

Richmond Department of Children and Youth
Relationship Matrix

Area	Oversight Board Responsibilities	Department Staff Responsibilities	City Council	Service Provider Working Group and Outside Support
<p style="text-align: center;">Main roles</p>	<p>The Oversight Board will provide general oversight of the Fund and Department. Main roles include but are not limited to:</p> <ul style="list-style-type: none"> • Attend at least 6 meetings and serve full terms • Create a Strategic Investment Plan and Community Needs Assessment • Facilitate an annual evaluation • Monitor the Fund • Participate in community engagement outreach and act as an advocate • Recommend to the City Council a list of grants to be awarded • Review applications for funding • Review financial reports 	<p>Main roles of the Department may include but are not limited to:</p> <ul style="list-style-type: none"> • Administrator - Will administer the grant program in alignment with Measures E & K and Board direction • Advocate - Will work to advocate for services, adequate funding, etc. for children and youth supported by this Fund • Collaborator - Will collaborate with various governmental, faith-based, CBO, philanthropy and community organizations to support work in the community and ensure that children and youth needs are met • Convener - Will "hold" the space for City interdepartmental meetings, as well as cross-entity meetings to discuss service delivery, opportunities for collaboration, etc. • Evaluator - Will develop and implement a process to evaluate and/or support the evaluation of grantees, the grant process, collaborative work with other entities, and the program. The Department will help collect and analyze meaningful data and use the evaluation process to document the collective impact of the Fund • Funder - Will develop and administer the grant program in alignment with the Community Needs Assessment and Strategic Investment Plan • Supporter - Will provide support to the Board (Board recruitment, retention, development, training, agenda setting, meeting facilitation, etc.) 	<p>Main roles of the City Council include but are not limited to:</p> <ul style="list-style-type: none"> • Develop a resolution regarding "stance" on Council's support of the children and youth • Help leverage funding from other sources for use by the Department and/or service providers • Make appointments and give final approval on grant award recommendations • Receive periodic status updates from the Board and Department • Select a City Councilmember to serve as Liaison to the Department and Board • Support the work of the Department by being advocates and participating in community events and activities 	<p>The Service Provider Working Group, in addition to parties interested in joining the interagency working group, may provide support to Department Staff and the Oversight Board. Main roles of the Service Provider Working Group include but are not limited to:</p> <ul style="list-style-type: none"> • Advise the Oversight Board • Convene and attend Service Provider Working Group meetings that are open to all parties who provide services to Richmond children, youth, and their families, and who are interested in joining the interagency working group • Distribute important information regarding the work being done by the Department and the Oversight Board, current events, grant deadlines, etc. • Engage in community outreach • Provide feedback on various Department-related documents (e.g. grant guidelines, Community Needs assessment, and Strategic Investment Plan) • Provide support to "new" organizations • Provide technical assistance throughout process for "new" organizations • Serve as subject-matter experts • Support data collection, training (for Oversight Board Members, CBOs, governmental entities, etc.), and "new" organizations receiving or applying for grant funding • Support grantees via training
<p style="text-align: center;">Oversight Board Eligibility and Appointment</p>	<p>15-member Richmond Fund for Children and Youth Oversight Board ("Oversight Board") shall:</p> <ul style="list-style-type: none"> • Be a Richmond or North Richmond resident • Provide community outreach regarding Oversight Board openings and vacancies • Serve 2-year term per appointment by Richmond Mayor or City Councilmember <ul style="list-style-type: none"> • 8 members, selected at random, will serve an initial term of 1 year • Youth under age of 24 can serve terms of 1 year • Except for appointments to fill a vacancy, all subsequent appointments shall be for a term of two years, • Oversight Board members that are over 24 years of age shall not be a paid employee or active Board member of an organization funded from the Fund or applying for funding from the Fund • Oversight Board members under 24 may be affiliated with an organization funded from the Fund or applying for funding from the Fund • Oversight Board members are eligible to receive stipends for participation on the Board 	<ul style="list-style-type: none"> • Provide general support to the Board (e.g. training, meeting support, policy development assistance, and any other necessary supportive tasks) • Provide support to the City Council in developing the Board selection/appointment process • Develop guidelines and application for the Board • Provide training, in collaboration with consultants and/or CBOs, to Board members 	<ul style="list-style-type: none"> • Mayor shall appoint 3 Richmond residents, at least one of which shall be 15 to 24 years of age • Each member of the Richmond City Council shall appoint 2 residents as members <ul style="list-style-type: none"> - 1 over 24 years old - 1 between the ages of 15 to 24 • Best efforts must be made to coordinate appointments so that the Oversight Board represents Richmond's diverse geographic community 	
<p style="text-align: center;">Oversight Board Meetings, Policies and Procedures</p>	<ul style="list-style-type: none"> • Attend a minimum of six meetings per year • Assist in developing Board agendas • Develop and adopt rules and regulations to govern Board procedures (e.g. bylaws, etc.) • Delegate an adult and youth chair of the board, a secretary, standing subcommittees, and ad-hoc subcommittees that are determined based on need • Adult and youth Chairs "chair" each Board meeting 	<ul style="list-style-type: none"> • Staff will assist Oversight Board meetings by supporting the chairs in developing meeting agendas, noticing meetings, recording and posting meeting minutes • Oversee compliance with meeting notice requirements • Ensure compliance by the Oversight Board of the Ralph M. Brown Act • Draft rules and regulations to govern Oversight Board procedures, which shall, among other things, include the manner of calling and giving notices of meetings • Provide trainings and orientation to Oversight Board members relevant to the success of their meetings, policies, and procedures 	<ul style="list-style-type: none"> • Support Oversight Board policies and procedures • Select a Council liaison to attend Board meetings • Receive recommendations from Board 	<ul style="list-style-type: none"> • Provide community outreach regarding Oversight Board openings and vacancies • Provide input on the development of a Service Provider Working Group to advise the Oversight Board on funding priorities, policy development, the planning cycle, evaluation design and plans, and any other issues of concern to the SPWG related to Fund and Department • Explore opportunities to provide training to Oversight Board members • Conduct trainings to support Board member development
<p style="text-align: center;">Community Needs Assessment</p>	<ul style="list-style-type: none"> • Develop criteria for community engagement during the Community Needs Assessment • Participate in community engagement strategies to gather additional community input • Review and provide feedback on the draft and approve the final report to be used for the Strategic Investment Plan. • Be involved in expanding the written policies around the timeline of the Community Needs Assessment and what constitutes adequate community engagement during these processes • Make final selection of consultant to conduct needs assessment 	<ul style="list-style-type: none"> • Work with the Oversight Board to conduct a Community Needs Assessment • Hire a consultant, if needed, to conduct the Community Needs Assessment • Develop a RFP or set of criteria for hiring of a consultant or for conducting the assessment • Gather existing data relevant to the Community Needs Assessment process and share data with the Oversight Board and the consultant • Responsible for saving all data gathered and all new data collected through the Community Needs Assessment process 	<ul style="list-style-type: none"> • Receive and consider for approval Board recommendations regarding grant awards • Approve all contracts for third party evaluators or consultants, if necessary 	<ul style="list-style-type: none"> • Provide data and input that will aid in the development of a Community Needs Assessment • Assist by providing community space to conduct community meetings

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Strategic Investment Plan	<ul style="list-style-type: none"> • Create an initial Strategic Investment Plan and update the Strategic Investment Plan every three years <ul style="list-style-type: none"> - The funding priorities shall be based on the community needs assessment and input from the community - The initial Strategic Investment Plan shall be approved by the majority of the Board and presented to the City Council for review and approval by 12/30/20 - The initial grant application process for the Fund shall take effect no later than 1/1/21 - The initial grant encumbrance from the Fund must begin no later than 6/1/19 • Develop criteria for selecting consultant • Receive and review updates regarding the status of the Strategic Investment Plan and provide feedback for incorporation 	<ul style="list-style-type: none"> • Work with the Oversight Board to conduct a Community Needs Assessment and Strategic Investment Plan • Conduct the appropriate procurement process to hire a consultant to conduct the Strategic Investment Plan • Manage the consultant and Strategic Investment Plan process 	<ul style="list-style-type: none"> • Review and approve contract with the recommended consultant 	<ul style="list-style-type: none"> • Provide feedback during the development and implementation process of the Strategic Investment Plan
Grant Application Development, Review and Recommendations	<ul style="list-style-type: none"> • Develop policies to direct the administration of the grant program • Participate in the review of grant applications for funding from the Fund through a transparent and fair application process (review and provide comments on grant application summaries developed by Department staff and perform final review) • Recommend to the City Council a list of grants to be awarded for each funding cycle • Oversight Board members may consult staff informally, but any request for substantial assistance or a written report must be authorized by the Oversight Board, or designee, or by a majority vote of the Oversight Board as a whole • Set timeline for grant process • Support outreach to ensure eligible entities are aware of grant opportunities • Participate in site visits, as desired • Help develop guidelines for spectrum of grant applications (e.g. possibility of mini-grant process for youth-led programs, etc.) • Determine format for summary review of grant applications for review by Oversight Board 	<ul style="list-style-type: none"> • Support the Oversight Board in developing policies to govern the administration of the grant process • Administer the grant program in compliance with policies adopted by the Oversight Board • Organize and provide received grant applications to the Oversight Board for review • Provide technical assistance to applicants and grantees • Post grant award decisions • Perform outreach to ensure eligible entities are aware of grant opportunities • Conduct in site visits • Help develop guidelines for spectrum of grant applications (e.g. possibility of mini-grant process for youth-led programs, etc.) • Determine format for summary review of grant applications for review by Board • Develop and enter into grant agreements with grantees • Complete grant review documents for use by Oversight Board 	<ul style="list-style-type: none"> • The City Council shall review and consider the recommendations of the Oversight Board. • The City Council may reject the recommendations only if it determines that one or more recommendation is inconsistent with this Article or the priorities identified in the Strategic Investment Plan. • The City Council shall accept or reject the Oversight Board's recommendations in their entirety and may not partially accept or partially reject the recommendations. 	<ul style="list-style-type: none"> • Raise community awareness when a Request for Funding Proposals (RFP) is released to receive grant applications • Review and provide input on grant process and documents • Provide feedback on grantee support from the Department
Leveraging Funding	<ul style="list-style-type: none"> • Develop written policies regarding leveraging the Fund • Advocate for additional funding to support the department and communicate with funders as needed 	<ul style="list-style-type: none"> • Work collaboratively with the Board and funders to leverage the funding allocated through the Fund • Participate in Funders panels and other grant-making bodies • Actively seek additional funding to support the Department • Manage leveraged funds 	<ul style="list-style-type: none"> • Advocate for additional funding to support the department and communicate with funders as needed 	<ul style="list-style-type: none"> • May provide feedback to the Oversight Board on funding
Fund Monitoring and Financial Reporting	<ul style="list-style-type: none"> • Monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency • Review financial reports and audits to confirm that spending from the Fund is consistent with all provisions of this Article, and that the funds are being managed responsibly 	<ul style="list-style-type: none"> • Prepare monthly financial variance reports for review and discussion by the Board • Ensure annual audits are conducted and shared with the Board and publicly 	<ul style="list-style-type: none"> • Receive periodic financial reports 	<ul style="list-style-type: none"> • The Service Provider Working Group may provide feedback to the Oversight Board on how the fund is monitored • Ensure transparency with how the Fund is monitored and shared with the public
Data and Program Evaluation	<ul style="list-style-type: none"> • Ensure that the Fund is managed in a manner accountable to the community by "facilitating an annual evaluation" • Facilitate an annual evaluation and work with a third-party, external independent evaluator to identify relevant evaluation measures and ensure that programs funded through the Fund are impactful and meet established outcomes • Engage in co-learning work groups with the evaluative partners from the Oakland Department for Children and Youth and the San Francisco Department of Children, Youth, and their Families 	<ul style="list-style-type: none"> • Prepare evaluation reports which shall be provided to the City Council and the Mayor's office and made available to the public • Address capacity and technical assistance needs of grantees • Create an open database via the Department's website • Conduct procurement process for consultants • Determine format for annual reporting process • Develop system for annual evaluation process • Develop system for three-year evaluations • Develop a data collection system and determine common data points • Explore the use of results-based approaches to evaluation 	<ul style="list-style-type: none"> • Receive evaluation reports • Support and advocate for the Department's needs for shared data with other entities 	<ul style="list-style-type: none"> • Assist in addressing evaluation needs of the Fund • Provide feedback on data needs and the evaluation process
Community Outreach and Engagement	<ul style="list-style-type: none"> • Report to the public the services and outcomes supported by the Fund • Provide outreach information content to staff for website • Review and provide feedback, as necessary, on outreach and engagement materials and methods • Participate in site visits and/or information sharing with entities 	<ul style="list-style-type: none"> • Assist in the Oversight Board in reporting to the public the services and outcomes supported by the Fund • Create additional community update meetings • Develop and maintain a website and provide outreach and information updates via social media • Participate in site visits and/or information sharing with entities • Participate in outreach for Oversight Board member recruitment 	<ul style="list-style-type: none"> • Participate in site visits and/or information sharing with entities 	<ul style="list-style-type: none"> • Ensure a broad community voice from children, youth, families, and service providers