



CITY OF SACRAMENTO YOUTH DEVELOPMENT PLAN FUNDING (SYDPF)  
REQUEST FOR PROPOSALS (RFP)

GRANT PERIOD: July 1, 2021 through June 30, 2023 (Up to Two-Year Grant Cycle)

RFP RELEASED ON: March 19, 2021

RFP CLOSES ON: April 12, 2021 at 5 p.m. PDT

Revisions in red font on p.9 (April 4, 2021) and p.43 (April 6, 2021)

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## GRANT INFORMATION

### SUBMISSION INSTRUCTIONS

The City advises interested applicants to review this SYDPF RFP in full which includes all information necessary to prepare the application before beginning the proposal submission process.

**Proposal Submittal Deadline Date and Time:** Applicants must submit proposals electronically via the City's online portal, [Screendoor](#), by 5 p.m. PDT on April 12, 2021. The City will not consider proposals received after this due date or submitted via a different method.

**Deadline for Questions:** Applicants may submit questions online. Please click on "[Questions](#)" tab of the Screendoor homepage to submit a question or review questions and answers for this RFP. To ensure open and equitable access to grant information, all questions must be posted there. The City will make its best effort to answer questions within 24-48 hours. The City will accept questions until 5 p.m. PDT on April 7, 2021. Thereafter, staff will publish answers to all questions received by 5 p.m. PDT on April 9, 2021.

**Optional Q&A Session:** Interested applicants are strongly encouraged to use the Q&A function on Screendoor (outlined above) to ask questions up to the deadline for questions. However, the City of Sacramento will host one optional session on March 29, 2021 at 12 p.m. PDT to answer questions from the public about the RFP process. No preference will be given to applicants who attend. You may register [here](#).

**Staff Contact:** For general questions about the RFP process, send an email to City staff at [youthdevelopment@cityofsacramento.org](mailto:youthdevelopment@cityofsacramento.org).

### PRE-APPLICATION CHECKLIST FOR 501(C)(3) ORGANIZATIONS

The City encourages potential applicants (including fiscal sponsors) to act on the following checklist as soon as possible because these items can take several weeks to process.

1. Ensure organization is registered and in good standing with the CA Office of Attorney General:  
<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
2. Ensure organization is registered with the CA Secretary of State:  
<https://businesssearch.sos.ca.gov/>

## BACKGROUND

### City of Sacramento Youth Development

The SYDPF RFP reflects another step towards the City's vision that all Sacramento youth are valued and reach their fullest potential. Adopted unanimously by City Council, the Citywide Youth Development Plan & Framework for Children and Youth Programs ("[Plan](#)") was developed to guide the City in the design, operations, and evaluation of its children and youth investments.

The Plan lays out a set of goals that the City will strive to achieve through its own programs and strategic partnerships including promoting equity, justice, and accountability with a concerted application of resources toward those youth in greatest need. In doing so, the City will work to increase the quality of children and youth programs it operates and funds leading to greater impact on the future success of program participants in school, career, and life.

Created collaboratively by a diverse set of stakeholders, the Plan serves as a strategic roadmap intended to unify City-operated and City-funded programming under one vision and youth development framework. It is the City's priority to ensure its children and youth program investments offer supports and opportunities that advance the goals and youth development framework outlined in the Plan.

#### Plan goals

- Contribute to the healthy development of children ages 0-5 so that they are prepared for school
- Provide resources, support, and connection to effective programs and services that lead to success in education
- Build 21<sup>st</sup> century skills including leadership, workforce development, life, resiliency, and social-emotional skills
- Provide opportunities for young people to become active and engaged community members
- Create a safe environment, physically, emotionally, and culturally, in all settings, honoring culture and community
- Promote equity, justice, and accountability with a concerted application of resources toward those youth in greatest need
- Empower families to engage in their children's healthy development
- Implement the youth development framework in all program design, operations, and evaluation

## Plan framework for children and youth programs

YOUTH DEVELOPMENT SUPPORTS AND OPPORTUNITIES	SOCIAL JUSTICE PRINCIPLES
1. Safety <ul style="list-style-type: none"><li>• Emotional</li><li>• Physical</li><li>• Cultural</li></ul>	Make identity central
2. Relationship building <ul style="list-style-type: none"><li>• With adults</li><li>• With peers</li></ul>	Embrace youth culture
3. Skill-building <ul style="list-style-type: none"><li>• Challenging</li><li>• Interesting</li><li>• Leading to growth and mastery</li></ul>	Analyze power in social relationships
4. Youth participation <ul style="list-style-type: none"><li>• Input and decision-making</li><li>• Opportunities for leadership</li><li>• Sense of belonging</li></ul>	Promote systemic change
5. Community involvement <ul style="list-style-type: none"><li>• Ability to impact community</li></ul>	

The SYDPF is one component of the City's Plan and efforts to address the needs of all youth, particularly the most vulnerable, living or going to school within Sacramento city limits.

In addition to this RFP, potential applicants are strongly encouraged to read the [Plan](#) in full before starting the proposal submission process.

### Development of SYDPF Strategies

To support the City's children and youth investment strategy, in January and February 2021, Vice Mayor Schenirer led a process to gather input from community-based youth service providers and other stakeholders on the current needs of this population as well as high-impact strategies to address those needs. This community-driven process was framed around the Plan's goals and in alignment with the purpose of the Council-adopted resolution to redefine public safety to include youth prevention programs in Council decision-making.

The process aimed to incorporate the expertise of community-based organizations and other stakeholders who work directly with young people around the following well-known areas of need: academic support, mental wellness, violence intervention, and workforce development. The structure for gathering input consisted of four working group meetings with each session focused on developing

strategies to address each area of need and a culminating community summit to prioritize and rank the synthesized recommendations.

Participants in the four working group sessions included over 130 individuals, 71 community-based organizations, City staff, County Behavioral Health staff, Board of Education members from several local school districts, and City Youth Commissioners. Input was synthesized into a set of high-level recommended funding strategies in each of the four areas of need. These recommendations were mapped against the goals outlined in the Plan.

While all the areas of need and associated strategies are important, with limited funding, it would not be possible to implement all recommendations. Therefore, following the working group sessions, a community summit with 87 stakeholders representing all eight Council Districts was held on February 10, 2021. The goal of the summit was to prioritize and rank the four areas of need as well as the strategies within each area of need based.

In alignment with the Plan, the results from the community summit have been used to shape the funding allocations and strategies reflecting in this RFP.

## GRANT OVERVIEW & GUIDELINES

In February 2021, City Council approved a one-time allocation of \$6M in Measure U funds to children and youth services. The City has earmarked a portion of these funds to cover necessary administrative overhead to administer and manage the SYDPF RFP process and subsequent grant management, enhance and leverage existing City programs to quickly expand service capacity, and deploy a limited capital improvement solicitation for children and youth serving organizations in Summer 2021. The City will administer remaining funds, up to \$4.14M, to a diverse portfolio of children and youth programs and services through this SYDPF RFP process.

The City of Sacramento is pleased to solicit proposals that provide programs and services to Sacramento children and youth from birth through twenty-four years of age, particularly the most vulnerable, that advance the Citywide Youth Development Plan and reflect the community-informed Funding Strategies outlined in the Areas of Need and Funding Strategies sections of this RFP (pp. 17-23).

## GRANT PERIOD

Applicants can apply for up to two years of funding to support programs and services that qualify for this RFP. Grant funded programs may begin as early as Summer 2021.

- One-year grant funded programs will extend for the 2021-2022 fiscal year (i.e., July 1, 2021 – June 30, 2022). *Please note, the City will make its best attempt to accommodate selected proposals with programmatic periods that begin in June 2021 but cannot guarantee this.*
- Applicants may request funding for a two-year program that will extend through the 2022-2023 fiscal year (July 1, 2022 – June 30, 2023).

In the case of two-year awards, releasing funds for year two will be contingent upon the grantee's previous year performance and satisfying contractual requirements (see Reporting Requirements p.12).

Grantees will not receive their first disbursement of funds until the contract is fully executed; meaning all required information and documents, including insurance requirements, must be satisfied before the program can commence. Fund disbursement is not immediate or automatic; the process includes several steps and takes time. Grantees should be prepared to wait up to 6 weeks after agreement execution before funds are disbursed and plan accordingly.

## ELIGIBLE APPLICANTS

All eligible applicants shall:

- ☐ Have an organizational budget at or above \$50,000 in the current or most recent fiscal year;
- ☐ Have completed at least one year of child or youth development programming at time of application submission; and
- ☐ Must be either a public agency or a community-based organization that possesses a valid 501(c)(3) non-profit corporate status in good standing with the Secretary of State and the Attorney General Registry of Charitable Trusts or apply using a fiscal sponsor that is in good standing with these State agencies.

## PAST PERFORMANCE

If a previous City grantee, the applicant must also be in good standing with the City such as having provided all requested data and fulfilling scope of work requirements under the prior grant agreement. This means the City has not experienced any past performance or compliance issues on other City agreements. This good standing requirement also applies to any subcontractors of the applicant.

## 501(C)(3) STATUS

If the applicant possesses a valid 501(c)(3) status, the applicant must submit an exemption letter from the Internal Revenue Service (IRS) certifying the organization's 501(c)(3) status as a non-profit



organization. To obtain this letter, call the IRS at 1-877-829-5500. (Note: in some cases, it can take over two weeks to obtain this letter).

## FISCAL SPONSOR

Applicants (other than public agencies) that do not possess a valid 501(c)(3) status must partner with a fiscal sponsor. In this case, the fiscal sponsor would be the organization that is legally liable for all aspects of the City contract including program implementation by the sponsored organization, fiscal management, and communication with the City regarding subcontractor or fiscal partner activities. The fiscal sponsor must also be in good standing with the City if the fiscal sponsor is a current or former grantee or contractor. A public agency must apply on its own behalf and may not use a fiscal sponsor.

## NUMBER OF APPLICATIONS

An applicant can submit more than one proposal requesting funding, as long as the proposals are requesting funding for substantially different programs or projects. Substantially different programming is defined as a proposal for a distinct program that primarily implements a different strategy and has a distinct program design, staffing, program location, and/or target population receiving services.

Applicants may submit separate proposals for their own program or project and be part of a collaborative proposal as long as the proposals are substantially different. Applicants may not receive funds as a stand-alone organization and as part of a collaborative for the same program.

Applicants may not submit the same proposal more than one time under different funding strategies.

## FUNDING ALLOCATION BY PRIORITY

Proposals that are selected to receive funding through this RFP process must advance the goals of the Citywide Youth Development Plan and reflect community-driven Funding Strategies. As outlined in the description of how the SYDPF strategies were developed (see pp. 3-4), community stakeholders, including subject matter experts, prioritized the following four Areas of Need by ranked choice, which determined the percentages of SYDPF allocations to each Area of Need. Proposals must reflect the Funding Strategies that correspond with the four Areas of Need listed below (see Areas of Need and Funding Strategies, pp. 17-23).

Priority #	Area of Need	Allocation % of Category B
1	Mental Wellness	35%
2	Workforce Development	30%
3	Academic Support	25%
4	Violence Intervention	10%

## APPLICANT TYPES & FUNDING PARAMETERS

Applicants should take care to account for the following:

- Applicants shall only request the amount of funds needed to operate the proposed program each year for up to two years.
- Applicants should not base their request on the allowed maximum grant request and should make every effort to secure multiple funding sources for the proposed program.
- Each grant award amount will depend on the frequency of service, the amount of service, the number of service sites, the number of children and youth served, the proposed staffing, and the range and depth of expertise provided. The City reserves the right to negotiate changes to the proposed program and award differing amounts based upon the applications received in order to offer a variety of programs.

Use the following Applicant Type and Funding Parameters section as a guide to determine the appropriate funding request amount allowed for the proposal. If using a fiscal sponsor, determine the applicant type based on qualifying details of the sponsored organization and not those of its fiscal sponsor.

### GRASSROOTS OR EMERGING APPLICANT

The grassroots or emerging applicant designation assists grassroots organizations in building their capacity. Apply as a grassroots or emerging applicant if:

- ☐ Organizational budget is at or above \$50,000 and under \$200,000 in the current or most recent fiscal year.
- ☐ Using a fiscal sponsor is acceptable, but applicant must qualify for this designation based on details of the sponsored organization and not those of its fiscal sponsor.

#### Grassroots or Emerging Applicant Grant Funding Parameters

- ☐ Grant request amount must be between \$35,000 and \$150,000 for each year up to two years.
- ☐ Grassroots or emerging applicants must limit their total and/or combined grant request to no more than 70% of their current overall organizational budget.

- *Example:* An organization with an annual budget of \$150,000 could request a grant for one or more substantially different proposals for a maximum of \$105,000 per year up to two years. If the applicant requests a two-year grant, then the total request would be \$210,000 (\$105,000/year x 2 years).
- ☐ To ensure applicant builds sufficient organizational capacity to implement and manage the proposed program, as well as meet all contractual and reporting requirements, up to 35% of the total grant request may be allocated to indirect costs (e.g., management, accounting, and general office expenses).

## SMALL APPLICANT

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Apply as a small applicant if:

- ☐ Organizational budget is at or above \$200,000 and under \$350,000 in the current or most recent fiscal year.
- ☐ Organization has the fiscal and management capacity to support subcontractors (if applicable, such as instructors that are independent contractors) by issuing payments in a timely and professional manner.

### Small Applicant Grant Funding Parameters

- ☐ Grant request amount must be between \$50,000 and \$175,000 for each year up to two years.
- ☐ Small applicants must limit their total and/or combined grant request to no more than 50% of their current overall organizational budget.
  - *Example:* An organization with an annual budget of \$300,000 could request a grant for one or more substantially different proposals for a maximum of \$150,000 per year up to two years. If the applicant requests a two-year grant, then the total request would be \$300,000 (\$150,000/year x 2 years).
- ☐ To ensure applicant builds sufficient organizational capacity to implement and manage the proposed program, as well as meet all contractual and reporting requirements, up to 25% of the total grant request may be allocated to indirect costs.

## MID-SIZE APPLICANT

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Apply as a mid-size applicant if:

- ☐ Organizational budget is at or above \$350,000 in the current or most recent fiscal year.
- ☐ Organization has the fiscal and management capacity to support subcontractors (if applicable, such as instructors that are independent contractors) by issuing payments in a timely and professional manner.

### Mid-Size Grant Funding Parameters

- ☐ Grant request amount must be between \$75,000 and \$225,000 for each year up to two years.

- ☐ Mid-size applicants must limit their total and/or combined request to no more than 50% of their overall organizational budget. *Please note, since the maximum amount that can be requested is \$225,000 the grant request may be less than 50% of the applicant's budget.*
  - *Example:* An organization with an annual budget of ~~\$500,000~~ \$450,000 could request a grant for one or more substantially different proposals for a maximum of ~~\$250,000~~ \$225,000 per year up to two years. If the applicant requests a two-year grant, then the total request would be ~~\$500,000~~ \$450,000 (~~\$250,000~~ \$225,000/year x 2 years).
- ☐ Up to 20% may be allocated to indirect costs, calculated as a percentage of the total grant request.

## COLLABORATIVE APPLICANT

The City of Sacramento strongly encourages collaboration between nonprofits and public entities to create and sustain partnerships that maximize the cost-effectiveness and quality of service delivery. The collaborative should examine how the involvement of other partners will be best coordinated within the model. All organizations, agencies, schools, and/or program sites must be active parts of program implementation in the collaborative. Collaborative applicants will be required to provide a Letter of Intent signed by all collaborative partners during the proposal submission process. If awarded, the City will require a formal MOU signed by all collaborative partners prior to contract execution.

Apply as a collaborative applicant if:

- ☐ The partnership consists of two or more organizations/agencies, each contributing *substantial participation* toward a mutual goal.
  - *Substantial participation* includes providing direct services, planning, and coordinating services, and having equal partnership in decision making around program design and implementation.
- ☐ At least two partners within the collaborative would receive City funding if the proposal were selected.
  - No one agency should receive more than eighty percent (80%) of the funding.
- ☐ The lead agency of a collaborative will be the agency that contracts with the City and is paid the grant proceeds.
  - Collaboratives must choose a lead agency that has the fiscal and management capacity to support the other partners or subcontractors by issuing payments to them in a timely and professional manner.
- ☐ The City will not consider lead agencies that act simply as a fiscal pass through under this section.

## Collaborative Grant Funding Parameters

- ☐ Grant request amount must be between \$75,000 and \$250,000 for each year up to two years.
- ☐ Lead agency applicants of the collaborative must limit their total and/or combined request to no more than 50% of their overall organizational budget. *Please note, since the maximum amount that can be requested is \$250,000 the grant request may be less than 50% of the applicant's budget.*
  - *Example:* A lead agency with an annual budget of \$500,000 could request a grant for one or more substantially different proposals for a maximum of \$250,000 per year up to two years. If

the applicant requests a two-year grant, then the total request would be \$500,000 (\$250,000/year x 2 years).

- ☐ Up to 20% may be allocated to indirect costs, calculated as a percentage of the total grant request.

#### SUMMARY TABLE OF FUNDING PARAMETERS BY APPLICANT TYPE

	Grassroots or Emerging	Small	Mid-Size	Collaborative
Minimum Grant Request*	\$35,000	\$50,000	\$75,000	\$75,000
Maximum Grant Request*	\$150,000	\$175,000	\$225,000	\$250,000
Maximum Indirect Rate	35%	25%	20%	20%
Total Request(s) as % of Organizational Budget	70% of Agency Budget	50% of Agency Budget	50% of Agency Budget	50% of Agency Budget
* Each year up to two years.				

#### USE OF FUNDS

##### Eligible Uses of Funds

- Program proposals must provide direct services to children and youth from birth through 24 years of age who reside or attend school within Sacramento City limits.
- Program proposals must augment an existing program by:
  - Increasing the number of participants who will benefit from the program;
  - Expanding the number of program operating days and hours;
  - Strengthening the quality of the program coupled with an adequate evaluation plan to demonstrate quality improvement; and/or
  - Adding a component to an existing program that expands benefits to participants by meeting basic needs or by integrating one of the funding strategies into the currently operating program as a new component.

##### Ineligible Uses of Funds

SYDPF funding will not be used for supplanting, displacing, and/or replacing services already being provided by the City, school districts or other public entities. Additional ineligible uses of funds below:

- Any service that merely benefits children and youth incidentally
- Fundraising or lobbying activities
- Grant application preparation expenses
- Expenses incurred or obligated outside of the specified grant period

- If the grantee or fiscal sponsor is a religious organization, grant funds cannot be used for direct or indirect costs associated with buildings owned by a church even if used for the youth program, church administration costs, or salaries for the clergy.
- Capital investments and/or acquisitions such as expanding or purchasing buildings and adding a playground are ineligible costs. However, the costs to own or lease existing or additional space to provide the program would be eligible as a “direct cost – other” expense.

## MATCH REQUIREMENT

The City of Sacramento does not require a match for proposals funded under this RFP.

## PAYMENT METHOD

SYDPF grant programs can extend for up to two years. However, the City reserves the right to terminate grant agreements at any time for non-compliance, including unsatisfactory reporting and performance history. Therefore, if the applicant is awarded a two-year contract, release of funds for year two will be contingent upon timely and satisfactory reporting and year one performance.

- *First year of agreement:* The City will advance 70% of grant funds upon initial grant agreement execution. The City will disburse the final 30% of grant funds upon satisfactory submission of all reporting requirements (see Reporting Requirements, p. 12), including a mid-year progress report and financial documentation demonstrating that the grantee appropriately expended all funds previously advanced.
- *Second year of agreement (if applicable):* As long as the grantee has demonstrated satisfactory performance leading into the second year, the City will release 70% of grant funds for the second year at the same time as the final disbursement for the first year. The final 30% of grant funds for the second year will be disbursed upon satisfactory submission of all reporting requirements including a mid-year progress report for the second year, final report for the first year, and financial documentation demonstrating that the grantee appropriately expended all funds previously advanced.

## GRANT REQUIREMENTS

### GRANT AGREEMENT

The City requires selected applicants to enter into a grant agreement (see Appendix A: Grant Agreement Sample, pp. 53-67). The City will not modify or waive agreement provisions. While the

agreement contains myriad provisions, applicants should take special note of the insurance requirements which are as follows:

- General commercial liability insurance with limits of not less than \$1 million per occurrence
- If the program requires use of a motor vehicle, automobile liability insurance with limits of not less than \$1 million
- If the program requires hiring staff, workers' compensation insurance with limits of not less than \$1 million
- If the program qualifies as a professional service for which the provider needs a state license such as a mental health counselor, professional liability insurance with limits of not less than \$1 million
- Name the City as an additional insured for the general commercial liability and automobile policy per the terms of the policy if required by the grant agreement or by submitting an Additional Insured Endorsement certificate

Please note: the actual award of grant funding is dependent on a successful negotiation of the scope of services and budget attachments to the grant agreement, which will be based on the proposal and amount of grant funding available. If the scope and budget attachments cannot be completed within a reasonable period as determined by the City, the City may terminate negotiations and not award the grant.

## REPORTING REQUIREMENTS

Quarterly, mid-year, and end-of-year reports, as well as participant surveys and expenditure reports, serve as critical elements in the City's grant monitoring and oversight process. Grantees unable to demonstrate sufficient progress towards program objectives or grantees unable to demonstrate spending in accordance with the agreement's budget could be subject to the withholding of future funds and/or the early termination of the agreement.

Grantees will be required to collect basic participant demographic information, administer a participant survey and submit reports that demonstrate the implementation of grant activities and progress/completion of program goals, for each year of the contract period, as follows (reporting templates will be provided):

- Quarter 1 Report (expenditures, participants, activity status)
- Mid-Year Progress Report (expenditures, participants, activity status, progress towards objectives, survey status, program highlights)
- Quarter 3 Report (expenditures, participants, activity status)

- End-of-Year Report (expenditures, participants, activity status, assessment of objectives, survey status, program highlights and challenges)

Expenditure reporting must align with the agreement budget and must include documentation corroborating all expenses including time sheets and receipts with written justification as to the purpose of the expenditure. Should the City find the documentation submitted to be insufficient or the grantee used City funds for ineligible costs, the City reserves the right to terminate the agreement, withhold future payments, and/or seek reimbursement.

Grantees shall track grant money expenditures as a standalone project, activity code, or assigned project to prevent the commingling of other organization expenses not related to the grant-funded program.

To ensure successful management of the proposed program, applicants (especially grassroots, emerging or small applicant types) are encouraged to propose a reasonable amount in their budget allocations to administer the program (see Applicant Types & Funding Priorities, pp. 7-10), which includes staff time and data collection tools/technology required to meet grant agreement reporting requirements.

## YEARLY MONITORING VISIT

The City reserves the right to conduct monitoring visits, with reasonable notice, at any time during the grant agreement period. These on-site or virtual visits will enable the grantee to show City staff day-to-day program operations.

## RFP PROCESS OVERVIEW

### CONFIRMATION OF RECEIPT OF PROPOSAL

The City will only accept proposals submitted on [Screendoor](#) by 5:00 p.m. PDT on or before the proposal submission due date indicated in this RFP (April 12, 2021). Applicants will receive an email to verify receipt of proposal submission. By clicking on the link in the submission confirmation email, applicants may make revisions to their proposal up until the proposal submittal deadline indicated in this RFP.

## DISQUALIFICATION

The following will result in an automatic disqualification:

- The City did not receive the electronic submission via Screendoor by 5 p.m. PDT on April 12, 2021.



- The applicant (or fiscal sponsor) did not possess a valid 501(c)(3) non-profit corporate status in good standing with the Secretary of State and the Attorney General Registry of Charitable Trusts.
- The applicant is not eligible (see Eligible Applicants, p. 5).

## PROPOSAL RATING PROCESS

Once a proposal is screened for eligibility, it will advance to the Proposal Rating Process. To oversee the Proposal Rating Process, the City will convene a Grant Advisory Team comprised of diverse and non-conflicted stakeholders. Members will read and rate proposals in accordance with the prescribed rating factors (see Scoring Process Overview, pp.15-16).

Members of the Grant Advisory Team will base their scores on how well an applicant addresses the items listed under each rating factor within the proposal and budget narratives. Following the Proposal Rating Process, the City will organize a Final Rater Review Meeting where the Grant Advisory Team will develop funding recommendations for the City's consideration.

At the conclusion of this process, the City will notify applicants if their proposal will be recommended for funding. Staff anticipates the City will act on the Grant Advisory Team recommendations in May 2021 and then proceed to prepare the grant agreements. Throughout this process, applicants are not to contact members of the City Council, members of Grant Advisory Team or City staff to discuss the merits of their proposals. The City reserves the right to interview one or more applicants, and interviews with all applicants may not be required.

## SUMMARY OF KEY DATES

The following table depicts a timeline of key dates related to the SYDPF RFP process.

Activity	Date
RFP Release Date	March 19, 2021
Screendoor Final Questions Deadline: Submit questions <a href="#">here</a> at any time through this deadline.	5 p.m. PDT on April 7, 2021
Screendoor Final Answers Deadline: Review answers <a href="#">here</a> .*	5 p.m. PDT April 9, 2021
Optional Q&A Session: Register <a href="#">here</a> .	12 p.m. PDT on March 29, 2021
Proposal Due Date	5 p.m. PDT on April 12, 2021
Proposal Rating Process & Development of Funding Recommendations	April-May 2021
Notice to Grantees	Early-May 2021
Grant Agreement Preparation and Execution	May-July

Grant Funded Programs Begin	July 2021**
* The City will make its best effort to answer questions within 24-48 hours.	
** The City will attempt to accommodate selected proposals with programmatic periods beginning in June 2021.	

## SCORING PROCESS OVERVIEW

### RATING FACTORS AND MAXIMUM POINTS

Members of the Grant Advisory Team will use the four rating factors listed below and the maximum point values below to score each application.

Rating Factor	Maximum Points
0. Program Summary	Not Scored
1. Agency History	15
2. Program Design	50
3. Outcomes and Impact	15
4. Budget and Budget Justification	20
Total Points	100
Local Business Enterprise Preference Points*	+5
Maximum Possible Score with Preference Points	105

\*See below for more information on Preference Points.

### PREFERENCE POINTS

An applicant can earn five (5) preference points if the applicant qualifies as a Local Business Enterprise.

#### QUALIFYING AS A LOCAL BUSINESS ENTERPRISE

On April 3, 2012, the City Council adopted a [Local Business Enterprise \(LBE\) Preference Program](#) to provide enhanced opportunities for the participation of LBEs in the City's contracting and procurement activities. Specifically, the LBE Program offers a 5% preference on all City procurement opportunities under \$100,000.

To receive the preference, applicants must:

- Be an established business entity operating in the City or unincorporated areas of Sacramento County for at least twelve consecutive months prior to the bid submission; and
- Have either:
  - A principal business office or workspace; or
  - Regional, branch, or satellite office with at least one full-time employee located and operating legally in the City or unincorporated areas of Sacramento County.

## SCORING RUBRIC

The scoring general rubric is below, and specific scoring rubrics can be found after each scored section of the proposal.

No Evidence 0-5	Poor 6-10	Fair 11-15	Good 16-20	Very Good 21-25
The response does not address the rating criteria.	The response is vague or incomplete and only partially addresses the rating criteria.	The response addresses some, but not all of the rating criteria or is non-specific and lacking focus.	The response is reasonably comprehensive and clearly addresses many of the rating criteria listed above.	The response is detailed, comprehensive, and addresses all of the rating criteria listed above in a way that demonstrates a thorough understanding of the intent of the program.

## FUNDING INFORMATION

## PRIORITY POPULATIONS

Priority will be given to proposals that serve the following priority populations:

- Participants who live or go to school in one of the City's priority neighborhoods ([Priority Neighborhoods Map](#)); AND/OR
- Participants who are experiencing two or more of the following:
  - Academic underperformance
  - Current or former involvement in foster youth system
  - English language learners
  - Exposure to violence
  - Incarceration and parenting

- Involvement in the juvenile Justice system
- Identifying as LGBTQ+
- Low Income
- Mental and behavioral health challenges
- Parenting as a teen
- Currently or formerly under/un-housed
- Youth with disabilities

## AREAS OF NEED

The City of Sacramento seeks to award funds to programs and collaborations that propose to address the Funding Strategies in each of the following four Areas of Need to best support children and youth from birth through twenty-four years of age. The City recognizes that the Funding Strategies, in some cases, intersect and overlap with each other. Therefore, it is completely acceptable for proposals to reflect this. Applicants are encouraged to acknowledge these intersections in the proposal narrative should they exist but must choose a primary funding strategy for their proposal(s). Certain Funding Strategies, such as #2 under Academic Support, specifically call for integration with other strategies.

As previously mentioned, community stakeholders including subject matter experts prioritized Areas of Need and Funding Strategies by ranked choice. The results informed the allocation percentages of available funds as shown in the table below:

Priority #	Area of Need	Allocation %
1	Mental Wellness	35%
2	Workforce Development	30%
3	Academic Support	25%
4	Violence Intervention	10%

The City also acknowledges that the basic needs of youth must be addressed. Applicants are encouraged to incorporate components into their program design that work towards meeting program participants' basic needs, particularly the two areas that were raised in the working group meetings: food access and high-quality WiFi. Across all Funding Strategies, programs should integrate trauma-informed and healing-centric practices to the extent possible. For applicants that serve school-age youth (6-18 years old), program design should integrate practices that implement as many of the youth development supports and opportunities with the social justice principles as possible from the Citywide Youth Development Plan in an effort to ensure that participants are more likely to have a high-quality experience.

## FUNDING STRATEGIES

The following Funding Strategies were community-informed and prioritized and are listed in numerical order of priority under each area of need. The City will aim to prioritize funding for the highest-ranking Funding Strategies within each Area of Need.

### AREA OF NEED 1 - MENTAL WELLBEING

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Strategies in this area of need address the impact of distance learning, reduce stigma, and address lack of access to resources. Where appropriate, including peers/near-peers in efforts to address this area of need can significantly increase a program's success. The City seeks programs that offer support of mental wellbeing through youth-led education and awareness and programs that provide mentoring/counseling by peers/near-peers. The City also recognizes the importance of trained professional mental health workers in addressing this area of need. Funding Strategies include (by priority):

1. *Implement youth-led outreach, education and engagement campaign with concerted focus on depression.* Increasing rates of depression and suicide among young people raise significant concerns. Moreover, youth have indicated that they often are not aware of resources available nor do they feel that they know how to support their peers who are experiencing mental health issues. Proposed programs should integrate the fact that young people themselves are trusted messengers and directly address the issue of depression among their peers through an outreach, education, and engagement campaign(s). Programs must include the following for participants: high-quality training that builds program-related skills and some "work-readiness" skills, financial literacy training, ongoing support, and stipend/wages for participants.
2. *Create safe spaces for youth to access therapy outside of telehealth and other mental health resources.* While telehealth has been a critical tool in delivering health care to individuals, the platform is not always effective in providing mental health support, particularly among youth who already are experiencing screen-fatigue through distance learning. Physical spaces where youth can access emergency resources and mental health experts are needed. These physical spaces may also offer opportunities for youth to connect with each other, for youth to access peer/near-peer mentoring and/or to activities that provide an outlet for youth to express themselves and build skills around coping, help-seeking behavior, emotional expression, and others that build resiliency. Priority will be given to programs that are/can operate in-person, even in a limited manner, and/or programs that intend to operate virtually only until health restrictions are lifted.
3. *Build network of peer/near-peer mentors with mental health experts available.* Using social media, texting, and video calls, trained peer/near-peer mentors can expand access to mental health resources as well as offer work-based learning opportunities to youth ages 14-24, including work-

readiness training. Because there will be circumstances when youth need professional help, mental health experts need to be on hand during operating hours as a program component. Programs must include the following for peer/near-peer mentors: high-quality training that builds program-related skills and some “work-readiness” skills, financial literacy training, ongoing support, and stipend/wages for peer/near-peer mentors.

4. *Seek to build 24/7 access to services.* Mental health needs in youth can arise at any time. As multiple strategies are implemented to expand access to resources, there is a need to consider both the number of youth who will benefit as well as the hours of programs’ operations. Applicants could request support for expansion of operating hours in combination with another strategy and/or propose a different approach for this strategy’s implementation.

## AREA OF NEED 2 - WORKFORCE DEVELOPMENT

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Strategies in this area of need address lack of opportunities to build career skills, garner income, and expand horizons for future vocations. For program proposals that include work-readiness training, the curriculum must include financial literacy. Funding Strategies include (by priority):

1. *Provide youth with paid work-based learning experiences including vocational pathways and careers.* High school youth are eager for employment, particularly now due to the economic impacts of COVID-19. Setting them up for success requires training and ongoing support from pre- to post-employment. Given that program participants will be garnering income, in some cases for the first time, offering financial literacy to the training curriculum is essential. A comprehensive and holistic youth workforce development program requires the following for youth participants: high-quality work-readiness training that includes financial literacy, stipend/wages, ongoing coaching/support through the completion of the program, and connection to wrap-around services to reduce barriers to success.

Vocational pathway and career programs under this strategy must align with job demand for the local region and ensure that participants are positioned as competitive candidates for jobs in those demand sectors by providing participants with: stipend/wages, high-quality training that builds pathway-related skills and work-readiness skills including financial literacy, opportunities to learn about the variety of careers in the program’s targeted pathway(s), pathway-related training on the job, and connection to ongoing coaching/support through the completion of the program.

Information on job demand in the Sacramento region can be found on the Employment Development Department’s [website](#) or on the Center for Excellence’s [website](#).

2. *Strengthen communication and coordination across youth workforce development systems and stakeholders, including seeking standard training platform and core curricula for workforce skill-building.* Workforce development service providers, both public agencies and non-profit organizations,

recognize the benefits of improved communication and coordination across the workforce development ecosystem. These benefits may include reducing duplication of services, leveraging resources, and building a stronger pipeline of programs in multiple industries and careers, particularly those in demand in the Sacramento region. Training platforms and curricula are essential to the ecosystem, and, without a level of standardization, quality is challenging to gauge. As such, proposals should incorporate specific activities that meaningfully engage system stakeholders to design a standard training platform and core curricula for youth workforce development in addition to the activities that will strengthen communication and coordination across the youth workforce development ecosystem.

3. *Connect to small business/non-profits for internship and job placements.* Small businesses, which includes community-based non-profit organizations, are a large part of the local economy, and youth should have opportunities to learn about careers in these areas. Moreover, job placement pathways in the small business sector are currently in high demand. Many small businesses in a particular neighborhood/area have banded together to create a PBID (Property Business Improvement District). Examples of PBIDs in Sacramento include the Del Paso Boulevard Partnership, Stockton Boulevard Partnership, and Mack Road Partnership. Applicants should consider working with a PBID to pursue internships and jobs. Examples of work-based learning opportunities in small business settings can include, but are not limited to, marketing, outreach, social media management, and administrative tasks. Applicants must couple this strategy with a holistic, comprehensive youth workforce development program that includes the following for participants: high-quality training that includes financial literacy training, stipend/wages, ongoing coaching/support, and connection to wrap-around services to reduce barriers to success.
4. *Encourage passion projects.* Exposure to as many types of jobs and careers creates a better chance that youth will discover their passions. In many cases, youth are not aware of the variety of jobs even within one industry/career or the fact that entrepreneurship is considered a viable career. Applicants must couple this strategy with a holistic youth workforce development program that includes the following for participants: high-quality work-readiness training that includes financial literacy, stipend/wages, adequate and thorough coaching/support throughout the program, and connection to wrap-around services to reduce barriers to success.

### AREA OF NEED 3 - ACADEMIC SUPPORT

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Strategies in this area of need intend to address learning loss, the lack of expanded learning opportunities, and the social emotional wellbeing of young people.

1. *Increase year-round expanded learning opportunities for all ages.*
  - a. For school-age youth, these opportunities include a broad spectrum of activities (e.g., recreation, sports, arts, STEM) and are offered during out-of-school time (before school,

afterschool, weekends, and summer). Programs will offer a high-quality youth development experience (as outlined in the Citywide Youth Development Campaign Plan) for participants and provide academic support through the integration of academic skill-building to improve literacy and numeracy where appropriate.

- b. For children (0-5 years old), programs must offer early learning opportunities that support children's readiness for school. Examples of such programs are ones that focus on early literacy and numeracy and/or social emotional development particularly in the area of emotional regulation. Program activities should be child-centric and, if appropriate, include parent/caregiver-centric activities. Because program quality is critical for this age group, applicants must ensure that programs include, at a minimum, the following elements: trained staff to encourage high-quality adult-child engagement, low staff-to-child ratios, and high-quality developmental activities through evidence-based curricula (preferred, but not required).
2. *Train community-based advocates, mentors, youth developers, and youth practitioners on delivering quality academic support.* To ensure success in providing academic support, the staff who are working directly with young people will need skill-building opportunities. Trainings could focus on such topics as integrating academic skill-building into an expanded learning program, delivering high-quality homework help and/or tutoring, designing a high-quality youth development program, or understanding the quality standards for an early learning program. In the end, staff need to feel confident that they possess the tools and skills to impact program participants' academics or preparedness for school in the case of early childhood services. Applicants may not request funding to implement this strategy as a stand-alone program. Rather, applicants are expected to integrate staff training into their proposal for the implementation of another strategy within this area of need (Academic Support) and to include a budgeted line-item request specifically for staff training.
  3. *Offer social emotional support through placement of mentors/advocates in public spaces.* Children and youth are experiencing high levels of stress, isolation, depression, and other mental health challenges as a result of distance learning and the overall impact of COVID-19. Without question, youth's ability to learn is contingent on their mental wellbeing. The specific aspect of placing trained mentors/advocates in public spaces recognizes that mental wellbeing can be addressed outside traditional therapy. Trained adult mentors/advocates can offer social emotional support in group settings and/or through mentor-mentee relationships and individual case management. Priority will be given to programs that are/can operate in-person in public spaces, even in a limited manner, and/or programs that will operate virtually only until health restrictions are lifted.
  4. *Create peer/near-peer-to-peer tutoring program for high school youth to tutor peers and younger youth.* The need for direct academic skill-building is essential when addressing learning loss and offering group and/or one-on-one tutoring programs that combine homework help and academic skill-



building can be effective. In addition, the positive influence of peer-led initiatives are in demand as revealed in recent surveys of young people. Finally, the need and desire for paid opportunities for 14-24 year old youth is indisputable. Combining these three elements leads to the proposed strategy of offering peer/near-to-peer tutoring programs that engage older youth in providing academic skill-building and homework help to younger youth and their peers. Proposals must include the following for peer/near-peer tutors: high-quality training that builds program-related skills and some “work-readiness” skills, financial literacy training, ongoing support, and stipend/wages for participants.

#### AREA OF NEED 4 - VIOLENCE INTERVENTION

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Strategies in this area of need address gaps in pathways to successful re-entry to the community and to breaking the cycle of violence. While the City invests in community-based violence prevention and interventions programs, the investment has, thus far, been greater in the area of prevention. Therefore, proposed programs must target youth who are entering, currently in or exiting the juvenile justice system. Funding Strategies include (by priority):

1. *Establish culturally-competent mentoring program engaging community-based trusted adults as mentors.* Research shows that young people who have strong relationships with non-family-member adults are more resilient as these kinds of relationships are considered protective factors in the youth’s life. Protective adult relationships support the development of adaptive coping skills and a sense of control within individuals. Many system-involved youth have not had or do not have opportunities to build these kinds of relationships with caring adults. Programs that provide young people with the opportunity to do so must also focus on community-defined cultural competency to ensure greater success.
2. *Expand access to workforce development programs.* Breaking the barriers to self-sufficiency can include participation in youth workforce development programs. Youth need support in identifying workforce development programs, enrolling, and successfully completing programs. In addition, young people will likely require additional wrap-around services, including case management, to support their retention in the program and post-program employment. Finally, for this population in particular, placement in employment or higher education upon program completion is critical. Applicants should consider a collaborative approach towards this strategy’s implementation.
3. *Offer safe spaces where youth can access resources.* Building trust and strong relationships requires a sense of safety across physical, emotional, and cultural dimensions. This strategy can be integrated with the other strategies in this area of need (Violence Intervention). Applicants considering this strategy as a stand-alone project will need to specify the kinds of resources and activities the proposed safe space will offer. Examples include, but are not limited to, restorative/healing circles, group therapy, skill-building opportunities, arts/creative expression opportunities, paid work, and

access to mentors/coaches/counselors. Applicants will also need to clearly demonstrate how youth accessing these resources will be supported so that they can meaningfully participate in the services offered.

4. *Expand community-based organizations' capacity to create system of services available 24/7.* The need for violence intervention services can arise at any time. Staff are stretched and vulnerable to burnout. Applicants that propose to expand their operating hours and days must be specific about the violence intervention services that will be provided during the expanded operations.

## STEP 1: PROPOSAL SUBMISSION PROCESS AND TIPS

The City is exclusively using Screendoor to accept responses to this RFP. Respondents may access the submission portal at <https://cityofsac.forms.fm/SYDPF>.

- Screendoor will automatically save your answers as you type into each field (i.e., there is no 'Save' button). The first field in the submission form will ask you to enter your email address. If you entered your correct and valid email address, you may exit and resume your response at any time prior to the submission deadline.

If you do not enter your correct and valid email address, you will not be able to access your saved response, and City staff will not be able to recover your draft submission.

- Screendoor does not require the traditional use of a username and password to access your saved response(s). If you are using the same computer and web browser (with cookies enabled), Screendoor will remember you as the respondent and allow you to resume your saved draft by selecting the 'Resume draft' button at the above link.
- If you don't see the 'Resume draft' button and instead see a 'Start' button, then you may request a unique link that will be sent to the email address you entered at: <https://cityofsac.forms.fm/SYDPF/auth/email>. The unique link sent to your email address will authenticate you as the respondent and allow you to resume your draft submission.

Please note: Screendoor will not function as your word processor. Particularly for questions requiring lengthy responses, the City suggests that applicants compose their responses in a Word document then copy and paste into Screendoor. This approach will also help with ensuring responses do not exceed word count limits.

If you decide to submit more than one eligible and substantially different proposal, you will need to complete the entire submission process for each application.

## STEP 2: AGENCY AND PROPOSAL INFORMATION

During the proposal submission process, applicants will be required to input the following information into the Screendoor portal.

#### Applicant Information

- Name of Applicant Agency  
(If using a fiscal sponsor, fiscal agent is the “applicant”)
  - Organizational Type
  - Tax Identification Number of Applicant Agency
  - Year of Incorporation
  - Most recent fiscal year organizational budget (Applicant Agency):
  - Street Address of Applicant Agency
  - Phone
  - Email
  - Website
- If applying as a Fiscal Sponsor:
  - Name of Sponsored Organization
  - Tax ID of Sponsored Organization
  - Most recent fiscal year organizational budget (Sponsored Organization)
  - How long operating children or youth programming
  - Street Address of Sponsored Organization
- If the Applicant or Sponsored Organization is a current City grantee:
  - Name of Past or Current City Funding
  - Name of City Program Officer
  - Any performance or compliance issues
- If the Applicant or Sponsored Organization applied for a City grant that is pending award announcement, name of City grant opportunity.
- Authorized Signatory Confirmation

#### Proposal Information

- Proposal Contact Info
  - Name
  - Title
  - Phone
  - Email
- Program Name
- Brief Description of Program (150 words or less)
- Applicant Type (see Applicant Types & Funding Parameters, pp. 7-10)
  - Funding Request
- Area of Need (see Areas of Need, p. 17)

## STEP 3: DEMOGRAPHICS AND OPERATIONS

### Demographics

If awarded funding, programs will be required to collect basic participant demographic information (templates will be provided). Program participants must be children and youth from birth through 24 years of age who reside or attend school within Sacramento City limits.

During the proposal submission process on Screendoor, applicants will be asked to provide the estimated total number of unique clients the program projects to serve during each year for which funding is requested. For programs operating only in summer, estimate will be for that period.

### Operations Timeline

- Information on when the program operates: Summer, School Year, Seasonally or Rolling.
- Information on the months that the program will be active, projected number of weeks the program will be active over the course of Year 1; repeat for Year 2, if applicable.
- Estimate of the total number of hours for the full program year (hours during which the program will directly serve children/youth). *Note:* The sum of all the activity hours provided in the Activity Projections section below may not (and does not) have to equal the total number of hours for the full program year. The program may include some activities that are not eligible for these funds.

## STEP 4: ACTIVITY PROJECTIONS

During the proposal submission process on Screendoor, in the Activity Projections section, you will be prompted to provide an overview of all expected activities to be provided for each year of funding requested. Provide estimates that correspond to the activities you will provide throughout each year. If selected for grant funding, the City will rely on the information provided in this section as the basis for developing the scope of work that will be included in the grantee agreement.

*Example:* A program proposes to provide 60 hours of work-based learning for 100 students. Each week the program provides participants with five (5) hours of work-readiness training, five (5) hours of applied work learning experiences, and 0.25 hours of case management. Complete one activity to capture the work-readiness training, a second activity to capture the applied work learning activity and a third activity to capture case management.

### STEP 4.1 - CATEGORY

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Identify the most appropriate category for the program activity. Some categories include a more detailed list; however, note that these are examples only, and applicants may include activities not listed as examples in these categories as long as the activities fall within the scope of the larger category.

- ☐ Academics – includes homework help, tutoring, literacy and math skill-building
- ☐ College and Career Readiness
- ☐ Early Learning
- ☐ Expanded Learning – includes arts, dance, sports/recreation, STEM, STEAM, and other education enrichments
- ☐ Mental Health and Wellness Services – includes adult-led individual/group therapy/counseling and peer/near-peer mentoring
- ☐ Paid Work-Based Learning – includes workforce development training, internships and employment
- ☐ Professional Development or Training
- ☐ Supportive Services – includes adult-led case management, mentoring, resource referrals, legal services, housing support, restorative justice
- ☐ Systems Alignment and Coordination

#### STEP 4.2 – YEAR 1 ACTIVITIES

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Complete the following projections for each activity until ALL activities are accounted for:

##### ACTIVITY

- Select the most appropriate activity category (from the category list above).

##### AVERAGE LENGTH OF SESSION (HOURS)

- Project the estimated number of sessions that will be offered for this activity during the program year.
- Project the estimated number of hours per session this activity will be offered.

##### TOTAL AMOUNT OF PROGRAM HOURS

- Provide the total number of hours that a participant is expected to complete for this activity. For the Supportive Services category, provide an average estimate per participant.

##### SERVICE DESCRIPTION

- Provide a short summary of the activity to provide information on the type of activity proposed. (100 words or less)

##### DELIVERY TYPE & COVID-19

- Will this activity be delivered virtually, in-person or hybrid?
- If you answered virtually, do you anticipate service delivery will shift to in-person or hybrid when COVID-19 restrictions are further lifted?
- If you answered yes or maybe, provide a service description summary about how this activity might change; include how total program hours and estimated number of participants per

session might change for this activity. If this activity would no longer be implemented, provide a service description of the alternative activity.

Once you have completed ALL activities for this program, answer the following question(s):

- Are you requesting two years of funding?
  - If yes, will any of your activities or activity estimations for Year 2 differ from Year 1?
  - If yes, skip to Step 4.3 below to complete your activities for Year 2.

#### STEP 4.3 – YEAR 2 ACTIVITIES (IF APPLICABLE)

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Complete the following questions for each activity for Year 2 until ALL activities for Year 2 are accounted for.

##### ACTIVITY

- Select the most appropriate activity category (from the category list above)

##### AVERAGE LENGTH OF SESSION (HOURS)

- Project the estimated number of sessions that will be offered for this activity during the program year.
- Project the estimated number of hours per session this activity will be offered.

##### TOTAL AMOUNT OF PROGRAM HOURS

- Provide the total number of hours that a participant is expected to complete for this activity. For the Supportive Services category provided an average estimate, per participant.

##### SERVICE DESCRIPTION

- Provide a short summary of the activity to provide information on the type of activity proposed. (100 words or less)

#### STEP 5: NARRATIVE

The Proposal Narrative must include the following elements as presented in the order listed below. Each question will have its own text box with a word limit.

Reviewers will score the Proposal Narratives based upon the adequacy and thoroughness of the response to the RFP requirements and according to the following point system.

<u>NARRATIVE ELEMENT</u>	<u>POINTS</u>
Program Summary	(no points)
Agency History and Capacity	15
Program Design	50
Outcomes and Impact	15
<u>Budget Table and Budget Justification</u>	<u>20</u>
<b>TOTAL</b>	<b>100</b>

Tip: The City advises applicants to draft responses to the Narrative section in a Word processing document first, and then cut and paste completed responses into the Screendoor submission portal.

The Narrative section provides the prompts/questions applicants must answer in a cohesive, comprehensive narrative format. All applicants must answer the Universal Narrative Questions.\*

Additionally, applicants must address questions/prompts that are specific to their proposed funding strategy (see Scoring Process Overview, pp. 15-17).

\*If you are applying for the Workforce Systems Coordination strategy, proceed to Workforce Systems Coordination Strategy Narrative Questions sub-section below.

All other applicants proceed to the following set of universal questions.

## UNIVERSAL NARRATIVE QUESTIONS

### PROGRAM SUMMARY

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Provide a clear and concise summary of the program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of the program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process and will not be scored (150 words).

### AGENCY BACKGROUND

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#### History

Describe the agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care (150 words).

#### Capacity

Describe the staffing plan for the proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Describe the plan for recruiting and training the staff who will deliver the program. Provide information on how many people will be directly working on the project and their qualifications to work effectively with the target population (200 words).

Scoring Rubric for <a href="#">Agency Background</a> Total Points: 15				
No Evidence 0	Poor 1-4	Fair 5-9	Good 10-14	Very Good 15
The response does not provide information about agency history and capacity.	The response is vague or incomplete and only partially addresses agency history and capacity.	The response addresses some, but not all of, information on agency history and capacity and/or is non-specific and lacking focus.	The response is reasonably comprehensive and clearly demonstrates agency history in delivering programs and in identifying capacity needed for program delivery.	The response is detailed, comprehensive, and addresses in depth the agency history and capacity needed for program delivery in a way that demonstrates a thorough understanding of the intent of the proposed program.

## PROGRAM DESIGN

### Program Structure

State which area(s) of need and respective strategy(ies) that the proposed program addresses. Describe the program design, type of services, average length of participation, location of services, and how services will be delivered; include the role of each partner within a Collaborative Applicant proposal. If the program design reflects evidence-informed/based practices, please describe. In describing the program design, include how the program aligns with the Citywide Youth Development Plan (“Plan”) by outlining at least, two (2) program practices that correspond with one or more youth development supports and opportunities, and how social justice principles are integrated into those program practices ([Find examples here](#)) (1,000 words).

### Program Participants

Identify the target population and whether the program will be targeting youth in greatest need. If not, provide justification as to why the program should be prioritized. Describe the plan to recruit, engage, and retain children and youth in services to reach the program’s goals. Specify how program and activities are age- and/or developmentally-appropriate for target population (500 words).

### Program Partners

List the other partners that will support the program. If the program includes subcontractors or consultants, specify their roles, responsibilities, and qualifications. Identify the other partners not included in the program budget that are critical to the success of the program and present how these



partners support the proposed program. If services delivered at a public facility (e.g., schools, community centers, libraries), describe history of relationship with public institution (1,000 words).

For Collaborative Applicants, describe the approach to shared leadership and planning, the collaborative's structure, and the kinds and frequency of communication among the collaborative's members. Specify if staff time will be dedicated to supporting the collaborative's operations including the number of FTE and the responsibilities of staff person(s) (500 words).

Scoring Rubric for Program Design				
Total Points: 50				
No Evidence 0	Poor 1-9	Fair 10-25	Good 26-39	Very Good 40-50
The response does not provide information about program design.	The response is vague or incomplete and only partially addresses one or more of the program design sections including the strategy-specific questions (if applicable).	The response addresses some, but not all of, information on one or more of the program design sections including the strategy-specific questions (if applicable) and/or the response is non-specific and lacking focus in one or more of the program design sections including the strategy-specific questions (if applicable).	The response is reasonably comprehensive and clearly describes all program design sections including the strategy-specific questions (if applicable).	The response is detailed, comprehensive, and addresses in depth all program design sections including the strategy-specific questions (if applicable) in a way that demonstrates a thorough understanding of the intent of the proposed program.

## WORKFORCE SYSTEMS COORDINATION STRATEGY - NARRATIVE QUESTIONS

The following narrative questions apply ONLY to applicants applying for the Workforce Systems Coordination strategy.

### PROGRAM SUMMARY

Provide a clear and concise summary of the program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of the program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process and will not be scored (150 words).

### AGENCY BACKGROUND

Describe the agency's experience providing the services proposed in the application. Include information on years of any partnerships or collaboration with other workforce development system stakeholders including public agencies. Provide a review of the organization's experience with and understanding of workforce development training platforms and curricula.

Identify the staff who will manage the project and provide information on their background and experience. Specify the FTE of the staff's time that will be dedicated to the project. If new staff will be hired to manage the project, provide a description of the qualifications sought in candidates and specify the FTE for the position (350 words).

Scoring Rubric for (Workforce Systems Coordination strategy) Agency History and Capacity Total Points: 15				
No Evidence 0	Poor 1-4	Fair 5-9	Good 10-14	Very Good 15
The response does not provide information about agency history and capacity.	The response is vague or incomplete and only partially addresses agency history and capacity.	The response addresses some, but not all of, information on agency history and capacity and/or is non-specific and lacking focus.	The response is reasonably comprehensive and clearly demonstrates agency history in delivering programs and in identifying capacity needed for program delivery.	The response is detailed, comprehensive, and addresses in depth the agency history and capacity needed for program delivery in a way that demonstrates a thorough understanding of the intent of the proposed program.

## DESIGN & APPROACH

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List the key questions that need to be addressed to achieve the strategy's successful implementation. Describe the approach(es) that will be used to respond to these questions and strengthen communication and coordination of the workforce development system. Provide details about the activities that will be implemented and a timeline that covers the grant period (1,500 words).

## PARTNERS

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List the other partners that will support the project. If program includes subcontractors or consultants, describe what they will provide for the program and their qualifications. Identify the other partners not included in the program budget that are critical to the success of the program and present how these partners support the proposed program (1,000 words).

Scoring Rubric for (Workforce Systems Coordination strategy) Program Design Total Points: 50				
No Evidence 0	Poor 1-9	Fair 10-25	Good 26-39	Very Good 40-50
The response does not provide information about program design.	The response is vague or incomplete and only partially addresses one or more of the program design sections including the strategy-specific questions (if applicable).	The response addresses some, but not all of, information on one or more of the program design sections including the strategy-specific questions (if applicable) and/or the response is non-specific and lacking focus in one or more of the program design sections including the strategy-specific questions (if applicable).	The response is reasonably comprehensive and clearly describes all program design sections including the strategy-specific questions (if applicable).	The response is detailed, comprehensive, and addresses in depth all program design sections including the strategy-specific questions (if applicable) in a way that demonstrates a thorough understanding of the intent of the proposed program.

## STRATEGY-SPECIFIC PROGRAM DESIGN NARRATIVE QUESTIONS

In addition to the universal narrative questions above, the following specific prompts/questions apply to some of the Funding Strategies. If a proposal falls under one of the Funding Strategies below, be sure to integrate the additional responses into the program design narrative.

**FOR PROGRAMS THAT INVOLVE PEER/NEAR-PEER APPROACH:** Describe recruitment and training plan for peer/near-peer tutors or mentors, including any ongoing training and support that will be provided (300 words).

**FOR EARLY LEARNING PROGRAMS:** Describe the elements of the program that ensure a high-quality learning environment for participants including high-quality adult-child engagement and high-quality developmental activities. If not already addressed, describe how parents/caregivers are engaged in the program (300 words).

**FOR EXPANDED LEARNING PROGRAMS:** Describe the academic enrichment programming that will be delivered and the qualifications of staff or subcontractors delivering the services. Highlight any academic skill-building that is integrated into the programming (300 words).

**FOR YOUTH-LED OUTREACH/EDUCATION CAMPAIGN:** Describe strategies that will be implemented to ensure that campaign is truly youth-led, including training and support that will be provided to youth so that they can meaningfully participate in the design and implementation of the campaign (300 words).

**FOR VIOLENCE INTERVENTION MENTORING PROGRAM:** Describe how community-driven cultural competency is integrated into the program (300 words).

**FOR WORKFORCE PROGRAMS:** Describe the program and proposed services including work readiness training, work-based experience opportunities, financial literacy education, wrap-around supportive services, and post-placement support for at least 60 days. State the specific industry or career pathway on which the program focuses, if applicable (Program Structure). Describe how the program engages employers for work experience opportunities for youth and the types of support and training provided to employers to be able to support youth in a meaningful work experience. For each of the last three program years, please list a) the employers where the organization has placed for work-based learning (internships or jobs), and b) the number of youth placed at each employer (Program Partners) (2,000 words).

## OUTCOMES AND IMPACT

During application submission, all applicants will download, complete and upload their completed Outcomes and Impact Table (see Attachment 2: Outcomes & Impact Table, p. 48) on the Screendoor portal. The Outcomes and Impact Table asks for the following information:

- **Program Goals:** Goals are broad statements of what the program intends to accomplish in the long-term. Goals should link directly to the areas of need.
- **Program Objectives:** Objectives are specific, measurable aims of program activities that the program intends to accomplish in the short-term. Objectives lead towards achieving the long-term goal(s).
- **Program Activities:** These are the activities that, when implemented, lead to achieving the program objectives.
- **Program Outcomes:** Outcomes are measurable indicators of the program's impact on participants. See below for additional information. Applicants must provide a target percentage or number the program will attempt to reach.
- **Evaluation Tool(s):** Evaluation tools are the method by which data on the indicators is collected.

All applicants must report on the measurable outcomes below that correspond to the Funding Strategy being implemented. In the Outcomes and Impact Table, applicant must provide a target percentage/number for each measurable outcome required. In the case where a Funding Strategy has only one required measurable outcome, applicants must provide at least one (1) additional measurable outcome of their own.

Applicants are encouraged to develop additional outcomes as appropriate to capture the full impact of the program.

#### MENTAL WELLNESS

Funding Strategy	Measurable Outcome
Outreach/ Education Campaign	<ul style="list-style-type: none"> <li>• % of participants report that they felt meaningfully engaged in all aspects of campaign.</li> <li>• % of participant report that they feel campaign reflects their voices.</li> </ul>
Safe Space	<ul style="list-style-type: none"> <li>• % of participants report they were able to obtain the help they needed for their mental health and wellness.</li> <li>• 1 additional outcome chosen by applicant.</li> </ul>
Peer/Near-Peer Mentoring	<ul style="list-style-type: none"> <li>• % of mentors report they were prepared to support their peers and other youth.</li> <li>• % of participants report that they are better able to express their emotions.</li> <li>• % of participants report that they know what they can do for themselves when feeling sad.</li> <li>• % of participants report it is easier to talk about mental health and wellness with others.</li> </ul>

#### WORKFORCE DEVELOPMENT

Funding Strategy	Measurable Outcome
Paid Work- Based Learning Experiences	<ul style="list-style-type: none"> <li>• % of participants report that they learned a new skill for obtaining employment and/or for when employed.</li> <li>• % of participants report that they better understand how to manage their money.</li> </ul>

	<ul style="list-style-type: none"> <li>• % of participants placed in an internship or job. <i>For programs focused on vocational pathway pathways/careers:</i> % of participants placed in internship or job in a demand sector.</li> <li>• % of participants remained in internship or job for more than 60 days.</li> </ul>
Communication and Coordination	<ul style="list-style-type: none"> <li>• % of workforce development system stakeholders report that they feel coordination across the system has improved.</li> <li>• % of workforce development system stakeholders report that they feel communication across the system has improved.</li> <li>• % of workforce development system stakeholders report that they have developed partnerships within the system that did not previously exist</li> <li>• Name and description of recommended workforce development training platform(s) and curricula.</li> </ul>
Small Businesses/ Non-Profit Organizations	<ul style="list-style-type: none"> <li>• % of participants report that they learned a new skill for obtaining employment and/or for when employed.</li> <li>• % of participants report that they better understand how to manage their money.</li> <li>• % of participants placed in internship or job in a small business.</li> <li>• % of participants remained in internship or job for more than 60 days.</li> </ul>
Passion Projects	<ul style="list-style-type: none"> <li>• % of participants report that they learned about jobs/careers they had not previously known about.</li> <li>• % of participants report that they learned a new skill for obtaining employment and/or for when employed.</li> <li>• % of participants report that they better understand how to manage their money.</li> <li>• % of participants placed in internship or job.</li> <li>• % of participants remained in internship or job for more than 60 days.</li> </ul>

#### ACADEMIC SUPPORT

Funding Strategy	Measurable Outcome
Expanded Learning	<ul style="list-style-type: none"> <li>• % of participants report that they have gotten better at a particular skill (applicant to specify skill) OR learned a new skill (applicant to specify skill).</li> <li>• 1 additional outcome chosen by applicant.</li> </ul>
Early Learning	<ul style="list-style-type: none"> <li>• Applicant must identify at least two outcomes that demonstrate impact on literacy, numeracy, and/or social emotional skills (i.e., the skills area(s) the program is targeting).</li> <li>• <i>For programs that include parent/caregiver-centric activities that focus on literacy:</i> % of parents/caregivers report that they have increased the amount of time that they read to their child(ren) at home.</li> </ul>
Staff Training	<ul style="list-style-type: none"> <li>• % of staff report that they were better prepared to provide high-quality academic support.</li> <li>• 1 additional outcome chosen by applicant.</li> </ul>
Mentors/ Advocates	<ul style="list-style-type: none"> <li>• % of participants report that they are better able to express their emotions.</li> <li>• % of participants report that they know what they can do when feeling sad.</li> </ul>
Tutoring	<ul style="list-style-type: none"> <li>• % of tutors report that they were well-prepared to provide homework help/academic tutoring.</li> </ul>

	<ul style="list-style-type: none"> <li>• % of participants report that they felt they got the help they needed to complete homework or to understand their schoolwork.</li> </ul>
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#### VIOLENCE INTERVENTION

Funding Strategy	Measurable Outcome
Adult Mentoring	<ul style="list-style-type: none"> <li>• % of participants report that they received the help they needed from their adult mentor.</li> <li>• 1 additional outcome chosen by applicant.</li> </ul>
Workforce Development	<ul style="list-style-type: none"> <li>• % of participants report that they learned a new skill for the workplace.</li> <li>• % of participants report that they better understand how to manage their money.</li> <li>• % of participants placed in internship or job.</li> <li>• % of participants remained in internship or job for more than 60 days.</li> </ul>
Safe Spaces	<ul style="list-style-type: none"> <li>• % of participants report they were able to access resources to address their other needs outside mental health and wellness.</li> <li>• % of participants report that they felt safe on a physical and emotional level and that their culture and identity was honored.</li> </ul>
24/7 Access	<ul style="list-style-type: none"> <li>• % increase in number of individuals served outside of original operating hours.</li> <li>• 1 additional outcome chosen by applicant.</li> </ul>

Scoring Rubric for Outcomes and Impact Total Points: 15				
No Evidence 0	Poor 1-4	Fair 5-9	Good 10-14	Very Good 15
The response does not provide information about the program goals, objectives, activities, outcomes, and methods of measuring progress.	The response is vague or incomplete and only partially addresses the program goals, objectives, activities, outcomes, and methods of measuring progress.	The response addresses some, but not all of, information on program goals, objectives, activities, outcomes, and methods of measuring progress and/or lacks clear explanation of the connection between the program goals, objectives, activities, outcomes, and methods of measuring progress.	The response is reasonably comprehensive and clearly describes all program goals, objectives, activities, outcomes, and methods of measuring progress and provides clear explanation of the connection between the program goals, objectives, activities, outcomes, and methods of measuring progress.	The response is detailed, comprehensive, and addresses in depth all program goals, objectives, activities, outcomes, and methods of measuring progress and the connection among all these elements in a way that demonstrates a thorough understanding of the intent of the proposed program.

#### STEP 6: BUDGET TABLE & JUSTIFICATION

The program budget is an important component of the 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 appropriate and accurate projection of the program expenses for each program year for which funds are requested.

## BUDGET TABLE

During application submission, all applicants will download, complete and upload their completed Budget Table (see Attachment 3: Budget Table, p. 49) to the Screendoor portal. The Budget Table asks applicants to provide budget information for full program budget, funding request budget, and any in-kind line items. Applicants that are applying for a two-year grant will complete the Budget Table for Year 1 and Year 2. The first tab of the Table provides instructions, and the second tab is where the budget is entered.

In the Budget Table, the fiscal years specified are those of the City. The City's fiscal year operates from July 1 through June 30 of the following year. For purposes of this RFP, "Year 1 FY" is shown as "2021-2022" with the dates of July 1, 2021 – June 30, 2022, and "Year 2 FY" is shown as "2022-2023" with the dates of July 1, 2022 – June 30, 2023.

"Programmatic Period" refers to the dates of the proposed program, and for each year, the date range must fall within the dates of the City's fiscal year with the only exception being where a summer program begins in June 2021. The Programmatic Period should reflect the dates when the program is working with children and youth directly. Expenditures resulting from preparations for program delivery or for post-program work (e.g., data analysis, staff reflection meetings, clean-up) can be included in the budget. However, grant funds cannot be used for activities that occur before July 1, 2021 (unless the grant agreement specifically allows for the summer program to start in June 2021) or after June 30, 2023.

The following two examples around the Programmatic Period illustrate the information that is requested.

- Example #1: Proposed program operates only during the summer, and funding is requested for two years. The Programmatic Period for Year 1 is 06/15/2021 – 08/31/2021 and 06/01/22-06/30/2022, and for Year 2 is 07/01/2022 – 8/31/2022. Note that, in this example, the applicant is operating a summer program that begins in the month of June falling outside of the City's fiscal year.
- Example #2: Proposed program operates in two sessions over the course of nine (9) months, and funding is requested for two years. The Programmatic Period for Year 1 is 09/01/2021 – 05/31/2022 and for Year 2 is 09/01/2022 – 05/31/2023.



While some applicants may use different line items as a part of their own budget processes, the line items in the Budget Table are the line items that applicants must use. Applicant should note the following:

- List total cost for each line item. Detailed expenses will be provided in the budget justification.
- Report amounts in whole dollars only.
- The City does not require applicants to request funds for every line item. If you are not requesting funds for a certain line item, simply list \$0.

## BUDGET JUSTIFICATION

The purpose of the Budget Justification is to provide support and explanation for the amounts requested in the Budget Table. Applicant will provide Budget Justification narrative by creating a separate Word document using the following guidelines and uploading to Screendoor:

- Arial 12-point font
- One-inch margins on all four sides
- 1.5-line spaced
- Applicant name in header on all pages
- Cannot exceed four (4) pages in length

If applying for a one-year grant, complete all instructions below. If applying for a two-year grant, complete all instructions below and the additional instructions provided.

For the Year 1 program budget, present a narrative justification for each line item in the total program budget. In general, each budget justification and calculation statement should describe, in as much detail as required for clarity, what the specific item is and how the amount shown in the budget was calculated. In the case of non-personnel line items, applicant should use best judgment to determine if explanation of why the specific item is important to the program should be included.

**HYBRID/IN-PERSON BUDGET VARIANCES:** If any line item in the program budget will be impacted more than a 10% variance should the proposed program move from a virtual to a hybrid or an in-person delivery model, give the reason for the variance for these line items only. Use the same narrative justification guidelines for that section.

## DIRECT COSTS – PERSONNEL

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Total Direct Service Staff Salaries

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

- Create a separate line item for EACH individual staff working directly on the program including Title, Total Annual Salary/Wages, FTE dedicated to program, and percentage included in the funding request.
- List all direct program staff responsible for the success of the project, even if their salaries or wages are being covered by other funds. This will help to better understand the total cost of operating the program.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variation will occur.

#### Examples

Workforce Development Trainer, \$40,000/year, 0.5 FTE (100%)

Afterschool Program Manager, \$50,000/year, 0.5 FTE (50%)

#### Total Direct Service Staff Fringe & Benefits

This line item represents benefits (health, dental, retirement, etc.) as well as mandatory employment costs such as FICA (includes Social Security at 6.2% and Medicare at 1.45%), SDI, and unemployment taxes. Show calculations for each expense included the Fringe and Benefits and the percentage included in the funding request.

#### Examples

FICA: \$100,000 (personnel) × 7.65% = \$7,650 (60%)

Health benefits: \$3,600/year × 4 employees = \$14,400 (45%)

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

#### DIRECT COSTS - OTHER

All items listed must directly benefit and support the operation of the proposed program. Applicant should use best judgement to determine if an explanation of why the specific item is needed should be included. For example, if proposal is for an art program, then no explanation is needed for the inclusion of a line item for art supplies. Show the percentage included in funding request.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

Direct costs that support the program include:

- *Equipment/Furniture:* Durable goods such as computers and furniture.
  - Example Laptops for program participants: \$500/laptop x 25 participants = \$12,500 (100%)
- *Facility Rental:* Pro-rated costs of space rental, utilities, building maintenance and other occupancy costs for delivery of program
  - Example Recording Studio: \$25/hour x 200 hours = \$5,000 (25%)
- *Food:* Meals, snacks and food for regular programming and special events. All expense except special events can be shown as a cost per participant for the duration of the program. List special event food separately.
  - Example Snacks: \$300/participant x 50 participants = \$15,000 (50%)
- *General Office Supplies:* Paper, pens, toner, and other reasonable office supply expenses. Cost per month is acceptable without itemizing each item.
  - Example Office Supplies: \$50/month x 10 months, \$500 (10%)
- *Participant Incentives:* Monies or other non-cash incentives, such as gift certificates, provided to a program participant as a reward for completing a program or achieving a programmatic milestone. Detail how many participants are projected to receive incentives and amount of incentive.
  - Example Gift Cards for : \$25/card x 100 cards = \$2,500 (75%)
- *Program Supplies:* Art supplies, workbooks, sports equipment, and other reasonable program supply expenses that are required for the proposed program. Use general categories (e.g., art supplies, sports equipment, science materials, writing supplies). Cost per participant for the duration of the program is acceptable, but not required.
  - Example Art Supplies: \$200/participant x 50 participants = \$10,000 (50%)
- *Staff Training:* Training of direct service staff including costs of trainers and training materials.
  - Example Trauma-Informed Practices Training: \$1,000/training x 1 training (10%). Costs include trainer's time and training materials.
- *Telephone/Internet/Communications:* Mobile phone, telephone, internet and postage.
  - Example WiFi: \$65/month x 9 months = \$585 (10%)
- *Travel/Transportation:* Expenses for field trips and access to programs. The basis for the calculation as well as the purpose for all travel should be provided. Travel expenses for staff are allowed when directly benefiting children and youth. Funds cannot be used for travel to trainings

or professional development conferences. Local travel estimates should be based on organization's current policies for mileage. Note that any transportation of participants will require the grantee or fiscal sponsor (or the subcontractor company) to carry \$1 million in automobile insurance.

- Example Field Trips: \$15/participant x 40 participants x 3 field trips = \$1,800 (50%). Field trips will be to local museums where the art ties into program's art classes.

## YOUTH WAGES AND STIPENDS

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### Youth Wages

This line item is for programs that offer youth an hourly wage or stipend for internships or employment experiences. Enter a separate line item for each unique hourly wage. Do not enter a range for wages. As with other direct costs, applicant should use best judgement to determine if an explanation of any paid position for youth is necessary.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

#### Example

Peer Tutors: \$14/hour x 4 hours x 40 weeks x 10 tutors = \$22,400 (100%). Cost includes direct tutoring and monthly trainings.

### Youth Wages Fringe

The total amount of fringe benefits associated with employing youth including any benefits youth may receive and mandatory employment costs such as FICA, SDI, and UI. If more than one type of paid position listed in youth wages, applicant may show fringe calculations using the total youth wages line item.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

#### Example

FICA: \$22,400 (total youth wage expenses) x 7.65% = \$1,714 (100%)

*In this example, the only paid position for youth is as a peer tutor (see example in youth wages). If program had other paid positions for youth, they would be listed in the "youth wages" section, and applicant would still show only one calculation with the total expense for all positions that provide youth with wages as the basis for the calculation.*

### Youth Stipends

Stipends are used to support youth participants enrolled in the program in limited duration work experiences and internships. Please enter a separate line item for each unique stipend profile and stipend amount. Do not enter a stipend range. Do not include incentives for program participation in this line item. These should be included in the line item Participant Incentives under Other Direct Costs.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

#### Example

Peer Tutor Training Stipends: \$50/participant x 25 participants x 3 trainings = \$3,750 (100%)

### ADMINISTRATIVE/INDIRECT COSTS

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Administrative/Indirect costs by applicant designation are:

- Collaborative Applicants: Up to 20% of total grant request
- Mid-Size: Up to 20% of total grant request
- Small: Up to 25% of total grant request
- Grassroots or Emerging: Up to 35% of total grant request

Administrative/indirect costs cannot exceed the limits stated above, including the administrative/indirect costs charged by subcontractors.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

Examples of allowable expenses in the administrative/indirect line item include audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (Executive Director's time or any other staff who works minimally on the funded program). Individual expenses that comprise the total administrative/indirect costs do not need to be itemized; however, if requested, applicant should be able to clearly demonstrate the individual expenses that were included in this line item.

Important Note: An audit conducted by an external party is required when an agency's annual operating budget is \$250,000 or higher.

### SUBCONTRACTORS

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Subcontractors are described as organizations or individuals/sole proprietors that provide specialized services to target populations to help enhance the program. For proposal awarded through this RFP,

each subcontractor must operate under a signed contract, MOU, or Letter of Agreement (LOA) with the grantee.

Any potential changes in subcontractors, scopes of work and budgets should be brought to the City's attention before implementation. Subcontractors should meet the same contracting requirements of the City of Sacramento that are required of the grantee. It is the legal obligation of the grantee to monitor the subcontractor's progress and to ensure accountability. However, City staff has the right to conduct file reviews of subcontractor agencies and program observations of the subcontractor.

If subcontractors are included in the budget, provide a brief description (1-2 sentences) of the scope of work. Also, show a line item budget for each subcontractor using the same format as the applicant budget must be provided. To do so, copy the Budget Table located in the second tab and paste it into a new tab relabeled with the subcontractor's name. In the subcontractor's budget, the only column that must be completed is Column B (Funding Request). If there will be more than one subcontractor, then label the additional tabs with each subcontractor's name. The entire Excel spreadsheet will be uploaded which will then include subcontractor budgets.

~~List the organization or individual name of each subcontractor/potential subcontractor and provide a brief description (1-2 sentences) of the scope of work. For each and every subcontractor, show a line item budget using the same format as the applicant budget. Subcontractor is only required to complete Column B (Funding Request) and may leave Column A (Program Budget) and Column C (In-Kind) blank.~~

If subcontractor is an individual, show hourly rate, number of hours in subcontract, and total subcontract amount. Include a brief description of the scope of work.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

## PROGRAM EVALUATION

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This line item should reflect the staff time dedicated to the implementation of the program evaluation and the cost of any additional technology needed to successfully implement the program evaluation. Include the following information for the staff member who is taking primary responsibility for the program evaluation implementation: title, total annual salary/wages, FTE dedicated to program evaluation, and percentage included in the funding request.

### Example

Afterschool Program Manager, \$50,000/year, 0.05 FTE (50%)

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

## OTHER

This category is for any other expense that does not fall within any of the previous line items. Provide as much information as needed to demonstrate how the expense supports the program. Include the calculation of how total cost of item(s) were done and the percentage included in the funding request.

*Hybrid/In-Person Budget Variances:* If this line item will increase by more than 10% due to a shift from virtual to hybrid or in-person service delivery, provide the percentage the line item will vary and an explanation why the variance will occur.

## ADDITIONAL BUDGET JUSTIFICATION INSTRUCTIONS FOR TWO-YEAR GRANT REQUESTS

Provide an explanation for any line item in the Year 2 budget for the program that varies more than 10% from the same line item in the Year 1 budget for the program. Follow the same guidelines required for narrative justifications of the Year 1 program budget above.

Scoring Rubric for Budget Table and Budget Justification				
Total Points: 20				
No Evidence 0	Poor 1-10	Fair 11-15	Good 15-19	Very Good 20
The response does not provide a detailed budget and narrative justification that supports the proposed expenditures to support the program's implementation.	The response is vague or incomplete and only partially provides some, but not all, of a detailed budget (for two years if applicable) and reasonable justifications for proposed expenditures to support the program's implementation.	The response provides some, but not all, of a detailed budget (for two years if applicable) and reasonable justifications for proposed expenditures to support the program's implementation.	The response is reasonably comprehensive and clearly provides a detailed budget (for two years if applicable) and reasonable justifications for proposed expenditures to support the program's implementation.	The response is comprehensive and provides a detailed budget (for two years if applicable) and reasonable justifications for proposed expenditures that clearly support the program's implementation.

## STEP 7: ORGANIZATIONAL DOCUMENTS UPLOAD CHECK-LIST

During proposal submission, applicants will be required to upload the following documents (when applicable) to the Screendoor portal:

1. Copy of IRS Letter Certifying Tax Exempt Status (501(c)(3) non-profits only)
  - ☐ Refer to 501(c)(3) Status (p. 5) for information on how to obtain a letter from the IRS.
2. Fiscal Audit/Financials
  - ☐ Agency Audited Financial Statements for most recently completed fiscal year (for applicants with annual operating budget of \$250,000 or higher) or Profit & Loss Statement and Balance Sheet dated within the past 30 days (for applicants with annual operating budgets under \$250,000).
3. Organizational Budget
  - ☐ Organizational budget for current fiscal year and, if applicant is a fiscal sponsor, applicant's organizational budget for current year and sponsored organization's budget must be uploaded.
4. Board Roster
  - ☐ Upload the current active board roster indicating officers and professional affiliations.
5. Federal Negotiated Indirect Cost Rate agreement (if applicable)
6. List of Two References or One Letter of Support
  - ☐ A Reference is a recommendation from a business contact, key stakeholder, or individual. It should detail the referrer's relationship to the organization, the interactions, and their opinion of your organization's work. A Letter of Support is an outside testimonial that backs up an organizational claim of success and promises to deliver. These testimonials show that other partner organizations, elected officials, key stakeholders, or foundation believe that the organization can execute on the agreed services and outcomes in the applicant's proposal.
7. Fiscal Agent Statement of Responsibilities (see Attachment 1, p. 47)
8. Letter of Intent (only applicable to Collaborative Applicants)
  - ☐ Letter of intent signed by all collaborative partners supporting the proposal.
9. Non-Binding Letters of Intent or MOU (optional)



- ☐ Applicable if proposing to subcontract or partner with agencies for service provision such as a school. If selected, all partners may be required to be a party to the contract.

10. Insurances and Endorsement Certificates (optional)

- ☐ The insurances and endorsement certificates are not required for proposal submission. However, if awarded, the following insurance requirements are required. You may upload now, which could help speed grant agreement processing:
  - General commercial liability insurance with limits of not less than \$1 million per occurrence
  - If the program requires use of a motor vehicle, automobile liability insurance with limits of not less than \$1 million
  - If the program requires staff, workers' compensation insurance with limits of not less than \$1 million
  - Name the City of Sacramento as an additional insured per an Additional Insured Endorsement certificate

## ATTACHMENTS

Applicable forms in this section will be available on the Screendoor portal for download.

### ATTACHMENT 1: STATEMENT OF FISCAL AGENT'S RESPONSIBILITIES FORM

Should the City of Sacramento select (INSERT NAME OF APPLICANT) to receive a SYDPF grant for (PROGRAM NAME), (INSERT FISCAL AGENT'S NAME) shall serve as the fiscal agent. As the fiscal agent, (INSERT FISCAL AGENT'S NAME) shall accept the following responsibilities:

- Serve as the legal representative for the program;
- Enter into an agreement with the City of Sacramento to provide the specified services in accordance with all City conditions;
- Receive payments from the City of Sacramento for program expenses and disburse funds as applicable to the applicant;
- Maintain adequate accounting records for the funded program; and
- Submit progress reports and expenditure reports to the City of Sacramento as required.

FISCAL AGENT'S NAME		TAX IDENTIFICATION #	
NAME OF AUTHORIZED SIGNATORY		TITLE	
EMAIL		PHONE	
STREET ADDRESS CODE		CITY	STATE ZIP
APPLICANT'S SIGNATURE		DATE	

## ATTACHMENT 2: OUTCOMES AND IMPACT TABLE

**Outcomes and Impact Table**  
(insert rows as needed)

Program Goal	Program Objective(s)	Program Activities	Program Outcomes (include target numbers and percent)	Evaluation Method
<b>Example #1:</b> Address learning loss due to distance learning	Build literacy skills in participants	<ul style="list-style-type: none"> <li>• Offer one-hour weekly book club afterschool for 25 elementary school youth</li> <li>• Take youth one time per month to public library</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of participants report that they have gotten better at reading.</li> <li>• 80% of participants report that they like to read for fun.</li> </ul>	<ul style="list-style-type: none"> <li>• Participant surveys</li> </ul>
<b>Example #2:</b> Increase access to mental health resources	Provide community youth with peer/near-peer mentors	<ul style="list-style-type: none"> <li>• Recruit 30 youth (ages 14-25) as peer/near-peer mentors</li> <li>• Provide 8-week training with two 2-hour sessions per week</li> <li>• Provide stipends to peer/near-peer mentors</li> <li>• Place 10 peer/near-peer mentors in 3 high schools</li> <li>• Provide ongoing coaching/support to peer/near-peer mentors</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of mentors report they were prepared to support their peers and other youth.</li> <li>• 85% of participants report that they are better able to express their emotions.</li> <li>• 85% of participants report that they know what they can do for themselves when feeling sad.</li> <li>• 85% of participants report it is easier to talk about mental health and wellness with others.</li> </ul>	<ul style="list-style-type: none"> <li>• Peer/near-peer surveys</li> <li>• Participant surveys</li> </ul>

# ATTACHMENT 3: BUDGET TABLE

<b>Applicant Agency:</b>	(Insert Name of Agency/Organization)
<b>Program Name:</b>	(Insert Name of Program)
<b>Year 1 FY:</b>	2021-2022 (Dates: 7/1/2021-6/30/2022)
<b>Programmatic Period:</b>	(Insert Program Period of Year 1, i.e. 7/31/2021-05/31/2022)

Budget Line Item	A. Program Budget	B. Funding Request	C. In-Kind
<b>I. DIRECT COSTS - PERSONNEL</b>			
Total Direct Service Staff Salaries			
Total Direct Service Staff Fringe & Benefits			
<b>II. DIRECT COSTS - OTHER</b>			
Total Equipment/Furniture			
Total Facility Rental			
Total Food			
Total General Office Supplies			
Total Participant Incentives			
Total Program Supplies			
Total Staff Training			
Total Telephone/Internet/Communications			
Total Travel/Transportation			
<b>III. YOUTH WAGES AND STIPENDS</b>			
Total Youth Wages			
Total Youth Wages Fringe			
Total Youth Stipends			
<b>IV. ADMINISTRATIVE/INDIRECT COSTS</b>			
Total Admin/Indirect Costs			
<b>V. SUBCONTRACTORS</b>			
Total Subcontractors			
<b>VI. PROGRAM EVALUATION</b>			
Total Program Evaluation			
<b>VII. OTHER</b>			
Total Other			
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -

<b>Applicant Agency:</b>	(Insert Name of Agency/Organization)
<b>Program Name:</b>	(Insert Name of Program)
<b>Year 2 FY:</b>	2022-2023 (Dates: 7/1/2022-6/30/2023)
<b>Programmatic Period:</b>	(Insert Program Period of Year 2, i.e. 7/31/2022-05/31/2023)
Check here if <b>NOT</b> requesting Year 2 of funding:	<input type="checkbox"/>

Budget Line Item	A. Program Budget	B. Funding Request	C. In-Kind
<b>I. DIRECT COSTS - PERSONNEL</b>			
Total Direct Service Staff Salaries			
Total Direct Service Staff Fringe & Benefits			
<b>II. DIRECT COSTS - OTHER</b>			
Total Equipment/Furniture			
Total Facility Rental			
Total Food			
Total General Office Supplies			
Total Participant Incentives			
Total Program Supplies			
Total Staff Training			
Total Telephone/Internet/Communications			
Total Travel/Transportation			
<b>III. YOUTH WAGES AND STIPENDS</b>			
Total Youth Wages			
Total Youth Wages Fringe			
Total Youth Stipends			
<b>IV. ADMINISTRATIVE/INDIRECT COSTS</b>			
Total Admin/Indirect Costs			
<b>V. SUBCONTRACTORS</b>			
Total Subcontractors			
<b>VI. PROGRAM EVALUATION</b>			
Total Program Evaluation			
<b>VII. OTHER</b>			
Total Other			
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -

## OTHER CITY RIGHTS AND DISCLOSURES

### GENERAL SERVICE REQUIREMENTS

If awarded a SYDPF grant, the grantee shall:

1. Appoint one representative to serve as the primary point of contact.
2. Obtain and maintain insurance as required by the City throughout the term of the agreement.
3. Limit service delivery within City of Sacramento boundaries and to City of Sacramento residents, unless otherwise expected.
4. Comply with all reporting requirements and allow the City and its contracted evaluator to conduct at least one on-site monitoring visit per year.
5. Attend SYDPF grantee convenings to maximize collaboration and the coordination of Sacramento children and youth services.
6. If the provision of services occurs on school campuses:
  - a. Obtain the written consent of the campus(es) to perform services on the campus prior to application submission
  - b. Enter into a written agreement with the campus(es), no later than thirty (30) days following the commencement of services and promptly provide a fully executed copy of the agreement(s) to the City
  - c. Notify the City if any party terminates, amends or suspends the agreement

A grantee's failure to maintain a proper agreement shall, in addition to all other remedies available to the City, constitute grounds for the City to withhold payment or terminate the agreement.

7. If the grantee uses subcontractors:
  - a. Enter into a written agreement with the subcontractor(s), no later than thirty (30) days following the commencement of services and promptly provide a fully executed copy of the agreement(s) to the City
  - b. Notify the City if any party terminates, amends or suspends the agreement
8. To the extent required by law, practice non-discrimination in providing services, hiring personnel, and recruiting volunteers, and at the sole discretion of the City, provide a Personnel Practices Plan acceptable to the City in a timely manner.
9. Establish and enforce standards of conduct for applicant employees and volunteers that reflect public conventions and morals.

10. Prior to hiring staff, volunteers or subcontractors, conduct a criminal background check requiring fingerprinting and the Department of Justice conducting a criminal record review for each person if he or she would hold a supervisory position or have disciplinary power over any minor. Grantee shall demonstrate to the satisfaction of City that it has acceptable protocols in place for the screening of employees, volunteers and subcontractors.
11. Comply with church/state restrictions, including:
  - a. Protecting against the discrimination of any employee or applicant for employment based on religion and shall not limit employment or give preference in employment to persons based on religion
  - b. Protecting against the discrimination of any person applying for public services based on religion and shall not limit such services or give preference to persons based on religion.
12. Follow all other local laws, ordinances, codes, regulations, and decrees.

## CONFLICT OF INTEREST

Conflicts of interest may occur, whether directly or indirectly, when an employee, officer, board member, or volunteer of the Applicant is related to, married to, involved in an intimate relationship with, or are living with an employee or elected official of the City of Sacramento or if any of these individuals have an ownership or financial interest in the organization applying for funding. While a conflict of interest may not disqualify the applicant from receiving a SYDPF grant, any potential conflict of interest must be disclosed to the City Manager, or authorized designee, when the application is submitted and before grant funds will be awarded to a qualified Applicant.

Applicant acknowledges the following:

1. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant, is also an elected official or is employed by the City of Sacramento or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the City of Sacramento.
2. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant has a financial or ownership interest in the Applicant's organization, and that person is also an elected official or is employed by the City of Sacramento or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the City of Sacramento.
3. Applicant shall disclose the names of any employees, officers, board members, or volunteers, who may give rise to a conflict of interest in the proposal when submitting the application.
4. Failure to disclose a conflict of interest, or potential conflict of interest, will be deemed a material misrepresentation by the Applicant.

## TERMS AND CONDITIONS OF AGREEMENT

The City reserves the right to negotiate all terms of a Funding Agreement including length, scope of services, and grant award. A Funding Agreement with the successful candidate shall not be binding until it is signed by the authorized representatives of both City and the service provider. Selection as a service provider does not guarantee that City will award a grant to any eligible provider.

## ACCEPTANCE OR REJECTION OF RFP PROPOSALS

The City reserves the right to reject any items or groups of items offered in response to this RFP. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer. Any false, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection. The City reserves the right to waive any minor informality or irregularity in any response. The City may, for any reason, decide not to award grants as the result of this RFP.

## CONFIDENTIALITY

Responses to this RFP become the property of the City of Sacramento. When one or more applicants are recommended to the City Manager/City Council, all responses become a matter of public record and shall be regarded as such. Each applicant should be aware that, although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Sacramento might not be able to establish that the information that an applicant submits is a trade secret. If the request is made for information marked "Confidential", the City will give notice to allow the applicant to seek protection from disclosure by a court of competent jurisdiction.

Any response which contains language purported to render all or significant portions of the response as "Confidential", "Trade Secret", or "Proprietary" shall be regarded as non-responsive.

## RESERVATIONS AND RIGHTS BY THE CITY OF SACRAMENTO

1. The attached grant agreement is subject to changes by the City.
2. Applicants submitting a proposal agree that by submitting a response to this RFP, they authorize the City to verify all information given.
3. The award of a grant by the City to an organization which proposed to use sub-applicants for the performance of work under the grant agreement resulting from this RFP should not be interpreted to limit the City's right to approve subcontractors.
4. The City reserves the right, after grant award, to amend the resulting agreement, including updates to the scope of work and evaluation components, as needed through the term of the contact to best meet the needs of all parties,

5. If any provisions of the RFP shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
6. The City reserves the right to revise or amend any part of this RFP up to the due date and time for accepting proposals. Such revisions and amendments, if any, shall be announced by addendum to this RFP. Copies of such addendums shall be furnished to all applicants who have obtained Qualification documents after the RFP advertisement. If the revisions and addendums require changes, the due date set for RFP proposals may be postponed by such number of days as in the opinion of the City shall enable applicants to revise their proposals. In any case, the due date shall be at least five working days after the last addendum, and the addendum shall include an announcement of the new due date, if applicable.
7. The City reserves the right to select the proposals which in its sole judgment best meets the needs of the City.
8. The City reserves the right to consider an applicant's financial standing as a basis for denying eligibility, including, in City's estimation, the financial ability or lack of financial ability of any applicant to carry out and successfully complete the proposed services.

## APPENDIX A: GRANT AGREEMENT SAMPLE

This Grant Agreement ("Agreement"), dated \_\_\_\_\_ 2021 (the "Execution Date"), is between the City of Sacramento, a municipal corporation ("**City**"), and \_\_\_\_\_, a California non-profit organization ("**Fiscal Sponsor**"), and \_\_\_\_\_, an unincorporated association doing business as \_\_\_\_\_ ("**Grantee**").

### Background

- A. In December 2017, the Sacramento City Council adopted a Citywide Youth Development Campaign Plan that is intended to guide the City in the design, operations, and evaluation of its children and youth programs. The Plan lays out a set of goals that the City will strive to achieve through its own programs and through strategic partnerships.
- B. The Sacramento City Council allocated funding for a grant program to support youth engagement and summer programming during the fiscal year 2021 and 2022 for specified non-profit community-based service providers which offer youth programs within or serving disadvantaged neighborhoods.
- C. The City issued a Request for Proposals seeking non-profit community-based organizations willing to offer youth development programs for fiscal year 2021-22 and 2022-23. Grantee submitted a proposal which included proposed services and costs. City



and Grantee have reviewed the proposal and may have negotiated changes to the scope of services and costs. Grantee has been selected to receive a grant to fund a youth development program as specified under the provisions of this Agreement.

### **Agreement**

City, Fiscal Sponsor, and Grantee enter into this Agreement for the purpose of establishing each party's rights and obligations with regard to the disbursement and expenditure of the City Funds (defined below) for the Authorized Activities (defined below) as follows:

- 1. Term.** This Agreement takes effect as of \_\_\_\_\_ (the "Effective Date") and expires on \_\_\_\_\_, 2022 [or 2023] (the "Expiration Date").
  - (a) This Agreement may be extended by mutual agreement of the parties if Grantee is unable to fully implement the program due to COVID-19 restrictions on in-person gatherings and the parties desire to continue the program with the grant funding, or if Grantee has not spent all of the grant funding by the planned Expiration Date. Grantee may request a time extension so that the term of this Agreement expires no later than \_\_\_\_\_. The request must be in writing and explain the reason for the extension. The City will decide, in its sole discretion, whether to grant the extension and will notify Grantee of that decision.
  - (b) Either party may terminate this Agreement early by giving the other party notice in accordance with Section 10 at least 30 calendar days before the termination date set forth in the notice. In addition, this Agreement is subject to early termination with a shorter notice period under Section 9.
- 2. Grant Funds – Services and Budget.** Grantee has been awarded a grant in the amount of not to exceed \$ \_\_\_\_\_ (the "City Funds") solely to carry out the activities listed in Attachment 1 ("**Authorized Activities**") in accordance with the budget listed in Attachment 2 ("**Approved Budget**"). The Authorized Activities and the Approved Budget are based on compliance with the terms of City's Request for Proposals for Youth Development Plan Funding (RFP) and Grantee's Proposal, which are incorporated as part of this Agreement by this reference. In the event of any conflict between Attachments 1 and 2 and City's RFP and Grantee's Proposal, the terms of the Attachments and this Agreement shall control and prevail.

Fiscal Sponsor's primary obligation is to accept the City Funds and make payment to Grantee for the services performed by Grantee for City under this Agreement. Fiscal Sponsor is also responsible to supervise Grantee's operations and ensure that Grantee complies with the provisions of this Agreement. In the event Fiscal Sponsor and Grantee have entered into an agreement which defines their respective roles and responsibilities and City accepts the terms of that agreement, it shall be attached as an Exhibit A to this Agreement.

Grantee shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Grantee's profession in California. Grantee shall assign only competent personnel to perform services under this Agreement. Grantee shall notify City in writing of any changes in Grantee's staff assigned to perform the services under this Agreement prior to any such performance.

Grantee shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City. Grantee agrees that the City shall have the right to approve any and all subcontractors to be used by Grantee in the performance of the Authorized Activities this Agreement before Grantee contracts with or otherwise engages any such subcontractors unless they are identified in Attachment 1. Notwithstanding the foregoing, to the extent set forth and described in the Authorized Activities, Grantee may work with collaborative service partners, which may include any entity that will share resources that impact the delivery of the services (such as school sites and other non-profit community service organizations), provided that Grantee shall ensure that it obtains all necessary permits to conduct the Authorized Services at such sites.

- 3. City Funds Disbursement.** City will disburse to Grantee 70% of the City Funds for the first year of the term within 30-60 days of the Execution Date. After receipt of the required progress report and other documents for the first year of the grant funded program, City will disburse to Grantee 30% % of the City Funds within 30 days from the date of receipt of the required report and documents. The same fund allocation applies to the second year of the grant funded program, if applicable, with 70% of the City Funds disbursed at the beginning of the second year and the remaining 30% of the City Funds dispursed at the end of the secodn year. Grantee shall return any unexpended City Funds to the City within 30 days from the end of the grant funded program.
- 4. Restrictions on Use of City Funds.** Grantee may expend the City Funds only for Authorized Activities based on its Proposal that are provided during the Term of this Agreement, subject to the following limitations:

  - (a) Grantee may not use the City Funds for: (i) its overhead, general organization, and administrative expenses which are not directly related to performing the Authorized Activities; (ii) building maintenance, utilities, and similar operating costs of a facility unless it is used primarily by the grant program participants; (iii) fundraising and lobbying activities; (iv) expenses associated with the preparation of the Proposal, negotiating the terms of this Agreement, and costs incurred prior to the Execution Date unless included in the Approved Budget; or (vi) expenses not listed in the Authorized Budget.
  - (b) Grantee shall not adjust any line item expenditure in the Approved Budget by more than 10% without the prior written approval of the City Representative listed in Section 10. Grantee shall submit requests for line item adjustments in accordance

with the notice procedures in Section 10.

- (c) Grantee may not use the City Funds to supplant (displacing or replacing) funds provided by other entities or held by Grantee prior to the Execution Date to provide other youth services already being funded by those entities or donations received by Grantee for such other youth services.
- (d) This Section 4 will survive the expiration or termination of this Agreement.

**5. Accounting and Reporting.**

- (a) Grantee shall keep all City Funds received under this Agreement separate from all other funds under its control.
- (b) Grantee shall maintain records of all matters related to this Agreement including, but not limited to, books, financial records, supporting documents, statistical records, personnel records, property records, and all other pertinent records sufficient to reflect properly: All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of this Agreement and all other matters covered by this Agreement. The records shall document all financial transactions, including but not limited to contracts, invoices, time cards, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all charges paid with the City Funds. Grantee shall submit to the City, at such times and in such forms as the City may require, such records pertaining to matters covered by this Agreement.
- (c) Grantee shall allow its records related to the services provided under this Agreement for inspection and audit by City. At City's election, the City Accounting Manager or City Auditor, at all reasonable times, may audit Grantee's books, records, and accounts to determine whether the Grantee has complied with the terms of this Agreement. City shall have the right for any reason whatsoever to perform, or cause to be performed an independent audit. Such audits may cover programmatic as well as fiscal matters. Grantee will be afforded an opportunity to respond to any audit findings, and have the responses included in the final audit report. Costs of such independent audits shall be borne by the City. This Section 5(c) will survive the expiration or termination of this Agreement.
- (d) Within the time period specified in Attachment 1, Grantee shall provide City with a progress reports which lists the number of youth participating in the program and other matters regarding the program as listed in the Authorized Services.
- (e) Within 60 calendar days after either completion of the Authorized Services or the Expiration Date, whichever occurs first, Grantee shall provide City with a final report that lists the program accomplishments and expenditure of the City Funds.

Grantee's failure to provide the final report or Grantee's unauthorized use of City Funds may result in the Grantee being barred from being eligible for City grant funding in future years.

- (f) If the City Accounting Manager or City Auditor determines that the City Funds were expended by Grantee for uses not listed in the Authorized Budget or in violation of the restrictions listed in Section 4, upon receipt of the written demand issued by City which details the unauthorized expenditures, Grantee shall reimburse City for the amount of the unauthorized expenditures. Reimbursement shall be made by check payable to the City and delivered to the City Representative at the address set forth in Section 10 within 30 days from the date of the demand for repayment. This Section 5(f) will survive the expiration or termination of this Agreement.

- 6. Inspection, Monitoring, Evaluation and Program Changes.** At any time during normal business hours, and as often as may be deemed necessary, Grantee agrees that the City, and/or any of its authorized representatives shall have access to and the right to examine its offices and facilities engaged in performance of services under this Agreement. No prior notice to Grantee of such inspection by City shall be required.

Grantee shall furnish all data, statements, records, information, and reports necessary for the City to monitor, review and evaluate the performance of the Authorized Services. Grantee shall cooperate with the City in the conduct of any evaluation of Grantee's youth development program and services. Grantee shall further cooperate to incorporate minor modifications to the program that may be discovered as necessary and appropriate as a result of feedback from the monitoring and evaluation process. City shall have the right to request the services of an outside agent to assist in any such evaluation, which services shall be paid for by the City

Grantee recognizes and agrees that an evaluation of the Authorized Services may be completed after the expiration of the first year or the Term. In the event funding for a second year is included in this Agreement, Grantee acknowledges and agrees that such additional funding may be determined based on the results of the evaluation process and City may request changes to the Authorized Services and Approved Budget for the second year or services.

- 7. Non-Discrimination.** Grantee shall not discriminate against any program participant on the grounds of sex which includes gender identity and gender expression, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language or immigration status. The foregoing is based on Section 51 of the CA Civil Code, which is incorporated herein by reference as if set forth herein in full, and includes any other applicable federal, state, or local law prohibiting discrimination.

If Grantee is a religious organization, Grantee may not require program participants to engage in any activity or ceremony associated with education or advocacy of that organization's religious beliefs or creed. However, the program offered by Grantee under this Agreement may be held within a church building or a building that may include religious statutes or displays associated with that organization's beliefs or creed.

- 8. Criminal Background Check.** Grantee and all of its employees, volunteers and subcontractors which will have supervisory or disciplinary authority over minors or will have direct contact with minors providing services under this Agreement are required to be fingerprinted and checked for certain types of criminal convictions before providing services per California Public Resources Code Section 5164 and California Education Code Section 10911.5. Grantee shall require its employees, volunteers and subcontractors providing services under this Agreement to minors to submit to being fingerprinted for the criminal conviction review by the State Department of Justice. City may require Grantee to submit evidence of Grantee's compliance with this requirement at any time during the Term of this Agreement.

If any at time after the criminal conviction review process has been completed, Grantee or any of its employees, volunteers or subcontractors is arrested for a felony or misdemeanor involving moral turpitude, Grantee shall immediately notify the City Representative listed in Section 10. City may suspend the right of such person(s) to continue to provide services under this Agreement until the charges are dismissed or there is a settlement or conviction, and City may terminate this Agreement in lieu of suspension at its sole discretion.

- 9. Suspension and Termination.** City shall have the right, at any time, to temporarily suspend Grantee's performance hereunder, in whole or in part, by giving a written notice of suspension to Grantee. If City gives such notice of suspension, Grantee shall immediately suspend its activities under this Agreement, as specified in such notice.

This Agreement may be terminated prior to the Expiration Date by either party by giving thirty (30) days' notice to the other in writing of its intent to terminate the Agreement for its convenience. Upon such notice, Grantee shall cease any further work related to this Agreement. Nothing in this Agreement shall be deemed to be a waiver of the City's right to recover from Grantee any portion of the City Funds that have not been spent in accordance with this Agreement or that have not been spent as of the date of notice.

City may terminate this Agreement for breach prior to the Expiration Date if the City Manager or the City Manager's designee determines that any of the following circumstances has occurred:

- (a) Grantee has failed submit records when requested or improperly used the City Funds (see Sections 4 and 5);

- (b) Grantee has made any material misrepresentation of any nature with respect to any information or statements furnished to City in connection with this Agreement;
- (c) There is pending litigation with respect to the performance by Grantee of any of its duties or obligations under this Agreement that may materially jeopardize or adversely affect Grantee's ability to implement the Authorized Services;
- (d) Grantee has violated the non-discrimination provisions or the religious restrictions in Section 7;
- (e) Grantee has failed to conduct criminal background checks as provided in Section 8;
- (f) Grantee or has failed to perform or has performed unsatisfactorily any term of this Agreement, including failure to submit the required reports and documents after the first year of the term; or
- (g) Grantee has completed the Authorized Services and submitted the required reports in accordance with Sections 5 and 6, so there are no further obligations by any party under this Agreement.

**10. Representatives and Notices.** Grantee shall assign a single program coordinator who shall have overall responsibility for the performance of this Agreement by Grantee. Should circumstances or conditions require a substitute Grantee coordinator, Grantee shall notify the City Representative identified below.

Any notice under this Agreement must be in writing and will be considered properly given and effective only when mailed or delivered in the manner provided by this Section 10 to the persons identified below or their successors. If mailed, the notice will be effective on the second calendar day from the date it is deposited in the United States Mail addressed as set forth below with postage prepaid. A notice sent in any other manner (e.g., e-mailed or hand-delivered) will be effective or will be considered properly given when actually delivered.

If to Fiscal Sponsor:

If to Grantee:

If to City: Lindee Lane  
Youth Development Policy Manager  
City of Sacramento  
915 I Street, 5<sup>th</sup> floor  
Sacramento CA 95814  
(916) 808-1171  
[Llane@cityofsacramento.org](mailto:Llane@cityofsacramento.org)

Any party may change its address for these purposes by giving written notice of the change to the other parties in the manner provided in this Section 10.

- 11. Indemnity.** Grantee shall defend, hold harmless, and indemnify City, its officers, employees, and agents from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by the City's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (collectively, "Liabilities"), including Liabilities arising from personal injury or death, damage to personal, real or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, arising out of or in any way related to Grantee's acts or omissions under this Agreement, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities are litigated, settled or reduced to judgment, except that the foregoing indemnity does not apply to liability for any damage or expense for death or bodily injury to persons or damage to property to the extent arising from the sole negligence or willful misconduct of the City, its officers, employees, agents, or independent contractors who are directly responsible to City. The provisions of this Section 11 will survive the expiration or termination of this Agreement.
- 12. Insurance.** During the term of this Agreement, Grantee (or its Fiscal Sponsor on behalf of Grantee) shall maintain at its sole expense insurance coverage as follows:

  - (a) Commercial General Liability Insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, arising out of activities performed by or on behalf of Grantee, products and completed operations of Grantee, and premises owned, leased, or used by Grantee, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy must provide contractual liability and products and completed operations coverage for the term of the policy. The policy must not include an exclusion for sexual abuse, physical abuse, or molestation.
  - (b) Automobile Liability Insurance is required if Grantee provides transportation for program participants providing coverage at least as broad as ISO Form CA 00 01 for

bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide coverage for owned, non-owned and/or hired autos as appropriate to the operations of Grantee.

No automobile liability insurance is required if Grantee certifies as follows:

“Grantee certifies that a motor vehicle will not be used in the performance of any work or services under this Agreement. If, however, Grantee requires any employees of Grantee to use a vehicle to perform services under this Agreement, Grantee understands that it must maintain and provide evidence of Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide coverage for owned, non-owned and/or hired autos as appropriate to the operations of the Grantee.”

\_\_\_\_\_ (Grantee initials)

- (c) Workers’ Compensation Insurance with statutory limits, and Employers’ Liability Insurance with limits of not less than one million dollars (\$1,000,000). No Workers’ Compensation insurance shall be required if Grantee completes the following certification:

“I certify that my business has no employees, and that I do not employ anyone. I am exempt from the legal requirements to provide Workers' Compensation insurance.”

\_\_\_\_\_ (Grantee initials)

- (d) The Commercial General Liability and Automobile Liability policies must contain, or be endorsed to contain, the following provisions:

- (1) The City, its officials, employees, and agents must be covered by policy terms or endorsement as additional insureds.
- (2) Grantee’s insurance coverage is primary insurance as respects the City, its officials, employees, and agents. Any insurance or self-insurance maintained by the City, its officials, employees, or agents is in excess of Grantee’s insurance and does not contribute with it.
- (3) The City must be provided with 30 days’ written notice of cancellation or material change in the policy language or terms.



- (e) Insurance must be placed with insurers with a Bests' rating of not less than A:VI. Self-insured retentions, policy terms, or other variations that do not comply with the requirements of this Section 12 must be declared to and approved by City in writing prior to execution of this Agreement.
- (f) Grantee (or Fiscal Sponsor) shall furnish City with certificates and required endorsements evidencing the insurance required. The certificates and endorsements must be forwarded to the City Representative named in Section 10. Copies of policies must be delivered to City on demand. Certificates of insurance must be signed by an authorized representative of the insurance carrier.
- (g) For all insurance policy renewals during the term of this Agreement, Grantee (or Fiscal Sponsor) shall send insurance certificates reflecting the policy renewals directly to:

City of Sacramento  
c/o Exigis LLC  
PO Box 947  
Murrieta, CA 92564

Insurance certificates also may be faxed to (888) 355-3599, or e-mailed to:  
[certificates-sacramento@riskworks.com](mailto:certificates-sacramento@riskworks.com)

- (h) The City may withhold payments to Grantee or terminate the Agreement if the insurance is canceled or is not renewed as required by this Section 12.
  - (i) Grantee's liability to the City is not in any way be limited to or affected by the amount of insurance coverage required or carried by Grantee (or Fiscal Sponsor) in connection with this Agreement.
- 13. Conflicts of Interest.** During the Term of this Agreement, Grantee, its officers, directors, employees, and agents shall not have or acquire any interest, directly or indirectly, that creates an actual or apparent conflict with the interests of City or that in any way hinders Grantee's performance under this Agreement.
- 14. Miscellaneous.**
- (a) *Compliance with Applicable Laws.* Grantee shall conduct its affairs and carry on its operations in compliance with all applicable federal, state, and local laws. Grantee (or Fiscal Sponsor) must be registered and in good standing with the Registry of Charitable Trusts maintained by the California Attorney General and the corporation must be registered, active, and in good standing with the Secretary of State corporation filings.

- (b) *Assignment.* Grantee may not assign or otherwise transfer this Agreement or any interest in it without City's written consent, which the City may grant or deny in its sole discretion. An assignment or other transfer made contrary to this Section 14(b) is void.
- (c) *Successors and Assigns.* This Agreement binds and inures to the benefit of the successors and assigns of the parties. This Section 14(c) does not constitute the City's consent to any assignment of this Agreement or any interest in this Agreement.
- (d) *Independent Contractors.* Grantee may assign employees and volunteers or contract with third parties to perform the Authorized Services at its exclusive discretion and the services of such assigned employees, volunteers and third parties shall be at the sole expense of Grantee and they shall not be entitled to any benefits payable to employees of City.
- (e) *Third Parties.* This Agreement is for the sole benefit of Grantee (including its Fiscal Sponsor) and City and no other person or entity shall be entitled to rely upon, enforce, or receive any direct benefit from this Agreement.
- (f) *No Joint Venture.* It is understood and agreed that each party is an independent person, entity or government agency and that this Agreement shall not create a relationship between City and Grantee (and its Fiscal Sponsor) of employer-employee, joint venture, partnership, or any other relationship of association. Except as expressly provided in this Agreement or as the parties may specify in writing, neither party shall have authority, express or implied, to act on behalf of the other party in any capacity whatsoever as an agent.
- (g) *Interpretation and Exhibits.* This Agreement is to be interpreted and applied in accordance with California law. Attachments 1 and 2, and Exhibit A if applicable, are part of this Agreement.
- (h) *Waiver of Breach.* A party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other party's breach of this Agreement will not constitute a waiver of the performance, right, or remedy. A party's waiver of the other party's breach of any term or provision in this Agreement is not a continuing waiver or a waiver of any subsequent breach of the same or any other term or provision. A waiver is binding only if set forth in writing and signed by the waiving party.
- (i) *Severability.* If a court with jurisdiction rules that any nonmaterial part of this Agreement is invalid, unenforceable, or contrary to law or public policy, then the rest of this Agreement remains valid and fully enforceable.

- (j) *Counterparts.* The parties may sign this Agreement in counterparts, each of which is considered an original, but all of which constitute the same Agreement. Facsimiles, pdfs, and photocopies of signature pages of the Agreement have the same binding effect as originals.
- (k) *Time of Essence.* Time is of the essence in performing this Agreement.
- (l) *Integration and Modification.* This Agreement sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.
- (m) *Authority.* Each of the signatories to this Agreement represents that he/she is authorized to sign the Agreement on behalf of such party and that all approvals, resolutions and consents which must be obtained to bind such party have been obtained that no further approvals, acts or consents are required to bind such party to this Agreement.

[signature page follows]

IN WITNESS WHEREOF, this Agreement has been entered into as of the day and year first stated above.

**City of Sacramento**

By: \_\_\_\_\_  
Christopher Conlin, Assistant City Manager  
For: Howard Chan, City Manager

Approved as to Form:

By: \_\_\_\_\_  
Senior Deputy City Attorney

Attest:

By: \_\_\_\_\_  
Assistant City Clerk

**[Grantee Name]**

By: \_\_\_\_\_  
Name:  
Title:

**[Fiscal Sponsor Name]**

By: \_\_\_\_\_  
Name:  
Title:

**ATTACHMENT 1**  
**AUTHORIZED SERVICES**

**ATTACHMENT 2**

**APPROVED BUDGET**