Keller Canyon Mitigation Fund
2017-18 Bidders’ Conference
Keller Canyon Mitigation Fund

- Funds collected by Contra Costa County
- Portion of funds available for a grant program
- Grant program administered by Supervisor Federal Glover
- Awards are made on an annual basis after committee review
Keller Canyon Review Committee & Staff

- Federal D. Glover, District V Supervisor, Chair
- David E. Fraser, Chief of Staff, Office of Supervisor Glover
- Khurram Shah, Bay Point Chamber of Commerce
- Debra Mason, Mt. Diablo Unified School District Board
- Kristen Lackey, Community Development Bond Program Manager & Committee Staff
Overview of Mitigation Fund

General Policies

Target Areas
Categories of Service
General Requirements
Application Procedures
Distribution of Funds by Target Area

- Board of Supervisors policy requires that at least 70\% of the total annual funds be directed to the primary target area.

- Each individual proposal may provide services in:
  - primary target area only,
  - secondary target area only, or
  - combination of both of the target areas

- Question #4 in the Application asks you to identify the percentage of clients residing in the primary target area and the percentage of clients residing in the secondary target area.
Funding Categories

- Children/Youth Services
- Code Enforcement
- Public Safety/Health
- Community Beautification
- Community Services
Eligibility Requirements

❖ Tax Exempt Organization
   ❖ IRS designation under section 501(c)(3) of the Internal Revenue Code (most nonprofits) - automated with EIN search
   ❖ IRS designation under section 501(c)(6) of the Internal Revenue Code (chambers of commerce) - automated with EIN search
   ❖ Most recent IRS Form 990, 990-EZ, 990-N (postcard) or Form 1023/1024 indicating religious or other exemption from filing - attached to electronic application
   ❖ “Current” status with the California Secretary of State
     ❖ California Business Portal printout (www.kepler.sos.ca.gov) - attached to e-application
Eligibility Requirements II

❖ Organization must operate in the primary or secondary target area, or provide documented services for residents of the target areas

❖ Meet County insurance requirements, including:
  ❖ General Liability Insurance of at least $500,000
  ❖ Indemnifying the County, and covering for any emergent liabilities
  ❖ **Workers compensation insurance is required if you have employees, or if volunteers receive ANY stipends/payment**
Funding Schedule

❖ Mandatory Bidders Conference (April 17; 9:00 a.m.)
❖ Online Proposal and Attachments (May 12; 5:00 p.m.)
  ❖ No printed, emailed, or faxed proposals will be accepted for consideration
  ❖ Once the deadline has passed, attempts to submit applications via the submission portal will be automatically rejected
Funding Schedule II

- Oral Presentations (June 23 - June 30)
- Status notification of application (Mid-July)
- Grant Contract Signing (Early August)
- Keller Grant recipient reception (Early August)
Overview of the 2017-18 Application/Proposal

David E. Fraser

Online Portal
Project Summary
Core of the Proposal
Evaluation Mechanism
Project Budget
The Project Summary

❖ Limited to only 50 words
❖ Provides a succinct overview of the project
❖ Content informs the Board Order if grant is awarded
Provide violence prevention counseling services to 45 at-risk youth (ages 14-19) who are in the foster care and/or juvenile justice system. Trained, certified and credentialed staff and volunteer mentors will engage, support and empower youth through a 52-week group psycho-educational program. 40 youth are expected to complete the program.
Sample Project Summary #2

Operate the Teen Center by providing a safe place for teens to drop-in and socialize with their peers and be mentored by the Teen Coordinator. A total of 100 teens will be served during the year.
Sample Project Summary #3

Publish and mail the Senior Center Newsletter to 5,000 seniors twice during the year to provide seniors with critical information regarding County and City services that enhance their quality of life.
Background & Project Description

❖ Provides description of the project
❖ Indicates duration of the project
❖ Target area for the proposed project
❖ Client eligibility criteria (for proposed services)
Proposal Narrative

❖ Statement of Need
   ❖ Must be data driven (census, surveys, primary research)
   ❖ Core of the proposal and weighted accordingly
❖ Outline of Goals & Objectives for the project
❖ Detailed description of outcomes and impacts
How we measure goals and outcomes...

- SPECIFIC
- MEASURABLE
- ATTAINABLE
- RELEVANT
- TIME BOUND
 Proposal Narrative II

❖ Evaluation Protocol
   ❖ How will success be measured?
   ❖ How will the outcomes be demonstrated to the community?
❖ Project Timeline - When will deliverables be realized?
❖ Formal logic model is required (as attachment) for grants $5,000 or greater
Barefeet's Theatre for Development (TFD) Workshops Logic Model

Situation: The overall goal of Barefeet is to prevent children from living on the streets, through involving them in theatre and other creative and recreational activities.

**Inputs**
- Staff time (Paid and Volunteer)
- Funding - UNICEF, Project Concern, Private Donations International (PDI)
- Collaboration with outside partners - Creative Kids International and AirArt
- Program facilities and infrastructure

**Activities**
- Research and develop TFD curriculum
- Train Barefeet Facilitators
- Deliver 10-week module with children
- Refer participants to appropriate service providers
- Deliver individual group Step Outs
- Coordinate Barefeet Youth Arts Festival

**Outputs**
- TFD Curriculum
- Number of trained and capable facilitators
- Number of sessions of trainings held
- Number of children in attendance
- Number of referrals made
- Number of Step Outs
- Number of audience members attending Step Out sessions
- Barefeet Youth Arts Festival held

**Causal Mechanism**
- Children equipped with life skills
- Children inspired to engage creativity
- Children empowered with confidence through performances and positive feedback
- Positive feedback from community audience
- Sharing of knowledge between children from similar backgrounds

**Outcomes**

<table>
<thead>
<tr>
<th>Short (12 months)</th>
<th>Medium (3 years)</th>
<th>Long (5 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's knowledge on key topics increase by 20% in a 12 month period.</td>
<td>SDQ scores in the Normal range will increase by 10% in a 12 month period.</td>
<td>90% of participants retain a stable living situation after reintegration after a 3 year period.</td>
</tr>
<tr>
<td># of participating children</td>
<td>Participants change target behaviors by 10% in a 12 month period</td>
<td>30% of participants stay in a more stable living situation after a 3 year period.</td>
</tr>
<tr>
<td>Positive feedback from community audience</td>
<td># of participants at risk of living on the streets who retain a stable living environment</td>
<td>30% of participants are successful and contributing members of society after a 5 year period.</td>
</tr>
<tr>
<td># of referrals made</td>
<td># of Step Outs</td>
<td>Services received from other organizations will increase by 10% in a 12 month period.</td>
</tr>
<tr>
<td># of Step Outs</td>
<td># of audience members attending Step Out sessions</td>
<td>Perceptions of street children among community members improve by 20% over a 12 month period.</td>
</tr>
<tr>
<td>Barefeet Youth Arts Festival held</td>
<td></td>
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</tr>
</tbody>
</table>

**Assumptions**
- OVC willing to participate in programs
- Facilitator literacy
- Communities open to hosting Step Out sessions
- Government of Zambia and other stakeholders are supportive of the program
- Parents / guardians willing to allow children to participate in programs and take children currently living on the streets back into home

**External Factors**
- Large population of OVCs (12 million) in Zambia in need of support.
- Gaps in funding.
- Other programs providing overlapping OVC-related services in the same area
- Community attitude towards OVC
Project Funding

- A detailed project budget showing ALL sources and uses of funds, including Keller Canyon Mitigation funds (template follows)
- Identify other areas, beyond the target areas, and indicated how they are funded
- Identify the fiscal agent, if appropriate
Please modify this form to list EACH FUNDING SOURCE and ALL EXPENSE CATEGORIES that are relevant. ADD MORE COLUMNS OR ROWS as necessary. Budget should be for ENTIRE PROJECT.

Gray shaded areas will automatically calculate.

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>Source:</th>
<th>Source:</th>
<th>Source:</th>
<th>Source:</th>
<th>Source:</th>
<th>Source:</th>
<th>Source:</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consortium Grants, Federal sources, State Foundation, Community, etc.</td>
<td></td>
<td></td>
<td></td>
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</table>

Total expected each source | $ - |

Status (P=Proposed, S=Application Submitted, A=Approved) |

Date Funds Expected | / / / / / / / / / / / / / / |

USE OF FUNDS

Please distribute all sources of funding over applicable uses below.

<table>
<thead>
<tr>
<th>USE OF FUNDS</th>
<th>Staff Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List ALL program staff positions and the % of FTE they are budgeted FOR THIS PROGRAM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>%FTE</th>
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</thead>
</table>

Total Employee Benefits

Total Employee Taxes

Salary/Benefits Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Other Expenses

| Other Expenses Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
Application Attachments

- IRS Form 990, 990-EZ, 990-N, or 1023/1024
- California Business Portal printout
- Commitment letters/MOU for approved funding sources
  - Note: Public agencies are exempt from these requirements
- Statement of ability to provide General Liability Insurance (and Worker’s Compensation where appropriate)
General Keller Questions & Comments
Overview of the Online Application Portal

Logging On
Creating Accounts
Submitting Attachments
Technical Issues
Online Portal Questions & Comments
Keller Canyon Mitigation Fund

Contact Information

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