

City of San Pablo
TEAM FOR YOUTH Program RFP
Frequently Asked Questions

NOTE: Organizations can apply for Lead Agency funds for Helms, Dover, Lake, Bayview, Downer, Riverside and/or Service Provider funds for Richmond High. There are two sets of Narrative questions: Narrative I- Lead Agency and Narrative II- Service Provider, please use the appropriate question set.

1. Can an organization apply to more than one school?

Yes, organizations can apply for a maximum of 3 schools.

If applying for Lead Agency funds, submit the following:

- 1 Cover Page
- 1 Narrative I- Lead Agency, that *speaks to the multiple schools* you are applying for.
- 1 *for each school* of the Program Budget (Form C) and Program Budget Narrative (Form D)
- 1 Form E
- 1 Form F, if applicable
- 1 Proof of Non Profit Status
- 1 List of Board of Directors
- 1 Organizational Chart
- Resumes of Staff *for each school*
- Letters of Support *for each school*

If applying for Service Provider funds for Richmond High School, submit all forms on the checklist and Narrative II- Service Provider.

2. Can an agency submit an application as a Lead Agency and as a Service Provider?

Yes, as long as the total number of schools sites does not exceed 3 and the appropriate elements of the application are submitted.

3. Does the agency have to be based in San Pablo?

No, your agency office does not have to be in San Pablo; however, services must be provided at the designated San Pablo School(s).

4. Can we ask questions after the information session?

Yes. Questions will be accepted up to May 2, 2017.

5. What is Form E?

Form E is Certification and Assurances, which is required from each applicant to execute a contract agreement. More information is available in the RFP p. 22-23.

6. Are schools eligible to apply for the grant?

No, schools and school districts are not eligible to apply (p. 2).

12. Can services be provided at a school other than the listed Schools?

No, the identified schools are the only sites where services can be provided. Schools not listed in the RFP are not eligible sites.

13. Is there a minimum or maximum number of letters of support required?

A letter of support from the Principal of the school(s) is *required* and additional letters of support from other partners is optional.

14. How many Lead Agencies will be awarded?

The RFP seeks to identify a qualified Lead Agency for each school site. Since agencies can apply for funds for a maximum of 3 schools, the total number of Lead Agencies could be as few as 2 and as many as 6.

15. How many Service Providers will be awarded for Richmond High?

Multiple service providers may be selected, the total investment at Richmond High will be \$50,000.

16. Are the listed award amounts for the whole grant term (2017-21) or per year?

The listed amounts are per year. Final funding amount for each school may vary and is subject to approval by the San Pablo City Council. The staffing dollars for Helms and Dover Community School Managers include a match contribution from West Contra Costa Unified School District subject to approval by the WCCUSD School Board; and the amount of the city contribution for Helms and Dover increases by 3% annually for a Cost of Living Adjustment (COLA).

17. How much of the application do we submit for applying as a Service Provider?

All forms are required, with the exception of Narrative I, which is for Lead Agency applicants. The appropriate narrative for the Service provider funds is Narrative II.

18. Do agencies need to have a San Pablo Business License and does the business have to be in San Pablo?

Agencies are not required to have a San Pablo Business License at the time of application. The license is required as part of the contract execution process, only for the grantees selected. The agency address does not have to be in San Pablo to apply for a license; the license is required for any organization doing business in San Pablo.

19. What is the status of positions that are currently funded by Team For Youth?

Team for Youth contracts for 2015-17 will end on June 30, 2017. Current grantees are required to reapply for funds if interested in continuing existing services.

20. Can these funds support enhancing or expanding existing programs?

Yes, agencies can submit proposals to expand or enhance existing programs.

21. When can agencies speak to Principals?

San Pablo principals are aware that agencies are required to submit letters of support. It is the agency's decision when to reach out.

22. Can the funds allocated to Richmond High be used for staffing?

Yes, agencies can propose to utilize dollars toward staffing as part of the budget proposal (Form C) under Personnel Costs.

23. Can we include indirect costs in the budget?

Yes, for a maximum of 15% (p. 14).

24. Is the salary of current Community School Coordinators publically shared?

Agencies interested in salary information on existing coordinators may request it from the agencies they are employed with.

25. Can match dollars be used toward mental health or after school programming that is connected to the Community School strategy?

Yes. Match dollars can be in kind, cash, or other source and should be listed on Form C.

26. Can the current job description of the Community School Coordinators be shared?

Yes. The job description will be posted at <http://sanpabloca.gov/1035/San-Pablo-Team-for-Youth>

27. Is the use of the Youth Leadership and Development dollars decided by the Lead Agency?

Yes. The Lead Agency, in partnership with the school, will determine how to utilize the dollars to meet the school's specific needs. The agency can deliver services in that area or subcontract with an interested and qualified agency.

28. Can you describe the earmarked funds in more detail?

The dollars that are earmarked are to be used toward pre-determined services as follows:

- All the *Out of School Time* dollars go toward summer transition programming for rising 7th graders and rising 1st graders.
- The \$35,000 in *Violence Prevention and Intervention* for Dover Elementary will be used toward a Case Manager.
- The \$40,000 in *Violence Prevention and Intervention* for Bayview Elementary will be used toward a Licensed Clinical Social Worker.

29. If there are several providers selected for Richmond High, how will they be pieced together?

Agencies are encouraged to discuss their proposals with the Principal and other key stakeholders at Richmond High to work in concert with existing providers and services.

30. Are the selection criteria for Lead Agencies public?

Yes, on page 5.

31. What are the existing services at school sites that are city-funded?

Current grantees and a description of their city-funded programs are listed on the City of San Pablo website: <http://sanpabloca.gov/1035/San-Pablo-Team-for-Youth>

32. Do all the services have to be at the school site?

Yes, Team For Youth is a school-based grant-making strategy and services must be provided at the school. Agencies can make referrals to services off-campus; however, the funded program must be delivered at the school site.

33. Are there residency requirements?

The target population is children, youth, and families in San Pablo schools and Richmond High.

34. The Riverside Manager staffing amount seems less than .5 FTE. What is your expectation of the role?

Funding/ hours for the position can be increased through the agency's required match and/or site funds if the Principal is interested and willing to allocate additional dollars; this should be discussed with the Principal and considered when developing the budget portion of the proposal.