



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

Monday, February 1, 2021 | 6:00 PM

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from the Director
- D.** Public Forum
- E.** Consent Calendar:
  - E-1.** APPROVE the minutes of the December 18, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a Whole
  - F-1.** LISTEN to an overview of a Request for Proposals (RFP) for the FY 2021-2024 grant cycle and DISCUSS next steps
  - F-2.** LISTEN to an overview of a Request for Proposals (RFP) for grant management software and SHARE any ideas, recommendations, or feedback
  - F-3.** DISCUSS opportunities for Oversight Board participation, youth engagement, and the development of 2021 Oversight Board goals and SHARE any ideas, recommendations, or feedback
- G.** Adjournment

# MEETING INFORMATION

## Oversight Board members

Geselle Alvarado  
Khaliaghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Kapris James  
Zeonta Johnson  
Katherine Lee  
Kristin Kilian Lobos  
Madiha Qader  
Stephanie Sequeira

## Staff Liaison

David Padilla

## **ALL BOARD MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**

### **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information. On April 29, 2020, the Health Officer of Contra Costa County issued a press release to inform the public that regional shelter-in-place orders will be extended through May 31, 2020, as some restrictions are eased.

DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, this meeting will utilize video/teleconferencing only.

### **Zoom Information**

#### **By Computer, Tablet, or Mobile Device:**

Step 1: Tune in to the videoconference at the following link:

<https://zoom.us/j/95311959134?pwd=L2VXU3J6eGZuMkRLbjJSc0xRNHIzd09>

Step 2: Enter the following password: 349363

#### **By Telephone:**

Step 1: US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or 877 853 5257 (Toll Free) or 888 475 4499

Step 2: 953 1195 9134

# MEETING INFORMATION

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## **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 Monday, February 1, 2021, 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.

### **Public Comment via Zoom:**

Step 1: Tune in to the videoconference at the following link (please see Page 2 for additional Zoom information): <https://zoom.us/j/95311959134?pwd=L2VXU3J6eGZuMkRLbjJSc0xRNHIzdz09>

Step 2: To comment by video conference, click on the Participants button at the bottom of your screen and select the **"Raise Your Hand"** button to request to speak when Public Comment is being asked for. Attendees will then have two (2) minutes to click the "Raise Your Hand" button at that time. Speakers will be called upon in the order they select the "Raise Your Hand" feature. When called upon, you will be unmuted. After the allotted time, you will then be re-muted.

To comment by phone, you will be prompted to **"Raise Your Hand"** by pressing **"\*9"** to request to speak when Public Comment is asked for. Attendees will then have two (2) minutes to click the "Raise Your Hand" button at that time. When called upon, you will be unmuted. After the allotted time, you will then be re-muted. Instructions on how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-byphone>.

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.

## **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) 620-6523. Requests will be granted whenever possible and resolved in favor of accessibility.

# MEETING INFORMATION

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## Staff Liaison

David Padilla

### **Effect of Advisory on In-Person Public Participation**

During the pendency of the Executive Order N-29-20, the language in the Advisory portion of the agenda supersedes any language below in the meeting procedures regarding in-person public comment.

**Communication Access Information:** This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

**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.

**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.

**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.



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

Friday, December 18, 2020  
Zoom Webinar Meeting

## MINUTES

### A. Call to Order and Roll Call

The meeting was called to order at 6:25 PM by Co-Chair Guadalupe Enllana.

**Present:** Geselle Alvarado, Khaliaghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Kapris James, Zeonta Johnson, Kristin Kilian Lobos, Madiha Qader, Stephanie Sequeira

**Absent:** Carol Hegstrom, Katherine Lee

**Vacancies:** 4 Vacancies

#### **Staff**

**Liaison:** David Padilla – Present

### B. Agenda Review and Modifications

No changes were made to the agenda. A motion by Board member Lobos, seconded by Board member Alvarado, to approve the agenda passed by a voice vote with no objections.

### C. Report from the Director

Department Director LaShonda White provided a report to Board members. Topics discussed included an appreciation to Oversight Board members for their meeting flexibility, a recommendation to reconvene on February 1<sup>st</sup> for the next Oversight Board meeting, and potential topics for future discussion in 2021 (e.g. team-building, youth and adult support for Board members, Oversight Board mission and values, funding, and additional topics).

## **D. Public Forum**

Cordell Hindler commented by email, informing Board members that he received a response from Richmond High School and will be setting up a meeting between their administrative staff and Department staff to discuss the Oversight Board. In addition, Mr. Hindler stated that his projects are coming along okay and that he will keep the group updated.

## **E. Consent Calendar**

A motion by Board member James, seconded by Board member Galloway, to approve the following Consent Calendar items passed by the following vote: **Ayes:** Board members Alvarado, Dandie-Evans, Enllana, Galloway, James, Johnson, Lobos, Qader, Sequeira **Noes:** None. **Abstentions:** None. **Absent:** Board members Hegstrom, Lee

- E-1.** APPROVE the minutes of the November 2, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
- E-2.** APPROVE the minutes of the November 30, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
- E-3.** APPROVE the minutes of the December 10, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
- E-4.** APPROVE the 2020 Community Needs Assessment Report

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

- F-1.** Department staff member Patrick Seals provided an additional update on the Request for Proposals (RFP), or grant application process, to award funding to youth-serving organizations beginning in 2021. Topics presented on included an overview of the RFP and grant application structure, a proposed evaluation of application types, a funding request summary table by application type, a proposed score chart and evaluation criteria, and a proposed timeline. Discussion continued. There were no public comments on this item. A motion by Board member Qader, seconded by Board member Galloway, to approve the 2021-2024 Request for Proposals, or grant application process, passed by the following vote: **Ayes:** Board members Alvarado, Dandie-Evans, Enllana,





# AGENDA REPORT

**Department of  
Children and Youth**

**DATE:** February 1, 2021

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

**FROM:** LaShonda White, Director  
Patrick Seals, Supervising Office Assistant

**SUBJECT:** UPDATE ON REQUEST FOR PROPOSALS FOR THE FY 2021-2024 GRANT  
CYCLE

## **RECOMMENDED ACTION:**

LISTEN to an overview of a Request for Proposals (RFP) for the FY 2021-2024 grant cycle and DISCUSS next steps

## **FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to receiving this report. The City is required to set aside a portion of the annual unrestricted general purpose revenues. An estimated \$1.5 million in total available grant funding is projected to be available during Fiscal Year (FY) 2021-2022. The available funds for grants in years two and three will increase based on the funding allocations outlined in Article 15, Section 2 of the Richmond Charter.

## **DISCUSSION:**

Per the Charter, the 2021-2024 Request for Proposals (RFP) aims to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Richmond and North Richmond.

At a Special Meeting held on December 10, 2020, the Oversight Board (Board) approved the Strategic Investment Plan (SIP), and the City Council subsequently approved the SIP at its regular meeting held on December 15, 2020. Also, at a Special Meeting held on December 18, 2020, the Richmond Fund for Children and Youth Oversight Board (Board) approved the Community Needs Assessment (CNA) Report and Request for Proposals (RFP) grant application and guidelines and directed Department staff to release the RFP. Department staff



reviewed the RFP, at the direction of the Board, and subsequently released the proposal on January 1, 2021, in accordance with the Charter requirements.

Following release of the RFP, Department staff posted the proposal on the RDCY website, BidsOnline portal, and shared the announcement utilizing its social media platforms and listservs. Department staff also constructed a webpage for easy access to RFP-related documents and set up an online proposal submission portal. On Tuesday, January 19, 2021, and Tuesday, January 26, 2021, the Department hosted more than 50 individuals for the information (pre-bidders) sessions.

Currently, Department staff is fielding technical questions from potential applicants and building out a webpage to address the most frequently asked questions (FAQ). Also, Department staff is preparing for its final information (pre-bidders) session scheduled for Wednesday, February 3, 2021, with plans to post a recording of the session and slide deck information to the Department's webpage as a reference. The immediate next step for the Board is to finalize the review process

## **BACKGROUND:**

### Funding Priority Areas for FY 2021-2024

The Strategic Investment Plan, guided by the Community Needs Assessment process, identified six priority areas and assigned a percentage allocation based on considerations of the urgency of the need and potential for equity impact. The priority areas, not listed in order of importance, are as follows:

<b>PRIORITY AREAS</b>	<b>Estimated % of Total Funds</b>
<b>1. Behavioral Health: Mental Health and Wellness</b>	<b>20% = \$300,000</b>
<b>2. Education Support and Employment/Training Support</b>	<b>20% = \$300,000</b>
<b>3. Out of School Time, After-School, Sports, and Enrichment</b>	<b>20% = \$300,000</b>
<b>4. Youth Violence Prevention</b>	<b>20% = \$300,000</b>
<b>5. Access to Basic Needs</b>	<b>10% = \$150,000</b>
<b>6. Information, Guidance and Case Management</b>	<b>10% = \$150,000</b>
<b>Total Estimated Funding in FY 2021-22</b>	<b>100% = \$1.5M</b>

### Eligibility

To support equity, partnership, and engagement by young people, the categories of location, collaboration, and youth voice are also eligibility requirements:

**Location:** Entities eligible to receive funding must be located in Richmond or North Richmond or outside but in close proximity to Richmond (West Contra Costa Cities: Richmond, San Pablo, El Cerrito, Hercules, Pinole and surrounding unincorporated areas).

**Collaboration:** Article 15, Section 5b of the Charter describe the type of services and Richmond Departments that are required to operate collaboratively to access the funds.

Additionally, the RFP defines a substantial partnership as including:

- Joint delivery of direct services, and/or
- Planning and coordinating services, and/or
- Equal partnership in decision making around program design, and/or
- Implementation

**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.

Summary Table

	<b>Small and Emerging</b> <i>(Budgets under \$250,00)</i>	<b>Single Agency</b> <i>(Budgets over \$250,00)</i>	<b>Collaboratives</b>
<b>Minimum Grant Request</b>	<b>\$30,000</b>	<b>\$40,000</b>	<b>\$50,000</b>
<b>Maximum Grant Request</b>	<b>\$100,000</b>	<b>\$150,000</b>	<b>\$200,000</b>
<b>Maximum Award per Organizational across all application areas</b>	<b>\$100,000</b>	<b>\$150,000</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>	All financial statements (i.e., audited/reviewed financials or 990s/990Ns or income statements) must be from within the past two years		

Organizations are also eligible to submit more than one (1) but no more than three (3) proposals requesting funding, as long as the proposals are requesting funding for programming that is substantially different.

Proposal Instructions

The RFCY application process is entirely online through the RFCY Forms CivicPlus website [www.ci.richmond.ca.us/RFCYGrants](http://www.ci.richmond.ca.us/RFCYGrants). All proposals will be completed and submitted through the online application system to be considered for funding. The following outlines the steps necessary to submit a proposal:

- Step 1 – Agency and Proposal Information
- Step 2 – Proposal Narrative
  - Demographics – Estimates the individuals projected to be served by the program
  - Activity and Operations Projections – Summarizes programming by type
- Step 3 – Budget – Shows the funding requested and total program budget costs
- Step 4 – Required Documents Upload
- Step 5 – Proposal Submission and Acknowledgements







**NEXT STEPS:**

Department staff is requesting that Board members consider the level of participation they would like to have in the review and scoring process and consider the priority areas they might be interested in reviewing. Additionally, Department staff will be recruiting and select additional review committee members from local departments of children and youth from neighboring cities.

On Monday, March 1, 2021, Department staff will return with options for participation for all Board members and selected Review Committee members and seek approval for one of the proposed options. Finally, it is anticipated that new Board members will be appointed, sworn-in, and present for our next regular meeting on Monday, March 1, 2021.

Proposal Review Process:

All proposals will be evaluated and scored by an 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 award recommendation process is divided into the following steps:

					
City staff reviews applications	RFCY Review Committee to review and score proposals	Ranking of proposals by priority area	RFCY Oversight Board review	RFCY Oversight Board recommendations	Richmond City Council approval and adoption

Evaluation of Proposals

The City has allocated approximately eight weeks for review of the proposals. The Board will base funding recommendations upon the ranking of proposals according to 100-point system.

*These dates are tentative and subject to change:*

Request for Proposal (Application) Timeline	
Activities	Date
Request for Proposal Release	December 31, 2020
Information/Technical Application Workshops (2-3)	Jan. 19, 26, and Feb. 3, 2021
RFP Question Submittal and Response Period	January 1 – February 8, 2021
RDCY Staff Creates Team of Application Readers	January - February 2021
Request for Proposal Deadline	February 19, 2021
Evaluate and Score Proposals	February - April 2021
City Council Approves List of Recommendations	April - May 2021
Awards Announced to City of Richmond Community	May 2021
Contract Negotiations with Selected Organizations	May - June 2021
Grant Funding Dispersed	June 2021



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** February 1, 2021

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

**FROM:** LaShonda White, Director  
David Padilla, Management Analyst

**SUBJECT:** REQUEST FOR PROPOSALS (GRANT MANAGEMENT SOFTWARE) SUMMARY  
AND UPDATES

## **RECOMMENDED ACTION:**

LISTEN to an overview of a Request for Proposals (RFP) for grant management software and  
SHARE any ideas, recommendations, or feedback

## **FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to receiving this report. A Request for Proposals will be released at a future date to solicit proposals for grant management software. Cost estimates will be provided in these proposals.

## **DISCUSSION:**

Per the Charter, the Richmond Department of Children and Youth (Department) is required to administer the Richmond Fund for Children and Youth (Fund) and provide grant awards to youth-serving organizations. This will include developing a grants management system to manage grant-funded programs.

Currently, Department staff does not have a dedicated grant management software system. Current grant application, selection, and management includes the following:

- Utilizing an online grant application portal developed by Department staff on the City of Richmond's CivicPlus website to receive all grant information electronically
- Scoring proposals manually and using a shared file system to share scoring results with Department staff
- Storing all submitted grant and budget information on Microsoft Word documents and Excel spreadsheets in a secure City of Richmond file system

Article 15, Section 8 of the Charter describes that funds shall be allocated through an open and fair application process administered by the Department of Children and Youth in the City Manager's office in compliance with the policies adopted by the Richmond Fund for Children and Youth Oversight Board (Board). A dedicated grant management software system would support the Department and Board in the following ways:

- Providing an open, easy-to-use application system for prospective grant applicants
- Enabling an easy-to-use workflow for Board members and reviewers to evaluate and score proposals
- Allowing Department staff to maintain a transparent budget management system to manage the disbursement of grant awards across priority areas
- Providing Department staff with supportive communication tools to inform grantees and community members of award status, resources, and next steps
- Allowing for transparent grant monitoring to track progress on short and long-term outcomes
- Supporting the development of an annual evaluation and ongoing data reporting to share with Board members and the Richmond community

#### Development of Request for Proposals

In order to better meet the needs of grant management, Department staff is moving forward with the creation of a Request for Proposals to seek proposals from vendors to create a customized grants management software system. Department staff has begun researching grant management services to better understand technical needs, capabilities, and best practices. Additionally, both the Oakland Fund for Children and Youth Committee (OFCY) and SF Department of Children, Youth, and Their Families (DCYF) use grant management software (Cityspan) for the submission of grant applications, participant and budgetary data reporting, and ongoing evaluation.

Below are possible components that could be included in the RFP:

- I. Description of Work
  - a. Overview of the Richmond Department of Children and Youth
  - b. Objective
- II. Scope of Work
- III. Proposal Criteria and Evaluation Process
- IV. General Instructions
  - a. Proposal Submission
  - b. Key Dates and Deadlines
- V. City of Richmond Contract Compliance Policies

#### Next Steps

Department staff will continue to outline and develop the RFP, and is available to answer any questions from Board members. Department staff will share any additional updates about the RFP with the Board.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** February 1, 2021

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

**FROM:** LaShonda White, Director  
Guadalupe Morales, Administrative Aide

**SUBJECT:** OPPORTUNITIES FOR OVERSIGHT BOARD PARTICIPATION, YOUTH  
ENGAGEMENT, AND DEVELOPMENT OF 2021 GOALS

**RECOMMENDED ACTION:**

DISCUSS opportunities for Oversight Board participation, youth engagement, and the development of 2021 Oversight Board goals and SHARE any ideas, recommendations, or feedback

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

The Richmond Fund for Children and Youth Oversight Board (Board) has now been seated for a year and two months to date. In order to support the professional and personal development of Board members, Department staff has researched best practices from similar youth and adult boards and would like to provide an opportunity for Board members to discuss opportunities for participation, youth engagement, and the development of 2021 Board goals.

Oversight Board Participation and Trainings

Department staff would like to provide additional trainings, resources, and opportunities that will support the growth and development Board members. Department staff is providing an array of opportunities and suggestions for Board Members to consider and implement for the 2021 year.

Possible opportunities for the Board as a whole include trainings covering topics such as public speaking, power dynamics, communications, city government functions, and bias training.

Additional ideas for Board participation include team-building exercises such as having a retreat and online activities, crash course videos clarifying agenda items, personal goal setting, and volunteer/service projects.

### Youth Engagement

Opportunities for youth Board members include youth-specific trainings, but may also expand to job shadowing, event planning, capstone projects, internship support, and receiving academic credit.

In addition, this may include creating specific roles for Board Members to further incorporate youth voice and creating opportunities for collaboration with other boards and commissions including the Richmond Youth Council.

### Development of 2021 Oversight Board Goals

Department staff would also like to provide an opportunity to discuss 2021 Oversight Board goals which may include, but is not limited to discussing a workplan and future meeting topics for the Board, milestones for the initial FY 2021-2022 grant cycle, and ongoing opportunities for Board suggestion and feedback to Department staff.

Department staff hopes to encourage and foster growth for all Board members and is eager to receive ideas and feedback from Board members on opportunities for participation, youth engagement, and the development of 2021 goals.