



**CITY OF SAN PABLO**  
*City of New Directions*

**Request for Proposals (RFP)  
2020-2021  
Beacon Community Schools at Bayview and Lake  
Elementary**



**City of San Pablo  
TEAM FOR YOUTH Grant Program**

**Release date: July 7, 2020  
Application due date: August 5, 2020 at 5 pm**

For more information, please contact:  
Community Services Department: Youth, School, and Community Partnerships Division  
Bertha Romo (510) 215-3087, [BerthaR@sanpabloca.gov](mailto:BerthaR@sanpabloca.gov)

## INTRODUCTION

The City of San Pablo is offering organizations the opportunity to qualify for TEAM FOR YOUTH Lead Agency Grantee funds to coordinate and manage services to youth and families in San Pablo schools under the [Beacon Community Schools Initiative](#).

The purpose of this Request for Proposals (RFP) is to identify qualified Lead Agencies capable of partnering with the City of San Pablo to provide effective and sustainable coordination and implementation of the San Pablo Beacon Community Schools Strategy for Bayview and Lake Elementary Schools.

## ELIGIBILITY CRITERIA

To be considered for TEAM FOR YOUTH funding from the City of San Pablo, applicants must meet eligibility criteria at time of submittal. Applicants who do not meet eligibility criteria may not be considered and no evaluation of the application may be made. Applications submitted must be responsive to all instructions and requirements.

### Applicant Eligibility

Applicants must be one of the following entities:

1. Incorporated as a private non-profit corporation in the State of California and has been granted 501(c)(3) tax status by the U.S Internal Revenue Service.
2. Government Agency
3. Applicants must also meet the terms and conditions as outlined in **Form E**.
4. Schools/School Districts are not eligible to apply as a lead applicant.

### Minimum or Maximum Request

Prospective applicants may apply for one (1) or two (2) school sites. The two sites are Bayview and Lake Elementary Schools. Grant amounts are predetermined per site (See Part 1 Section B).

### General Timeline and Important Elements

ESTIMATED TIMELINE (Dates may be subject to change)	
RFP issued	Tuesday, 7/7/2020
RFP Information Session	Tuesday, 7/14/2020
Question Submission Period Ends	Tuesday, 7/21/2020 by 5 pm

Answers to Questions Posted	Friday, 7/24/2020
Proposals Due via EMAIL to sanpabloyouthservices@gmail.com	Wednesday, 8/5/2020 at 5 pm
Interviews (if needed)	Week of 8/10/2020
Proposals Recommended for Funding Presented to City Council	Month of August 2020
Contract Negotiations with Grantees	Month of August 2020
Contracts Period Begins	Month of September 2020

\*\*Dates are tentative and subject to change. Updates will be posted on the City website:  
<http://sanpabloca.gov/1035/San-Pablo-Team-for-Youth>

## **PART I: PROGRAM OVERVIEW AND FUNDING PROCESS**

### **A. Background**

On November 21, 2011, the City of San Pablo City Council passed a resolution to develop a San Pablo Full Service Community Schools (FSCS) Initiative with the goal of transforming all schools in the City into Full Service Community Schools. In a Full Service Community School (Community School), the school district, city, county, community and faith-based organizations, businesses, families and philanthropists form a strong, deep and transparent partnership to jointly address the identified needs of students, families and the community in a comprehensive, integrated and accountable way. The City of San Pablo's Youth, School, and Community Partnerships Division is aligned philosophically and programmatically with the San Pablo Community Schools Initiative.

In 2015, TEAM FOR YOUTH was redirected as the funding arm of the Community Schools Initiative to support agencies interested in expanding or enhancing current programs and services for San Pablo youth and families. The 2015-2019 Strategic Work Plan, "Community Schools Initiative- Where Community Supports Education and Education Supports Community", identifies the following five service areas:

- Service Area #1: Coordination of Community Schools (CS)
- Service Area #2: Family Engagement (FE)
- Service Area #3: Out of School Time (OST)
- Service Area #4: Violence Prevention and Intervention (VPI)
- Service Area #5: Youth Leadership and Development (YLD)

### **B. Funding Allocation**

This RFP is for the implementation of Beacon Community Schools at Bayview and Lake Elementary and will provide approximately \$225,000 in funding from September 1, 2020 through June 30, 2021. The funds provided must be

used for the outlined strategies and awards are subject to availability of funds and grant terms. Funding is subject to the appropriation of funds by City Council and matching contribution by WCCUSD and is subject to approval of the WCCUSD School Board. By issuing this RFP, the City does not make any assurances that it will enter into any such contracts. The grant award is for one (1) year of service and offers the potential for contract renewal. The City is not committed to any future year.

	<b>BAYVIEW</b>	<b>LAKE</b>
Core Funds: Personnel Beacon Director (1.0 FTE) <i>Required minimum starting salary of \$60 K</i>	\$87,500	\$87,500
Core Funds: Non-Personnel	\$4,500	\$4,500
Literacy Service Area	\$1,250	\$1,250
Violence Prevention & Intervention Service Area	\$30,000	n/a
Youth Leadership & Development Service Area	\$4,250	\$4,250
<b>Per Site Total</b>	<b>\$127,500</b>	<b>\$97,500</b>
<b>Combined RFP Total</b>	<b>\$225,000*</b>	

\*\* NOTE: All dollar amounts are estimates. Final funding amount for each school may vary.

### **C. Grantee Selection**

The Review Team will review applications that meet the minimum eligibility requirements. Members of the Review Team will evaluate and score each application, invite qualified applicants for presentations/interviews and make funding recommendations to City staff. The Review Team will focus on the following requisites in selecting the Lead Agencies:

1. The strategy of strengthening and expanding partnerships and service collaborations in providing services to youth and families at the designated school.
2. The applicant's past and current experience, expertise, and capacity in coordinating high quality, cost-effective programs for a diverse population of children and youth.
3. The leveraging of service delivery dollars with other private and public sector funding.
4. Assessment and evaluation experience for continuous quality improvement.
4. The applicant's understanding and articulation of the Community Schools strategy.
5. The applicant's efforts to meet the requirements of the Local Economic Opportunity Policy discussed below (Part I, Section J).

#### **D. RFP Cost/No City Obligation**

This RFP does not commit the City to pay any cost incurred in submission of a response or making any necessary studies or designs for the preparation thereof nor the purchase or contract for services in connection with the preparation of a submission. The City is not obligated to enter into any contracts.

#### **E. Inquiries and/or Requests for Clarification**

The City of San Pablo is committed to providing as much clarity as possible during this RFP process. All questions about the RFP **must be submitted in writing** to Bertha Romo at [berthar@sanpabloca.gov](mailto:berthar@sanpabloca.gov). COSP staff **will not answer questions via telephone or in person**. The deadline to submit questions is **Tuesday, July 21, 2020 at 5 pm**. To ensure applicants have access to both submitted questions and their corresponding answers, the City will publish all received questions and answers **by Friday, July 24, 2020 at 5 pm** at the City of San Pablo's website: [www.SanPabloCA.gov](http://www.SanPabloCA.gov). Any City response resulting in a change to the RFP will be made in the form of an addendum and will be also be posted on the City website.

#### **F. Terms and Conditions of Agreement**

Attachment A is the form of the City's proposed Grant Funding Agreement, subject to changes by the City. If applicants have any concerns signing this agreement "as is", applicants should include a letter with their application stating that this agreement cannot be executed by their organization and list the specific changes requested or otherwise shall be deemed to have accepted all terms of the Agreement. Applicants not willing to sign the agreement "as is" may not be awarded a grant. Actual award of funding is dependent on a successful contract negotiation. If a grant agreement in the form and substance acceptable to the City cannot be completed within a reasonable time frame as determined by the City, the City may terminate negotiations and pursue an agreement with a different Grantee. An agreement with the successful candidate shall not be binding unless and until it is signed by the authorized representatives of both City and the Grantee.

#### **G. Acceptance or Rejection of Applications**

The City reserves the right to reject any items or groups of items offered in response to this RFP. 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.

#### **H. Confidentiality**

Responses to this RFP become the property of the City of San Pablo. At such time as 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 San Pablo might not be in a position 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, but will otherwise disclose the information.

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

## **I. Reservations & Rights by the City of San Pablo**

1. Organizations submitting an application agree that by submitting an application, they authorize the City to verify any or all information given in the application.
2. The award of a grant by the City to an organization should not be interpreted to limit the City's right to approve or reject subcontractors.
3. The City of San Pablo reserves the right to revise or amend any part of this RFP up to the due date and time for accepting applications. Such revisions and amendments, if any, shall be posted on the City of San Pablo website alongside of the RFP. If the revisions and addendums require changes, the due date set for applications may be postponed by such number of days as in the opinion of the City shall enable applicants to revise their applications. In any case, the due date shall be at least five (5) working days after the last addendum, and the addendum shall include an announcement of the new due date, if applicable.

## **J. Local Economic Opportunity Policy**

The City of San Pablo has adopted a Local Economic Opportunity Policy to encourage Agencies and contractors to consider San Pablo residents and businesses when providing services under contract to the City of San Pablo. Proposals shall address how the proposer intends to effectuate the City's Local Economic Opportunity Policy. In addition, the contract for the successful proposer shall include the following provisions:

- Employment of Local Residents. Pursuant to the San Pablo Economic Opportunity Policy, the Grantee and any subcontractors shall contact the San Pablo Economic Development Corporation ("EDC" at [info@sanpabloedc.org](mailto:info@sanpabloedc.org) or 510-215-3200) at least ten business days prior to hiring or staffing for fulfillment of the Contract, describing number, duties and qualifications needed for available positions, and shall fairly consider for employment any workers referred by the EDC within three business days. "Local Resident" means an individual having an adjusted household income of less than the Area Median Income for Contra Costa County, and domiciled in the City of San Pablo as of the relevant hiring date, with "domiciled" as defined by Section 349(b) of the California Election Code. Discrimination against Local Residents on the basis of their local status is prohibited.
- Local Subcontracting – Outreach. Grantee shall contact the San Pablo Economic Development Corporation ("EDC" at [info@sanpabloedc.org](mailto:info@sanpabloedc.org) or 510-215-3200) at least two weeks prior to any subcontract award, providing notice and details regarding subcontracting opportunity. The EDC shall notify qualified local businesses of subcontracting opportunities, and provide technical assistance to qualified local businesses during the subcontracting bidding process.

## **PART II: REQUIREMENTS**

### **A. Service Agreements**

Upon successful qualification and award of a contract, the successful applicants will enter into a standard City contract in substantially the form attached at **Attachment A** – Grant Funding Agreement.

The content of the agreement exhibits will be determined upon successful negotiations with Grantees. Exhibits will define areas of service, measurable outputs, and client objectives, as derived from the application. This will ensure that funds are spent toward achieving measurable outcomes and not utilized for extraneous services or unrelated

overhead. Acceptable administrative charges must be directly related to the supervision and/or implementation of the proposed direct services.

In order for the contract to be executed with the proper signature, Grantees are required to pass a Board resolution giving signature authority to a Grantee representative to enter into agreements with the City of San Pablo on behalf of the Grantee, generally in the applicable form set forth in **Attachment C**.

#### **B. Matching Funds Requirement**

TEAM FOR YOUTH requires a minimum 25% match, cash and/or in-kind, of the funds requested/awarded (non-City funding match). When used to augment the proposed program, expenditures for items such as personnel and operating expenses may be considered a match. All matching items specified in the budget will become a requirement under the contract.

#### **C. Beacon Director and Grantee Meetings Participation**

The Community Schools Initiative and TEAM FOR YOUTH are committed to the development and success of Beacon Directors. Beacon Directors provide onsite leadership alongside site administrators at their respective schools and are the lead for the coordination of support services, partner management, and internal/external systems that are required to deliver quality services to youth and their families. Lead Agencies receiving funding from TEAM FOR YOUTH are required to have their Beacon Directors be active participants in regular Beacon Director Meetings. Grantee Directors/Managers assigned to oversee the TEAM FOR YOUTH grant will be convened 2-4 times per year.

#### **D. Evaluation Model Participation**

TEAM FOR YOUTH will utilize a rigorous evaluation model to evaluate funded services. Funded organizations will participate in technical assistance training workshops, help to design the program-specific components of the evaluation, and administer data collection activities. Lead Agencies will be able to articulate their accomplishments, practice continuous improvement, and explain the impact of services on youth customers as a result of their participation in funded program(s).

#### **E. Service Partner Agreements**

Selected lead agencies will be required to submit a separate Service Partner Agreement between all collaborative partners during the contract negotiation period. A sample is provided at **Attachment B**. Collaborative partners are defined as any entity that will share resources, whether cash match or in-kind, that impacts the delivery of the proposed service. Examples of collaborative partners may include, but are not limited to other non-profit community based organizations.

#### **F. Insurance**

Selected Lead Agencies will be required to submit Certificates of Insurance in accordance with the insurance requirements set forth in the Grant Funding Agreement during the contract negotiation period, and in any event in conjunction with execution of the Grant Funding Agreement.

#### **G. San Pablo Business License**

Selected Grantees will be required to apply for a San Pablo Business License in conjunction with the execution of the Grant Funding Agreement. Information on the San Pablo Business License is posted on the City of San Pablo website at <http://sanpabloca.gov/907/Business-License>.

## **I. Subcontracting**

Selected Lead Agencies may subcontract with community-based organizations to provide programs and services in alignment with the San Pablo Community Schools Initiative. Subcontracted agencies must comply with Grant Agreement terms and conditions.

## **PART III: SERVICES REQUESTED**

### **A. Community Schools Coordination**

City of San Pablo is seeking Lead Agency Grantees to lead the implementation of the Community Schools strategy. The Grantee is responsible for the following coordination activities below. Applicants should also address in their application how COVID-19 restrictions could potentially affect their implementation.

#### *Advocacy & Communication*

- Establishes and maintains mutually beneficial relationships with key internal and external stakeholders including families, school district, local businesses, leaders, and community-based organizations, etc.
- Promotes the Community School, its programs and services, through marketing, social media, and communications.

#### *Strategic Planning & Sustainability*

- Develops consensus among key stakeholders in alignment with the Community Schools Initiative vision, goals, and priority service areas.
- Provides a work plan documenting SMART goals and strategies to achieve identified priorities.
- Grows and diversifies the school's financial and human resources providing match funding to City of San Pablo grant dollars.
- Demonstrates and documents best practices, progress toward shared vision, and concrete results for children, youth, and families in the school community and neighborhood.

#### *Staffing & Program Development*

- Hires, supervises, trains and provides performance reviews of Beacon Community School Director and staff in addition to standard human resource functions. Include City of San Pablo in hiring of staff.
- Oversees day to day operations of the Community School activities, programs and services.
- Provides professional development for Beacon Community School Director to maintain high quality staff.
- Supports Beacon Community School Director integration within the school, agency, and community.
- Develops, implements, and improves program offerings based on children, youth and family strengths and needs.
- Oversees subcontracting contract development and compliance, including adherence to provisions in the City of San Pablo Lead Agency Grantee Grant Agreement.
- Fosters innovation in youth development, community development and education strategies.
- Regularly assesses and document program and staff progress.
- Supports and participate in City of San Pablo programs and signature events.
- Maintains ongoing communication with City of San Pablo staff.

#### *Fiscal Management & Minimum Grant Requirements*

- Provides financial oversight of all Community School programs and services.
- Develops accurate, comprehensive, up to date budgets



- Ensures adequate cash flow and timely invoicing.
- Provides timely reports to City of San Pablo.
- Provides insurance documents – Certificate of Insurance, Additionally Insured Endorsement, Waiver of Subrogation, Physical Abuse and Molestation Insurance.
- Monitors and meets participant and attendance targets for Community School programs and services.

## **B. Youth Development Approach**

The strategies developed by the Community Schools Initiative and funded by TEAM FOR YOUTH are part of a larger effort by the City of San Pablo to provide comprehensive youth services to the youth and families of San Pablo. Efforts are founded on a developmental asset model of youth services. The model acknowledges that all youth progress through critical developmental transitions and that optimum healthy development is best achieved by promoting assets or strengths in youth, families, communities and schools. A description of the Search Institute's Developmental Assets can be found at [www.search-institute.org/developmental-assets/lists](http://www.search-institute.org/developmental-assets/lists).

Developmental planning of model services delivery has shifted from fixing youth's problems to promoting youth's strengths. It has also moved beyond programs to relationships. The 40 Developmental Assets defined by the Search Institute, are essential building blocks for young people's achievement, as well as avoidance of high-risk behaviors. However, programs need not address all 40 assets, but a tactical combination of them is critical. Our focus will be on Empowerment, Commitment to Learning, Social Competency, and Support. We want our youth to be empowered, committed to learning, and socially competent to support their positive identity development. The following are some general ideas for how providers can build assets for children and adolescents:

- Involve youth in leadership program planning and program evaluation;
- Provide a range of structured culturally relevant activities for youth with diverse interests and needs;
- Provide opportunities where young people feel supported and safe;
- Coordinate activities and priorities with other Lead Agencies;
- Focus on asset building in programming, including building social competencies, engaging youth in service, strengthening personal identity, and shaping risk-avoidance behaviors.

TEAM FOR YOUTH aims at working with Lead Agencies to expand and enhance programs focusing on developing skills and competencies resulting in healthy and thriving youth and families. Personal and social competencies that should be developed for youth are the following:

- Active engagement and motivation to succeed
- A healthy lifestyle
- Positive identity
- Physical and emotional safety
- Commitment to helping others in the community
- Ability to navigate negative peer pressure and dangerous situations
- Positive and caring relationships with adults

## **C. Focus Population**

The RFP is open for the following San Pablo schools ONLY:

- Bayview Elementary School
- Lake Elementary School

#### **D. Eligible Program Service Areas**

Service areas described in this RFP represent an outline of essential activities for programs funded through TEAM FOR YOUTH. The final scope of services, grant deliverables, budget and performance measures will be determined through the contract negotiation process. San Pablo's implementation model leads with Health and Wellness, Family Engagement (with an emphasis on Literacy), and School Culture and Climate.

#### **Coordination of Community Schools**

- Provides Beacon Director, who supports the positive development of youth by forming and sustaining partnerships with City, District, and County services and non-profit agencies to deliver supports and opportunities to students and families.

#### **Family Engagement**

- Supports the implementation of the Dual Capacity-Building Framework for Family-School Partnerships.
- Supports and promote family-led and family-centered events and activities.

#### **Out of School Time**

- Provides safe and structured recreational, educational, cultural activities, and field trips that expose youth to a wide range of opportunities in arts, music, dance, nature, etc. These activities expose youth to a breadth of work and life.
- Provides youth with an opportunity to become part of the larger community through activities and projects that reinforce healthy community and culture, build trust-based relationships, and promote peer-to-peer support/coaching.
- Promotes learning and enhancement of cognitive, social, physical, artistic and/or civic development of youth.

#### **Violence Prevention and Intervention**

- Provides resources and support to parents/guardians to improve educational home and school environment of youth.
- Assists parent/guardians and youth to build proven structures, behaviors, and agreements that allow the youth to reconnect and utilize the educational options available.
- Provides coordinated care services and support for youth who have a history of repeated academic failure and aggressive behavior resulting in suspension/expulsions, and/or have been identified as habitual truants.
- Provides outpatient intervention and treatment services (i.e. substance abuse, mental health, and/or family crisis).
- Provides individual counseling and support groups.

#### **Youth Leadership and Development**

- Provides youth with strength-based youth developmental assets.
- Provides services that connect youth to family, school and community.
- Works to engage youth in school, stabilize school attendance and performance, and supports progression to the next grade level.
- Assist youth to connect to educational and learning resources that meet their current educational and learning needs.
- Assists youth to build the needed social skills that will allow them to function both in the education system and in the work force.

- Services support youth to attain postsecondary education options, career development and/or job training/attainment.
- Services assist youth in achieving a high school diploma or G.E.D.
- Services aim at reducing High School drop-out rate.
- Provides an alternative education program for youth who have experienced repeated academic and behavior problems in the regular school setting.
- Provides one-on-one and support groups which include cognitive behavioral activities aimed at developing pro-social skills and building youth leadership.

## **E. Performance Measures**

The TEAM FOR YOUTH evaluation system will measure the services contracted for and delivered. Grantees are responsible for data collection as required, and responsible for complying with any monitoring and reporting requests that are made by TEAM FOR YOUTH Program Evaluator during the evaluation process. The TEAM FOR YOUTH Program Evaluator will work with Grantees to develop and distribute evaluation tools that will track performance measures. The mixed methods study design combines program attendance; observations from site visits; stakeholder interviews; document review; and youth surveys to explore the evaluation questions.

- Program Attendance: Sites will record program enrollment and attendance data into the Cityspan database.
- Site Visits: Program Evaluator will conduct site visits at programs selected by the City. Visits will be scheduled in advance.
- Youth Surveys: Programs that last the full year will survey youth once in the Spring. Programs that have multiple cycles per year will survey youth both in the Fall and the Spring.
- Stakeholder Interviews: Stakeholder interviews will be conducted for the Coordination of Community Schools and the Family Engagement grant strategies.
- Document Review: Program Evaluator will review documents related to the Family Engagement strategy and the academic programs. Documents may include literacy data, self-assessment reports, youth/parent feedback, or any other prepared reports compiled by the Grantee and/or City.
- Population level data: Program Evaluator will collect and analyze publicly available population level indicators to include in the findings report.

## **PART IV: SUBMISSION AND FORM INSTRUCTIONS**

Applications in response to this RFP must be received by 5:00 p.m. on Wednesday, August 5, 2020

Proposals not received by the due date and time in the designated fashion will be disqualified from the process. Hard copy, faxed, and postmarked applications will not be accepted.

1. Submit original application through email to [sanpabloyouthservices@gmail.com](mailto:sanpabloyouthservices@gmail.com).
2. The completed application must be in the order outlined in the checklist and all pages must be clearly numbered.
3. Narrative responses must be clear, in the order they appear in **Form B** – Narrative, and are not to exceed ten (10) pages (8 ½" X 11"), single-sided, typed or word processed, size 12 font, with 1 inch margins. If applying for both schools, all school specific questions must be responded to in a manner that speaks to each school accordingly.
4. Letter of support from Principal of desired school site is required and additional letter for any partnerships, linkages and collaborations described in the application are recommended, but not required.
5. **Form C** and **Form D** must be completed for each school site requesting funding for.

## PART V: FORMS

This checklist is for the applicant's use as a reference tool while completing the RFP application. Use a separate checklist for each school site. The application package should include this form and submitted in the order listed.

GRANTEE NAME: \_\_\_\_\_

SCHOOL SITE(S): \_\_\_\_\_

YES	NO	COMPONENTS
		<b>Form A</b> Cover Page
		<b>Form B</b> Narrative (10 page maximum – 1 school application; 12 page max. – 2 school application)
		<b>Form C</b> Program Budget
		<b>Form D</b> Program Budget Narrative
		<b>Form E</b> Certification and Assurances
<b>Grantee Documents: Include in Application</b>		
		Proof of Non-Profit Status – IRS Determination Letter of 501(c)(3)
		List of Board of Directors
		Organizational Chart
		Resume(s) of Staff member(s) executing the program
		Applicable Letter(s) of support (Principal –required-, WCCUSD, Community Engagement Office, etc.-optional-)

## **FORM DEFINITIONS**

<b>FORM A</b>	<b>COVER PAGE</b> – Complete accurately. San Pablo TEAM FOR YOUTH will correspond with applicant via email.
<b>FORM B</b>	<b>NARRATIVE</b> – Responses to the narrative must be organized according to the listed headings. If applying for both schools, all school specific questions must be responded to in a manner that speaks to each school accordingly.
<b>FORM C</b>	<p><b>PROGRAM BUDGET</b> – Program costs for a 12-month period (July-June). Agency Grantee match must be a minimum of the 25% in-kind or cash match of the funding request.</p> <p>Personnel Costs</p> <ol style="list-style-type: none"> <li>1. Position: The position/title and the salary for each staff member to be supported by TEAM FOR YOUTH Program funds; include the Full-Time Equivalent (FTE) estimate.</li> <li>2. Fringe Benefits: Payroll-related costs such as FICA, health insurance and retirement benefits, and Workers' Compensation, and other payments on behalf of employee.</li> </ol> <p>Non-Personnel Costs</p> <ol style="list-style-type: none"> <li>3. Communication: Costs for telephone, fax, postage, and other communication costs that are essential to program operation.</li> <li>4. Contract Services: Payments made to individuals who provide professional, scientific, or technical services. Any services that the agency does not have the capability to perform itself, in order to operate the project, but who are not employees. (I.e. consultants, trainers, evaluator, therapists, and social workers.)</li> <li>5. Equipment: Costs of equipment that is essential for program operation.</li> <li>6. Office Supplies: Costs for office supplies that are essential to program operation.</li> <li>7. Printing &amp; Duplicating: Costs for printing, duplicating and/or binding of books, pamphlets, newsletters and other reading materials essential to program operation.</li> <li>8. Program Supplies: Costs for consumable commodities that have a useful life of one (1) year or less, which render services essential to program operation.</li> <li>9. Travel: Cost for automobile mileage, transportation, and necessary and ordinary travel expenses while on official program business.</li> <li>10. Other: Any items not covered by the previous categories that are essential to the program operation. Indirect costs should not exceed 15%.</li> </ol>
<b>FORM D</b>	<b>PROGRAM BUDGET NARRATIVE</b> – List each budgeted item for the entire proposed program with an explanation of how it contributes to the success of the each program.
<b>FORM E</b>	<b>CERTIFICATION AND ASSURANCES</b> – Signed by grantee's authorized representative

## FORM A- COVER PAGE

**Name of Applicant** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Agency Director** \_\_\_\_\_

**Email** \_\_\_\_\_

**Legal Status**

- ☐ Incorporated as a private non-profit corporation in the State of California and has been granted 501(c)(3) tax exempt status by the United States Internal Revenue Service;  
IRS Employer Identification Number (EIN): \_\_\_\_\_
- ☐ A Government Agency

**Program Contact** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Address of Program Location(s)** \_\_\_\_\_

Select the schools you are applying for (limit of three schools):

Eligible Service Areas	X if requested
Bayview Elementary School	
Lake Elementary School	
<b>Total Schools Requested</b>	

I hereby certify that I am the Authorized Representative of the above applicant/organization and to the best of my knowledge and belief, all data in this application is true and correct, the governing body of this applicant has duly authorized the document and the applicant will comply with the necessary certifications and assurances if a contract is awarded.

<b>Print Name and Title</b> (Authorized Representative)	
<b>Signature and Date</b>	

## FORM B - NARRATIVE

Requested School Site: \_\_\_\_\_

1. **Knowledge of School Site & Initiative (30 Points) – If applying for two (2) schools, it is required to provide a separate narrative per school**
  - a. Provide a narrative description of the school's demographics, characteristics, and needs. Describe the student populations' needs, strengths, and priorities.
  - b. Explain your agency's experience in delivering and managing programs in i) Family Engagement ii) Out of School Time iii) Violence Prevention and Intervention iv) Youth Leadership and Development.
  - c. Describe your agency's knowledge of the Community Schools strategy and how the agency will support the implementation of San Pablo's Community Schools Initiative.

\*Points shall be awarded on the basis of the applicant's working knowledge of school site and experience with community schools and the service areas.

2. **Agency Experience (25 Points)**
  - a. Describe the experience of your agency working with students and families in public schools and the resources, and activities that qualify your agency for this RFP.
  - b. Describe your working relationship with the school site, including the principal, faculty, mental health service providers, and other staff.
  - c. Describe any formal and informal partnerships with schools, community-based organizations, faith-based organizations, businesses, city agencies, parent organizations, or other entities. How do you use these partnerships to effectively meet student, family, and school needs?

\*Points shall be awarded on the basis of the applicant's past and current experience, ability to meet the needs of the school and to work with community partners.

3. **Staff Experience (10 Points)**
  - a. Attach the job description with the required qualifications for the Beacon Director. If applicable, include the resume of the proposed staff for the position. Work experience in San Pablo, Richmond, or a place with similar demographics is highly preferred. Bilingual in Spanish is preferred.
  - b. Describe your agency's plan to further develop agency and staff capacity to provide coordination of services effectively and efficiently. If you do not have staff in place, describe your recruitment, hiring, and retention plan. The City and WCCUSD may request to be included in the hiring process (i.e., Interview Panel).
  - c. Describe how the Beacon Community School Director will engage students, families, school staff, and city staff in providing input to the Community School Strategy and programming.

\*Points shall be awarded on the basis of the applicant's proposed past and current experience, ability to meet the needs of the school and to work with community partners.

4. **Agency Infrastructure & Capacity (20 Points)**
  - d. Please explain how the agency's Board of Directors, Board Committee, or other Advisory Group provide oversight and fiscal management of the programs offered by the agency.
  - e. Describe the agency's system for working with subcontractors. Briefly explain how the agency works with subcontractors in: a) setting goals and measurable objectives for the proposed program, b) collecting, using, and sharing data on participant and program performance, and c) communicating performance information internally and externally, d) problem solving.

- f. Attach agency organizational chart, including Board of Directors, officers and staff. Briefly describe the agency's capacity to integrate the function of a Lead Agency Grantee into its overall operations, including how the Beacon Director will relate to the overall organization. Describe the type and frequency of supervision that the Beacon Community School Director will receive.
- g. Applicant should discuss how it intends to comply with the San Pablo Local Economic Opportunity Policy.
- h. Applicant should discuss how it intends their proposed approach to service implementation in light of COVID19 restrictions.

\*Points shall be awarded on the basis of the agency's infrastructure and accountability system, and quality of supervision to the Beacon Community School Director.

#### 5. Fiscal Management and Program Budget (15 Points)

- i. Provide a brief description of your agency's accounting system and internal controls. Include the following as appropriate:
  - i. Overall system
  - ii. Timekeeping system
  - iii. Payroll system
  - iv. Inventory system
  - v. Cost allocation plan and methodology
  - vi. Ledger system for receivables, payables, expenses, disbursements, petty cash
- j. Review of **Form C**, **Form D** and **Form E**

\*Points shall be awarded on the applicant's demonstration of an adequate accounting system, ability to administer financial system, and submission of a clear, detailed budget, and budget narrative that is consistent with request and supports program implementation.

SELECTION CRITERIA	
Criteria	Maximum Points
Demonstrated knowledge of the community and initiative	30
Experience with similar kinds of work	35
Agency infrastructure and ability to provide quality supervision; proposed approach to Local Economic Opportunity Policy	20
Adequate Fiscal Management	15
<b>Total Possible Points</b>	<b>100</b>



## FORM C - PROGRAM BUDGET

Agency Match: Total in-kind and/or cash match must be at least 25% of the requested amount.

A. PERSONNEL Costs					
POSITION	FTE	TEAM FOR YOUTH FUNDING	AGENCY IN-KIND MATCH	AGENCY CASH MATCH	TOTAL PROJECT
Beacon Director	1.0	\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Total Salaries		\$	\$	\$	\$
Fringe Benefits		\$	\$	\$	\$
<b>Sub-Total Personnel Costs</b>					
B. NON-PERSONNEL COSTS					
DESCRIPTION		TEAM FOR YOUTH FUNDING	AGENCY IN-KIND MATCH	AGENCY CASH MATCH	TOTAL PROJECT
Communication		\$	\$	\$	\$
Contract Services		\$	\$	\$	\$
Equipment		\$	\$	\$	\$
Office Supplies		\$	\$	\$	\$
Printing & Duplicating		\$	\$	\$	\$
Program Supplies		\$	\$	\$	\$
Travel		\$	\$	\$	\$
Other:		\$	\$	\$	\$
Other:		\$	\$	\$	\$
<b>Sub-Total Non-Personnel Costs</b>		\$	\$	\$	\$
<b>TOTAL COSTS</b>		\$	\$	\$	\$

- The City may request additional budget documents to be submitted during the contract period.

## FORM D- PROGRAM BUDGET NARRATIVE

1.0 FTE = 2080 hours

PERSONNEL COSTS				
POSITION	FTE	HOURLY RATE	# OF HOURS	DESCRIPTION (briefly describe core duties as it pertains to project)

NON-PERSONNEL COSTS	
DESCRIPTION	JUSTIFICATION OF COSTS

## FORM E - CERTIFICATION AND ASSURANCES

The following assurances are required from each applicant before the City of San Pablo can execute a contractual agreement.

If funded, applicant assures that it will:

1. Comply with all local laws, ordinances, codes, regulations and decrees;
2. Practice non-discrimination in providing services, hiring personnel, and recruiting volunteers, and shall provide a Personnel Practices Plan, if funded;
3. Submit in a timely manner such project and financial reports as are required by the City to monitor performance of the project;
4. Appoint one director of the project who will be responsible for the administration of the project;
5. Obtain and maintain insurance provisions as required by the City. Applicant understands that the project will not begin, nor can costs be incurred, until proof of adequate insurance is approved by City;
6. Use the TEAM FOR YOUTH Program funding for delivering services to San Pablo residents and communities;
7. Comply with church/state restriction as outlined below. Applicant agrees funds received from the City for public services shall be used in accordance with the following conditions:
  - (a) Applicant shall not discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion;
  - (b) Applicant shall not discriminate against any person applying for public services on the basis of religion and shall not limit such services or give preference to persons on the basis of religion;
  - (c) Applicant shall provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of public services;
  - (d) The portion of a facility used to provide public services shall contain no sectarian or religious symbols or decorations; and
  - (e) The funds shall not be used to construct, rehabilitate or restore any facility, which is owned by applicant and in which the public services are to be provided. Minor repairs may be made, however, if those repairs (1) are directly related to the public services, (2) are located in a structure used exclusively for non-religious purposes, and (3) constitute, in dollar terms, only a minor portion of the expenditure for the public services.
8. Not supplant existing funds for services provided by the grantee;

9. Promote healthy eating practices by providing healthy snacks and meals to program participants. The City reserves the right to deny reimbursement for foods that do not promote good nutrition and health; and
10. Beacon Director will participate as a member of the Beacon Director Meetings and Grantee representative will attend the Lead Agency Grantee Meetings.

This application and the information contained herein are true and correct and complete, to the best of my knowledge. Applicant further acknowledges and agrees that it is Applicant's duty and obligation to notify City immediately, and provide additional information, in the event that any of the information provided becomes outdated, untrue or incomplete due to one or more changes in facts or circumstances at any time prior to award.

<b>Print Name and Title</b> (Authorized Representative)			
<b>Signature and Date</b>			
<b>Organization Name:</b>			
<b>Address of Representative:</b>			
<b>Phone Number:</b>		<b>Email:</b>	