

# City of San Pablo Youth, School, and Community Partnerships Division



**TEAM FOR YOUTH Grant Program**  
**2020-2021 Request for Proposals (RFP)**  
**for Bayview and Lake Elementary**

**July 14, 2020**



# Presenters



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# Announcements

Meeting will be recorded and will be available on the website afterwards.

Participants are asked to be on mute and video disabled.

Participants can post questions on the Chat and questions and answers will be shared on the city website.

Slides will also be available on the website.



# Background

# Team For Youth Grant Program is Driven by Community needs

## 2010

- Reduce youth violence
- Address truancy
- Increase community safety and security

## 2015

- College and career supports
- Academic supports
- Increase after school and enrichment opportunities

## 2017

- Full scale-up of the Community Schools Strategy
- Lead Agency model

FOCUS ON  
COORDINATION

INCREASE ACADEMIC & ENRICHMENT SUPPORTS

CONTINUE TO ADDRESS YOUTH VIOLENCE

# Beacon Community Schools Implementation Scale-up



April 17, 2017, San Pablo City Council passed Resolution 2017-070 approving an **accelerated roll-out plan**, to have community school coordinators at all six San Pablo schools.

San Pablo also joined the Beacon National Network. Now, San Pablo Beacon Community Schools Initiative.

As of July 2019, Full Time Beacon Community School Directors all San Pablo schools

A community school is both a place and a set of partnerships between school and community. Partnerships facilitate a collaborative, integrated and comprehensive continuum of supports and services to ensure the children and families of San Pablo thrive.



The **City of San Pablo** invests in community schools work at all 6 San Pablo schools.\* It provides grant funding to lead agencies to support this effort.



**WCCUSD** and **Beacon Network** partner with the City of San Pablo to help set the overall strategic direction of the initiative. The District also provides matching funds.



**Lead Agencies** hire a Beacon Director for each school site. They provide supervision and program dollars to the Beacon Directors. The Lead Agencies also provide matching funds.



**Beacon Directors** are key to the implementation of the community schools strategy at the school site. The implementation model focuses on Health & Wellness, Family Engagement, and School Culture & Climate.



Through the **Youth, School, and Community Partnerships (YSCP)** Division, the City of San Pablo provides Beacon Directors with day-to-day support, trainings, and thought partnership.

Beacon Directors work to get **programs and services** at schools for youth and families.



**Principals, school staff and partners** work closely with the Beacon Director to plan together, align priorities, and implement complementary services.



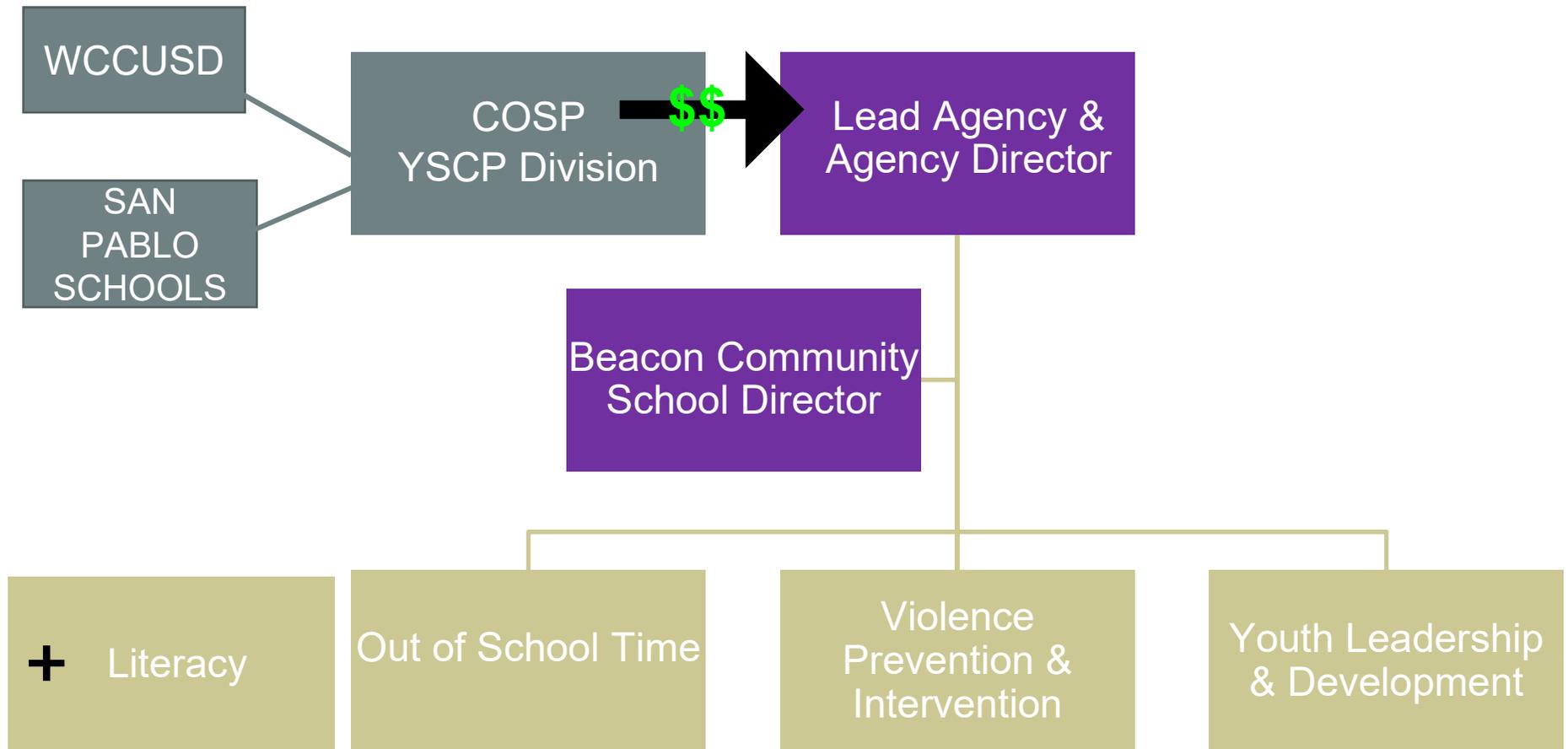
With great schools at the center, the children and families of San Pablo thrive in a safe, diverse, and inclusive community.

\*The City of San Pablo also provides funding to Richmond High School for programs focused on violence prevention.

# San Pablo Beacon Community Schools Initiative:

## THE PARTNERS

# Lead Agency Model

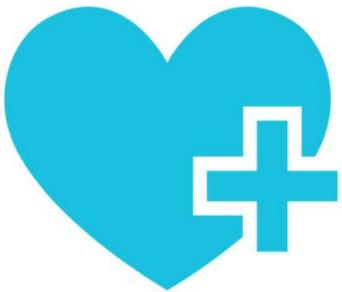




## San Pablo's implementation model:

- Health & Wellness
- Family Engagement
- School Culture & Climate (Youth and Adults)
- Literacy
- *Grade-level transitions*

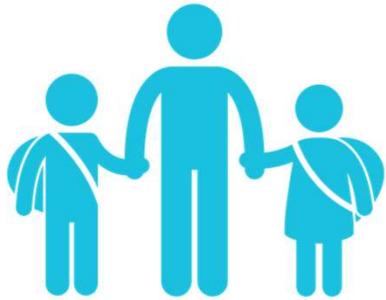
# Health and Wellness



Through CARE teams, schools **connected students** to a wide variety of health and wellness services. Beacon Directors also supported health and wellness by **infusing physical activity and healthy eating** into school events.



# Family Engagement



Schools sought to create a **welcoming environment for all families**, especially African American families, and often tied family **events** to improving literacy and celebrating student success.



# School Culture and Climate



Schools strengthened their culture and climate by clarifying behavior expectations, **incentivizing positive behaviors**, and hosting events to **build an inclusive community**.



# TEAM FOR YOUTH 2020-21 FUNDING ALLOCATION

	HELMS	DOVER	LAKE	BAYVIEW	DOWNER	RIVERSIDE	RICHMOND
SITE TOTAL:	\$105,750	\$138,750	\$97,500	\$127,500	\$97,750	\$97,250	\$53,000

**TOTAL: \$717,500\***

**\*Includes match funding from the West Contra Costa Unified School District (WCCUSD) and site funding from the six San Pablo schools.**



# RFP Packet

# 2020-2021 Grant Focus

- TEAM FOR YOUTH **Lead Agency** funds are available to provide effective and sustainable coordination and implementation of the San Pablo Community Schools strategy at Bayview and Lake Elementary.

May apply for one or both school sites

# Applicant Eligibility

501 c 3

Government agency

- ▶ **Schools/School Districts are not eligible** to apply as a lead applicant
- ▶ Applicants must also meet the terms and conditions as outlined in **Form E-Certifications and Assurances.**

# Overview of RFP

- Competitive process
- Contract period is September 2020 – June 2021.
- 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.
- Line Item Reimbursement contract, monthly invoicing
- Two options for Budget Revision during the contract period

# Application Content

Submit the following:

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

# Narrative Scoring

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>

10 page max - 1 school application

12 page max. - 2 school application

Compliance and proposed approach in response to COVID

# School Site Budgets:

	BAYVIEW	LAKE
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.

Overall budgets and Service Areas are fixed amounts.

Minimum base salary of \$60,000/yr

## FORM C & D - PROGRAM BUDGET

Excel Template with Instructions is available on the Website

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

Beacon Community School Directors are 1 FTE = 2080 hours

### 2020-21 TEAM FOR YOUTH PROPOSED PROGRAM BUDGET SUMMARY

Program/Project:	TFY-Beacon Community Schools	Contract Period:	7/1/20-6/30/21		
Agency:		School	Bayview ES		
Agency Contact & Phone Number:					
Person completing form & Phone Number (if different than above contact):					
	<b>Amount by Fund Source</b>				
<b>ITEM</b>	<b>TFY FUNDS</b>	<b>AGENCY IN-KIND</b>	<b>AGENCY CASH MATCH</b>	<b>**OTHER SOURCE**</b>	<b>Total Project</b>
<b>PERSONNEL COSTS</b>	<b>AMOUNTS FOR THESE ITEMS ENTERED BY COMPLETING PERSONNEL DETAIL FORM</b>				
Salaries – Full- & Part-Time					\$ -
Fringe Benefits					\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>NON-PERSONNEL COSTS</b>					
Communication					\$ -
Contract Services <sup>1</sup>					\$ -
Equipment <sup>2</sup>					\$ -
Office Supplies					\$ -
Printing & Duplicating					\$ -
Program Supplies <sup>3</sup>					\$ -
Travel					\$ -
Other <sup>4</sup> : (Includes Agency Indirect, Max. 15%)					\$ -
<b>SUBTOTAL – NON-PERSONNEL COSTS</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -

# FORM D - PROGRAM DETAIL

Excel Template with Instructions is available on the Website

Site-level Categorical Funds: Specify the programs, rather than listing activities or items

CORE Funds: Flexible funding for personnel or non-personnel for Beacon Director discretion

## 2020-21 TEAM FOR YOUTH Proposed Budget Detail By Site

Program/Project:	TFY - Beacon Community Schools	Contract Period:	7/1/20-6/30/21	School Site:	Bayview ES
Agency:		Contract Amount for School Site	\$127,500.00		
Program Contact & Phone Number:					

Position Title	Hourly Rate	FTEs	Total Hours for Year	Fund Sources				Total Program
				TEAM FOR YOUTH	AGENCY IN-KIND	AGENCY CASH MATCH	OTHER SOURCE	
Beacon Community School Director*	\$28.85	1.0	2080	\$60,000.00				\$ 60,000.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>Subtotal – Salaries &amp; Wages</b>				<b>\$60,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>
<b>Personnel Benefits:</b>				FICA				\$ -
	0.0%			SUI				\$ -
				Workers Compensation				\$ -
				Health & Dental Insurance				\$ -
				Other <sup>1</sup>				\$ -
<b>Subtotal – Personnel Benefits</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ -</b>
<b>Total Personnel Costs (Salaries &amp; Benefits)</b>				<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>

<sup>1</sup> Other - Itemize below:	
<b>TOTAL</b>	<b>\$ -</b>

Site Level Categorical Funds Available	
Beacon Core Funding	\$4,500.00
Literacy	\$1,250.00
Out of School Time	\$0.00
Violence Prevention & Intervention	\$30,000.00
Youth Leadership Development	\$4,250.00
<b>TOTAL</b>	<b>\$40,000.00</b>

**How do you envision using the Site-level Categorical Funds?**

**CORE:**  
**LITERACY:**  
**VIOLENCE PREVENTION & INTERVENTION:**  
**YOUTH LEADERSHIP:**

\*minimum base salary for a Beacon Director

# Due Date

- ▶ Proposals must be received **no later than 5:00 p.m. August 5, 2020**
- ▶ EMAIL TO: [sanpabloyouthservices@gmail.com](mailto:sanpabloyouthservices@gmail.com)
- ▶ **NO Mail, fax, or hand-delivery**

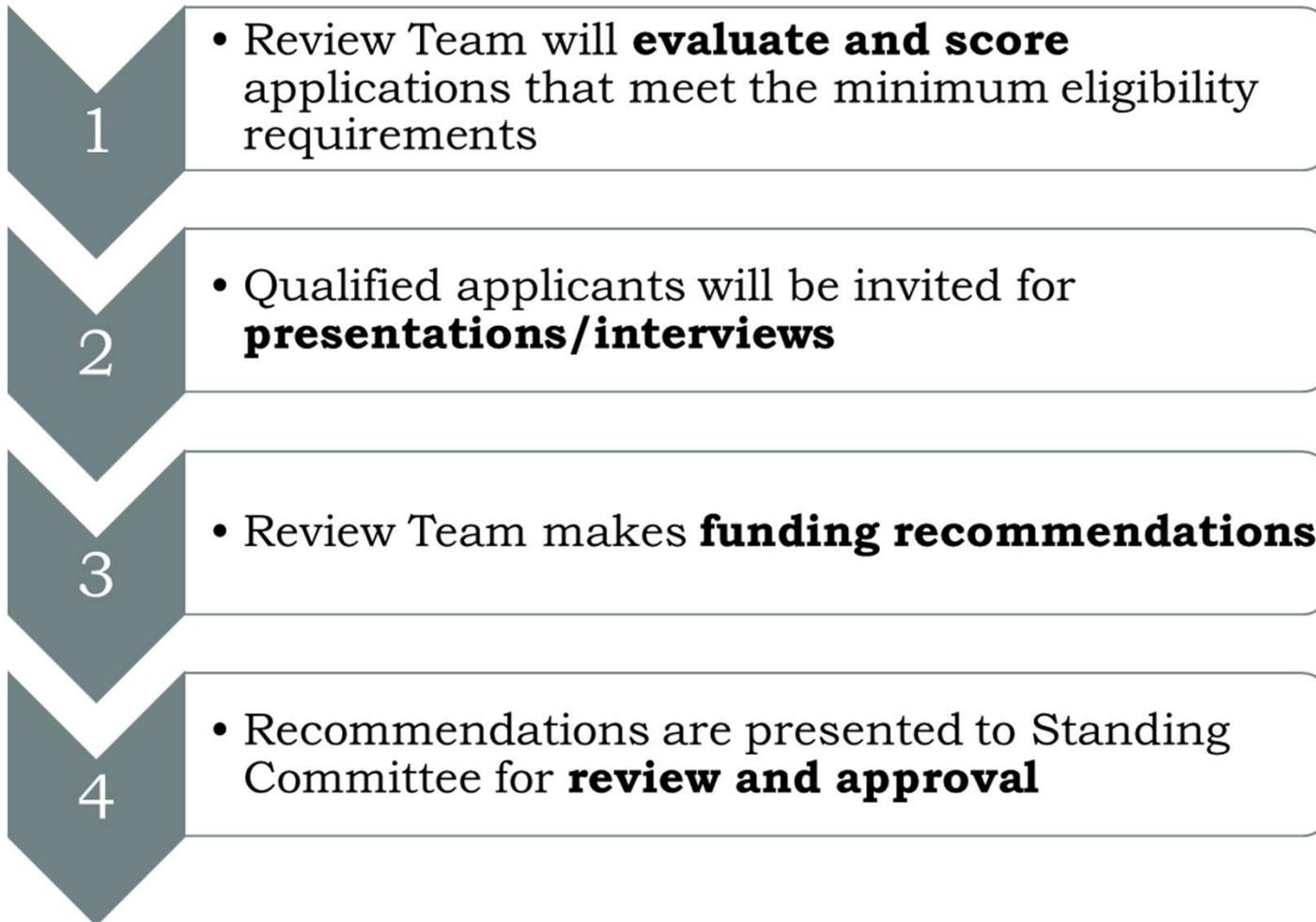
# Submission Format

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.

You will receive confirmation that your proposal was received within 24 hours.

# Proposal Review & Selection



# Timeline

- ▶ RFP Release  
July 7
- ▶ Information Session  
14  
July
- ▶ **Proposals Due by 5:00 p.m.**  
**August 5**
- ▶ Proposal Review Period  
August 5-10
- ▶ Presentations/ Interviews  
August 10  
Week of
- ▶ Award Notification  
August  
Late
- ▶ Contract Negotiations  
August  
Late
- ▶ Recommended Proposals  
September  
Early

# Selected Grantees Requirements

- Certificate of Insurance & Additional Insured Endorsement
- San Pablo Business License
- Beacon Director & Lead Agency Meeting Participation
- Evaluation Participation
- WCCUSD Partnership Process
- WCCUSD convenings



# Role of YSCP

- Technical assistance
- Professional development
- Individual/Team coaching
- Principal convenings
- Supporting school events
- School District Coordination



# Please remember...

- Review requirements thoroughly
- Follow the required format
- Be clear and concise
- Submit an accurate budget
- Submit a Letter of Support from the Principal- *required*
- Label documents clearly with school name

# Resources

City of San Pablo website:

**RFP Updates and FAQ will be posted online at:**

**<http://sanpabloca.gov/1035/San-Pablo-Team-for-Youth>**

Departments-> Community Services -> Youth, School, and  
Community Partnerships

<https://www.sanpabloca.gov/1038/Beacon-Community-Schools>

Beacon/Community Schools websites:

<http://beaconnationalnetwork.org>

<http://www.communityschools.org/>

# Principal Contact Information

## **Bayview Elementary**

Theresa Williams

[twilliams@wccusd.net](mailto:twilliams@wccusd.net)

## **Lake Elementary**

Kenneth Bonner Jr.

[kbonner@wccusd.net](mailto:kbonner@wccusd.net)

# Questions?

Bertha Romo

Community Services Coordinator II

510-215-3087 (leave voicemail if no answer)

[BerthaR@SanPabloCa.gov](mailto:BerthaR@SanPabloCa.gov)

NOTE:

**Questions will no longer be accepted after April 21, 2020**