



The City of Richmond and Department of Children and Youth

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

Request for Proposal Release: Friday, January 30, 2026
Pre-Proposal Conferences: Wednesday, February 4, 2026

Proposal Due Date:
Friday, March 13, 2026, at 11:59 p.m. PDT

Richmond Department for Children and Youth
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****Updated on Wednesday, February 25, 2026***

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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 (PGM) 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. P.D.T.

Proposal Submission

Submittable 

Proposals must be submitted electronically through the City's online application portal at <http://richmondca.submittable.com/>.

Proposals not successfully submitted and received through the online system by the stated deadline, including incomplete or attempted submissions, will not be considered. The City is not responsible for technical or connectivity issues affecting submission.

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 Request for Proposals during City business hours, Monday through Friday, excluding City holidays, from 8:30 a.m. to 5:00 p.m., at (510) 620-6523 or youth@richmondca.gov.

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 Fiscal Year (FY) 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 will cover a one year period from July 1, 2026, through June 30, 2027. The total projected amount for FY 2026-2027 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.

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

Entities ¹ 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 and must be in good standing with the California Department of Justice and the California Secretary of State at the time of application and throughout the term of the grant.

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.

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, it 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 must be in good standing with the California Department of Justice and the California Secretary of State at the time of application and throughout the term of the grant.

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

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.

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 foster care, juvenile justice, criminal justice or special education systems.

Funds may **NOT** be used for:

- 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;

- 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);
- Any service that primarily benefits adults over 24 years;
- 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;
- 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;
- Capital expenditures for housing, or rent subsidies;
- Primary and specialized medical and direct mental health services; however, prevention, education, and other behavioral and mental health support services are eligible for funding;
- Income supports that supplant state or federal benefits or post-secondary tuition assistance;
- Political campaigning or lobbying;
- Subsidization of existing contracts;
- Repayment of existing debt or pre-existing tax liens or obligations;
- 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);
- Legal, loan, or bank fees;
- A project or program which is clearly intended for commercial gain;
- A project or program that occurs before or after the grant award period; or
- 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 applicant's 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 require 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 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 financial statements or 990s/990Ns or income statements) must be from no earlier than 2023. 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).

Matching Funds

Example: An organization is seeking \$50,000 from RFCY to run a program. If awarded a \$50,000 grant from RFCY, the organization would be held accountable for raising and documenting a minimum of 15% match of the grant award which is \$7,500.

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 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, however, other City of Richmond grants can be used.

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 **Submittable** <http://richmondca.submittable.com/> 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) Organizational Overview**
- 2) Organization Story and Program Summary**
- 3) Program Design**
- 4) Outcomes and Impact**
- 5) Budget**
- 6) Program Projections**

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 Meeting (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 Monday, 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 support 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	Friday, January 30, 2026
Information Session	Wednesday, February 4, 2026

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



Proposal Instructions

The RFCY application process is entirely online through the Submittable platform via <http://richmondca.submittable.com/> by **11:59 p.m. PDT on Friday, March 13, 2026**. All proposals must be completed and submitted through the online application system to be considered for funding. The inability to adhere to the requirements below may impact on an organization's overall scores.

Organizations may submit no more than one (1) grant application. Following the Overview applicants will complete the Narrative.

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 system²:

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

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.

Application questions can be found here:

<https://www.ci.richmond.ca.us/DocumentCenter/View/78402/Proposal-Questions>

² 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.

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.

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

Application Documents Required

The following materials must be submitted as part of a completed application packet (feel free to use this section as a check-list):

- A. Completed online application, including budget (all sections completed, and questions answered).
- B. Proof of 501(c)(3) status (Non-Profit Status Determination letter from the Internal Revenue Service) or fiscal sponsor's corresponding documents
- C. Financial statements – most recent (current) audited financials or Internal Revenue Service Form 990 or 990-N for tax-exempt organizations whose gross receipts are typically \$50,000 or less or fiscal sponsor's corresponding documents. Faith-based organizations may submit reviewed or annual financial statements.
- D. List of Board of Directors and affiliations or fiscal sponsor's corresponding documents
- E. Letter describing and authorizing collaboration (if with a governmental entity), if applicable
- F. Signed agreement between the organization and the fiscal sponsor, if applicable
- G. All costs incurred in the preparation of an application are the applicant's responsibility.

Proposal Due Date

You must complete and submit all required forms and uploads **by 11:59 p.m. PDT on Friday, March 13, 2026**. Proposals received after this deadline will be deemed ineligible and will not be considered. **This deadline will be strictly enforced.** Applicants are responsible for submitting proposals with sufficient time and assume all risks associated with late or last minute submissions.

All proposals must be submitted online through the Submittable platform. Proposals not successfully submitted and received by the stated deadline, including incomplete or attempted submissions, will not be considered. The City is not responsible for technical difficulties, system errors, or connectivity issues. Proposals submitted by mail, email, or fax 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 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 are 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 ranking 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 **11:59 p.m. on Friday, March 13, 2026, PDT**
- 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 points³ for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals.

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

³ Proposers with a physical office located within the City of Richmond will receive an additional ten (10) points during the proposal evaluation process.

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

PROGRAM DESIGN35 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 required documents have been submitted as part of the proposal.

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, collecting 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.

City of Richmond General Terms and Conditions

Background Checks: Organizations that provide services to youth or other vulnerable populations (elderly, people with disabilities, etc.) must require comprehensive background checks and fingerprinting of all employees and/or volunteers that work directly with youth or such other vulnerable populations.

Limitations: All facts and opinions stated herein are based upon available information and no representations or warranties are made with respect to their accuracy or completeness.

The application and the selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between the City and the applicant organization. If the City selects a grantee pursuant to this RFA, any legal rights and obligations between the successful applicant, if any, and the City will come into existence only when a grant agreement is fully executed by the parties, and the legal rights and obligations of each

party shall at that time be only those rights and obligations which are set forth in the grant agreement and any other documents specifically referred to in that grant agreement.

Each organization submitting applications in response to this RFA agrees that the preparation of all materials for submittal to the City are at the organization's sole cost and expense, and the City shall not, under any circumstances, be responsible for any costs or expenses incurred by any candidate. In addition, each organization agrees that all documentation and materials submitted in response to this RFA shall remain the property of the City and may be used by the City for any reason whatsoever. In accordance with California law relating to access to public records, the City may be required to publicly disclose all submitted information and materials to third parties requesting such information.

Award: The City reserves the right to accept or reject any or all applications, to alter the selection process in any way, to postpone the selection process for its own convenience at any time for any reason whatsoever, to waive any defects in any application, to issue a new RFP at any time, or to provide a grant to any organization it deems appropriate in its sole and absolute discretion within or outside of the RFP evaluation process. City reserves the right to terminate a grant agreement within sixty (60) days without cause. All materials submitted become the property of the City and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements, including the Public Records Act.

Federal, State and Local Laws: As part of the RF process, the selected grantee 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 Attorney's office for further information regarding the above requirements.