NORTH RICHMOND COMMUNITY BASED PROJECT PROPOSAL GUIDELINES & APPLICATION FOR MITIGATION FEE FUNDING

THIS FUNDING IS JOINTLY ADMINISTERED BY THE CITY OF RICHMOND AND CONTRA COSTA COUNTY

MAY 19, 2011

2010-2011 NORTH RICHMOND MITIGATION FEE FUNDING REQUEST PROPOSALS

PROPOSAL APPLICATION AND GUIDELINES

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2010-2011 NORTH RICHMOND MITIGATION FEE FUNDING REQUEST PROPOSALS

PROPOSAL APPLICATION AND GUIDELINES

BACKGROUND

North Richmond Waste and Recovery Mitigation Fee and Committee

The Waste & Recovery Mitigation Fee (Mitigation Fee) was established as a condition of the use permits issued by the City of Richmond (City) and County of Contra Costa (County) for the West Contra Costa Sanitary Landfill Bulk Materials Processing Center (Transfer Station) and is to be used "to defray annual costs associated with collection and disposal of illegally dumped waste and associated impacts in North Richmond and adjacent areas."

In order to facilitate joint administration of the Mitigation Fee funding, the City and the County entered into a Memorandum of Understanding (MOU) forming the North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee (Committee)¹, which is charged with preparing recommended two-year Expenditure Plan(s) that are subject to the approval by the Richmond City Council and the County Board of Supervisors. The Expenditure Plans dictate how Mitigation Fees are allocated amongst a variety of strategies for the benefit of the North Richmond Community. Each time the Committee desires to change the language in the Expenditure Plan, it must be incorporated into a recommended Amended Expenditure Plan which would be subject to approval by both the City and County.

More information about the Committee and Mitigation Fee can be found at the following websites: <u>http://www.nrgreen.org</u> and <u>http://www.cccounty.us/nr</u>

2010-2011 Expenditure Plan

The current 2010-2011 Expenditure Plan allocates Mitigation Fees to strategies that include neighborhood clean-ups, free disposal vouchers for residents, a variety of dedicated mitigation-related staff positions, surveillance cameras, park projects, and other community-based programs and projects (which may include environmental stewardship and community garden projects). Proposals accepted for funding will come out of the amount allocated to Strategy #14 in the 2010-2011 Expenditure Plan.

¹ North Richmond Waste and Recovery Mitigation Fee Joint Expenditure Planning Committee consists of Richmond Mayor Gayle McLaughlin; City Councilmembers Nathaniel Bates and Jovanka Beckles; Contra Costa County Supervisor John Gioia; Richmond incorporated area resident, Johnny White - Alternate and North Richmond Municipal Advisory Committee Members Dr. Henry Clark - Unincorporated Area and Joseph Wallace - Unincorporated Area.

ELIGIBLE USES OF FUNDS

Proposed projects may address issues such as anti-littering, environmental stewardship, blight reduction, beautification and/or other improvements that contribute to the quality of life in the specified Mitigation Funding Area (shown in the attached map). Projects must be aligned with the intended uses of the Mitigation Fee and details listed within Strategy #14 as described below.

"Strategy 14. North Richmond Community-Based Projects

Fund the development, implementation and oversight of a variety of community-based projects with specific focuses on anti-littering, environmental stewardship, blight reduction and/or beautification (including personnel/labor, administrative oversight, materials, equipment and related maintenance costs). Rather than funding stipend programs separately (including stipends, administrative oversight and related materials/equipment), new community-based projects/programs should include component for stipends, where appropriate, to pay local youth and/or other community members for assisting with illegal dumping prevention/abatement or beautification activities within the Mitigation Fee Primary Funding Area."

INELIGIBLE USES OF FUNDS

Regardless of proposed project's degree of alignment with the intended uses specified on the previous page, North Richmond Mitigation Fee funding may <u>not</u> be used for the following:

- Repayment of existing debt or pre-existing tax liens or obligations
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- Political lobbying
- Advancement of certain sectarian, politically partisan, or religious projects (grant funds should be used for specific projects and not to advance the causes of any of the stated groups)

ELIGIBLE APPLICANTS

Organizations must meet the criteria below in order to be eligible to apply for a grant:

• This program is open to all not-for-profit entities (includes non-profits, communitybased organizations, governmental agencies, etc.) providing services benefiting the North Richmond community (includes both the incorporated and unincorporated portions shown in the attached map). These entities should propose programs and/or projects that align with Strategy #14 of the 2010-2011 Expenditure Plan (see above). • Non-governmental entities must have either a 501(c)(3) tax status or must apply using a fiscal sponsor (an organization with a 501(c)(3) tax status). The agreement between the organization and the fiscal sponsor must be submitted with the application. The fiscal sponsor will enter into the contract with either the City of Richmond or Contra Costa County and the organization actually performing the services will act as the sub-contractor.

FUNDING AMOUNT AND CYCLE

There is no maximum funding amount that organizations can request during this 2010-2011 cycle; however, the total amount of funding available during this funding cycle is anticipated to be approximately $$175,000^2$. Keep in mind when developing proposals that if selected for funding, that the amount allocated may be less than requested, in which case you will be asked to submit a revised proposal and budget.

There was one proposal funding cycle earlier in the 2010-2011 Expenditure Plan cycle and amounts allocated per project are attached. Dependant upon the amount of funding requests received, revenue available, and the number and amount of awards made.

Organizations are allowed to submit multiple proposals per Community-Based projects funding cycle if proposing more than one program or project. Proposed activities or projects that could be funded and implemented independently of one another should be contained in separate applications.

There is no established policy prohibiting consideration of proposals submitted requesting supplemental funding allocation to enhance Community-Based Projects approved in the earlier proposal funding cycle. The funding allocated must be used by December 31, 2011 regardless of when the funding agreements are approved and fully executed, unless otherwise allowed in writing based upon approval by the City or County.

GENERAL CONDITIONS

- 1. Although not required, priority for grant funding will be given to organizations that hire or already employ local residents including youth.
- 2. A panel will review submitted proposals and applications. Upon review, an applicant interview may be required by the Panel.
- 3. After funding allocation approval, a contract with specific deliverables regarding the proposed project/program will be required. All organizations are expected to refrain from initiating until execution of the contract and complete proposed projects or activities shall be completed by December 31, 2011.
- 4. Payments are awarded on a reimbursement basis only; start-up funds will not be available during this funding cycle; and the funding recipient will not receive the

 $^{^{2}}$ The total funding amount provided is an estimate. If not selected for funding at this time, proposals maybe considered for funding in the next Expenditure Plan cycle (2012/2013).

total amount awarded at one time (unless determined necessary based on individual proposals).

Award recipients will be required to submit detailed progress reports with each payment request. In order to receive the funding allotment, the progress reports must provide detailed information about the services provided, and overall progress achieved, as well as accounting data so the total cost of the portion of the project can be readily determined. The recipient should retain original documents such as receipts, progress payments, invoices, time cards, etc. A final report at the conclusion of the project is also required. Progress report templates attached.

- 5. After the Committees funding allocation recommendations are approved by the City and County, the City or County reserve the right, at their sole discretion, to modify the funding awards or to stop the award if the funds are not used in the manner described and agreed upon in the contract.
- 6. All materials submitted with the proposal become the property of the North Richmond Mitigation Fee Committee, the City of Richmond, and Contra Costa County and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.
- 7. The Committee, City and County reserves the right, at their sole discretion to modify the guidelines and application, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this solicitation at any time prior to awards.

SUBMISSION REQUIREMENTS

The following materials must be submitted by 5:00pm on <u>Monday</u>, June 13, 2011, in order to be considered for funding (this section can be used as a check-list):

- ✓ Proof of 501c3 tax status
- ✓ Completed application including program budget and project schedule
- ✓ An agreement between the organization and the fiscal sponsor, if applicant is using a fiscal sponsor
- ✓ Strongly encouraged but not required One (1) letter of recommendation or support from a community member or other organization that serves the North Richmond community. The purpose of this letter is to exhibit to the Committee the need and support for the proposed project/program.
- ✓ Strongly encouraged but not required One (1) letter from a past funder (in a written statement, please let us know if you have never received funding). The purpose of this letter is to demonstrate to the Committee your organization's reputation and integrity in managing finances and successfully delivering services.

When submitting your application, please submit three (3) copies of the completed application and all relevant documents in an envelope. All printed materials should be printed on white $8 \frac{1}{2}$ " x 11" papers with easy to read font size and style. All costs incurred in the preparation of an application are the applicant's responsibility. Proposals must be easily reproducible on a standard copying machine. <u>Please do not staple pages or use spiral or gum bindings</u>.

Submit an electronic copy of the application in Word and scanned copies of all supporting documents by the deadline to lori_reese-brown@ci.richmond.ca.us.

If awarded funding, organizations will be required to complete and submit additional documentation including but limited to:

- Fill out a W-9 form
- Obtain applicable business license (organizations are responsible for all associated fees)
- Meet City or County insurance requirements. Fiscal sponsors, serving as the contractor, must have insurance that covers all actions of the entity acting as the sub-contractor. Organizations may use funding awards to cover added insurance costs to meet City or County requirements

EVALUATION CRITERIA

All submitted proposals that comply with the funding proposal application requirements will be evaluated and rated according to the following criteria:

- 1. *Project Description and Concept* Proposal is aligned with the intended purpose of the mitigation fee; clear and comprehensible with a practical timeline; project activities are well defined and technically feasible.
- 2. *Outcomes* Goals and objectives are clearly stated, specific and measurable.
- 3. *Organizational Capacity* Management and staff are qualified to implement the project and achieve stated objectives.
- 4. *Impact* Project is positively contributing to the North Richmond community and its residents.
- 5. *Financial Viability* Organization demonstrates sound fiscal management and project budget is realistic and cost effective. In the event that the total project budget is greater than the request award amount, the applicant is required to submit appropriate documentation from the other funding sources regarding the existence or availability of those funds (grant awards, in-kind contributions, etc.)
- 6. *Assessment of proposals may also include:* Consideration of such issues such as demographic diversity, extent of collaboration, community support, employment of local residents including youth, and public education potential.

PROCESS OVERVIEW *

Application Available	May 19, 2011
Application Deadline	June 13, 2011
Proposal Review Process	June - July 2011
Award Recommendations	July - August 2011
Funds must be spent by	December 31, 2011

* These dates (except for the application deadline) are subject to change without notice. If not selected for funding at this time, proposals maybe considered for funding in the next Expenditure Plan cycle (2012/2013).

APPLICATION DEADLINE

The <u>deadline to submit an application and all relevant attachments is Monday, June 13,</u> <u>2011 at 5:00 pm</u> (postmarked on or before 6/13/2011). There are no exceptions for applications and/or required documentation postmarked or delivered after the deadline. Late and incomplete applications will not be considered. It is recommended that a "Delivery/Mailing Receipt" be obtained for those mailing via the U.S. Postal Service to show proof of mailing date. Applicants assume responsibility for timely submission of applications and all required documents.

Materials can be submitted in printed form via the U.S. Postal Service or in person to:

Richmond City Hall Attn: Lori Reese-Brown North Richmond Mitigation Funding Request Proposals 450 Civic Center Plaza Richmond, CA 94804

TECHNICAL ASSISTANCE

For inquiries or clarification on this program or application, please contact: Matthew Kelley at (925) 335-1238 or via email at matthew.kelley@dcd.cccounty.us or Lori Reese-Brown at (510) 620-6869 or via e-mail at lori_reese-brown@ci.richmond.ca.us.

2010-2011 NORTH RICHMOND MITIGATION FEE FUNDING REQUEST APPLICATION

SECTION I – ORGANIZATION INFORMATION

Applicant Contact Information:

Name of Organization:	
Organization Address:	
Executive Director Name:	
Project Manager Name (name of person	applying for the grant for a specific project):
Title:	
Phone Number:	
Email Address:	

Note: If applicable, please provide updates in writing on any changes to staff identified in application.

Background Information:

- a. Provide a description of your organization's mission statement.
- b. State the length of time your organization has been in operation.
- c. List the services that your organization provides to the North Richmond neighborhood.

SECTION II – PROJECT OVERVIEW

Project Description and Concept

- a. Describe the project your organization is proposing to implement with mitigation funds (include list of activities, proposed location(s) for programs, community involvement, etc.). State if this is a new project or a continuing one.
- b. Identify the issue or need your project seeks to address. Describe how your proposed project is anticipated to address anti-littering, environmental stewardship, blight reduction, beautification and/or other improvements that contribute to the quality of life in the specified Mitigation Funding Area.
- c. Describe the goals and objectives of the proposed project.
- d. Describe the steps you will follow to accomplish your objectives (plan of action, staff/volunteer roles and responsibilities, etc.).
- e. How, if at all, does your organization propose to sustain this program after mitigation funding is expended?

Project Schedule

f. Provide a timeline for project implementation, including start and completion dates.

Project Outcomes, Evaluation and Accountability

g. Describe how your organization will measure and evaluate your success in meeting your identified goals and objectives.

Organizational Capacity

- h. List the staff members responsible for the implementation of project-related tasks; include their qualifications and any prior relevant experience (resumes may be attached).
- i. Describe the organization's financial management system used to maintain control over current operations and to ensure budgets are monitored and complied with?
- j. Provide one (1) letter of recommendation or letter of support from community members or other organizations and one (1) letter from a past funder regarding your organization and/or project.

<u>Other</u>

k. Provide any additional information that your organization believes will assist the Committee in considering the merits of your proposal.

<u>SECTION III – BUDGET INFORMATION</u>

Financial Viability

Total Amount of Grant Requested:

Complete Table 1 with your organization's budget for the proposed project. Items that can be included in the budget should fall under the following expense categories: staff costs, equipment, supplies/materials and project-related administration/overhead. Please itemize total proposed funding requested for each expense category and provide as much detail as possible, including the number of units (e.g. staff hours, equipment quantities, etc.) and per unit costs (e.g. hourly rates for staff or stipends, price of equipment, etc.). Add additional rows or use additional pages if needed. Please note stipends included in prior Community-Based Projects proposals selected for funding were all required to pay at least \$10/hour.

Item	Cost	Funding Request
Staff Time & Stipends		
Stipends for 10 youth	\$10/per youth x 40 hours/youth	\$4,000
Equipment		
Supplies/Materials		
Administration/Overhead		
TOTAL		

Table 1

Total Project Budget

If the requested amount does not fully cover the cost of the proposed project, then please complete the following table to show all funds anticipated to be received by your organization for this proposed project.

Table 2

Total Budget	Funding Amount	% of Project Budget
	Requested	
\$100,000	\$25,000	25%

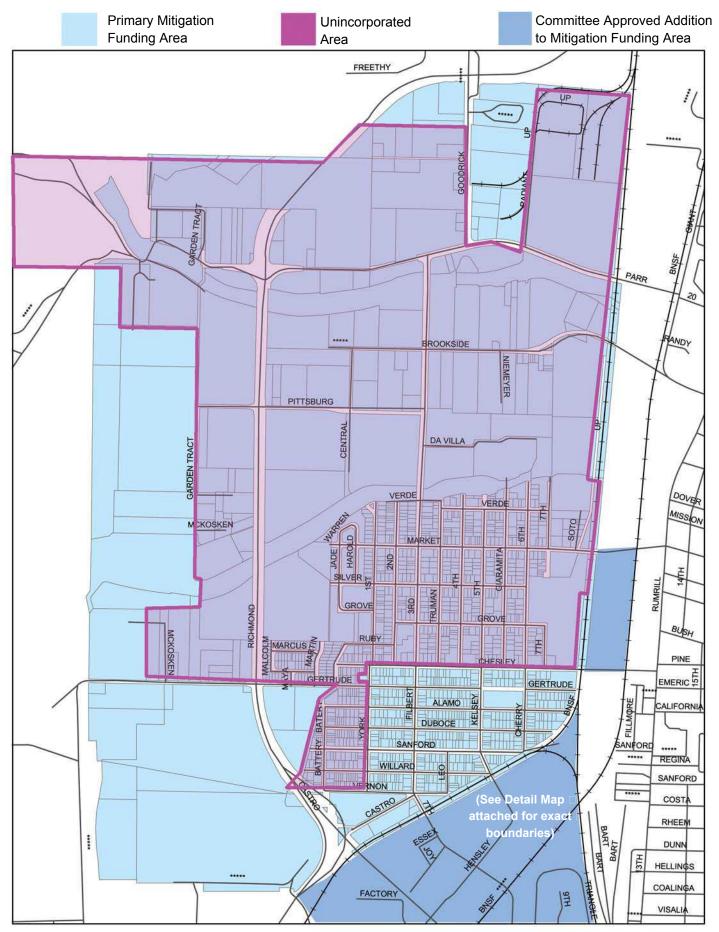
In Table 3, include other grants, federal/state funds, individual and corporate donations, volunteer and in-kind services, etc. which will provide the necessary funding to cover the full cost of your proposed project. For example, if Table 2 states that your organization is requesting 25% of the project budget from the Mitigation Fees then Table 3 should provide information about the remaining 75% of funds. When completing the table, indicate the status of the funding sources as follows: P = Proposed; S = Application Submitted; and A = Approved. Add additional rows or use additional pages if needed.

Table 3

Potential Funding Sources	Status	Amount (\$)	Date Funds are Available
TOTAL			

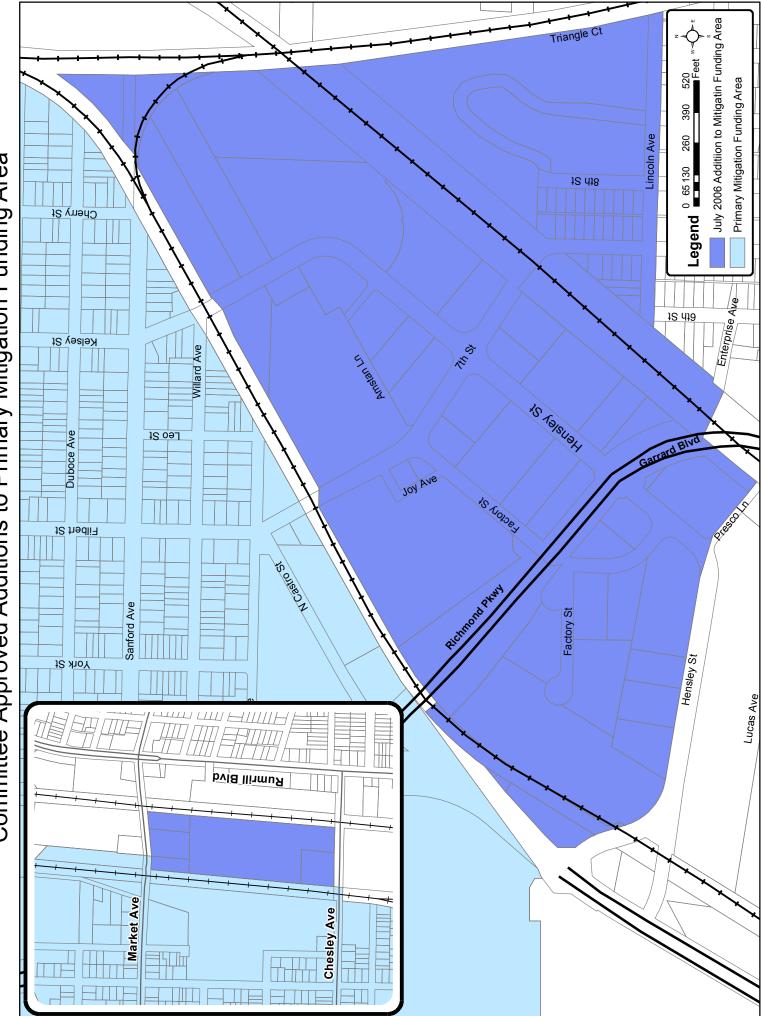
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North Richmond (Incorporated & Unincorporated Areas)



Contra Costa County Community Development Department

Map contains copyrighted information Revised on 7/28/2006



Committee Approved Additions to Primary Mitigation Funding Area

Community Based Projects (Strategy 14 - NRMF Expenditure Plan 2010/2011)

Organization	Project Title	Requested Amount	Amount Recommended
organization		Amount	Recommended
Verde Partnership Garden/ Tides Center	Verde Elementary School Garden	\$14,000	\$14,000
Center for Human Development	Carbon Footprint Tree Planting and Trash Abatement Project	\$133,400	\$100,000
Harold Beaulieu / CHDC	Popsicle Project (Phase II) Tile Art & Mural Painting	\$38,947	\$30,000
The Watershed Project	North Richmond Clean and Green	\$42,124	\$40,000
Communities United Restoring Mother Earth/ Urban Tilth	Lots of Crops	\$307,023	\$100,000
Athletes United for Peace	North Richmond Digital Technology Academy	\$47,175	\$30,000
Social Progress Inc.	Trash Removal/Lawn Mowing/Blight Reduction	\$143,100	\$8,000
Golden Gate Audubon Society	ECO - Richmond Environmental Stewardship	\$40,000	\$8,000
Remainder To Be Allocated			\$175,000
Total Amount Requested/ Recommended		\$765,769	\$505,000