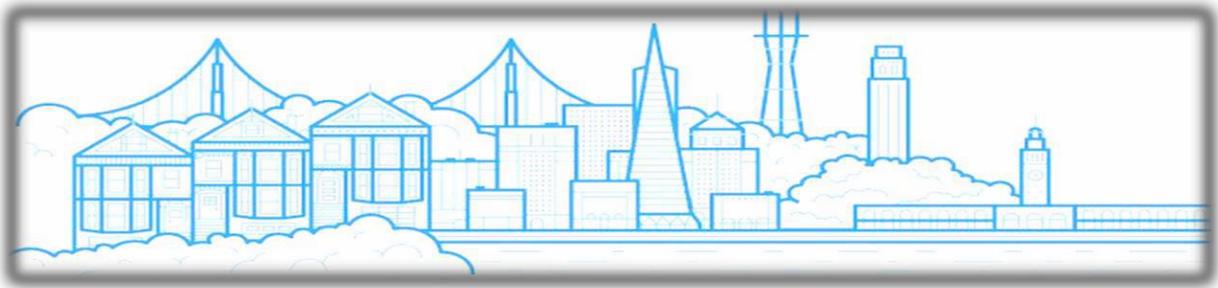Maria Su, Psy.D.
Executive Director

London N. Breed
Mayor

DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES

2018-2019 COMMUNITY GRANTS
REQUEST FOR PROPOSALS

DATE ISSUED: Wednesday, September 19, 2018
DEADLINE FOR SUBMISSION: Wednesday, October 17, 2018 at 5:00 PM

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About DCYF

The San Francisco Department of Children, Youth and Their Families (DCYF) brings together City government, schools, and community-based organizations to help our city's children and youth, birth to age 24, and their families lead lives full of opportunity and happiness. We strive to make San Francisco a great place to grow up, and this requires resources, community engagement, collaboration, coordination, and creativity. Through our work we help children and youth to:

- Be healthy;
- Succeed in school and prepare for the future;
- Engage in positive activities when school is out;
- Contribute to the growth, development and vitality of San Francisco and
- Live in safe and supported communities.

The people of San Francisco made a unique, first of its kind commitment to our community in 1991 by creating the Children and Youth Fund and dedicating property tax revenues to fund vital services for our city's children and youth, and their families. The Children's Fund was overwhelmingly renewed by voters in 2000, then renewed again in 2014 with broad voter support for an extended 25-year tenure through Proposition C. Proposition C, also known as the Children and Families First Initiative, increased the property tax earmark for children and youth to four cents of every $100 of assessed property value (to be fully phased in by fiscal year 2018-19), renamed the Children's Fund to the Children and Youth Fund and expanded use of the Fund to the provision of services to disconnected transitional age youth (TAY) ages 18 to 24.

DCYF administers these funds to community-based organizations and public agencies to provide services to children, youth and families. DCYF's Oversight and Advisory Committee (OAC), which was established under the 2014 legislation, helps to guide strategic planning, funding recommendations and evaluation of funded programs. In fiscal year 2016-17, DCYF provided approximately $74 million in direct service grants to 470 programs located across all of San Francisco's neighborhoods, helping to support nearly 50,000 children and youth, birth to age 24, and their families.

The primary areas of DCYF funding are Early Care and Education; Out of School Time; Educational Supports; Enrichment, Leadership and Skill Building; Justice Services; Youth Workforce Development, Mentorship; Emotional Well-Being and Family Empowerment. Our investments are equitable and holistic, offering avenues to enhance learning, while simultaneously creating healthy family and community environments to support individual growth.

Our purpose extends far beyond funding: we are a strong voice at the heart of San Francisco's commitment to children, youth, transitional age youth and their families. We combine broad experience, community engagement, creative thinking and thoughtful decision making to improve access to services and make a measurable impact. Over the past 25 years, San Francisco has become home to some of the best practices and programs in the nation.

About the Community Grants RFP

Each year at the beginning of the new fiscal year in July, the San Francisco Board of Supervisors releases a list of budget amendments, commonly known as "addbacks." These are funds that each Supervisor allocates to various City departments for programs in their respective districts.

Some Supervisors choose to allocate funds to projects selected by their constituents through a process known as Participatory Budgeting. This is a public process for San Francisco residents to recommend and vote on how some public funds are budgeted. Residents of participating districts who are 16 years old and older have the opportunity to develop, propose, and vote on one-time services or projects.

This year, and in all following years, DCYF will be conducting an open and transparent RFP process for the budget amendments that we receive both through the addback process as well as Participatory Budgeting. This competitive process is utilized throughout the City for the allocation of public funds. We look forward to your creative ideas to help provide equitable and holistic services to the community.

The 29 programs being funding through this year's Community Grants RFP are described below.

2018-2019 DCYF Community Grants

Addbacks

District	Service Area	Strategy	Target Population	Description	18-19 Amount	19-20 Amount	TOTAL
1	Out of School Time	Comprehensive Year Round and Summer Learning	Elementary School youth in grades K-5 Middle school youth in grades 6-8	Public school support in district	$ 35,000	$ -	$ 35,000
1	Enrichment Leadership and Skill Building	Identity Formation	Youth ages 14-17	Youth development services at Washington High School Beacon Center	$ 100,000	$ -	$ 100,000
1	Enrichment Leadership and Skill Building	STEM	High School youth in grades 9-12	Youth wellness academy	$ 50,000	$ -	$ 50,000
3	Enrichment Leadership and Skill Building	Identity Formation	High School youth in grades 9-12	Family In Transition (FIT) program, youth-led program that directs low-income, limited English proficient API youth to educational, life skills & career opportunities	$ 56,000	$ 56,000	$ 112,000
4	Out of School Time	Comprehensive Year Round and Summer Learning	Elementary School youth in grades K-5	Staffing for after-school and summer programming at Robert Louis Stevenson Elementary, Francis Scott Key Elementary, Ulloa Elementary, Sunset Elementary	$ 20,000	$ 20,000	$ 40,000
5	Out of School Time	Comprehensive Year Round and Summer Learning	Middle School youth in grades 6-8	Community programming	$ 100,000	$ -	$ 100,000

District	Service Area	Strategy	Target Population	Description	18-19 Amount	19-20 Amount	TOTAL
5	N/A	Miscellaneous	High School youth in grades 9-12 Disconnected Transitional Age Youth ages 18-24	Mental health/ substance abuse support	$ 93,000	$ -	$ 93,000
5	N/A	Miscellaneous	Disconnected Transitional Age Youth ages 18-24	TAY youth service	$ 75,000	$ -	$ 75,000
5	Youth Workforce Development	Youth Workforce Development	Disconnected Transitional Age Youth ages 18-24	TAY workforce and Mental health services	$ 91,000	$ -	$ 91,000
7	Enrichment Leadership and Skill Building	Arts and Creative Expression	High School youth in grades 9-12	Youth arts education programming and job training in District 7	$ 50,000	$ 50,000	$ 100,000
7	Out of School Time	Comprehensive Year Round and Summer Learning	Elementary School youth in grades K-5	Support youth after-school programming on Ocean Avenue serving Ocean-Merced-Ingleside families	$ 75,000	$ 75,000	$ 150,000
7	Enrichment Leadership and Skill Building	Youth Leadership Engagement and Organizing	High School youth in grades 9-12	Community-based, leadership development programming for District 7 Youth Council	$ 25,000	$ 25,000	$ 50,000
8	Enrichment Leadership and Skill Building	Identity Formation	Middle School youth in grades 6-8	Program engaging vulnerable middle school Q groups and fostering safe learning environments	$ 175,000	$ -	$ 175,000
9	Educational Supports	Academic Supports	High School youth in grades 9-12 who are African American, Hispanic/Latino and/or Pacific Islander youth and in need of additional academic support	College access and success programming at Mission district school	$ 60,000	$ -	$ 60,000

District	Service Area	Strategy	Target Population	Description	18-19 Amount	19-20 Amount	TOTAL
9	Out of School Time	Beacon Community School	Elementary School youth in grades K-5 Middle school youth in grades 6-8	Support services to families and youth in transition at K-8 Mission district school	$ 60,000	$ -	$ 60,000
9	Enrichment Leadership and Skill Building	Identity Formation	Middle School youth, High School youth	Social-emotional mentorship and support for newcomer, English language learner students in 6-12th grade from the Mission	$ 25,000	$ -	$ 25,000
10	Enrichment Leadership and Skill Building	Identity Formation	Disconnected Transitional Age Youth ages 18-24	Program mentoring for high risk pacific islander TAY	$ 75,000	$ 75,000	$ 150,000
11	Enrichment Leadership and Skill Building	Arts and Creative Expression	High School youth in grades 9-12	After school support for Balboa High School	$ 100,000	$ -	$ 100,000
11	Enrichment Leadership and Skill Building	Arts and Creative Expression	High School youth in grades 9-12	Internship for 30 youth and after school 60 youth	$ 50,000	$ -	$ 50,000
11	Out of School Time	Comprehensive Year Round and Summer Learning	Elementary School youth in grades K-5	DCYF Supplemental funding for summer to serve low-income, under achieving students during summer months. (@ Monroe Elem)	$ 56,000	$ -	$ 56,000
11	Out of School Time	Comprehensive Year Round and Summer Learning	Elementary School youth in grades K-5	Afterschool enrichment teachers = 3 classrooms @ Longfellow Elem	$ 70,000	$ -	$ 70,000
11	Enrichment Leadership and Skill Building	STEM	Middle School youth in grades 6-8	Enrichment in multiple classrooms at James Denman Middle School	$ 50,000	$ -	$ 50,000
11	Enrichment Leadership and Skill Building	STEM	N/A	35 field trips ($17,500) and 7 Drop in Programs ($5,700) in the Excelsior	$ 24,000	$ -	$ 24,000

District	Service Area	Strategy	Target Population	Description	18-19 Amount	19-20 Amount	TOTAL
11	Youth Workforce Development	Youth Workforce Development	Youth ages 14-17, Disconnected Transitional Age Youth ages 18-24	Culinary and Green Job training for youth ages 13-26 (@ June Jordan HS)	$ 10,000	$ -	$ 10,000
Citywide	Out of School Time	Comprehensive Year Round and Summer Learning	Asian Pacific Islander and homeless youth	After school and summer school programming, with focus on API and homeless youth	$ 600,000	$ 600,000	$ 1,200,000
Citywide	N/A	Miscellaneous	N/A	Court Appointed Advocate / Mentor	$ 75,000	$ 75,000	$ 150,000
Citywide	Enrichment Leadership and Skill Building	Youth Leadership Engagement and Organizing	High School youth in grades 9-12 Disconnected Transitional Age Youth ages 18-24	Youth Advocacy and Organizing	$ 225,000	$ 225,000	$ 450,000
Citywide	Youth Workforce Development	Youth Workforce Development	Youth ages 14-17, Disconnected Transitional Age Youth ages 18-24	Job training for Pregnant Teens	$ 100,000	$ 100,000	$ 200,000

Participatory Budgeting

District	Service Area	Strategy	Target Population	Description	18-19 Amount	19-20 Amount	TOTAL
10	N/A	Miscellaneous	N/A	Good Fatherhood Day; see Page 17 below for a detailed description	$ 25,000	$ -	$ 25,000

TOTAL:					$ 2,550,000	$ 1,301,000	$3,851,000

RFP Timeline and Important Elements

ESTIMATED TIMELINE (Dates may be subject to change)	
RFP Issued	Wednesday, September 19, 2018
Question Submission Period Ends	Wednesday, September 26, 2018 at 5:00 p.m.
Answers to Questions Posted	Friday, October 5, 2018 at 5:00 p.m.
Proposals Due	Wednesday, October 17, 2018 at 5:00 p.m.
Award Decision Finalized	Friday, November 16, 2018

SUBMISSION REQUIREMENTS

All applications in response to this RFP **must be submitted using DCYF's online application system** (See the Online Submission Instructions section for more information). The deadline to apply is **5:00 p.m. on Wednesday, October 17, 2018**. Proposals will not be accepted after this deadline.

TECHNICAL ASSISTANCE AND QUESTIONS

DCYF is committed to providing as much clarity as possible during this RFP process. All questions about the RFP **must be submitted in writing** to the email address below. DCYF staff will not answer questions via telephone or in person, nor will it hold a pre-proposal conference.

SUBMIT ALL RFP QUESTIONS TO:	DEADLINE FOR RFP QUESTION SUBMISSION:
communitygrantsrfp@dcyf.org	Wednesday September 26, 2018 at 5:00 p.m.

To ensure that all applicants have access to both the submitted questions and their corresponding answers, DCYF will publish all received questions and answers by October 5, 2018 at 5:00 p.m. at www.dcyf.org.

Funding Terms

Grant Terms

Grant terms for the programs within this RFP may vary. Variation in grant terms will depend on the availability of funds; grantee performance relative to the requirements and expectations set forth by the RFP; compliance with DCYF's contractual, reporting and evaluation requirements and other expectations detailed in the grant agreement and award letter. In addition, DCYF shall, at its sole discretion, have the option to renew the grant agreement. The final terms and conditions of the grant shall be subject to negotiation.

Uses of DCYF Funds

DCYF funds shall only be used to support program costs that are direct or indirect expenses related to the requirements provided for each community program. These funds shall only be used to support San Francisco youth and family residents. Applicants are encouraged to submit realistic budgets that adequately account for true program costs and the aspects of services that are key to quality.

Examples of eligible uses of funds include, but are not limited to:
1. Staffing costs and fringes;
2. Rent, lease and occupancy costs;
3. Materials and supplies;
4. Food costs;
5. Transportation and
6. Administrative costs up to 15% of the total contract amount (including administrative costs of subcontractors).

DCYF grant funds shall not be used for:
1. Services to non San Francisco residents;
2. Any service that merely benefits children and youth incidentally;
3. Acquisition of any capital item not for primary and direct use by children and youth;
4. Acquisition of real property (excluding leases for a term of 12 months or less);
5. Maintenance, utilities or similar operating costs of a facility not used primarily and directly by the funded program;
6. Out-of-country travel;
7. Depreciation on buildings or equipment and
8. Religious worship, instruction or proselytization.

Also, DCYF will not spend its limited resources funding services that should be provided by other entities such as other City departments or the San Francisco Unified School District (SFUSD). For more detailed information on uses of funds, please refer to *Doing Business with DCYF* at: https://dcyf.org/modules/showdocument.aspx?documentid=5440.

Right Not to Fund

If the submitted applications to this RFP are not deemed responsive or do not meet requirements, DCYF reserves the right not to issue awards. DCYF may also negotiate a separate process to cultivate the services identified in this RFP. DCYF reserves the right to not fund past the initial grant agreement and to extend the agreement for additional years.

Terms and Conditions

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify DCYF in writing if the proposer discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to DCYF promptly after discovery but no later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Addenda to RFP

DCYF may modify the RFP prior to the proposal due date by issuing written addenda. Addenda will be posted on DCYF's web site at www.dcyf.org. The Department will make reasonable efforts to notify proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by DCYF prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer visit our web site before submitting its proposal to determine if it has received all addenda.

C. Revision of Proposal

A proposer may revise a proposal on its own initiative at any time before the submission deadline. Because the online application system used for this RFP does not allow applicants to make revisions once a proposal is submitted, applicants are instructed to contact DCYF at communitygrantsrfp@dcyf.org to make arrangements to perform any revisions to proposals that have already been submitted.

In no case will a statement of intent to submit a revised proposal or commencement of a revision process extend the proposal due date for any proposer.

At any time during the proposal evaluation process DCYF may require a proposer to provide oral or written clarification of its proposal. DCYF reserves the right to make an award without further clarifications of proposals received.

D. Late or Conditional Proposals

Any proposal received after the exact time specified for receipt will **not be considered**. Any proposal may be rejected if it is conditional, incomplete or deviates from specifications stated in this RFP. Minor deviations may be waived at the discretion of the City.

E. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by DCYF that any grant will actually be entered into. DCYF expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to the submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means;
6. Award multiple grants per community program or
7. Determine that no project will be pursued or contract be issued.

F. Appeal Procedures

Agencies not awarded funds through this RFP can file a formal appeal with DCYF. The appeal period begins immediately following the award announcement (tentatively scheduled for November 16, 2018), and ends at 5:00 p.m. three business days following the award announcement.

Appeals will only be accepted in writing and must be delivered via hard copy to DCYF offices prior to the end of the appeal period. Appeals will not be accepted electronically. A panel selected by DCYF will review all eligible appeals, and the panel decisions will be final.

Requirements

The purpose of this RFP is to identify nonprofit organizations to provide specific services throughout the City and County of San Francisco. Agencies receiving grants as a result of this RFP must be San Francisco City-approved vendors, meet specific eligibility and contractual requirements, and operate in a spirit of community partnership to help DCYF meet our funding goals and outcomes.

Vendor Status

Agencies funded through this RFP must be City-approved suppliers and not be on the City Vendor Debarred list before receiving funds. **Organizations must be approved City suppliers by the release of award decisions (tentatively scheduled for November 16, 2018)** to receive funding under this RFP. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at www.sfgov.org/oca. More information on becoming a City vendor is available at the San Francisco City Supplier Portal, at https://sfcitypartner.sfgov.org/.

Subcontractors are not required to be City-approved vendors; only the lead agency or fiscal sponsor must be City-approved.

DCYF Eligibility Requirements

All applicants must meet all of the following eligibility requirements to be considered for DCYF funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code, or apply under a valid fiscal sponsor.
- Program may only serve residents of San Francisco.
- All services must take place in the district specified in the grant description. Citywide grants may take place in any district.
- Organizations receiving a grant from this RFP must be approved City suppliers by the release of award decisions (tentatively scheduled for November 16, 2018) to receive funding under this RFP. DCYF reserves the right to revoke a grant award if an organization is unable to meet this deadline.
- Applicants must agree to meet Compliance Standards established by the City and DCYF throughout the grant term and participate in evaluation activities.
- Organizations must be compliant with the City's insurance requirements by the completion of contract negotiations.

Non-Eligible Entities:

- No City and County of San Francisco agencies or departments, nor SFUSD, may apply for funding under this RFP.

Minimum Compliance Standards

The contract requirements include commercial general liability, workers compensation and auto insurance; compliance with Equal Benefits Ordinance and a current San Francisco business tax certificate, if applicable.

All DCYF grantees are required to meet DCYF's Minimum Compliance Standards at all times. DCYF will determine if organizations are in compliance. Funded entities via this RFP will be required to comply with these standards.

A. Fiscal and Organizational Practices

All DCYF funded organizations are mandated to comply with all scheduled formal fiscal/compliance monitoring and organizational site visits.

B. Sunshine

Under Chapter 12L of the San Francisco administrative code, non-profits that receive in excess of $250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. This is commonly called the "Sunshine Act."

C. Accessibility

Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.

D. Non-Discrimination

Organizations must comply with SF Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Organizations must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the Contract Monitoring Division website at www.sfgov.org/cmd.

E. Religious Activity

Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.

F. Political Activity

No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

Subcontracting

Applicants may include subcontracting arrangements with other agencies; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the applicant and subcontractor may be requested by DCYF.

Contract Award

The selection process will include an evaluation by a review panel consisting of individuals selected by DCYF to identify the most responsive applicants. DCYF has the option of conducting oral interviews as part of the evaluation process. DCYF will select the finalists with whom DCYF staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance by DCYF of all terms of the proposal, which may be subject to further negotiation and approvals before DCYF may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, DCYF, in its sole discretion, may terminate negotiations and begin contract negotiations with another qualified proposer.

Strategy Definitions

Most awards contained in this Community Grants RFP are assigned to a DCYF service area and funding strategy. These categories were developed for the department's current five-year funding cycle, and were reflected in the [2018-2023 RFP Document](#) released in July 2017. Funded programs will be expected to align with the funding strategy's goals, requirements and target populations (when present) as outlined in the 2018-2023 RFP.

In some cases a Community Grant is labelled as Miscellaneous. These awards have no specific strategy and will have goals and program requirements finalized during the contract negotiation process.

Service Area: Educational Supports
Strategy: Academic Supports

The Academic Supports Strategy is designed to decrease the disparities in academic achievement. Academic Supports programs will provide academic support to African American, Hispanic/Latino and Pacific Islander youth that are struggling academically as well as disconnected TAY who are looking to reengage with the educational system and/or working to attain a High School Equivalency credential. Academic Supports programs will work closely with these target populations to ensure that youth get back on track academically, and these programs will support youth as they make key transitions within their academic careers. (see pages 31-34 of the [2018-2023 RFP Document](#) for additional information)

Service Area: Enrichment, Leadership and Skill Building (ELS)
Strategy: Arts and Creative Expression

The Arts and Creative Expression Strategy is designed to provide youth and disconnected TAY with opportunities to explore one or more forms of artistic and creative expression and have structured and intentional ways to express themselves and showcase their work. Arts and Creative Expression programs will provide project based activities that allow participants to learn skills and express their creativity while engaging in an artistic discipline. Arts and Creative Expressions programs target elementary, middle and high school youth as well as disconnected TAY and can include, but are not limited to, disciplines such as visual arts, creative writing, music, dance, theater, film and/or digital media. (see pages 48-51 of the [2018-2023 RFP Document](#) for additional information)

Service Area: Enrichment, Leadership and Skill Building (ELS)
Strategy: Identity Formation

The Identity Formation Strategy is designed to provide opportunities for youth to increase their self-esteem and sense of purposefully belonging by focusing on the resiliency, strengths and assets of their personal identity. Identity Formation programs will provide project based activities that help participants understand the social and historical contexts that influence the many parts of their personal identities. Through these experiences participants will analyze systems of power and oppression, develop relationships with positive peer and role models and build self-identity and self-esteem. Identity Formation programs target middle and high school youth and can focus on any element that makes up identity including, but not limited to, race, ethnic or cultural background,

gender and/or sexual orientation. (see pages 53-55 of the [2018-2023 RFP Document](#) for additional information)

Service Area: Enrichment, Leadership and Skill Building (ELS)
Strategy: Science, Technology, Engineering and Math (STEM)

The Science, Technology, Engineering and Math (STEM) Strategy is designed to provide learning opportunities related to science, technology, engineering and math that will help participants develop 21st-Century skills and competencies. STEM programs will be project-based, hands-on and collaborative and will allow youth to work together to investigate a problem, develop possible solutions or explanations, make observations, test out ideas, think creatively and evaluate their findings and process. STEM programs target elementary, middle and high school youth and can focus on many topics including, but not limited to, biological or environmental science, computer science and coding. (see pages 58-60 of the [2018-2023 RFP Document](#) for additional information)

Service Area: Enrichment, Leadership and Skill Building (ELS)
Strategy: Youth Leadership, Engagement and Organizing

Funded through the Youth Empowerment Allocation set aside of the Children and Youth Fund, the Youth Leadership, Engagement and Organizing Strategy is designed to foster youth leadership and encourage young people to take an active role in their communities through collective empowerment and systemic change. Youth Leadership, Engagement and Organizing programs will provide project-based opportunities for young people to initiate, participate, lead and make decisions on projects that are meaningful and have impact beyond one individual. The Youth Leadership, Engagement and Organizing Strategy differs from the Service Learning Strategy in that programming in this strategy is intended to be primarily led by youth participants rather than adult staff. Youth Leadership, Engagement and Organizing programs target middle and high school youth and disconnected TAY and will focus on at least one of the following two content areas: (1) Youth Leadership and Engagement or (2) Youth-Led Organizing. (see pages 70-73 of the [2018-2023 RFP Document](#) for additional information)

Service Area: Out of School Time (OST)
Strategy: Beacon Community School

The Beacon Community School Strategy is designed to support the implementation of the SFUSD Comprehensive Community Schools Framework utilizing the Beacon Model (see Section 9 for the Beacon Community School Program Model and details on program design and framework). Beacon Community School programs will provide powerful learning, integrated health and social supports, and authentic family and community engagement to develop students' cognitive, social, emotional, and civic capacities. Beacon Community School programs will be student-centered, grounded in partnership and focused on the needs of students, families and the school community in order to provide youth and families with a full range of opportunities and supports. The Beacon Community

School Strategy targets designated SFUSD Tier 3 K-5 elementary schools, Tier 3 K-8 Schools and 6-8 middle schools. (see pages 115-119 of the [2018-2023 RFP Document](#) for additional information)

Service Area: Out of School Time (OST)
Strategy: Comprehensive Year-Round and Summer Learning

The Comprehensive Year-Round and Summer Learning Strategy is designed to ensure that there is continuous support and programming for children and youth outside of school hours throughout the school year and summer. Comprehensive Year-Round and Summer Learning provides skill building, physical activity, enrichment and grade specific transition supports to participants during the school year and summer. The Comprehensive Year-Round and Summer Learning Strategy targets elementary and middle school youth. (see pages 121-124 of the [2018-2023 RFP Document](#) for additional information)

Service Area: Youth Workforce Development
Strategy: Youth Workforce Development (YWD)

The Youth Workforce Development (YWD) Strategy is designed to provide youth with the knowledge, skills, abilities, and experiences that will prepare them for the world of work. YWD programs will offer job readiness and other training, work based learning experiences and transition planning activities all intended to expose youth to jobs and careers, provide work experience and help them begin to connect their long term goals with the educational and employment steps needed to achieve them. The YWD Strategy targets youth ages 14 to 17, justice-involved youth ages 14 to 24, and disconnected TAY ages 18 to 24. (see pages 140-144 of the [2018-2023 RFP Document](#) for additional information)

Participatory Budgeting Project Description

District 10 Participatory Budgeting Grant: Good Fatherhood Day

The Good Fatherhood Day is an event specifically for youth (ages 5-13) and father figures to come together and strengthen the father/child relationship through education, learning, and activities. The event will consist of four stations that children will engage in together:

1. Fitness – children and fathers will participate in exercises followed by a fun obstacle course, reaching their goal together.
2. Mental health – children and fathers will hear a talk about very relevant topics in our community affecting today's youth, such as temper control, respect, seeking help, stress relief, and self-love. Fathers will also have the opportunity to be amongst a support group to motivate each other to be vigilant, more present, and better role models in their children's lives.
3. Cooking – children and fathers will learn how to cook a simple, healthy meal. This will promote teamwork, and simultaneously teach fathers healthy meal options.
4. Bright Futures – children and fathers will hear from guest speakers about how healthy relationships with their fathers helped their decision making and shaped their future. This will encourage fathers to be committed, of good character, and credible.

The event will conclude with a fun time consisting of jumpers, food, and other activities for children to participate in with father figures.

Online Submission Instructions

DCYF is utilizing an online system for the submission of proposals to this RFP. In order to apply, interested organizations must first register using a link provided at www.dcyf.org. The link can also be requested by writing communitygrantsrfp@dcyf.org. Once registered the applicant will receive an individualized link to their RFP application site.

RFP Registration Page

On the registration page applicants will provide basic agency and contact information, and indicate for which community grant they are applying. Agencies seeking to apply to multiple grants must file a separate registration for each.

Upon receiving its link to the RFP application page applicants will be able to file their submission. DCYF recommends the following practices for using filling out your proposal:

- Prepare your written responses in a separate document that is saved on your computer. While the online system does save your work as you complete each application page, it may not be fully reliable. The best approach is to paste your prepared responses into the system when ready to submit.

- Try to complete your application in one uninterrupted session. Again, preparing your

responses in advance offline can help with this.

- Complete all fields within each section before saving your work.
- If you are completing multiple proposals, complete and submit your first application before moving on to the next. Before starting the next proposal, clear your web browser's cookies, which are used to save your application information.

RFP Instructions and Questions

Applicants to the DCYF Community Grants RFP must begin by selecting which of the 29 grants they are applying for. There is no limit on the number of grants to which an agency can apply. Applications must be submitted online; DCYF will not accept submissions through any other medium.

All services must take place in the district specified in the grant description. Citywide grants may take place in any district.

All grants will have the same questions requiring a response, with each question holding a specific scoring weight. The questions are as follows:

Section I: Program Description

- How will your program accomplish the intended purpose of the grant you've selected? (500 words; 30% of score)
- Describe your program's activities. (250 words; 15% of score)
- Describe your program's target population. (150 words; 5% of score)
- Describe your program model. (150 words; 5% of score)
- Projected Program Start and End Date (not scored)
- Days of the week that the program will provide services (not scored)
- Hours of the day that the program will provide services (not scored)

Section II: Grant Budget (10% of score)

Applicants are asked to provide their program budget across six budget categories:
- Adult and Youth Staff Expenses
- Fringe Benefit Expenses
- Subcontractor Expenses
- Program Materials & Supplies Expenses
- Other Program Expenses
- Administrative Expenses

Budget notes are highly recommended to aid readers in understanding the specific components of each category and how calculations were made.

Section III: Program Accessibility

- Do you charge a program fee? If yes, how much do you charge per participant? Please provide additional context about your fee structure as necessary. (150 words; not scored)
- Please describe how you address transportation availability to and from your program site(s). (150 words; 5% of score)
- Please describe how you address participant recruitment and outreach for your program, including potential barriers to your target population. (150 words; 5% of score)
- Please describe how you address language and cultural needs at your program site(s), including potential barriers for your target population. (150 words; 5% of score)

Section IV: Program Evaluation

- Please describe how participant success will be measured. (150 words; 10% of score)

The remaining 10% of an applicant's score will consist of a Department assessment of the agency's past performance in cases where the agency is a current grantee. Factors considered in this assessment include, but are not limited to, program quality and fiscal health. Applicants that are not current Department grantees will receive an equalizing score so as to be fairly compared to current grantees. No agency will be disadvantaged in the scoring process if they do not have an established relationship with the Department.

The grant will be awarded to the proposal receiving the highest average score, as assessed by a team of readers selected by the Department.