



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

Tuesday, January 13, 2026, | 6:00 PM

City Manager's Conference Room

450 Civic Center Plaza, Suite 300, Richmond, CA

- 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 August 4, 2025, meeting of the RFCY Oversight Board.
 - E-2. APPROVE the minutes of the December 9, 2025, meeting of the RFCY Oversight Board.
- F. Oversight Board as a Whole:
 - F-1. APPROVE the Richmond Fund for Children and Youth Fiscal Year 2026-27 Request for Proposals (RFP): Participatory Grantmaking Pilot Project, or grant application, to support youth-serving organizations, and AUTHORIZE the Richmond Department of Children and Youth to release the RFP and grant application by January 23, 2026.
- G. Adjournment

MEETING INFORMATION

Oversight Board Members

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

Staff Liaisons

Patrick Seals
Jora Atienza Washington
Guadalupe Morales
Nicholas Delgado
Kaitlen Burnom
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. 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.

MEETING INFORMATION

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LaShonda White

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.

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 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, August 4, 2025
Council Chambers
440 Civic Center Plaza
Richmond, CA 94804

The meeting was called to order at 6:05 P.M. by Oversight Board Member Hegstrom

Present: Guadalupe Enllana, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

Absent: Khaliiegnya Dandie-Evans, Teyona Galloway

Vacancies: 9 Vacancies

Staff Liaison: LaShonda White, Patrick Seals, Kaitlen Burnom – Present

B. Agenda Review and Modifications

No modifications.

C. Report from the Department

Department staff presented several updates to the Oversight Board. Staff Liaison and Management Analyst Kaitlen Burnom thanked Board Members Enllana and Sequeira for attending the July session. Kaitlen shared that the August meeting will focus on internal City processes to orient pilot participants; updates will return at the December meeting.

An update was shared on Oversight Board Applications. Nine (9) applications have been received. Applications were organized for transmittal to City Council. A GIS map was shared showing applicants by Council district. Approximately three youth applicants are included. Recruitment continues, with emphasis on youth. Staff also noted National Night Out on August 5, encouraging members to attend local events.

D. Public Forum

1. Cordell Hindler, Richmond resident, provided an update to Oversight Board Members.

No further comments.

E. Consent Calendar

E-1. APPROVE the minutes of the July 7, 2025 meeting of the Richmond Fund for Children & Youth Oversight Board.

A motion was made to approve the minutes by Board Member Enllana, seconded by Board Member Qader; approved by the following vote:

Ayes: Guadalupe Enllana, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

Noes:

Abstentions:

Absences: Khaliaghya Dandie-Evans, Teyona Galloway

F. Oversight Board as a whole

F-1. RECEIVE a presentation from the Richmond Department of Children and Youth on proposed uses for anticipated additional revenue and SELECT a preferred funding avenue; DIRECT staff to develop a policy framework.

Staff presented background on RFCY's 3 percent allocation of General Fund, Chevron settlement revenues, and additional \$1.275 million available this year. Three options were presented:

- 1) Fund high-scoring unfunded applicants from the prior RFA (staff recommendation)
- 2) Launch a new one-year competitive grant cycle
- 3) Board-directed alternative strategy

Oversight Board discussed timing, equity, technical assistance, and participatory grantmaking. Staff emphasized capacity constraints and flexibility for grantees to amend scopes. After discussion, all present Board Members voted.

A motion was made to adopt Option 1 (fund high-scoring unfunded applicants from prior RFA) by Board Member Enllana, seconded by Board Member Qader; approved by the following vote:

Ayes: Guadalupe Enllana, Carol Hegstrom, Madiha Qader

Noes: Stephanie Sequeira

Abstentions:

Absences: Khalieghya Dandie-Evans, Teyona Galloway

G. Adjournment

The meeting was adjourned at 7:12 p.m.

Staff Liaison

Approved:

Khalieghya Dandie-Evans, Co-Chair

Teyona Galloway, Co-Chair

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



Tuesday, December 9, 2025
Council Chambers
440 Civic Center Plaza
Richmond, CA 94804

MINUTES

A. Call to Order and Roll Call

The meeting was called to order at 6:02 P.M. by Oversight Board Co Chair Galloway

Present: Teyona Galloway, Guadalupe Enllana, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

Absent: Khaliaghya Dandie-Evans

Vacancies: 9 Vacancies

Staff Liaison: Patrick Seals, Jora Atienza Washington, Guadalupe Morales, Kaitlen Burnom – Present

B. Agenda Review and Modifications

No modifications.

C. Report from the Department

Department staff presented several updates to the Oversight Board. Staff Liaison and Associate Management Analyst Guadalupe Morales introduced new Senior Management Analyst Jora Atienza Washington to the Oversight Board. Jora shared a brief background about herself and her work prior to joining the Department. Guadalupe proceeded to present updates on City holiday closure, and upcoming events happening in the new year.

D. Public Forum

1. Cordell Hindler, Richmond resident, provided an update to Oversight Board Members.

No further comments.

E. Consent Calendar

E-1. APPROVE the minutes of the August 4, 2025 meeting of the Richmond Fund for Children & Youth Oversight Board.

Board Member Hegstrom noted the draft minutes included an incomplete sentence regarding the public comment. Staff will revise the minutes and bring the corrected version to the next meeting. No action was taken to approve the minutes.

F. Oversight Board as a whole

F-1. RECEIVE options from Department staff on how the Oversight Board may choose to fund organizations and approve funding recommendations for selected organizations for two-year grants to run January 1, 2026 through December 31, 2027.

Staff presented background on additional revenue from the Chevron settlement and the Oversight Board's prior direction to use existing scoring and reviewer feedback to move further down the ranked list of applicants to determine additional awards, until available funds are exhausted. Staff described three options, and recommended Option 1.

Staff recommendation (Option 1) proposed funding eight (8) organizations that: (1) do not currently have an active RFCY grant; (2) received strong evaluation scores; and (3) fit within the available annual budget. Staff noted the recommendation aligns with the Board's intent to maximize support for high-performing organizations while maintaining a fair, consistent process and avoiding duplicative awards.

The Board discussed several proposed organizations, including questions regarding organizational role (e.g., fiscal sponsor vs. program delivery), service locations, and timing of award communication and onboarding. Staff stated that if the Board approved the recommendation, staff would promptly contact the organizations to confirm interest and current program feasibility, and to finalize scope and budget details given the time elapsed since application submission.

A motion was made to approve Option 1 (staff recommendation) by Board Member Hegstrom, seconded by Board Member Sequeria; approved by the following vote:

Ayes: Teyona Galloway, Carol Hegstrom, Madiha Qader

Noes: 0

Abstentions: Guadalupe Enllana

Absences: Khalieghya Dandie-Evans

F-2. RECEIVE a presentation from the Richmond Department of Children and Youth on the Service Provider Working Group.

Management Analyst Kaitlen Burnom presented an update on the Service Provider Working Group and participatory grantmaking pilot. Staff reported the pilot is supported by approximately \$500,000 in RFCY fund balance (unspent or declined funds from prior cycles), proposed as a one-year grant. Staff indicated a proposed RFP release date of January 23, 2026, with contract execution anticipated by June 30, aligning with the fiscal year; staff noted this would be an exception to the current RFCY calendar-year grant cycle.

Staff stated that a future meeting will include a full walkthrough of the draft RFP and a request for Board direction. Staff requested a special meeting during the week of January 5, 2026 or January 12, 2026, to provide the Board an opportunity to review and provide feedback, with the goal of releasing the pilot RFP on January 23, 2026 alongside ECIA.

G. Adjournment

The meeting was adjourned at 7:15 p.m.

Staff Liaison

Approved:

Khalieghya Dandie-Evans, Co-Chair

Teyona Galloway, Co-Chair

DRAFT



AGENDA REPORT

Department of Children and Youth

DATE: January 13, 2026

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

FROM: Patrick Seals, Administrative Chief
Jora Atienza Washington, Senior Management Analyst
Nicholas Delgado, Associate Management Analyst
Guadalupe Morales, Associate Management Analyst
Kaitlen Burnom, Management Analyst

SUBJECT: RICHMOND FUND FOR CHILDREN AND YOUTH REQUEST FOR PROPOSALS (GRANT APPLICATION)

RECOMMENDED ACTION:

APPROVE the Richmond Fund for Children and Youth Fiscal Year 2026-27 Request for Proposals (RFP): Participatory Grantmaking Pilot Project, or grant application, to support youth-serving organizations, and AUTHORIZE the Richmond Department of Children and Youth to release the RFP and grant application on or before January 30, 2026.

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact to approve and authorize the release of the RFP. For the grant period of this RFP (Fiscal Year 2026-2027), RDCY anticipates that approximately \$500,000 will be available for grants.

DISCUSSION:

Background

The Richmond Fund for Children and Youth (RFCY) was established under Article XV of the Richmond City Charter to guide the allocation of the City's three-percent General Fund set-aside dedicated to improving the lives of Richmond's children and youth. In

alignment with the Charter and the RFCY Strategic Investment Plan, the Department of Children and Youth periodically issues Requests for Proposals (RFPs) to support youth-serving programs throughout Richmond and unincorporated North Richmond.

In addition to the traditional competitive grant process, RDCY has partnered with local service providers to design a Participatory Grantmaking (PGM) Pilot Project. This pilot reflects emerging best practices in public grantmaking by intentionally shifting aspects of funding design and decision-making to community members with lived experience and frontline knowledge of youth needs.

The FY 2026–27 Participatory Grantmaking Pilot Project is proposed as a one-year pilot that will test community-informed approaches to grantmaking while maintaining Oversight Board and City Council approval authority, consistent with Article XV of the Richmond City Charter.

Grants awarded through this RFP will support services for children and youth ages 0–24 residing in Richmond and unincorporated North Richmond for the period July 1, 2026 through June 30, 2027.

Key Features of the Draft PGM Pilot RFP

The Draft FY 2026–27 PGM Pilot RFP includes several intentional design elements that distinguish it from prior RFCY grant cycles:

- Streamlined application that focuses on applicant voice and program impact instead of technical grant language
- Fully online application submission and review through Submittable
- Funding levels aligned to applicant size
- Budget size is still used as a proxy for organizational capacity, not program quality
- Flattened funding differences across org sizes
- Large organizations will not receive substantially more funding than smaller ones, to reduce concentration of funds and create space for more participation
- Targeted adjustments to improve accessibility, transparency, and equity, particularly for small organizations

These features are intended to make the grant process more accessible while maintaining accountability and alignment with RFCY priorities. While there were only a small number of changes made from the previous RFCY funding cycle, the true value of this process lies in the meaningful outcomes that came out of the space created for service providers to contribute their time, insight, and lived experience to this work.

Funding Parameters

For FY 2026–27, approximately \$500,000 is available for the Participatory Grantmaking Pilot Project. Grant award amounts will vary based on applicant type and program

scope, with anticipated awards ranging from \$10,000 to \$50,000 per project, depending on organizational budget classification.

Funding recommendations developed through the participatory process are advisory and will be presented to the RFCY Oversight Board for consideration.

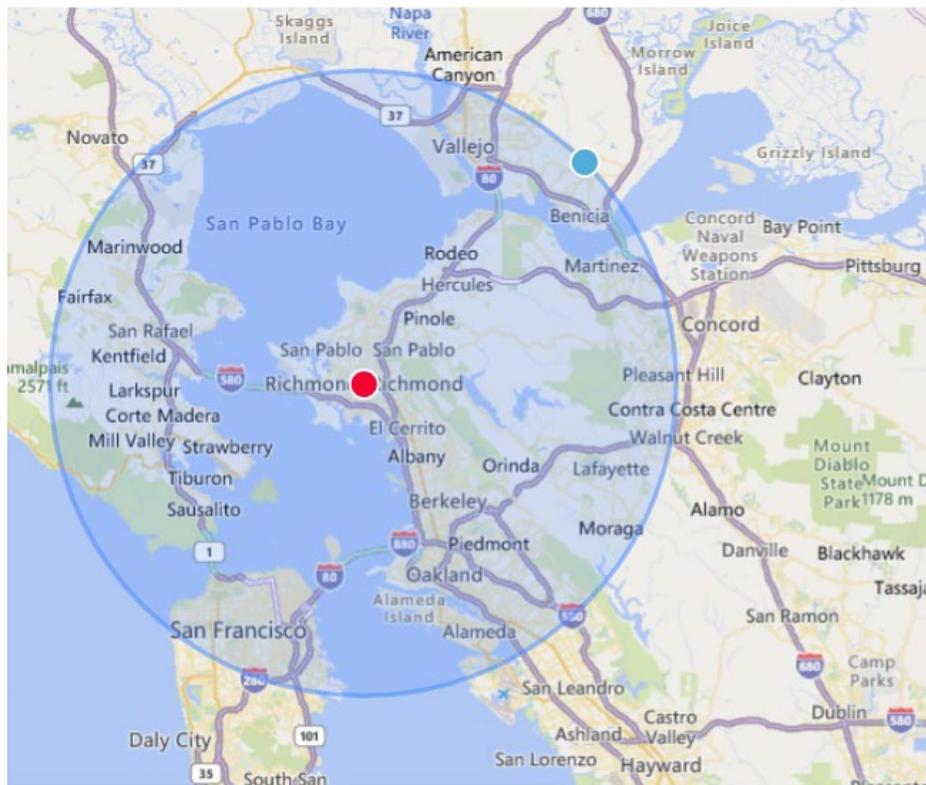
Grant Eligibility

Grant Location Eligibility:

Eligibility requirements for the Participatory Grantmaking (PGM) Pilot Project remain consistent with previous Richmond Fund for Children and Youth (RFCY) Requests for Proposals.

Entities eligible to receive funding include those (1) located outside but in close proximity (e.g., approximately 15-mile radius) (Map 1) 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.

Map 1: Proposed Location Eligibility for applicants (15-mile radius)



Grantee Status Eligibility:

All organizations that apply for an RFCY grant must be in good standing with the California Department of Justice and Secretary of State.

Request for Proposal Structure

Staff is recommending the following RFP structure that is similar to the one previously, by the RFCY:

1. RFP General Information
 - a. Request for Proposal Overview
 - b. Participatory Grantmaking Pilot Overview
 - c. Pre-Proposal Meeting Dates and Times
 - d. Deadline for Questions
 - e. Proposal Submittal Deadline Date and Time

2. Introduction
 - a. Purpose of the Participatory Grantmaking Pilot
 - b. Community Needs Assessment (CNA) Vision and Guiding Principles
 - c. Relationship to the RFCY Strategic Investment Plan

Note: Funding allocation language is intentionally general here to reflect the pilot nature of PGM rather than multi-year SIP allocations.

3. Application Process
 - a. Eligibility
 - b. Fiscal Sponsorship Requirements
 - c. Funding Amounts and Grant Levels
 - d. Applying for Funding
 - e. Technical Assistance
 - f. Important Dates

4. Funding Core Needs
 - a. Mental and Behavioral Health & Wellness
 - b. Physical Health & Wellness
 - c. Learning Needs
 - d. Safety, Community, and Belonging
 - e. Connective Supportive Services

Note: Core Needs remain consistent with the CNA, even though PGM emphasizes how funding decisions are made rather than redefining priorities.

5. Proposal Instructions
 - a. Organization and Proposal Information
 - b. Application

- 6. Funding Recommendations and Contract Negotiation
 - a. Proposal Review
 - b. Evaluation
 - c. Contract Negotiations

Next Steps

Staff is requesting the Oversight Board approve and authorize the release of the FY 2026-27 Participatory Grantmaking Pilot Project RFP guidelines and application, allowing staff to make changes, as needed, for clarification purposes. The tentative schedule associated with the application is below.

Request for Proposal (Application) Timeline	
TASK	DATE
Request for Proposal Release	(On or before) January 30, 2026
Information Session	Week of February 1, 2026
Applications Due	Friday March 13, 2026 by 11:59 p.m.
Application Review and Scoring	March- April 2026
Grant Award Notification	May 2026
Grant Award Period	July 1, 2026 - June 30, 2027

Given Oversight Board approval, RDCY staff plans to release the RFP on or before January 30, 2026, and return to the RFCY Oversight Board for support in the review and evaluation of submitted grant applications.



The City of Richmond and Department of Children and Youth

FY 2026-27 Request for Proposals: Participatory Grantmaking Pilot Project

Request for Proposal Release: On or before January 30, 2026

Pre-Proposal Conferences: Week of February 2, 2026

Proposal Due Date:

March 13, 2026, at 11:59 p.m.

Richmond Department for Children and Youth

450 Civic Center Plaza, Suite 300

Richmond, CA 94804 Phone 510.620.6523 | www.richmondyouth.org

Table of Contents

Request for Proposal General Information.....	3
Request for Proposal Overview	3
Proposal Submittal Deadline Date and Time	3
Proposal Submission	3
Contact Information.....	4
About the RFP	4
About the Participatory Grantmaking Pilot Project	4
Goals of the Participatory Grantmaking Pilot Project.....	5
Community Needs Assessment (CNA) Guiding Principles.....	6
Application Process	6
Eligibility.....	6
Fiscal Sponsors	7
Use of Grant Funds	7
Type of Applicants.....	9
Funding Amounts	10
Pre-Proposal Meetings and Technical Assistance Information	13
Important Dates.....	13
Funding Core Needs.....	14
Proposal Instructions	14
Organization and Proposal Information.....	15
Application	15
Proposal Application	17
Funding Recommendations and Contract Negotiation.....	22
Proposal Review Process	22
Evaluation of Proposals.....	23
Contract Negotiations.....	25

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 or Department) through the Participatory Grantmaking Pilot Project (see Section II for additional information). This RFP will utilize monies allocated from the Richmond Fund for Children and Youth (RFCY or Fund), which plays a crucial role in guiding the distribution of the City's three-percent allocation of general funds dedicated to improving the lives and addressing the needs of Richmond's children and youth under 24.

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.

Proposal Submittal Deadline Date and Time

Friday March 13, 2026, at 11:59 p.m.

Proposal Submission

Proposals must be submitted online at <http://richmondca.submittable.com/>

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 visit, and review the information on our web page: www.ci.richmond.ca.us/RFCYGrants

Contact Information

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

About the RFP

The Department of Children and Youth, in collaboration with community-based organizations and nonprofits supporting youth and families across the greater Richmond region, is pleased to release the 2026-2027 Request for Proposals (RFP) under the Participatory Grantmaking Pilot Project 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. The Department looks forward to the opportunity to collaborate with strong community agencies that best serve the needs of Richmond's children and youth. Grants awarded through this RFP process will be for a one-year period, July 1, 2026, to June 30, 2027. The total projected amount for FY2026-2027 grant awards through this RFP is approximately \$500,000. The \$500,000 allocated for this RFP consists of unspent RFCY funds carried forward from prior funding cycles. These funds will be used to implement a one-year participatory grantmaking pilot focused on testing community-informed approaches to grant program design and administration.

All funding recommendations developed through the Participatory Grantmaking Project are advisory in nature and subject to review and approval by the RFCY Oversight Board and the Richmond City Council, consistent with Article XV of the Richmond City Charter.

About the Participatory Grantmaking Pilot Project

The Participatory Grantmaking Pilot Project is a new initiative designed to shift power directly into the hands of Richmond community members who are closest to the issues the City seeks to address. Developed through a community-informed and participant-driven process with local Community Based Organizations (CBOs), grantees, and the Department of Children and Youth, the pilot project aims to make public resources more equitable, accessible, and utilizing more transparent processes,

especially for organizations that have historically faced barriers in traditional grant processes.

This pilot project invites community members to build on current funding priorities, ensuring that the grant reflects local expertise. The pilot project's goals include expanding access for grassroots and youth-led organizations, strengthening collaborative support across Richmond's service landscape, and redistributing decision-making power toward those most impacted.

Goals of the Participatory Grantmaking Pilot Project

The pilot project will support services for young people that fulfill the following goals:

- **Expand community participation** by meaningfully engaging community members—particularly those with lived experience—in shaping and informing funding recommendations.
- **Advance equity in public grantmaking** by reducing barriers to access, and ensuring funding decisions reflect the diverse needs of Richmond and North Richmond youth.
- **Increase transparency and trust** in the Richmond Fund for Children and Youth by clearly communicating how funding decisions are made and who is involved in the process.
- **Strengthen alignment between funding and community-identified needs** by grounding grant decisions in local knowledge, lived experience, and the Community Needs Assessment.
- **Support community collaboration and shared learning** by encouraging relationships, partnerships, and knowledge exchange among youth-serving organizations.
- **Build community and organizational capacity** by providing a participatory process that supports learning, leadership development, and systems understanding for both applicants and reviewers.
- **Test and evaluate a participatory grantmaking model** that can inform future RFCY funding cycles, policies, and practices through reflection, feedback, and continuous improvement.

Community Needs Assessment (CNA) Guiding Principles

The Participatory Grantmaking Pilot Project is guided by the **same Community Needs Assessment (CNA)** that informs all Richmond Fund for Children and Youth (RFCY) funding decisions. The CNA reflects extensive community input from youth, caregivers, service providers, and residents across Richmond and North Richmond and continues to serve as the foundation for identifying priority needs and investment areas.

The launch of the Participatory Grantmaking Pilot does **not replace or revise the existing CNA**. Instead, the pilot builds on these established priorities by exploring new, community-centered ways to gather feedback around the grantmaking process as a whole.

More information about the Community Needs Assessment and current RFCY priorities is available on the Department of Children and Youth website at www.richmondyouth.org.

Application Process

Eligibility

Entities¹ 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: 1) **located outside but in close proximity 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.

- 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 Grant 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

A – Organization with Budgets Under \$175,000

Grant Level A is intended to support small and grassroots organizations, including organizations that have recently obtained 501(c)(3) status after previously operating under a fiscal sponsor. Organizations with an annual budget under \$175,000 must apply under this grant level.

B – Organizations with Budgets Between \$175,000 and \$499,999

Grant Level B supports medium-sized organizations with annual budgets between \$175,000 and \$499,999 and is intended for organizations with more established administrative capacity while still ensuring accessibility for those growing their infrastructure. Organizations that fall within this budget range must identify/apply as B applicant.

C – Organizations with Budgets \$500,000 and above

Grant Level C supports larger organizations with annual budgets of \$500,000 and above. This level is intended for organizations with established administrative, financial, and programmatic infrastructure capable of managing higher award amounts. Organizations whose current or most recent fiscal/calendar year budget is \$500,000 or greater must identify/apply under C applicant.

Budget Verification and Fiscal Sponsorship

RFCY staff will verify every applicants eligibility using audits, reviewed financial statements, IRS Form 990 filings (990N/990EZ/990), and/or income statements, as applicable.

Organizations without 501(c)(3) status are required to apply using a fiscal sponsor. Organizations with 501(c)(3) status may elect to apply with or without a fiscal sponsor.

When an organization applies with a fiscal sponsor, the fiscal sponsor's overall organizational budget will not be used to determine grant level eligibility. If awarded, the City will enter into the grant agreement with the fiscal sponsor, consistent with requirements applied to all sponsored applicants.

Funding Amounts

Funding Parameters

Grant award amounts will be based on the scope and scale of services proposed.

This includes how often services are offered, how many children and families are served, the number of service locations, staffing capacity, and the experience and expertise involved.

Applying based on a program budget focuses on the cost and impact of one specific service, while applying based on an organizational budget focus on the size and capacity of the organization as a whole.

PGM leans toward program budget logic because it centers the work, not the institution. Although financial statements will be required documentation to determine what group (A,B, or C) for equity in the review process, It doesn't determine, however, the grant award towards the program/project.

Applicants may request up to 100% of the **project/program** budget, so long as the request does not exceed the maximum grant request by applicant type as outlined below:

Level A Applicants

- Level A applicants may may apply for a minimum of \$10,000 and up to \$25,000.

Level B and C Applicants

- Level B and C applicants may apply for a minimum of \$10,000 and up to \$50,000.

Summary Table By Application Type

	A <i>(Budgets at or under \$175,000)</i>	B & C <i>(Budgets over \$175,000)</i>
Maximum Grant Request	\$25,000	\$50,000
Financial Statements	See Information and Requirements Below	

Grant awards will be intentionally distributed across Grant Levels A, B, and C. This prevents one group (especially large organizations) from dominating awards.

Grant Level	Allocation
A (<175K)~ 6-7 awards	~ \$166,667
B (\$175K-\$499K) ~ 3 awards	~\$166,667
C (\$499K and above) ~ 3 awards	~\$166,667

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, 2026 (electronic copy via email to youth@ci.richmond.ca.us).

Funding Period

This RFP represents a one-year grant cycle. The contract is for a one-year period (July 1, 2026 through June 30, 2027). Applicants will not receive their first disbursement of funds until they submit all required contract documents. After all contract documents are received it can take approximately 10-12 weeks before the contract is executed.

Applying for Funding/ Completing Your Proposal

The RFCY application process is entirely online through the Submittable platform 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) **Overview/Submittable Profile**
- 2) **Organization Story and Program Summary**
- 3) **Program Design**
- 4) **Outcomes and Impact**
- 5) **Budget**
- 6) **Required Attachments**

Contact **RDCY staff** at youth@ci.richmond.ca.us for all technical issues and questions regarding the online application system.

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.

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 one virtual Pre- Proposal Meetings (Bidders' Conferences). All potential applicants are strongly encouraged to attend the 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. This meeting will occur on or before the week of February 2, 2026. RDCY staff will post information on the City website and send out information through its mailing list.

Opportunity to Submit Questions and General Technical Assistance by Email

The City, recognizing the technical, skill-based components of a grant application process, may provide free technical assistance/capacity-building in 2026 prior to the application due date. The dates and times of all subsequent supports will be shared via the City's RDCY website and sent out to the RDCY mailing list and all current grantees, separate from this RFP. Although recommended, organizations are not required to attend any of the capacity-building workshops offered by the City.

Important Dates

These dates are tentative and subject to change:

Request for Proposal (Application) Timeline	
TASK	DATE
Request for Proposal Release	(On or before) January 30, 2026
Information Session	(On or before) Week of February 2, 2026
Applications Due	Friday March 13, 2026 by 11:59 p.m.
Application Review and Scoring	March- April 2026
Grant Award Notification	May 2026
Grant Award Period	July 1, 2026 - June 30, 2027

Funding Core Needs

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.



www.richmond youth.org.

Proposal Instructions

The RFCY application process is entirely online through the Submittable platform. All proposals must be completed and submitted through the online application system to be considered for funding.

- **Step 1 – Program Summary and Organizational Story-** 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 – Program Design**
- **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. Questions by phone or in person will not be taken.

Organization and Proposal Information

Begin your application by completing the **Overview** section. Organizations may submit no more than one (1) grant application.

Application

The 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 system³:

Narrative Element	Points
Organization Story and Program Summary	20 Points
Program Design	35 Points
Outcomes and Impact	25 Points
Budget	20 Points
Richmond Based Organizations	10 Extra Points
Total	100

- All costs incurred in the preparation of an application are the applicant's responsibility.

Applications must be completed and submitted electronically at <http://richmondca.submittable.com/>. 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.

³ 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 Application

Step 1A: Program Summary

RFCY Core Needs (Check all that apply):

- Mental/Behavioral Health & Wellness
- Physical Health & Wellness
- Community, Safety, & Belonging
- Connective and Supportive Services
- Other: _____

Age Group to be served (Check all that apply):

- Early Childhood (0-5)
- Children (6-12)
- Youth (13-17)
- Transitional-Aged youth (18-24)
- Caregivers/Parents
- Other: _____

Services/Activities you will Provide (Check all that apply):

- Mentoring/ Tutoring
- After-school enrichment
- Arts/Music/Dance
- Sports/Recreation
- Counseling/ Support groups
- Job readiness/ skills
- Other: _____

Step 1B: Organization Story

- How did your group get started, and what are you most proud of? (Short answer, OR link to website/social media)
- Describe your organization's experience providing services for Children and Youth, including:
- Years of service in the community being served [Required]
- Experience with diverse youth and communities [Required]

Step 2A: Program Design

1. What is the purpose of your program?
2. Who does your program serve and why? (For example: Low-Income youth, Justice impacted or LGBTQI+ youth? Children with disabilities, Undocumented families, etc.)
3. Describe the components of your program. (Activities, timelines, etc.)
4. Describe your staffing plans for managing the program. (Number of staff, roles, responsibilities)
5. How often will services happen? _____
6. Where will they take place? (Site(s)/Location(s)) _____

Step 2B: Connective and Supportive Services

1. Collaboration with other organizations / systems of care? (For example: Shared spaces, recruitment, school sites, etc.)
2. What other supports do your participants need, and how do you connect them to these supports?

Step 2C: Outcomes & Impact

1. What difference do you hope this program will make for youth/caregivers? What are the program goals and objectives?
2. How will you measure success? What are your evaluation and assessment strategies?
3. If you've done this program before, what went well and what positive effects have you already seen? What did you learn and where are there areas for growth? (Optional)

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.

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.

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.

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.

Proposal Due Date

You must have completed and submitted all forms and uploads by 11:59 p.m., on Friday, March 13, 2026. All proposals submitted after 11:59 p.m. February 23, 2026, 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 Submittable platform. 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.

Funding Recommendations and Contract Negotiation

Proposal Review Process

The City's goal is to fund qualified organizations that provide needed services to children and youth in Richmond and North Richmond through a fair and transparent process.

All proposals submitted by the deadline will first be reviewed by RDCY staff for completeness, responsiveness, and eligibility. Eligible applications will then be evaluated and scored by an RFCY Review Committee, which may include Oversight Board members, City staff, external partners, and community members.

Committee members will score proposals using the published evaluation criteria. Scores will be averaged and used to rank proposals. Based on these rankings, the Committee will make funding recommendations to the RFCY Oversight Board.

The Oversight Board will review and approve funding recommendations at a public meeting, consistent with the RFCY Strategic Investment Plan, and will forward approved recommendations to the Richmond City Council for final approval.

Applicants may not contact or attempt to influence City Council members, Oversight Board members, Review Committee members, or City staff outside of designated contacts during the RFP process. Any attempt to do so may result in disqualification.

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 following specific criteria and the points for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals ***Note, organizations whose office is located in the City of Richmond will receive 10 extra points on their application:**

ORGANIZATION STORY AND PROGRAM SUMMARY..... 20 POINTS

- Clearly explains why and how the organization was formed and the specific needs addressed
- Thoroughly describes how Richmond youth and families are supported through the program
- Comprehensively explains services in a way that is easy to follow, direct, and understandable
- Demonstrates culturally competent and inclusive services for diverse backgrounds of Richmond's children, youth, and families

- Includes logistical details such as years of service and relevant experience working in the community

PROGRAM DESIGN 35
POINTS

- Clearly and comprehensively describe the overall purpose of the program
- Clearly explain the population being served, why they are the focus, and how their needs are being addressed
- Describe all program activities, timelines, and core components, showing the use of evidence-based or promising practices
- Provide clear staffing plans, including staff roles, responsibilities, and contributions to program delivery
- Specify how often services will occur, when they will take place, and in which locations the programming will happen
- If applicable, describe any partnerships or collaboration with other community organizations or systems of care
- Explain how participants will receive additional support outside of the main program services when needed



OUTCOMES AND IMPACT..... 25
POINTS

- Provide a clear and in-depth explanation of the goals, objectives, and potential impacts the program will have on youth and their families
- Accurately describe methods of measuring success, including a clear evaluation plan that aligns with program activities and flows logically
- If the program has been implemented before, clearly explain past impacts, lessons learned, and areas for growth, as well as any plans to expand or improve based on previous experience

REQUIRED RESOURCES AND BUDGET REQUEST.....20
POINTS

- All necessary documents uploaded

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.

Once awarded, all grantees must use the Submittable 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.