for review and scoring by the Review Committee.

For more information regarding scoring of the application, see the **Evaluation of Proposals** section.

**Tip:** RDCY recommends that organizations first draft their responses to the Proposal Narrative section in the template provided. Be sure to review your submissions for accuracy, formatting, clarity and completeness prior to uploading your Proposal Narrative template.

<sup>3</sup> This point system applies only to the scoring of the narrative section. The scoring committee will use this score along with other criteria, including but not limited to service location, service to priority populations, strategic alignment, past performance, and reasonableness of budget and activities, when making funding recommendations.

## Proposal Narrative

### **Program Summary (Not Scored)**

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process (100-word limit).

### **Organization History And Capacity (10 Points)**

- 1) Briefly describe your organization.
- 2) Describe your organization's experience providing the services proposed in your application. Include information on years of service in the community being served, experience working with diverse communities and youth, and any collaboration with other organizations or systems of care.
- 3) Describe the staffing plan for your proposed program. Identify:
  - The person who will have primary responsibility for managing the program and discuss their experience managing similar projects (Program Manager).
  - Describe the staff working on the program and their qualifications serving young people.
  - Any key staff that will be responsible for working with Department of Children and Youth external evaluators. It is anticipated that roughly 10 hours will be set aside for evaluator work each fiscal year.

Note that any resumes or external documentation related to staff working experience will not count towards the page limit.

### **Program Design (35 Points)**

- 4) Identify the population that will be served in your program; and, if applicable, describe in detail the high-priority populations served by your program. How do you plan to recruit, engage, and retain children, youth, and/or caregivers in your services to reach your program's goals?
  - a. *In addition to responding to the prompt(s), also complete the **Demographics Table** found in **Appendix B**.*
- 5) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services (include the defined boundaries for each targeted neighborhood/geographical area), and how services will be delivered.
  - a. *In addition to responding to the prompt(s), also complete the **Activity and Operations Table** found in **Appendix C**.*

- 6) What role will youth have in program design, implementation and/or evaluation, if any? For example, how will youth inform, consult, or collaborate with staff?
- 7) Are there other organizations that will support the program? Identify the roles, responsibilities and functions of each organization. **For Section 5b organizations only:** How does your proposal demonstrate collaboration as required per the definition listed on page 10 of the RFP?

### **Outcomes and Impact (25 Points)**

- 8) What are the needs that your proposed program is designed to address (provide data)? How will your program's target population benefit from the proposed services?
- 9) Describe how your program will:
  - measure its performance impact and achieve set outcomes.
    - a. What are the short-term outcomes, and what do you anticipate as the long-term impacts? What are the performance targets that will be met? How will you know that your program is successful?
  - How will your organization document participant enrollment, participation, and other indicators that are relevant to your program such as number of participants, participation over time, number of referrals provided, etc.?
  - How will your program gather and assess participant outcomes throughout the grant period
- 10) List your program's annual outcomes and performance for the past one to three years. Explain any fluctuations in outcome and performance year-to-year.

### **Required Resources and Budget Request (20 Points)**

- 11) What are the proposed total annual program expenses for the 2025-2028 fiscal year? What were the total program expenses in the most recently completed calendar or fiscal year? What is changing?
- 12) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of participants to be served, hours of service to be provided, and overall program design.
- 13) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be requested. State whether your program will collect fees for participation or if it will be free of charge to all participants. If collecting fees, describe your fee structure, estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee.
- 14) In addition to responding to all the prompt(s), also complete the **Budget Template** as referenced in **Step 3** found in **Appendix D**.

### **Connective Supportive Services (10 Points)**

15) Connective supportive services provide a range of support mechanisms that help ensure participants have what they need to fully engage with and benefit from the program. Connective Support Services were identified in the 2024 Community Needs Assessment, including transportation, referrals and resources, 2 generation support, and meal support. Please describe in detail:

- Which Connective Support Services will program provides to participants?
- What percentage of participants will receive these support services?
- How frequently will participants access these services?

### **Addendum (Optional)**

**For previous RFCY Grantees:** Please address any challenges that arose for your organization that may have prevented you from completing your previous grant agreement in full. If there are multiple, please answer in detail for each challenge.

### Step 3: Budget

The program budget is an important component of your proposal that should be clearly linked to support the proposed program, with reasonable and justifiable expenses for staffing and program costs. The budget proposed should be an accurate projection of the program expenses for an annual program year: FY 2025-2028 (January 1, 2025 to December 31, 2027).

This section also allows you to show the cost effectiveness of your program and demonstrate how you leverage other funds for the programs you are proposing. The proposed budget should reflect of what was written in the Proposal Narrative and your proposed Activities.

The budget section is organized in two sections:

#### **Revenues**

- **Category**
  - All revenue sources that will fund your proposed program (e.g., grants, program fees, in-kind donations).
- **Total RFCY Funding Request**
  - The total amount of RFCY funding requested in the application.
- **Total Program Budget**
  - The total budget that supports the entire program or project proposed for funding.
- **Revenue Status**
  - The status of revenue sources sought by the applicant (e.g., pending and/or approved) including the current organization's RFCY request.

#### **Expenditures**

- **Funding Category**
  - The expenditure allocations for which requested funds are being requested (e.g., salaries and position, benefits, program supplies, insurance, transportation, etc.).
- **RFCY Funds Requested**
  - The portion of the total program cost for which you are requesting RFCY funds.
- **Program Budget**
  - The total cost of funding a line item to operate the proposed program.
- **Budget Narrative**
  - Provide a narrative justification for each line item in the budget and describe what the specific item is and how the amount shown in the budget was calculated.

**Reminder:** Proposals must demonstrate, and if awarded a grant will be held accountable for, raising and documenting funding that equals at least 15% of the RFCY grant award as a program match.

## **Direct Costs**

### **Personnel**

Please list all direct service staff including line staff, supervisory staff that supervises line staff, and support/clerical staff that work directly on the proposed program.

- Create a separate line item for **EACH** individual staff working directly on the program including Lead Organization Positions.

### **Fringe and Benefits**

This line item represents benefits (health, dental, retirement, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, and unemployment taxes. Enter in a numerical total for all fringe benefit costs paid by RFCY and by your match. The total fringe amount is only for those personnel receiving benefits from your organization. In the Budget Narrative provide a clear response of how your organization is calculating the Fringe and Benefits.

### **Other Direct Costs**

All other direct costs included in the program budget must directly benefit and support the operation of the proposed program. Examples include but are not limited to:

**Equipment/Furniture:** Durable goods such as computers and furniture.

**Facility Rental:** Pro-rated costs of space rental, utilities, building maintenance and other occupancy costs.

**Food:** Meals, snacks and food for regular programming and special events.

**General Office Supplies:** Paper, pens, toner, and other reasonable office supply expenses.

**Participant Incentives:** Monies or other non-cash incentives, such as gift certificates, provided to a program participant as a reward for completing a program or achieving a programmatic milestone. Detail how many participants are projected to receive incentives, amount of incentive, and the reason for receiving the incentive.

**Professional Development:** Please justify how you intend to use this amount in the narrative text box to support the professional development and training of your direct service staff.

**Program Supplies:** Art supplies, workbooks, sports equipment, and other reasonable program supply expenses that are required for the proposed program.

**Travel/Transportation:** This item includes expenses for field trips and access to programs. The basis for the calculation as well as the purpose for all travel should be provided. Travel expenses for staff are allowed when directly benefiting children and youth. Funds cannot be used for travel to trainings or professional development conferences. Local travel estimates should be based on your organization's current policies, for example, 55.5 cents per mile or for AC Transit or BART. Any non-local travel needs to be carefully itemized and justified.

## **Youth Wages and Stipends**

### **Youth Wages and Fringe Benefits**

This line item is for programs that offer youth an hourly wage for internships or employment experiences. Please enter a separate line item for each unique hourly wage. Do **NOT** enter a range for wages. Describe what the employment is and how the cost was calculated.

- Enter the total amount of fringe benefits associated with employing youth including benefits youth may receive and employment costs such as FICA, SDI, and UI.

### **Youth Stipends**

Stipends are used to support youth participants enrolled in your program in limited duration work experiences and internships (not as employees of your organization). Please enter a separate line item for each unique stipend profile and stipend amount. Do **NOT** enter a stipend range. Provide a description of what the stipend is and how the cost was calculated.

**NOTE:** Do NOT include incentives for program participation in this line item. These should be included in the line-item Participant Incentives under Other Direct Costs.

### **Administrative/Indirect Costs**

Eligible administrative/indirect costs by applicant designation are:

- **Single Organization:** Up to a total of 20% of total grant request may be requested.
  - **Collaborative Applicants:** Up to a total of 20% of total grant request may be requested.
  - **Small & Emerging:** Up to a total of 20% of total grant request may be requested.
- Administrative/indirect costs cannot exceed the limits stated above.

Examples of allowable expenses in the administrative/indirect line item include but are not limited to audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (Executive Director's time or any other staff who works minimally on the funded program).

Some of the items listed under Direct Costs might also be applicable to Indirect Costs if those costs do not DIRECTLY benefit the proposed program.

**Example: Indirect Costs** are calculated as a percentage of the total RFCY Funds requested. A Single Organization applicant can request up to 20% of the total grant as **Indirect Costs**. If the organization applies for a grant requesting \$100,000 from RFCY, the maximum indirect costs that can be requested is \$20,000.

## Step 4: Required Documents

In the **Required Documents** section, you will upload the following attachments:

- ❑ **Copy of IRS Letter Certifying Tax Exempt Status.**
  - Applicants must upload an IRS statement certifying their nonprofit status under section 501(c)(3). To obtain this letter, call the IRS at 1-877-829-5500 (Note: it may take over two weeks). Public Agencies can submit a blank PDF as an attachment.
- ❑ **Financial Statements**
  - Provide a copy of your organization's most recent audited financials or Internal Revenue Service Form 990 or 990N or Income Statements (no later than 2022). Reviewed annual financial statements are allowable for faith-based groups.
- ❑ **Organizational Budget**
  - Provide the lead organization's organizational budget for the current fiscal (FY 2024-2025) or calendar year. The organizational budget must clearly list sources of income/revenue, and detail personnel, direct, and indirect expenses.
  - If applying with a fiscal sponsor, the organizational budgets of the lead organization **and** fiscal sponsor are required.
- ❑ **List of Board of Directors**
  - Upload the current board roster with officers and affiliations for your organization, including fiscal sponsors and collaborative partners if applicable.
- ❑ **Fiscal Sponsorship Letter of Agreement (LOA)**
  - If applying with a fiscal sponsor, provide a letter of agreement between the fiscal sponsor and the sponsored organization. Among other responsibilities, the LOA must state that the Fiscal Sponsor or grantee is aware of their responsibility both fiscally and programmatically for all grant requirements if funds are awarded. The Fiscal Sponsor will be the applicant and will be the responsible party for the contract if the application is successful.
- ❑ **Collaborative Applicant Letter of Agreement (LOA)**
  - For Collaborative Applicants:
    - LOAs authorizing the collaborative relationship must be provided by all collaborative organizations and accompany your grant application.
  - For Small & Emerging Applicants or Single Organization Applicants:
    - If the successful implementation of your proposed RFCY grant-funded program is dependent on the collaboration with a governmental entity (i.e., state, county, city, school district, etc.) then a communication (e.g., email, letter) indicating the nature of that collaboration should be included in the application.
  - Each LOA document can be uploaded in any format (e.g., word, pdf, excel, etc.). See **Appendix E** for a sample LOA.

## Step 5: Proposal Submission & Acknowledgement

The final step to complete your online proposal is to click “**Submit**”. Please review the elements of your application including all uploads. RDCY recommends that you wait until the entire application is complete before submitting the form. Once you submit, you will not be able to edit any of your work.

After all the forms are uploaded, review and confirm your agreement of the information in the **Proposal Submission & Acknowledgement** for the final confirmation of submission for your proposal. The form requires the applicant to verify the following:

- (1) You are an Officer on the Board of Directors of the organization or have been authorized to submit the grant application,
- (2) You have thoroughly read and understand the grant program guidelines and application questions and City of Richmond requirements (business license, insurance, and grant agreement),
- (3) All questions contained in the application have been answered and the required documents are included as part of our application,
- (4) Your organization will obtain comprehensive background checks and/or fingerprinting of all employees and/or volunteers that work directly with youth or such other vulnerable populations, and
- (5) To the best of your knowledge, the information included as part of this application is true and accurate.

Following your agreement and completion of the Electronic Signature Agreement, click “Submit” to submit your application to RDCY. CivicPlus will generate and e-mail a **Receipt of Submission** to verify proof of submission. Save the e-mail of your receipt as a confirmation of your submission. Please note that all future communication regarding the submitted grant application will be sent to the Project Manager listed on the application.

### **ONLINE PROPOSAL DUE: Sunday, October 6, 2024, BY 11:59 p.m.**

You must have completed and submitted all forms and uploads by 11:59 p.m., on Sunday, October 6, 2024. All proposals submitted after 11:59 p.m. on Sunday, October 6, 2024, will be deemed ineligible. This will be strictly enforced. **RDCY strongly encourages organizations NOT TO WAIT until the last minute to submit your proposal to avoid any unforeseen technical issues.**

**All proposals must be submitted online through the RFCY CivicPlus system. Proposals that are mailed, e-mailed, or faxed will not be accepted.**

## **City Of Richmond/Richmond Department For Children And Youth Rights and Reservations**

By submitting a proposal, an applicant authorizes RDCY to verify any information the proposal contains. At any time before a contract is issued, RDCY may conduct site visits, interviews, and/or undertake other means to verify applicants' provision of services before making a final determination of grant awards. RDCY has the right to disqualify applicants whose proposals present false, inaccurate, or incorrect information or are incomplete in any fashion.

Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. To withhold financial and proprietary information, please label each page as "confidential" or "proprietary". Although a document may be labeled "confidential" or "proprietary", information is still subject to disclosure under the Public Records Act and is, at the City's discretion, based on the potential impact of the public's interests whether or not to disclose "confidential" or "proprietary" information. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.

If an inadequate number of proposals is received or the proposals received are deemed nonresponsive, not qualified, or not cost effective, the City may at its sole discretion reissue the RFP.

### **Additional Preference Points**

Applicants will receive preference points from the City of Richmond for being an organization that is a Richmond business. (see Richmond Business Opportunity Ordinance, Richmond Municipal Code 2.50).

**Richmond Business Opportunity Ordinance** is incorporated into the Richmond Municipal Code (RMC) linked here: [RMC Section 2.50](#). Be sure to review Section 2.50.040 for Definitions of the *"Richmond business"*, *"Richmond nonprofit business"*, and *all other applicable sections, terms, and/or stipulations set forth within the RMC Section 2.50*.

## VI. Funding Recommendations and Contract Negotiation

### Proposal Review Process

The City's overall objective is to award grants to highly qualified organizations that provide needed services to young people in Richmond and North Richmond. Within this overall objective, it is also the City's intent that the selection process is fair and transparent.

All proposals will be evaluated and scored by a RFCY Review Committee (Committee). Committee members may consist of but are not limited to RFCY Oversight Board members, employees from internal and external organizations, and community members.

The selection process is divided into the following steps:

1. All applications that are received by the submission deadline are reviewed in depth by RFCY staff for responsiveness, completeness, and satisfaction of eligibility requirements. Based on this review, eligible proposals will proceed to the application evaluation process.
2. All complete and eligible applications are forwarded to the Committee, which will review and score the proposals, based on core needs, using the criteria listed in the guidelines.
3. Individual Committee members will provide scoring to RFCY staff, and the average of reviewer scores will be used to provide a ranking of proposals by core need.
4. RFCY staff will provide the Committee with the average scores and ranking of proposals within each core need. Committee members will utilize this information to help make recommendations to the RFCY Oversight Board.
5. The RFCY Oversight Board will review Committee recommendations and will convene to approve funding decisions at their public monthly meeting in November 2024. Award recommendations will align with the strategic objectives as detailed in the 2025-2028 RFCY Strategic Investment Plan.  
The RFCY Oversight Board regular meetings are held monthly on the first Monday of the month, hosted in Richmond City Hall, located at 440 Civic Center Plaza, Richmond, CA 94804 or video conference platform.
6. The RFCY Oversight Board will then present their funding recommendations to Richmond City Council for approval and adoption.

Any party applying for funding through this RFP shall not contact or lobby any City Council member, RFCY Oversight Board member, Review Panel member, City employee (except those specified for contact) or agent regarding the RFP. Any party attempting to influence or circumvent the RFP, application submittal, and/or review process may have their application rejected for violating this provision of the RFP.

## **Rejection of Proposal Elements**

The City reserves the right to reject any or all proposals, whether minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. **A proposal may be rejected for any of the following reasons:**

- Proposal received after designated time and date
- Proposal not containing the required elements, exhibits, nor organized in the required format
- Proposal considered not fully responsive to this RFP
- Proposal not in compliance with the City of Richmond with
- contracting procurement policies, city ordinances, and legal requirements
- Organization has not completed a grant term in previous years
- If you fail to produce in a single FY, City has the right to rescind the rest of your grant award.

## **Evaluation of Proposals**

The City has allocated up to eight weeks for review of the proposals. The following specific criteria and the points for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals:

### **1) ORGANIZATION HISTORY & CAPACITY.....10 POINTS**

- Past, recently completed, or on-going projects to substantiate experience.
- Demonstration of ability and experience in working with diverse communities and youth.
- Organization has achieved success, and accomplishments demonstrate capacity for effective delivery of proposed services.
- Professional background and qualifications of team members proposed to deliver direct services and manage the program are included and relevant and show that members are qualified.
- Racial, ethnic, cultural, linguistic characteristics and or lived experience of staff reflect communities proposed to be served.

### **2) PROGRAM DESIGN .....35 POINTS**

- A clear and specific outline of the proposed services, including frequency of programming, average number of clients to be served daily and over the course of the year, location of services, and extent of proposed services to be delivered.
- Outreach and engagement strategies that are effective and culturally relevant.
- Clearly demonstrated how youth voice, perspective, and input is included in the program development, design, outreach, and/or implementation.
- Responses show an awareness of the community and target population.
- Special resources and capacities the team offers that are relevant to the successful completion of the project, including collaborations and subgrantees.
- The organization has a plan on how the program or project will be sustained and thrive in a COVID- 19-impacted environment.

**3) OUTCOMES AND IMPACT..... 25 POINTS**

- Applicant describes how program will contribute to equity among children, youth and their families in Richmond and North Richmond.
- Applicant clearly describes the intended participants that the program is designed to address and their needs, providing accurate, current, and specific data where possible to demonstrate need.
- Applicant identifies outcomes that have been achieved through the proposed services before and is able to link projected outcomes to intended impacts identified in the core needs/funding strategies.
- Applicant demonstrate the ability to reasonably account for/track outcomes.

**4) REQUIRED RESOURCES AND BUDGET REQUEST..... 20 POINTS**

- Program provides a clear budget that describes staffing and associated direct costs required for successful program implementation.
- Expenses are reasonable and commensurate with the scale of services proposed.
- Additional resources are identified to support the program, with reasonable plan for securing matching funds.
- Total program budget of RFCY funding and additional matching funding is realistic and reasonable for proposed level of services.
- The ratio between the organization’s total grant requests and their organization’s overall current year budget is appropriate based on program design and other factors.

**5) CONNECTIVE AND SUPPORTING SERVICES..... 10 POINTS**

- Program provides Connective Supporting Services to Richmond youth and their guardians. The Board will base funding recommendations upon the ranking of proposals according to the point system described above for the Proposal Narrative section of the proposal, along with additional considerations and criteria, including but not limited to service location, service to priority populations, strategic alignment, past program performance and organization capacity, and reasonableness of budget and scope of services.

## Contract Negotiations

During contract negotiation, RFCY staff will work with organizations to develop and/or update scopes of work, program outcomes, timelines, demographics and activity reports, and budgets. Staff will ensure that contracts meet the goals, objectives and policies of RFCY and the Oversight Board.

With prior notification, during or before a grant agreement is issued, City of Richmond staff may conduct site visits, interviews, and/or undertake other means to better understand applicants' provision of services.

Should the City and the applicant not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the next most qualified applicant within the core needs, as identified and selected by the Oversight Board and approved by City Council and proceed down the list of qualified applicants as necessary until an agreement is reached or the list is exhausted.

Once awarded, all grantees must use the CivicPlus online reporting system to report scope of work activities, demographics, budget, program activities, enrollment, attendance, and invoices. Grantees are also required to submit quarterly progress reports in a timely manner.

All grantees must participate fully in the RFCY independent evaluation process so that meaningful data may be gathered to report to all parties interested in RFCY. Participation may include attending trainings and workshops, collection of participant survey data, gathering adequate data on effort and results at the evaluator's request, and hosting site visits.

Organizations are also required to attend RFCY grantee convenings and other RFCY informational technical assistance, training and service coordination meetings.

## Contract Award

- 1) Upon successful completion of the negotiations, staff will transmit the agreement to the City Manager/City Council (as applicable) for review and approval.
- 2) The contract amount (including reimbursements) shall be a not to exceed amount, to be established based upon a mutually agreeable Scope of Services and fee schedule.
- 3) After contract execution, an initial advance payment of twenty-five percent (25%) of the total award amount MAY be advanced to all grantees as part of the application award process. Grantees receiving an advance payment may be eligible for an additional advance of twenty-five percent (25%) of the award amount, contingent upon the submission of complete and adequate reporting and invoicing documentation. A final advance of twenty-five percent (25%) of the award amount may be made contingent upon submission of the complete and adequate reporting and invoicing documentation. Payments will only be made for the eligible items and amounts specified in the approved grant agreement budget and a manner consistent with the payment provisions contained in the executed grant agreement.

- 4) The City will withhold the final twenty-five percent (25%) of the contract amount pending successful completion of work and final submittal of all required documentation.
- 5) The selected grantee will be required to enter into a grant services agreement that contains similar terms and conditions as in the City's standard agreement. Please note that the City Attorney's Office is typically not inclined to make any modifications to the standard agreement terms and provisions.
- 6) The selected grantee and their members will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the grantee and their members may be required to undergo an evaluation to demonstrate that the grantee uses recognized accounting and financial procedures.
- 7) Reports will be required and must provide detailed information about the services provided. Grantees that do not submit the required reports run the risk of forfeiting their funding. A final report at the conclusion of the project or program is also required.
- 8) Invoicing or Funding Requests for reimbursement must include the necessary documents to substantiate the disbursement (e.g., receipts, timecards, payroll records, etc.). Grantees that do not adhere to the invoicing requirements run the risk of forfeiting their funding.
- 9) Published program materials shall include the City seal or logo and shall state, "Made possible in part by the Richmond Fund for Children and Youth." The material must be appropriate, relevant, and aligned with the approved project and should be reviewed and approved by City staff before release.

## Contract and Compliance

Please review **Appendix F: Compliance with City Council Policies and Applicable Laws** for details on the City policies that are required of funded agencies.

1. Grantees must provide the services projected in the proposal and Scope of Work, subject to contract negotiations. Failure to provide these services may result in reduced payments or suspension of payment.
2. Grantees must provide evidence of in-kind and cash matches at the end of the third quarter, (e.g., through letters, copies of checks, grants, or records of volunteer or donated services.)
3. After a contract is awarded, RDCY and the City reserve the right to amend it as needed throughout the term of the grant agreement to best meet the needs of all parties.
4. Grantees must comply with all local, state and federal laws including being in good standing with the California Department of Justice and Secretary of State.
5. RDCY staff and/or other appropriate City staff or affiliates shall have the right to audit the grant agreement and all books, documents and records relating thereto.

## Appendix A: Proposal Template

### SECTION 1 – ORGANIZATION AND PROPOSAL INFORMATION

Including the responses in Section 1 and Section 2, this Proposal Narrative form shall be limited to six (6) double sided pages or twelve (12) pages.

#### Organization Information (Applicant):

<b>Name of Organization or Lead Organization:</b> Click here to enter text.	
<b>Organization Address:</b> Click here to enter text.	Executive Director Name: Click here to enter text.
	Program Manager Name (primary contact for the grant): Click here to enter text.
<b>Program Manager Phone Number:</b> Click here to enter text.	Program Manager Email Address: Click here to enter text.
<b>Program Summary (50-word limit):</b> Click here to enter text.	

#### Fiscal Sponsor Information (Organization with 501(c)(3) tax status):

Name of Organization: Click here to enter text.	Executive Director Name: Click here to enter text.
Organization Address: Click here to enter text.	Program Manager Name (primary contact for the grant): Click here to enter text.
	Program Manager Phone Number: Click here to enter text.
	Program Manager Email Address: Click here to enter text.

#### Collaborative Partner Organization:

Name of Organization: Click here to enter text.	Executive Director Name: Click here to enter text.
Organization Address: Click here to enter text.	Program Manager Name (primary contact for the grant): Click here to enter text.
	Program Manager Phone Number: Click here to enter text.
	Program Manager Email Address: Click here to enter text.

#### Program Budget:

Program Budget: \$ Click here to enter text.	Amount of Grant Funds Requested: \$ Click here to enter text.
Annual Organizational Budget: \$ Click here to enter text.	Fiscal-Sponsor Budget (if applicable): \$ Click here to enter text.

**Type of Applicant:**

Choose whether the organization is applying as a Small and Emerging, Single Organization, or Collaborative Applicant and enter that information in the field below.

[Click here to enter text.](#)

For Collaborative Applicants and organizations listed in Article 15, Section 5b, list the information below for all collaborating organizations for the proposed program.

<b>Organization Name</b>	<b>Contact Name</b>	<b>Major Responsibilities</b>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

**RFCY Core Needs:**

Choose **one (1)** appropriate core need under which the proposal is being submitted for funding consideration and enter that information below:

- Mental & Behavioral Health Needs
- Physical Health & Wellness Needs
- Learning Needs
- Safety Community & Belonging Needs

What other areas of high needs (identified by the recent Community Needs Assessment) are addressed by your program? (Check all that apply and enter details below)

- Mental & Behavioral Health Needs
- Physical Health & Wellness Needs
- Learning Needs
- Safety, Community & Belonging Needs

**SECTION 2 – PROPOSAL NARRATIVE**

Including the responses in Section 1 (above) and Section 2, this Proposal Narrative form shall be limited to six (6) double sided pages or twelve (12) pages.

**PROGRAM SUMMARY (NOT SCORED)**

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. ***There is a 100-word limit to this response.***

[Click here to enter text.](#)

**ORGANIZATION HISTORY AND CAPACITY (10 POINTS)**

1) Briefly describe your organization.

[Click here to enter text.](#)

2) Describe your organization’s experience providing the services proposed in your application. Include information on years of service in the community being served, experience working with diverse communities and youth, and any collaboration with other organizations or systems of care.

Click here to enter text.

3) Describe the staffing plan for your proposed program. Identify:

- The person who will have primary responsibility for managing the program and discuss their experience managing similar projects (Program Manager).
- Describe the staff working on the program and their qualifications serving young people.
- Any key staff that will be responsible for working with Department of Children and Youth external evaluators. It is anticipated that roughly 10 hours will be set aside for evaluator work each fiscal year.

Click here to enter text.

\*Note that any resumes or external documentation related to staff working experience will not count towards the page limit.

Staff Name	Roles and Responsibilities
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

**PROGRAM DESIGN (35 POINTS)**

4) Identify the population that will be served in your program; and, if applicable, describe in detail the high-priority populations served by your program. How do you plan to recruit, engage, and retain children, youth, and/or caregivers in your services to reach your program’s goals?

- a. In addition to responding to the prompt(s), also complete the Demographics Table found on [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants).

Click here to enter text.

5) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services (include the defined boundaries for each targeted neighborhood/geographical area), and how services will be delivered.

- a. In addition to responding to the prompt(s), also complete the Activity and Operations Table found on [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants).

Click here to enter text.

6) What role will youth have in program design, implementation and/or evaluation, if any? For example, how will they inform, consult, or collaborate with staff?

Click here to enter text.

- 7) Are there other organizations that will support the program? Identify the roles, responsibilities and functions of each organization. **For Section 5b organizations only:** How does your proposal demonstrate collaboration as required per the definition listed on page 10 of the RFP?

[Click here to enter text.](#)

<b>Collaborating Organization</b>	<b>Roles and Responsibilities</b>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

**OUTCOMES AND IMPACT (25 POINTS)**

- 8) What are the needs that your program is designed to address (provide data)? How will the population your program serves directly benefit from the proposed services?

[Click here to enter text.](#)

- 9) Describe how your program will:

- Measure its performance impact and achieve set outcomes
  - What are the short-term outcomes, and what do you anticipate as the long-term impacts? What are the performance targets that will be met? How will you know that your program is successful?
- How will your organization document participant enrollment, participation, and other indicators that are relevant to your program such as number of participants, participation over time, number of referrals provided, etc.?
- How will your program gather and assess participant outcomes throughout the grant period?

[Click here to enter text.](#)

- 10) List your program’s annual outcomes and performances for the past one to three years. Explain any fluctuations in outcome and performance year-to-year.

[Click here to enter text.](#)

**REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)**

- 11) What are the proposed total annual program expenses for the 2025-2028 fiscal year? What were the total program expenses in the most recently completed calendar or fiscal year? Are there changes?

[Click here to enter text.](#)

- 12) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design.

[Click here to enter text.](#)

- 13) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. State whether your program will collect fees for participation or if it will be free of charge to all participants. If collecting fees, describe your fee structure,

estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee.

[Click here to enter text.](#)

14) In addition to responding to all the prompts(s), also complete the **Budget Table** as referenced in Step 3 and found on [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants).

**CONNECTIVE SUPPORTIVE SERVICES (10 POINTS)**

15) Connective supportive services provide a range of support mechanisms that help ensure participants have what they need to fully engage with and benefit from the program. Connective Support Services were identified in the 2024 Community Needs Assessment, including transportation, referrals and resources, 2Generation support, meal support, etc. Please describe in detail:

- Which Connective Support Services will your program provide to participants?
- What percentage of participants will receive these support services?
- How frequently will participants access these services?

[Click here to enter text.](#)

**ADDENDUM (OPTIONAL)**

**For previous RFCY Grantees:**

Please address any challenges that arose for your organization that may have prevented you from completing your previous grant agreement in full. If there are multiple, please answer in detail for each challenge.

[Click here to enter text.](#)

## Appendix B: Demographic Projections Table(s)

Please estimate the total number of unique clients your program projects to enroll and serve during the period January 1, 2025, and December 31, 2027, if funded by RFCY. Do not include in your projections participants that only receive ancillary services such as sitting through a one-time workshop. Do not include projected number of participants reached in outreach efforts. Space is included in the fillable template to provide a narrative response.

**NOTE:** If awarded RFCY funding, organizations will provide unique identifications, Date of Birth, Gender Identity, Race/Ethnicity, and address & Zip Code for all participants (unless otherwise legally prohibited). Enrolled clients (and their parent, guardian, or other legally authorized representative if a minor) are required to provide a Release of Information Form giving consent to being entered and their participation tracked and agreeing to participate in an annual evaluation of the funded program by the RFCY and/or its evaluation consultant. **Youth participants must be Richmond or unincorporated North Richmond residents.**

### OVERALL TOTAL NUMBER OF UNDUPLICATED PARTICIPANTS:

Race/Ethnicity	Ages				TOTALS
	Birth-5	6-12	13-17	18-24	
Asian					
Black/African American					
Latinx					
White					
Native American/Indigenous					
Pacific Islander					
Mixed Race					
Prefer not to state					
Other					
<b>TOTALS</b>					

Gender	Number of Participants	TOTALS
Male		
Female		
Non-Binary		
Other Gender Not Listed		
<b>TOTALS</b>		

Residential Zip Codes	Number of Participants	TOTALS
94801		
94803		
94804		
94805		
94806		
<b>TOTALS</b>		

<b>Priority Population</b>	<b>% of participants</b>
<b>Justice-impacted youth</b>	
<b>Young people who have been pushed out of school</b>	
<b>Young people who themselves are homeless, or whose families are threatened by homelessness</b>	
<b>Young people living in poverty</b>	
<b>Immigrant and undocumented children, youth, and families</b>	
<b>LGBTQIA+ children, youth, and families</b>	
<b>Teen parents and families, including single mothers</b>	
<b>Young people with poor physical, mental, emotional and behavioral health outcomes, and children with disabilities</b>	
<b>Families with children and youth who are impacted by the criminal justice system</b>	
<b>TOTALS</b>	

## Appendix C: Activity and Operations Projection Table(s)

Provide an overview of the total expected activities to be supported during each annual year of funding support. Provide an estimate on the overall activities in this section that correspond to the detailed activities provided throughout the year. Do not provide a detailed list of each expected activity that would constitute a completed Scope of Work. Applicants will be required to translate their Activity Projections into a detailed Scope of Work and set of specific activities prior to entering into contract with the City of Richmond.

### **ACTIVITY PROJECTIONS TABLE**

The activity types that are available are dependent upon the RFCY core need selected. There are four activity types that are available:

- **Individual Activities**
- **Group Activities**
- **Consultation Hours**
- **Internships and Employment**

Select the appropriate type of activity based on your services. For each activity category, you will be able to enter one or more activities.

**Example:** A program will provide summer camp for 4 weeks for 100 students. Each day the program provides 3 hours of arts and enrichment, and 3 hours of academic programming. Select "**Group Activities**" and complete *1 activity* to capture the arts and enrichment programming, and *a 2nd activity* to capture the academic programming.

For **Individual** and **Group Activities**, you will be required to provide the following information:

- **Activity Name**
- **Activity Category**
  - Select the most appropriate activity category from the drop-down list.
- **# of Sessions by Quarter**
  - Enter the number of sessions that this activity is projected to occur by quarter
  - The quarters follow the City of Richmond's fiscal year July 1st – June 30<sup>th</sup>.
- **Average # of Participants per Session**
  - Project the number of youth expected to be present per session on average.
- **Average Length of Session (hours)**
  - Project the average length of each activity session. Ensure to project in hours, not minutes. For example, a 30-minute session should be entered as 0.5.
- **Service Description**
  - Provide a short summary of the activity to provide information on the type of activity proposed.

## **PROGRAM ACTIVITIES CATEGORY**

Select the most appropriate category for each of your **Individual** and **Group** activities. Examples include:

- Academics – includes literacy, math, STEM and STEAM programming
- Arts, Dance, Music and Culture
- College and Career Readiness
- Community Building
- Early Learning
- Family Engagement and Parent Education
- Field Trips
- Health Education and Wellness – includes gardening, cooking and nutrition
- Internships and Employment
- Leadership and Civic Engagement – includes community service
- Sports and Recreation
- Supportive Services – includes mental health services, case management, mentoring, resource referrals, legal services, housing support, restorative justice
- Other

## **PROGRAM OPERATIONS TABLE**

Provide information on the months that the program will be active, projected number of weeks the program will be active over the course of one year, and the projected days and hours of operation.

## **LOCATIONS OF PROGRAM ACTIVITIES**

Provide information on the service site location. If your program is operating at multiple locations, provide information for each program site location. Do not include service site locations where only brief activities will take place, such as field trips or showcase event locations.

For each **Service Location**, provide the following information:

- **Location Name:** Provide a clear name for the site (do not use acronyms).
- **Address:** Including Street Address, City, and Zip Code.
  - **Note:** RFCY uses this information to inform the Oversight Board and Richmond City Council of potential program locations, and it is helpful during the review process to determine geographic diversity of programs. Please be sure to include accurate information in this section to be able to map potential service locations.
- **Location Type:** Select from the drop-down list the most appropriate category for the proposed service site location.

**ACTIVITY PROJECTIONS TABLE:**

Name of Program Activities	Category (select from menu below)	No. Sessions per Quarter	Avg. No. Participants	Avg. Length per Session (hours)	Activity Description
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	
	Choose an item.			hours	

**PROGRAM OPERATIONS TABLE:**

	<b>Number of Weeks Operating</b>	<b>Days of Week Operating</b>	<b>Grant Program Hours of Operation</b>
<b>June</b>	0		
<b>July</b>	0		
<b>August</b>	0		
<b>September</b>	0		
<b>October</b>	0		
<b>November</b>	0		
<b>December</b>	0		
<b>January</b>	0		
<b>February</b>	0		
<b>March</b>	0		
<b>April</b>	0		
<b>May</b>	0		
<b>TOTAL</b>	Weeks	Days	Hours

**LOCATION(S) OF PROGRAM ACTIVITIES:**

<b>Location Name</b>	<b>Address</b>	<b>Location Type</b>
		Choose an item.

## Appendix D: Budget Template

- a. Total organization budget (based on prior year's 990, audited/reviewed financials, or income statement):
- b. Complete the budget template below for your proposed program. If needed, add rows and provide as much detail as possible in the revenue and expenditure sections.
  - Revenue section: List all the revenue sources that will fund your proposed program (e.g., grants, program fees, in-kind donations) and state whether those sources are pending and/or approved. Include, the Total Project Budget as well as your organization's RFCY request.
  - Expenditures: List, with as much detail as possible, the expenditure categories (e.g. salaries, benefits, program supplies)
  - The revenue total and the expenditure total in the "RFCY Request" column should match. The same is true for the "Project Budget" column.
 

*For example, if your organization is requesting a total of \$50,000 from the RFCY grant program, that amount should be listed in the "Revenue" section of the budget table. You would then need to complete the "Expenditure" section of the budget table, making sure that the total amount of the expenditures is also equal to \$50,000 (the total amount of the revenue requested).*
  - Use the "Budget Narrative" section to justify and explain the expenditures outlined in your program budget table.

### **PROGRAM BUDGET TABLE**

<b><u>REVENUE</u></b>			
<b><u>Category</u></b> <b><u>(List Funding Sources)</u></b>	<b><u>RFCY Request</u></b>	<b><u>Total Project</u></b> <b><u>Budget</u></b>	<b><u>Revenue Status</u></b> <b><u>(Approved/Pending)</u></b>
<b>Revenue Total</b>	<b>\$</b>	<b>\$</b>	
<b><u>EXPENDITURES</u></b>			
<b><u>Funding Category</u></b>	<b><u>RFCY Request</u></b>	<b><u>Total Project</u></b> <b><u>Budget</u></b>	<b><u>Budget Narrative</u></b> <b><u>(if applicable)</u></b>
<b>Expenditure Total</b>	<b>\$</b>	<b>\$</b>	

## Appendix E: Letter of Agreement (LOA) Sample

This template is provided as a general guideline. If your organization has its own template, feel free to use it if it contains the key features of the LOA template. The LOA must include:

- Description of the nature, history and extent of the collaboration including past successes and accomplishments of the collaboration.
- Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.
- Any funds being exchanged.
- Signature of director level person or someone who has the organizational authority to enter their respective organizations into an agreement.

### **Letter of Agreement (LOA) for Richmond Fund for Children and Youth**

*This Letter of Agreement establishes the intention of [ORGANIZATION 1] and [ORGANIZATION 2] to work together if RFCY funds are awarded for [Program Name]. [Give a brief description of program and any past collaboration history and successes].*

#### **[ORGANIZATION 1] will fulfill the following responsibilities:**

*List out responsibilities detailing administrative and operational duties including staffing, facility space, targeted numbers of priority populations to be served, type of services, frequency of services, average length of participation, location of services, and how services will be delivered. Provide information on data management and evaluation practices.*

#### **[ORGANIZATION 2] will fulfill the following responsibilities:**

*List out responsibilities detailing administrative and operational duties including staffing, facility space, targeted numbers of priority populations to be served, type of services, frequency of services, average length of participation, location of services, and how services will be delivered. Provide information on data management and evaluation practices.*

#### **JOINT RESPONSIBILITIES**

*List out any joint responsibilities including regular meetings to align, coordinate and review services and collaboration.*

#### **COMPENSATION AND TERM**

*Detail any funds being exchanged. Specify the length of time for the agreement.*

*NOTE: It is RFCY's expectation that all collaborating organizations written into the proposal and budget will remain in the collaboration for the duration of the 2025-2028 grant cycle period because your grant was reviewed and awarded based on these collaborations. If there needs to be any potential changes in the scope of work and budget, these need to be brought to RFCY's attention for approval of modification in the scope of work prior to implementation.*

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[ORGANIZATION 1]

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Date

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[ORGANIZATION 2]

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Date

## Appendix F: Compliance with City Council Policies and Applicable Laws

1. The successful applicants selected shall obtain or provide proof of having a current City of Richmond Business Tax Certificate.
2. The City reserves the right to reject any and all bids.
3. Federal, State and Local Laws: The selected applicants will be required to comply with all applicable federal, state and local laws, including the City of Richmond's Nondiscrimination Ordinance (Chapter 2.28), Business Opportunity Ordinance (Chapter 2.50), Local Employment Program Ordinance (Chapter 2.56), and Living Wage Ordinance (Chapter 2.60), if applicable. Please contact the City or RDCY staff for further information regarding the above requirements.
4. The successful applicants must complete and submit a W-9 and Supplemental Vendor forms.
5. The successful applicants must meet the applicable City of Richmond insurance requirements.



# CORE NEED 1 SCORES

Sum of Total Scores	Avg. Score (100)	Overall Rankings			Overall Rankings		
		Rank	Organization	Requested	Rank	Organization	Requested
300	80	17	Bay Area Girls Club - ** E	50,000	1	Desarrollo Familiar - ** S	200,000
330.6	87.65	11	Black Neighborhood - **E	60,000	2	City of Richmond, Office of Neighborhood Safety - **C	300,000
360.5	90.125	9	Bay Area Community Resources - S	200,000	3	Greater Richmond Interfaith Program - ** C	300,000
320.8	80.2	16	Black Girls Mental Health Collective Foundation - C	300,000	4	West Contra Costa Unified School District -*C	300,000
374.2	93.55	5	Child Abuse Prevention Council - S	51,200	5	Child Abuse Prevention Council - S	51,200
287.5	100.83	2	City of Richmond, Office of Neighborhood Safety - **C	300,000	6	Contra Costa Family Justice Alliance -**S	200,000
232.5	82.5	14	City of Richmond, Community Crisis Response Center -** C	300,000	7	Mindful Life Project -**S	150,000
231	82	15	CoBiz - **C	240,000	8	Latina Center - **C	200,000
346.7	91.675	6	Contra Costa Family Justice Alliance -**S	200,000	9	Bay Area Community Resources - S	200,000
384.3	101.075	1	Desarrollo Familiar - ** S	200,000	10	Richmond Community Foundation - **S	195,915
375	98.75	3	Greater Richmond Interfaith Program - ** C	300,000	11	Black Neighborhood - **E	60,000
362.2	90.55	8	Latina Center - **C	200,000	12	Seneca Family of Agencies - S	200,000
346	91.5	7	Mindful Life Project -**S	150,000	13	Oakland Natives Give Back Fund -**E	300,000
320.5	85.125	13	Oakland Natives Give Back Fund -**E	300,000	14	City of Richmond, Community Crisis Response Center -** C	300,000
337.7	89.425	10	Richmond Community Foundation - **S	195,915	15	CoBiz - **C	240,000
346	86.5	12	Seneca Family of Agencies - S	200,000	16	Black Girls Mental Health Collective Foundation - C	300,000
358	94.5	4	West Contra Costa Unified School District -*C	300,000	17	Bay Area Girls Club - ** E	50,000

# CORE NEED 2 SCORES

Sum of Total Scores	Avg. Score (100)	Overall Rankings			Overall Rankings		
		Rank	Organization	Requested	Rank	Organization	Requested
276	74.00	17	Richmond Steelers* (E)	0	1	YES Nature to Neighborhoods* (S)	\$199,974.00
371	92.75	7	18 Reasons	0	2	Pogo Park* (S)	\$200,000.00
328	87.00	12	City of Richmond, Recreation Dept.* (C)	0	3	Summer Search* (S)	\$50,000.00
301	80.25	15	Ephesians Community Development Cente* (S)	0	4	Greater Richmond Interfaith Program* (S)	\$200,000.00
363	95.75	4	Greater Richmond Interfaith Program* (S)	0	5	Growing Together, Bay Area (S)	\$190,940.00
382	95.50	5	Growing Together, Bay Area (S)	0	6	Project Avary (S)	\$200,000.00
307	76.75	16	LifeLong Medical Care (S)	0	7	18 Reasons	\$200,000.00
348	87.00	13	Playworks Northern California (S)	0	8	Richmond Outdoors Coalition* (C)	\$300,000.00
368	97.00	2	Pogo Park* (S)	0	9	Rosie the Riveter Trust* (C)	\$167,976.00
379	94.75	6	Project Avary (S)	0	10	West Contra Costa Unified School District Office of Ex	\$213,319.00
343	90.75	8	Richmond Outdoors Coalition* (C)	0	11	West County Mandarin School (S)	\$83,270.00
330	82.50	14	Richmond Promise (C)	0	12	City of Richmond, Recreation Dept.* (C)	\$200,000.00
360	90.00	9	Rosie the Riveter Trust* (C)	0	13	Playworks Northern California (S)	\$62,000.00
276	97.00	3	Summer Search* (S)	0	14	Richmond Promise (C)	\$181,000.00
340	90.00	10	West Contra Costa Unified School District Office of Ex	0	15	Ephesians Community Development Cente* (S)	\$85,000.00
353	88.25	11	West County Mandarin School (S)	0	16	LifeLong Medical Care (S)	\$200,000.00
391	102.75	1	YES Nature to Neighborhoods* (S)	0	17	Richmond Steelers* (E)	\$80,000.00



# CORE NEED 3 SCORES

Sum of Total Scores	Avg. Score (100)	Overall Rankings			Overall Rankings		
		Rank	Organization	Requested	Rank	Organization	Requested
439.4	87.88	21	Berkeley Baby Book Project - E	44,275	1	Hidden Genius Project - **S	200,000
364.7	77.94	33	Keyz 2 the Future - ** E	50,000	2	RYSE - **S	200,000
471.6	94.32	16	Oakland Technology & Education Center - E	80,000	3	East Bay Center for the Performing Arts - **C	300,000
452.1	95.42	10	Things That Creep - ** E	100,000	4	Ed Fund - Richmond Freedom School - **S	200,000
408.4	81.68	30	Able Community Development Foundation - ** C	184,645	5	Watershed Project (NGSS) - **S	125,000
456.5	91.30	18	Aim High for High School - S	200,000	6	Fresh Approach - S	200,000
472.2	94.44	15	Aspire Education - S	90,000	7	City of Richmond, Recreation Dept - ** S	300,000
416.2	83.24	29	Be A Mentor - S	200,000	8	City of Richmond, Employment & Training - **C	300,000
406.5	86.30	25	Bridges from School to Work - ** S	100,000	9	Practice Space - **S	200,000
344.4	73.88	34	Bright Futures Growth and Development Center - **S	200,000	10	Things That Creep - ** E	100,000
465.8	98.16	7	City of Richmond, Recreation Dept - ** S	300,000	11	Richmond Promise - **C	218,475
463.7	97.74	8	City of Richmond, Employment & Training - **C	300,000	12	West Contra Costa Unified School District - **C	300,000
444.9	88.98	20	College is Real - S	200,000	13	Richmond Public Library - **S	200,000
467.8	93.56	17	Community Education Partnerships - S	175,000	14	Rosie the Riveter Trust - **S	84,950
396.3	79.26	32	Contra Costa College Foundation - S	94,000	15	Aspire Education - S	90,000
433.4	86.68	23	D.R.E.A.M. Financial Academy - S	50,000	16	Oakland Technology & Education Center - E	80,000
473.2	99.64	3	East Bay Center for the Performing Arts - **C	300,000	17	Community Education Partnerships - S	175,000
472.5	99.50	4	Ed Fund - Richmond Freedom School - **S	200,000	18	Aim High for High School - S	200,000
466.5	98.30	6	Fresh Approach - S	200,000	19	Watershed Project - **S	300,000
393.7	83.74	28	Healthy Contra Costa - **C	165,647	20	College is Real - S	200,000
489.8	102.96	1	Hidden Genius Project - **S	200,000	21	Berkeley Baby Book Project - E	44,275
401.5	80.30	31	High Expectations Consulting - C	300,000	22	West Contra Costa Unified School District College & Career De	300,000
394.1	83.82	27	Improve Your Tomorrow - **S	200,000	23	D.R.E.A.M. Financial Academy - S	50,000
462.7	97.54	9	Practice Space - **S	200,000	24	Scientific Adventures for Girls - S	100,000
451.3	95.26	11	Richmond Promise - **C	218,475	25	Bridges from School to Work - ** S	100,000
449.5	94.90	13	Richmond Public Library - **S	200,000	26	Young Womens Freedom Center - S	67,000
449.1	94.82	14	Rosie the Riveter Trust - **S	84,950	27	Improve Your Tomorrow - **S	200,000
473.6	99.72	2	RYSE - **S	200,000	28	Healthy Contra Costa - **C	165,647
431.6	86.32	24	Scientific Adventures for Girls - S	100,000	29	Be A Mentor - S	200,000
468.5	98.70	5	Watershed Project (NGSS) - **S	125,000	30	Able Community Development Foundation - ** C	184,645
426.3	90.26	19	Watershed Project - **S	300,000	31	High Expectations Consulting - C	300,000
449.8	94.96	12	West Contra Costa Unified School District - **C	300,000	32	Contra Costa College Foundation - S	94,000
412.8	87.56	22	West Contra Costa Unified School District College & Career De	300,000	33	Keyz 2 the Future - ** E	50,000
426.2	5.00	35	YMCA of the East Bay - **S	150,000	34	Bright Futures Growth and Development Center - **S	200,000
426	85.20	26	Young Womens Freedom Center - S	67,000	35	YMCA of the East Bay - **S	150,000

# CORE NEED 4 SCORES

Sum of Total Scores	Avg. Score (100)	Overall Rankings			Overall Rankings		
		Rank	Organization	Requested	Rank	Organization	Requested
610.6	92.23	4	Motivated 2 Help Others* (E)	0	1	Richmond High School Music Department* (C)	\$300,000.00
463.5	82.25	9	Touch of New Life* (E)	0	2	East Bay Center for the Performing Arts* (C)	\$300,000.00
628	89.71	6	Big Brothers Big Sisters Bay Area (S)	0	3	Summer Search* (S)	\$173,000.00
287	46.00	11	Bright Futures Growth & Development Center*(C)	0	4	Motivated 2 Help Others* (E)	\$26,349.18
659.2	99.17	2	East Bay Center for the Performing Arts* (C)	0	5	Fresh Lifelines for Youth* (S)	\$101,790.00
598.5	90.50	5	Fresh Lifelines for Youth* (S)	0	6	Big Brothers Big Sisters Bay Area (S)	\$60,000.00
484.6	80.77	10	Hope Solutions (S)	0	7	Nurturing Independence through Artistic Development* (S)	\$58,556.00
585.8	88.69	7	Nurturing Independence through Artistic Development* (S)	0	8	West County Salesian Youth Club* (S)	\$200,000.00
659.5	99.21	1	Richmond High School Music Department* (C)	0	9	Touch of New Life* (E)	\$66,000.00
612.4	92.49	3	Summer Search* (S)	0	10	Hope Solutions (S)	\$200,000.00
564.8	85.69	8	West County Salesian Youth Club* (S)	0	11	Bright Futures Growth & Development Center*(C)	\$300,000.00