



AGENDA REPORT

City Manager's Office

DATE:	December 19, 2023
TO:	Mayor Martinez and Members of the City Council
FROM:	LaShonda White, Deputy City Manager – Community Services Patrick Seals, Project Manager Shané Johnson, Senior Administrative Analyst Guadalupe Morales, Associate Management Analyst
Subject:	Proposed FY 2024-2025 Environmental Community and Investment Agreement (ECIA) Competitive Grant Program
FINANCIAL IMPACT:	The ECIA provides \$80 million in revenue to Richmond over a 10-year period. From this total, \$6 million is allocated to fund the competitive grant program to support community programs and non-profits focused on community, youth, and youth sports. An allocation of \$606,000 is proposed for the FY 2024-2025 grant cycle. As in previous grant cycles, additional funding will be allocated to support staff time and a possible capacity-building program for community-based organizations. (11771018-400201-2A111)
PREVIOUS COUNCIL ACTION:	December 12, 2022
STATEMENT OF THE ISSUE:	City staff members are requesting City Council approval for the proposed guidelines and application for the Fiscal Year (FY) 2024-2025 ECIA Community Grant Program.

RECOMMENDED ACTION:	APPROVE the Fiscal Year 2024-2025 Environmental and Community Investment Agreement (ECIA) competitive grant program annual allocation of \$606,000; and AUTHORIZE the release of the Request for Application and Guidelines – City Manager’s Office (LaShonda White/Shané Johnson/Patrick Seals/Guadalupe Morales 620-6512).
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DISCUSSION:

The Environmental and Community Investment Agreement (ECIA) Competitive Grant Program is entering into its 9th funding cycle for Richmond-serving organizations that support community, youth, and youth sports. Typically, the ECIA Competitive Grant Program has allocated \$600,000 annually across four (4) categories, including the Competitive Grant Awards (990N and 990), City Council Approved Awards, and the Community Services Mini-Grant Awards. To date, the ECIA has awarded more than 163 grants totaling nearly \$3.5 million.

City staff are preparing to release both the RFCY Request for Proposal (RFP) and the ECIA Request for Application (RFA). City staff who are tasked with supporting the ECIA Grant Fund are also responsible for the administration and management of the Richmond Fund for Children & Youth (RFCY) Grant Fund. Notably, there are new staff members overseeing grant programs now, which presents an opportunity to reconsider the previous adjustments made during Fiscal Year 2023-2024, specifically setting the total ECIA grant award amount at \$606,000 for FY 2024-2025.

Proposed FY 2024-2025 ECIA Grant Application and Guidelines

ECIA grant staff is bringing forth proposed guidelines and an application for the FY 2024-2025 ECIA Community Grant Program. To provide opportunities for organizations with different capacities and different financial needs to have access to grant funds, the \$606,000 available for grants is allocated in the method described below (See Table 1):

Table 1

	<u>Grant Award Options</u>	<u>Award Decision Made By</u>	<u>Award Range</u>	<u>Proposed Award Amount</u>
1	Competitive Grant Awards Gross Receipts Less than \$50,000	City Council (Recommendations made by ECIA Review Panel)	\$10,000 - \$100,000	\$500,000
2	Competitive Grant Awards Gross Receipts More than \$50,000	City Council (Recommendations made by ECIA Review Panel)		
3	City Council Approved Awards	City Council	Amounts based on Council discretion	\$56,000
4	Community Services Mini-Grant Awards (separate application)	Community Services Department	Up to \$5,000	\$50,000
TOTAL				\$606,000*

*Final amounts might differ slightly

Organizations are eligible to apply for and receive funding from multiple ECIA categories.

Categories 1 & 2: Competitive Grant Awards – Total Allocation of \$500,000

For categories 1 and 2, organizations will be grouped based on their annual gross receipts (verified using 990s, 990-Ns, or audited financials). Organizations whose budgets are similarly situated will be reviewed in context with comparable organizations.

The major components of the competitive grant program include the following:

- Funding Allocations:
 - \$500,000 is available to award to organizations under categories 1 and 2
 - A maximum of \$100,000 is available to organizations with annual budgets over \$750,000 (per last completed 990s or audited financials)
- Eligibility Requirements:
 - Per the ECIA, organizations must provide services focused on the community, youth, and/or youth sports to Richmond and North Richmond residents

- Organizations must operate as a non-profit entity with 501(c)(3) tax status with current financial statements (i.e., Filed I.R.S. Form 990 or 990-N or current audited financials). Fiscal sponsors may be used.
- A minimum of 80 percent (80%) of the organization’s proposed grant-funded program/services must be provided to Richmond residents. Richmond-based organizations will receive extra points through the application review process. If awarded an ECIA grant, grant funds may only be spent serving Richmond residents.
- Organizations that received an ECIA grant award of more than \$10,000 during the FY 2023-24 grant cycle (current grant cycle) are not eligible to apply during the FY 2024-25 ECIA grant cycle.
- Application Submission Requirements:
 - Completed application
 - Proof of 501(c)(3) status
 - Financial statements
 - List of Board of Directors and affiliations
 - Signed agreement between the organization and the fiscal sponsor, if applicable
- Tentative schedule (subject to change)

TASK	DATE
Application Release Date	January 2, 2024
FY 2024-25 ECIA Information Session	January 2024
Applications Due (No Exceptions)	February 9, 2024, by 11:59 p.m.
Application Review and Scoring	March – April 2024
City Council Review and Approval	April 2024
Grant Award Notification	May 2024
Grant Award Period	July 1, 2024 - June 30, 2025

Category 3: City Council Approved Awards - Total Allocation of \$56,000

A total of \$56,000 is allocated for Category 3 which allows for the re-evaluation of applications submitted by organizations that applied for the ECIA Grant (through categories 1 and 2), met all submission requirements, were evaluated by the ECIA Grant Review Committee, but were not recommended for funding. The City Council Ad Hoc Committee, currently consisting of Councilmembers Bana, Zepeda, and Willis, will make a recommendation to the full City Council regarding grant awards in May 2024. City staff will then enter into grant agreements with the organizations.

Category 4: Community Services Mini-Grant Award Allocation – Total Allocation of \$50,000

A total of \$50,000 is allocated for Category 4 - Community Services Department (CSD) Mini-Grant Awards. Grant awards will be up to \$10,000, and the number of awards available is determined based on the amount of each award. The Richmond Community

Services Department mini-grant program is a component of the ECIA Grant Program. Richmond-serving organizations that provide services that meet the needs of the community and youth, and that partner with and/or consistently utilize facilities managed by the Community Services Departments can apply for the mini-grant (Attachment 3). Grant applications are reviewed and scored by a review panel that may consist of representatives from the Community Services Department, Recreation and Parks Commissioners, and/or community members. Grant award amounts are on a reimbursement basis; however, if needed, organizations can request advance payments.

The tentative schedule associated with the application and administration of the CSD Mini-Grant follows that of the ECIA Category 1 and 2 noted above, with an application release date of January 2, 2024, and a due date of February 9, 2024.

Next Steps

City staff is requesting City Council approval of the FY 2024-2025 guidelines and application, allowing staff to make changes, as needed, for clarification purposes.

DOCUMENTS ATTACHED:

Attachment 1 – FY 2024-2025 Richmond ECIA Community Grant Program Guidelines

Attachment 2 – FY 2024-2025 Richmond ECIA Community Grant Program Application

Attachment 3 – FY 2024-2025 CSD Mini-Grant Program Guidelines

Attachment 4 – FY 2024-2025 CSD Mini-Grant Program Application