



SACRAMENTO CHILDREN'S FUND (SCF)

GUARANTEED BASIC INCOME (GBI) PROGRAM FOR TRANSITIONAL AGE FOSTER YOUTH

NOTICE OF FUNDING OPPORTUNITY (NOFO)

GRANT PERIOD: July 1, 2026 through June 30, 2031

NOFO RELEASED ON: December 10, 2025

NOFO CLOSING ON: February 9th, 2026 at 5 p.m. PDT

TABLE OF CONTENTS

OVERVIEW.....	3
GRANT INFORMATION.....	4
SUBMISSION INSTRUCTIONS.....	4
BACKGROUND.....	5
GBI PROGRAM REQUIREMENTS	6
PROGRAM SCOPE	6
ELIGIBLE POPULATIONS	7
FUNDING REQUEST	7
GRANT PERIOD	7
ELIGIBLE APPLICANTS	7
PAST PERFORMANCE	8
APPLICANT TYPES.....	8
MATCH REQUIREMENT.....	9
AUDITED FINANCIAL STATEMENTS	9
PAYMENT METHOD.....	10
LIMITATIONS ON USE OF FUNDS	10
GRANT REQUIREMENTS	11
GRANT AGREEMENT	11
REPORTING REQUIREMENTS.....	12
NOFO PROCESS OVERVIEW	13
CONFIRMATION OF RECEIPT OF PROPOSAL.....	13
DISQUALIFICATION.....	13
PROPOSAL RATING PROCESS	13
SUMMARY OF KEY DATES	14
CESS OVERVIEW	14
RATING FACTORS AND MAXIMUM POINTS.....	14
SCORING RUBRIC	15
EVALUATION OF PROPOSAL.....	15
PROPOSAL INSTRUCTIONS	17

PROPOSAL SUBMISSION PROCESS AND TIPS	17
APPLICATION CHECKLIST	17
COVER PAGE & NARRATIVE	18
NARRATIVE QUESTIONS	18
ORGANIZATIONAL AND PARTNER EXPERIENCE & CAPACITY	18
PROGRAM DESIGN & READINESS.....	19
OUTREACH & ENROLLMENT STRATEGY.....	19
WORKPLAN/TIMELINE	19
BUDGET TABLE AND BUDGET NARRATIVE.....	19
BUDGET TABLE	20
BUDGET NARRATIVE.....	20
PREFERENCE POINTS (OPTIONAL)	20
ATTACHMENT 1: COVER PAGE & NARRATIVE	20
ATTACHMENT 2: WORKPLAN/TIMELINE.....	24
ATTACHMENT 3: BUDGET TABLE.....	25
ATTACHMENT 4: BUDGET NARRATIVE.....	27
ATTACHMENT 5: LBE PREFERENCE POINTS	30

OVERVIEW

The Sacramento Children’s Fund (SCF) is seeking program proposals from non-profit organizations and public agencies to provide a Guaranteed Basic Income (GBI) program to transitional age foster youth in Sacramento, California. The City will allocate funding as outlined in the SCF [Strategic Investment Plan \(SIP\)](#) to support programming taking place between July 1, 2026 – June 30, 2030.

The purpose of this program is to provide grants to eligible entities to administer programs that provide a guaranteed income to eligible participants. The Sacramento Children’s Fund Guaranteed Basic Income (GBI) Program will provide unconditional, individual, regular cash payments intended to support the basic needs of transitional age foster youth. Funding under this NOFO will be granted to eligible entities to enable and evaluate GBI programs in the County of Sacramento.

This Notice of Funding Opportunity (NOFO) seeks to identify eligible entities to administer a GBI Program. The Program’s eligible populations include Sacramento County residents between the ages of 16 and 24 who have previously exited foster care (Child Welfare/Juvenile Justice) or who are within 90 days of exiting Extended Foster Care.

All applicants are strongly encouraged to read the Strategic Investment Plan in addition to this NOFO before starting the application process.

Grants awarded through this NOFO will be for up to 5 years with a total award amount of up to \$8 million dollars. The City will fund an initial three year funding period from July 1, 2026 – June 30, 2028 with up to \$4.8 million. After the initial three year funding period, the grantee will be eligible for up to two additional one-year funding periods available until June 30, 2031. Renewals will be based upon performance review and funding availability.

For the purposes of this NOFO, the City seeks to make one award to an eligible applicant to administer a GBI program serving at minimum 100 unduplicated participants who meet the eligibility criteria outlined on pg. 6.

Successful applicants will have existing experience offering a GBI or Universal Basic Income (UBI) program within the past five years and will advance the goals outlined in the SIP.

The SCF is funded via the City's General Fund, calculated by an annual allocation of 40% of Local Cannabis Business Tax (CBOT) revenue. Funding will be available to non-profit and government agencies only – no funding will be provided to for-profit entities.

All awards are subject to City Council Approval.

As a result of this NOFO, the City anticipates distributing up to \$8 million dollars over a term of five years to one IRS certified 501(c)(3) non-profit corporation or public entity.

GRANT INFORMATION

SUBMISSION INSTRUCTIONS

Prospective applicants should review this NOFO in full, which includes all information necessary to prepare the application before beginning the proposal submission process.

Proposal Submittal Deadline Date and Time: Applicants must submit proposals electronically via the City's online portal, [Grant Management System](#) by **5 p.m. PDT on Monday February 9, 2026**. Proposals that are mailed, e-mailed, or faxed will not be accepted. Proposals not received by the Proposal Submittal Deadline are late and will not be considered.

We strongly encourage you to submit your proposal well in advance of the deadline to avoid submitting late due to unforeseen technical issues.

Deadline for Questions: Applicants may submit questions online through the GMS portal. Please click on the "Questions" tab of the GMS portal homepage to submit a question or review questions and answers for this NOFO. To ensure open and equitable access to grant information, all questions must be posted there. The City will make its best effort to answer questions within 24-72 hours. The City

will accept questions until **5 p.m. on January 12th, 2026**. Thereafter, staff will publish answers to all questions received by **5 p.m. on January 23rd, 2026**.

Optional Bidder’s Conference: Interested applicants are strongly encouraged to use the Q&A function on GMS (outlined above) to ask questions up until the deadline. However, the City of Sacramento will host one optional Bidder’s Conference on **December 18, 2025 @ 1pm** to provide an overview about the NOFO process and answer questions. No preference will be given to applicants who attend. You may register [here](#).

Staff Contact: For general questions please contact SCF@cityofsacramento.org . For **technical support** or help using the GMS, send an email to City staff at grants@cityofsacramento.gov.

BACKGROUND

The Sacramento Children’s Fund (Measure L)

In November 2022, after years of youth-led community organizing and advocacy, voters in the City of Sacramento approved the Sacramento Children and Youth Health and Safety Act. Also known as Measure L, this Act established the Sacramento Children’s Fund (SCF or “the Fund”) as a dedicated stream of sustained funding to support positive youth development and youth violence prevention programs for Sacramento children and youth less than 25 years of age.

Strategic Investment Plan

The Sacramento Children’s Fund’s current Strategic Investment Plan is structured around the five fund goals and outlines various strategies to achieve the desired outcomes for each goal, prioritizing methods that address the specific needs and experiences of children and youth most affected by poverty, trauma, and violence. The strongest applications will align with and reference the [Strategic Investment Plan](#).

Mission, Vision, and Guiding Principles

Mission Statement: The SCF provides a dedicated stream of sustained funding to support positive youth development and youth violence prevention programs for Sacramento’s children and youth from birth to age 24.

Vision Statement: All children and youth in Sacramento, especially those most impacted by poverty, trauma, and violence, will have equitable access to the power, conditions, opportunities, and experiences that enable them to fully participate, prosper, and achieve their optimal potential.

Guiding Principles: As with all City of Sacramento-supported programs for children and youth, the SCF is committed to adhering to and deliberately taking action that aligns with the values, social justice principles, and research-based supports and opportunities outlined in the [Citywide Youth Development Plan & Framework for Children and Youth Programs](#).

City of Sacramento Racial Equity Statement

The City of Sacramento affirms racial equity as a core value in which race does not affect life outcomes. We acknowledge historical racial inequities and are committed to transparent, deliberate, and actionable solutions that will remedy those inequities and serve all our diverse communities.

GBI PROGRAM REQUIREMENTS

Guaranteed Basic Income program proposals must meet the following minimum criteria outlined below, however applicants are encouraged to propose alternative scopes based on experience and capacity. SCF is looking for program models that are research based, understand the size and makeup of the local target population, and propose the best use of available funds.

PROGRAM SCOPE

Guaranteed Basic Income programs must provide the following:

- Guaranteed Basic Income cash transfer payments that meet the following criteria
 - A minimum of 100 individual eligible participants to receive cash payments.
 - Minimum monthly amount of \$750.
 - Guaranteed Basic Income offered to eligible participants for a minimum two year benefit period (participants who will age out or drop out during the two year benefit period are only eligible to participate until their 25th birthday)
- A comprehensive outreach and enrollment strategy to ensure inclusive access to the program for eligible participants, including targeted strategies to mitigate any anticipated barriers to access.
- Provide a mechanism for fund disbursement to participants (fund requests to support disbursement platforms are an eligible expense). *Fund disbursement platforms are encouraged to be fast, efficient, and limit documentation burdens for recipients. Multiple options for fund disbursement encouraged.*
- Make wrap-around services available (at the participant's option) including financial counseling and other services not limited to the following: housing navigation, peer support group/mentorship, LGBTQ+ supportive services, mental health resources, job search assistance, connection to Family Resource Centers and Community Incubator Leads, pregnant and parenting supports, public health program supports, etc.
- Provide public benefits counseling at enrollment (at the participant's option) to ensure informed youth participation.
- Provide and pursue Benefit Protection for recipients. Grantees will be responsible for pursuing any and all necessary waivers available for CalWorks, CalFresh and any locally administered programs, including but not limited to: i. Housing ii. General Relief / General Assistance iii. Childcare assistance programs iv. Transportation assistance v. Utility assistance
- Partner with a third party evaluator to assess the program effectiveness and collect, at the individual level, and submit to the City the following data, at minimum:
 - Individuals referred to the GI program and their eligibility;
 - Enrollment dates and drop-out dates, if applicable;
 - For all individuals referred, demographic information which may include date of birth, gender identity, and race/ethnicity;
 - Programmatic data; such as whether each recipient participated in

benefits counseling and the dates that GI payments were disbursed.

ELIGIBLE POPULATIONS

Guaranteed Basic Income recipients must meet the following criteria:

- **Participants must be youth in or transitioning out of foster care ages 16-24**
- Participant's income is at or below 300% of the federal poverty level.
- Participants must consider the County of Sacramento to be home as evidenced by current residency in the County of Sacramento, prior residency and residency of an immediate family member, history of attending a K-12 school within the city or county limits, or a current member of the homeless community receiving services within the City or County of Sacramento.

**Guaranteed Basic Income programs shall verify foster youth status, income and geography.*

FUNDING REQUEST

- ☐ Applicants may request grants of between \$500,000 and \$1,600,000 per year. Grantees may receive up to \$8 million in total funding for up to five years.
- Initial funding agreements will be for three years and up to \$4.8 million dollars.
- This range also applies to collaborative applications.
- *The SCF reserves the right to award funding that is more or less than the funding request made by the applicant.*
- Award amounts will be related to the number of individuals served.
- The City will make one grant award.

GRANT PERIOD

Grant funded programs may begin as early as July 1, 2026. After an initial three year funding period (July 1, 2026 –June 30, 2029), funding will be renewed annually, contingent upon grantee performance, contract compliance, and funding availability (see Reporting Requirements pg.12.)

Grantees will not receive their first disbursement of funds until the contract is fully executed; meaning all required information and documents, including insurance requirements, must be satisfied before the program can commence. Fund disbursement is not immediate or automatic; the process includes several steps and takes time. Grantees should be prepared to wait up to 8 weeks after agreement execution before any funds are disbursed and plan accordingly.

ELIGIBLE APPLICANTS

All eligible applicants shall:

- ☐ Have an organizational budget at or above \$3,000,000 in the current or most recent fiscal year;
- ☐ Have at least one year of experience administering a GBI or UBI program to children or youth (birth through 24 years) in the last five years; and

- ☐ Must be either a public agency or a community-based organization (CBO). CBOs must submit an exemption letter from the Internal Revenue Service (IRS) certifying the organization's status as a 501(c)(3) non-profit corporation. To obtain this letter, call the IRS at 1-877-829-5500. **(Note: in some cases, it can take over two weeks to obtain this letter).**
- ☐ Provide proof of the required liability insurance, if funded.
- ☐ Demonstrate the operational capacity and ability to fulfill all program and administrative requirements and deadlines outlined in this NOFO.
- ☐ Must be in good standing with the City. See Past Performance, below.

Failure to meet any of the above eligibility requirements may result in disqualification of your proposal.

PAST PERFORMANCE

For applicants that have received grant funds from the City within the past five years, the applicant must be in good standing with the City. This means the grantee provided all requested data and fulfilled the scope of work requirements under any prior grant agreements and has not experienced any past performance or compliance issues on those agreements. **This good standing requirement also applies to any subgrantees of the applicant that previously received grant funds from the City.**

APPLICANT TYPES

COMMUNITY BASED ORGANIZATION (CBO) 501(C)(3) APPLICANT

Apply as a Community Based Organization applicant if:

- ☐ Organization is an IRS certified 501(c)(3) non-profit corporation
- ☐ Organization has the fiscal and management capacity to support subcontractors (if applicable, such as instructors that are independent contractors) by issuing payments in a timely and professional manner.
- ☐ Organizational Budget is at or above \$3 million in the current or most recent fiscal year.

NON-CITY PUBLIC ENTITY APPLICANT

Apply as a non-City Public Entity if:

- ☐ Applicant is a state or local government agency other than the City of Sacramento. Examples include public libraries, school districts, and county government entities.
- ☐ Applicant has the fiscal and management capacity to support subcontractors (if applicable, such as instructors that are independent contractors) by issuing payments in a timely and professional manner.
- ☐ Non-city public entity applicants must demonstrate a cash match for each dollar requested from the SCF.

COLLABORATIVE APPLICANT

The City of Sacramento strongly encourages collaboration between non-profits and/or public entities to create and sustain partnerships that maximize the cost-effectiveness and quality of service delivery. The collaborative should examine how the involvement of other partners will be best coordinated within the model. Collaborative applicants will be required to provide a Letter of Intent signed by all collaborative partners during the proposal submission process; the City will require a formal MOU signed by all collaborative partners prior to grant award.

Note: When applying as a collaborative applicant with a non-city public entity, the 100% cash match is still required per Measure L.

Apply as a collaborative applicant if:

- ☐ The partnership consists of two or more organizations/agencies, each contributing *substantial participation* toward a mutual goal.
 - *Substantial participation* includes providing direct services, planning, and coordinating services, and having equal partnership in decision making around program design and implementation.
- ☐ The lead agency of a collaborative will be the entity that contracts with the City and is paid the grant proceeds.
 - Collaboratives must choose a lead agency that has the fiscal and management capacity to support the other partners or subcontractors by issuing payments to them in a timely and professional manner.
- ☐ The City will not consider applications in which the lead entity simply acts as a fiscal pass-through.
- ☐ 100% Cash match required for collaborative applications only when the partnership includes a non-city public entity.

MATCH REQUIREMENT

The City of Sacramento will administer grants with following requirements:

- 501(c)(3) - no match requirement
- Non-City public entities - 100% cash match requirement
- Collaborative applicants – 100% cash match requirement if the collaboration includes a non-City public entity

Before receiving money from the Sacramento Children's Fund, any non-city public agency must demonstrate a cash match for each dollar it receives from the fund.

AUDITED FINANCIAL STATEMENTS

Applicants are required to provide a copy of their agency's audited financial statements as part of their application. The audit is required for only the lead agency of a Collaborative. Audited financial statements must be from within the past three years (July 1, 2022 to present). If an Applicant is a public agency, other than the City of Sacramento, the applicant must submit proof of the existence of an independent single audit.

Audited Financial Statements require that:

- The cover letter explains what information must be returned to the CPA office before the audit report (and other letters) can be finalized.
- The opinion letter, otherwise known as the independent auditor's report, states whether the financial statements are presented in accordance with accounting principles accepted in the United States.
- The management letter, also known as the internal control letter, communicates deficiencies and weaknesses in a company's organizational structure.

PAYMENT METHOD

SCF GBI programs can extend for up to five years. However, the City reserves the right to terminate grant agreements at any time for non-compliance, including unsatisfactory reporting and performance history. Therefore, if the applicant is awarded a three-year contract, release of funds for year two and three will be contingent upon timely and satisfactory reporting and year one performance.

- *First year of agreement:* The City will advance up to 25% of grant funds upon initial grant agreement execution. The City will disburse the remaining funds on a quarterly reimbursement basis upon satisfactory submission of reporting requirements (see Reporting Requirements, pg. 12), including a mid-year progress report and financial documentation demonstrating that the grantee appropriately expended all funds previously advanced.
- *Second year through fifth year of agreement (if applicable) contingent upon performance and fund availability:* As long as the grantee has demonstrated satisfactory performance in the previous year, the City will release up to 25% of grant funds for each subsequent year. The remaining funds will be dispersed on a quarterly reimbursement basis upon satisfactory submission of all reporting requirements including a mid-year progress report, final report for the previous year, and financial documentation demonstrating that the grantee appropriately expended all funds previously advanced.

LIMITATIONS ON USE OF FUNDS

Administrative/Indirect Costs

- 501(c)(3) - No more than 10% of the total grant request may be allocated to administrative/indirect costs
- Non-City public entities - No more than 10% of the total grant request may be allocated to administrative/indirect costs
- Collaborative applicants – No more than 15% of the total grant request may be allocated to administrative/indirect costs

Prohibited Uses of Funds

- Any service that only incidentally benefits children and youth in or transitioning out of foster care
- Fundraising or lobbying activities
- Grant application preparation expenses
- Expenses incurred or obligated outside of the specified grant period
- Acquisition, lease, or maintenance of any capital item or real property that is not for primary and direct use by youth
- Services for which a fixed or minimum level of expenditure is mandated by state or federal law, to the extent of that fixed or minimum level of expenditure

GRANT REQUIREMENTS

GRANT AGREEMENT

The City requires selected non-City applicants to enter into a grant agreement (see Appendix A: Grant Agreement Sample, pg. 31). The City will not modify or waive agreement provisions. While the agreement contains myriad provisions, applicants should take special note of the insurance requirements which are as follows:

- 1) General commercial liability insurance with limits of not less than \$1 million per occurrence
- 2) If the program requires use of a motor vehicle, automobile liability insurance with limits of not less than \$1 million
- 3) Workers' compensation insurance with limits of not less than \$1 million
- 4) Sexual Abuse and Molestation insurance is required with limits not less than \$1 million per occurrence.
- 5) If the program qualifies as a professional service for which the provider needs a state license such as a mental health counselor, professional liability insurance with limits of not less than \$1 million
- 6) Name the City as an additional insured for the general commercial liability and automobile policy per the terms of the policy if required by the grant agreement or by submitting an Additional Insured Endorsement certificate

501(c)(3) applicants recommended for funding will be expected to comply with Labor Peace Agreement requirements that prohibit the discouragement of employee unionization per City Council direction.

Please note: the actual award of grant funding is dependent upon final City Council approval and successful negotiation of the scope of services and budget attachments to the grant agreement, which will be based on the proposal and amount of grant funding available. If the scope and budget attachments cannot be completed within a reasonable period as determined by the City, the City may terminate negotiations and not award the grant.

REPORTING REQUIREMENTS

Quarterly, mid-year, and end-of-year reports, as well as participant surveys and expenditure reports, serve as critical elements in the City's grant monitoring and oversight process. Grantees unable to demonstrate sufficient progress towards program objectives or grantees unable to demonstrate spending in accordance with the agreement's budget could be subject to the withholding of future funds and/or the early termination of the agreement.

Grantees will be required to collect information specified by the City, including but not limited to, participant information, administer a participant survey and submit reports that demonstrate the implementation of grant activities and progress/completion of program goals, for each year of the contract period, as follows:

- **Quarter 1 Report** (expenditures, participants, activity status)
- **Mid-Year Progress Report** (expenditures, participant data, activity status, progress towards objectives, survey status, program highlights)
- **Quarter 3 Report** (expenditures, participant data, activity status)
- **End-of-Year Report** (expenditures, participant data, activity status, assessment of objectives, survey status, program highlights and challenges)

The grantee will be expected to include in their program proposal and budget a plan to hire an evaluator to collect and report out on GBI program participant outcomes. Refer to Program Scope pg. 6.

Expenditure reporting must align with the agreement budget and must include documentation corroborating all expenses including time sheets and receipts with written justification as to the purpose of the expenditure. Should the City find the documentation submitted to be insufficient or the grantee used City funds for ineligible costs, the City reserves the right to terminate the agreement, withhold future payments, and/or seek reimbursement.

Grantees shall track grant monetary expenditures as a standalone project, activity code, or assigned project to prevent the commingling of other organization expenses not related to the grant-funded program.

To ensure successful management of the proposed program, applicants are encouraged to propose a reasonable amount in their budget allocations to administer the program, which includes staff time and data collection tools/technology required to meet grant agreement reporting requirements.

NOFO PROCESS OVERVIEW

CONFIRMATION OF RECEIPT OF PROPOSAL

The City will only accept proposals submitted on [Grant Management System](#) by 5 p.m. PDT on or before the proposal submission **due date** indicated in this NOFO (**February 9, 2026 @ 5pm**). The Grants Management System does NOT send a confirmation email upon submission of an application. After clicking the **Submit Application** button, a successfully submitted application will change from **Draft** to **Pending Staff Review** in the **Application Status** field. At any point prior to the application deadline, you may click the **Recall Submission** button to resume editing and the **Application Status** will revert to **Draft** status. If you recall your application to make additional edits, you must click the **Submit Application** button again *prior to the deadline* to re-submit your application. If your application has a status of **Draft**, then your application was not submitted. Please note that the Grants Management System does not currently allow users to download a full copy of their completed application. Instead, you must click on the **View this Item** button to view each item in the Application Checklist.

DISQUALIFICATION

Any of the following will result in an automatic disqualification:

- Failure to submit an application via the Grant Management System by **5 p.m. PDT on February 9, 2026**.
- Failure to submit a complete application with all of the required attachments
- Not qualifying as a public agency or a 501(c)(3) non-profit corporation in good standing with the Secretary of State and the Attorney General Registry of Charitable Trusts.
- Not otherwise meeting the eligibility requirements set forth above (see Eligible Applicants, pg. 7).
- Failing to propose a use of funding that meets the scope and other requirements outlined in this NOFO.

PROPOSAL RATING PROCESS

Proposals that meet the minimum qualifications will advance to the Proposal Rating Process. To oversee the Proposal Rating Process, the City will convene a Grant Advisory Team comprised of diverse and non-conflicted careholders. Members will read and rate proposals in accordance with the prescribed rating factors (see Rating Factors and Maximum Points, pg.14).

Members of the Grant Advisory Team will base their scores on how well an applicant addresses the items listed under each rating factor within the proposal (including the proposed budget). Following the Proposal Rating Process, the City will organize Final Rater Review Meetings if necessary, where the Grant Advisory Team will develop funding recommendations for the City's consideration.

At the conclusion of this process, the City will notify applicants whether their proposal will be recommended for funding. City staff will bring the proposal recommended for funding to City Council

for final approval. Throughout this process, applicants are not to contact members of the City Council, members of the Grant Advisory Team or City staff to discuss their proposals. The City reserves the right to interview one or more applicants; interviews with all applicants may not be required.

SUMMARY OF KEY DATES

The following table depicts a timeline of key dates related to the SCF NOFO process.

Activity	Date
NOFO Release Date	December 10, 2025
NOFO Q&A*	Dec 10, 2025 – Jan 12 2026
Pre-Proposal Meeting (Bidders' Conference)	December 18, 2025 @ 1pm
NOFO Q&A Ends	January 12th, 2026 by 5p.m.
Application Deadline: Proposals Due	February 9, 2026 by 5p.m.
Proposal Review	February-March 2026
Programs Recommended for Funding Announced	March 2026
Recommendations brought to City Council for approval	April 2026
Contracting and Negotiations Begins	May 2026
Program Year/ Contract Begins**	July 1, 2026
<i>*GMS technical support is ongoing. Programmatic Q&A is limited to the above referenced dates.</i>	

RATING FACTORS AND MAXIMUM POINTS

Members of the Grant Advisory Team will use the rating factors listed below and the maximum point values below to score each application.

Rating Factor	Maximum Points
1) Organizational and Partner Experience and Capacity	20
2) Program Design and Readiness	40

3) Outreach & Enrollment Strategy	20
4) Budget and Budget Narrative	20
Total Points	100
Local Business Enterprise (LBE)	5
Maximum Total Points	105

SCORING RUBRIC

The scoring general rubric is below.

No Evidence 0	Poor up to 25%	Fair 25% to 50%	Good 50% to 75%	Very Good 75% to 100%
The response does not address the rating criteria.	The response is vague or incomplete and only partially addresses the rating criteria.	The response addresses some, but not all of the rating criteria or is non-specific and lacking focus.	The response is reasonably comprehensive and clearly addresses many of the rating criteria listed above.	The response is detailed, comprehensive, and addresses all of the rating criteria listed above in a way that demonstrates a thorough understanding of the intent of the program.

EVALUATION OF PROPOSAL

The following specific criteria and the points for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals:

1) **ORGANIZATIONAL AND PARTNER EXPERIENCE AND CAPACITY..... 20 POINTS**

- Organization has achieved success, and accomplishments demonstrate capacity for effective delivery of proposed services;
- Professional background and qualifications of team members proposed to deliver direct services;
- Cultural humility and or lived experience of staff reflect communities proposed to be served;
- Organization has experience administering a GBI or Universal Basic Income program within the past five years;
- Organization and/or partner agencies have demonstrated experience working with youth between the ages of 16 and 24 who have previously exited foster care.

2) PROGRAM DESIGN AND READINESS..... 40 POINTS

- Outline of eligible population in Sacramento County, expected number of individuals served, benefit period, benefit amount, and proposed services in alignment with requested funding amount;
- Describe the methodology for determining the program scope and size of population served;
- Clear and detailed workplan that outlines the program design including phases for launching the program such as outreach and enrollment, benefit period, and closeout with expected delivery dates (See Attachment 2);
- Clearly defined mechanism for benefit disbursement. Fund disbursement platform highly encouraged;
- Clearly defined optional wraparound services component for program participants including a list of services offered;
- Benefits counseling and benefits protections for participants outlined in program design;
- Identification of intended or existing partner organizations, such as the County of Sacramento, fund disbursement platform contractor, wraparound services providers, and evaluation consultants;
- Clearly articulated plan to hire a third party consultant to evaluate the GBI program and collect outcome data outlined in the Program Scope section on pg. 6.

3) OUTREACH & ENROLLMENT STRATEGY 20 POINTS

- A clear and specific outreach and enrollment plan to recruit and retain eligible participants including point of contact, facilitation of the application process for potential recipients; case management planning; and targeted strategies to mitigate any anticipated barriers to access.
- Demonstrated outreach and engagement strategies that are effective and culturally relevant; evidence of past performance or competency with the community and target population served including recruitment and retention strategies;
- Articulation of how the applicant will address anticipated barriers to outreach, enrollment and rollout of benefits;
- Clearly demonstrates commitment to low-burden and equitable approach to outreach, enrollment, and eligibility verification;
- Top scoring applications will have established MOUs, agreements, or letters of intention with entities that administer extended foster care programming and provide a dependable method to contact and enroll eligible participants. Applicants are encouraged but not required to upload executed MOUs or agreements to the portal as proof.

4) BUDGET TABLE AND BUDGET NARRATIVE..... 20 POINTS

- Program provides a clear budget that describes staffing and associated direct costs required for successful program implementation.
- Expenses are reasonable and commensurate with the scale of services proposed.
- Additional resources are identified to support the program, with reasonable plan for securing matching funds.
- Program aligns, leverages, and/or coordinates with other public and private resources.

- Total program budget of SCF funding and additional matching funding is realistic and reasonable for proposed level of services.
- The ratio between the organization's total grant requests and their organization's overall current year budget is appropriate based on program design and other factors.
- Funding request is reasonable and administrative costs are fair and balanced in comparison to the amount for funding disbursed to eligible participants during the benefit period.

PROPOSAL INSTRUCTIONS

PROPOSAL SUBMISSION PROCESS AND TIPS

The City of Sacramento is exclusively using [Grant Management System](#) (GMS) to accept responses to this NOFO. To access the submission portal and register for an account, please visit the grant program page. Applicant agencies must identify one primary contact responsible for submitting your materials and serving as your main point of contact, although you are welcome to share the login information with key collaborators at your organization.

Grant Management System:

This user guide is designed to help potential grant applicants who are interested in applying for City of Sacramento grant opportunities at [Grant Management System](#). If you have questions or need tech support using the Grants Management System, please send an email to grants@cityofsacramento.gov and you will receive a response within one business day.

Proposal Submission and Acknowledgements:

Verify that the information is complete, all forms have been submitted and submit the online proposal. You may enter your application over multiple sessions. Remember to save often and log out when you have finished a session. Please review the elements of your application including all uploads before submitting. It is recommended that you wait until the entire application is complete before submitting. Once you submit, you will not be able to edit any of your work. More information is provided on each of these steps on the following pages. Be sure to read these instructions carefully.

APPLICATION CHECKLIST

Proposal Required Documents: Please upload the following:

Attachment 1 – Cover Page & Narrative

Attachment 2 – Workplan/Timeline (No template provided – upload your own workplan/timeline)

Attachment 3 – Budget Table

Attachment 4 – Budget Narrative

Attachment 5 – Preference Points – Optional

Supporting Documents

- 1) Copy of IRS Letter Certifying Tax Exempt Status (501(c)(3) non-profits only)

- 2) City BOT Exemption Certificate: Letter from the City's Revenue Division confirming an exemption from the business operations tax
- 3) Proof of Good Standing with the California Attorney General Registry of Charitable Trusts
- 4) Proof of Good Standing with the California Secretary of State
- 5) Financial Statements
 - o All applicant must upload an Audited Financial Statement. The audit is required for only the lead agency of a Collaborative. Audited financial statements must be from within the past three years (July 1, 2022, to present). If an Applicant is a public agency other than the City of Sacramento, the applicant must submit proof of the existence of an independent single, other audit.
- 6) Organizational Budget
 - o Please upload a copy of your applicant agency's most recent fiscal year organizational budget
- 7) Board Roster
 - o Please upload a copy of your current active board of directors' roster indicating officers and professional affiliations.
- 8) Letter of Intent (required if applying as a collaborative)
 - o Please upload a copy of the letter of intent signed by all collaborative partners supporting the proposal.
 - o MOU (optional)
 - o Applicable if proposing to subcontract or partner with agencies for service provision such as the County of Sacramento. If selected, all partners may be required to be a party to the contract.
- 9) Proof of Insurance (optional)
 - o The insurances and endorsement certificates are not required for proposal submission. However, if selected for award, the insurance will be required, as outlined on pg. 11. You may upload now, which could help speed grant agreement processing.

COVER PAGE & NARRATIVE

The Organization and Proposal Cover Page details the organization, program, and award request. The proposal narrative must include the following elements presented in the order listed below. See *Attachment 1- Cover Page & Narrative*.

NARRATIVE QUESTIONS

ORGANIZATIONAL AND PARTNER EXPERIENCE & CAPACITY

Describe the organization's history, capacity and staffing qualifications including experience providing a GBI or UBI program. Describe the organization or partner organization's experience working with youth between the ages of 16 and 24 who have previously exited foster care or who are within 90 days of exiting Extended Foster Care.

PROGRAM DESIGN & READINESS

Program Structure

Describe the exact population your program aims to serve including the expected number of individuals served, the benefit period, the benefit amount, and any phased approach to program launch. Describe the benefit disbursement plan, benefit counseling and benefit protections for program participants, and optional wrap-around services provided. If the program design reflects an equity-focused approach please describe.

Program Participants

Identify the eligible participant population in Sacramento in alignment with your proposed program scope and how the program or project will serve Sacramento youth between the ages of 16 and 24 who have previously exited foster care or who are within 90 days of exiting Extended Foster Care.

Program Partners

List the other partners that will support the program. If the program or project includes subcontractors or consultants, specify their roles, responsibilities, and qualifications. Include any planned or existing partner relationships including the status of MOUs, agreements or letters of intent. Describe the workflow between the partner organizations that will work together to administer the benefit program. Include a description of plan to hire a third party consultant to evaluate the GBI program.

OUTREACH & ENROLLMENT STRATEGY

Describe in detail the program's outreach and enrollment plan including any strategies related to how your organization plans to access or contact eligible participants and your approach to eligibility verification.

WORKPLAN/TIMELINE

All applicants must submit a workplan that outlines the applicant's enrollment and benefit period as part of the application. The workplan should lay out a detailed program framework, including the funding years, benefit period, and timeline to track the activities of the grant. The workplan/timeline will be scored as part of the Program Design and Readiness rating criteria. The workplan may follow the format of the applicant's choosing and should be uploaded to GMS as *Attachment 2*.

BUDGET TABLE AND BUDGET NARRATIVE

The program budget is an important component of the proposal that should be clearly linked to support the proposed program, with reasonable and justifiable expenses for staffing and program costs. The budget proposed should be an appropriate and accurate projection of the program expenses for each program year for which funds are requested.

BUDGET TABLE

All applicants must complete the Budget Table (see *Attachment 3: Budget Table*) as part of the application. The Budget Table asks applicants to provide budget information for the full program budget, funding request budget, and any matching funding (if applicable). Please complete a budget table for the entire funding request. For example, if you are requesting 5 years of funding please complete one budget table for the entire 5 years.

IMPORTANT: Upon selection of a program, the City will require a breakdown of the submitted budget by program year.

While some applicants may use different line items as a part of their own budget processes, the line items in the Budget Table are the line items that applicants must use. Applicant should note the following:

- List total cost for each line item. Detailed expenses will be provided in the budget narrative.
- Report amounts in whole dollars only.
- The City does not require applicants to request funds for every line item. If you are not requesting funds for a certain line item, simply list \$0.

BUDGET NARRATIVE

All applicants must complete the Budget Narrative. See *Attachment 4 - Budget Narrative*. The purpose of the Budget Narrative is to provide support and explanation for the amounts requested in the Budget Table.

PREFERENCE POINTS (OPTIONAL)

Only applicants applying for preference points need to fill out the Preference Points section of the application. See *Attachment 5 Preference Points for LBE applicants*.

ATTACHMENT 1: COVER PAGE & NARRATIVE

Organization Information (Applicant):

Primary Contact for Grant

Organizational Type: Choose an item.	
Name of Organization: Click here to enter text.	Title: Click here to enter text.
Organization Address: Click here to enter text.	Name Click here to enter text.
	Phone Number: Click here to enter text.

	Email Address: Click here to enter text.
--	---

Collaborative Partner Organization

Organizational Type: Choose an item.	
Name of Organization: Click here to enter text.	Title: Click here to enter text.
Organization Address: Click here to enter text.	Name Click here to enter text.
	Phone Number: Click here to enter text.
	Email Address: Click here to enter text.

Program Budget:

Total Program Budget for up to 5 years: \$ Click here to enter text.	Total Grant Funds Requested for up to 5 years: \$ Click here to enter text.
How many years of funding are you applying for? Click here to enter text.	Total Matching Funds (if applicable): \$ Click here to enter text.

Proposed Program Scope:

Total Participants Served:	Benefit Period (in years)	Monthly Benefit Amount (per participant)	Total Benefit Amount (per participant)	Total Benefit Amount (per program)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

ORGANIZATIONAL & PARTNER EXPERIENCE & CAPACITY (20 POINTS)

- 1) Describe the Organization's experience providing the services proposed in your application. Specifically name how many years of experience your organization has administering a GBI or UBI program in the past five years. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care (300 words).

Click here to enter text.

- 2) Describe the staffing plan for your proposed program or project. Identify *(300 words)*:
- The person who will have primary responsibility for managing the program or project and discussing their experience managing similar projects.
 - Describe the plan for recruiting and training the staff who will deliver the program.
 - Provide information on how many people will be directly working on the project and their qualifications to work effectively with the target population.

[Click here to enter text.](#)

- 3) Describe organization and/or partner agencies have demonstrated experience working with youth between the ages of 16 and 24 who have previously exited foster care.

[Click here to enter text.](#)

PROGRAM DESIGN & READINESS (40 POINTS)

As part of the Program Design & Readiness Narrative, fill out **Attachment 1 – Cover Page & Narrative** and include an **Attachment 2 - Workplan**)

- 4) Describe the program or project design and scope. In describing the program design, include the following *(3,000 words)*:
- Expected number of individuals served, benefit period, benefit amount and proposed services in alignment with requested funding amount. Include your methodology for determining the program model;
 - . Please share your plan for verifying that prospective recipients meet the income, geographic, and other eligibility criterion described above, including how your verification processes will minimize administrative burden for prospective recipients (please note that pilots may accept self attestation.
 - Description of the mechanism to be used for benefit disbursement including any plans to use a benefit disbursement platform, and if multiple disbursement methods will be made available to participants;
 - Description of optional wraparound services component for program participants including a list of services offered;
 - Description of benefits counseling including who will provide the services, any tools or partnerships you will leverage, what the services will include, when they will be offered to recipients and how recipients will access the services.
 - Description of benefits protections for program participants including any existing or intended benefit waivers
 - Description of plan to hire a third party consultant to evaluate the GBI program.

[Click here to enter text.](#)

- 5) List the other partners that will support the program. If the program or project includes subcontractors or consultants, specify their roles, responsibilities, and qualifications Identify

organizations, such as the County of Sacramento, fund disbursement platform contractor, wraparound services providers, and evaluation consultants. Outline the current status of MOUs, agreements and letters of intent. Describe the history of relationships with public institutions and/or systems of care involved in the rollout of your program *(1,000 words)*.

Click here to enter text.

Program Name	Roles and Responsibilities
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

- 6) Please describe your plan to hire a third party consultant to evaluate the GBI program and collect outcome data outlined in the Program Scope section on pg. 6. Include if you have already identified the consultant or how and when you plan to approach the evaluation *(200 words)*:

Click here to enter text.

- 7) For Collaborative Applicants, describe the approach to shared leadership and planning, the collaborative structure, and the kinds and frequency of communication among the collaborative's members. Specify if staff time will be dedicated to supporting the collaborative's operations including the number of FTE and the responsibilities of staff person(s) *(500 words)*.

Click here to enter text.

Collaborating Organization	Roles and Responsibilities
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

OUTREACH & ENROLLMENT STRATEGY (20 POINTS)

- 8) Describe the Organization's clear and specific outreach and enrollment plan to recruit and

retain eligible participants, include the following *(1,000 words)*:

- a. Planned workflow, point of contact and outreach efforts. Include any local partnerships you will leverage to conduct outreach to encourage and facilitate participation of the participants;
- b. Facilitation of the application process for potential recipients; case management planning; and targeted strategies to mitigate any anticipated barriers to access;
- c. How the applicant will address anticipated barriers to enrollment and rollout of benefits.

[Click here to enter text.](#)

9) Describe the program's outreach and engagement strategies that are effective and culturally relevant, include the following *(800 words)*:

- c. How the approach is low-burden and equitable;
- d. Evidence of past performance or competency with the community and target population served;

ATTACHMENT 2: WORKPLAN/TIMELINE

All applicants must submit a workplan that outlines the applicant's proposed approach to GBI program fulfillment. The workplan should layout a detailed program framework, including the funding years, outreach and enrollment period, benefit period, and closeout with goals and a timeline to track the activities of the grant. **The workplan will be scored as part of the Program Design and Readiness and may follow the format of the applicant's choosing and should be uploaded to GMS as Attachment 3.**

ATTACHMENT 3: BUDGET TABLE

BUDGET & BUDGET NARRATIVE (20 POINTS)

Please complete a budget table for the entire funding request. For example, if you are requesting 5 years of funding complete a five year budget.

Applicant Agency:	(Insert Name of Agency/Organization)
Grant Term:	(Dates: 7/01/2026 - _____)

Budget Line Item	A. Program Budget	B. Funding Request	C. Matching	D. In-Kind
I. DIRECT COSTS-PERSONNEL				
Total Direct Service Staff Salaries	\$0.00	\$0.00	\$0.00	\$0.00
Total Direct Service Staff Fringe & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
II. DIRECT COSTS-OTHER				
Total Equipment/Furniture	\$0.00	\$0.00	\$0.00	\$0.00
Total Facility Rental	\$0.00	\$0.00	\$0.00	\$0.00
Total Food	\$0.00	\$0.00	\$0.00	\$0.00
Total General Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Total Participant Incentives	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Total Staff Training	\$0.00	\$0.00	\$0.00	\$0.00
Total Travel/Transportation	\$0.00	\$0.00	\$0.00	\$0.00
III. TOTAL BENEFIT PAYMENTS				
Total Benefits Payments	\$0.00	\$0.00	\$0.00	\$0.00
IV. ADMINISTRATIVE/INDIRECT COSTS				

Total Admin/Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
V. SUBCONTRACTORS				
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Total Subcontractors	\$0.00	\$0.00	\$0.00	\$0.00
VI. PROGRAM EVALUATION				
Total Program Evaluation	\$0.00	\$0.00	\$0.00	\$0.00
VII. OTHER				
Total Other	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
-----------------------	---------------	---------------	---------------	---------------

DIRECT COSTS – PERSONNEL

Total Direct Service Staff Salaries: List all direct service staff for the project including line staff, supervisory staff that supervises line staff, and support/clerical staff that work directly on the proposed program.

- Create a separate line item for EACH individual staff working directly on the program including Title, Total Annual Salary/Wages, FTE dedicated to program, and percentage included in the funding request.

Examples: Program Analyst, \$40,000/year, 0.5 FTE (100%) / Program Manager, \$50,000/year, 0.5 FTE (50%)

Total Direct Service Staff Fringe & Benefits: This line item represents benefits (health, dental, retirement, etc.) as well as mandatory employment costs such as FICA (includes Social Security at 6.2% and Medicare at 1.45%), SDI, and unemployment taxes. Show calculations for each expense included the Fringe and Benefits and the percentage included in the funding request.

Examples: FICA: \$100,000 (personnel) $\times$ 7.65% = \$7,650 (60%) / Health benefits: \$3,600/year $\times$ 4 employees = \$14,400 (45%)

DIRECT COSTS - OTHER

All items listed must directly benefit and support the operation of the proposed program. Applicant should use best judgement to determine if an explanation of why the specific item is needed should be included. Show the percentage included in funding request.

Direct costs that support the program include:

- *Equipment/Furniture:* Durable goods such as computers and furniture.
 - Example Laptops: \$500/laptop $\times$ 25 participants = \$12,500 (100%)
- *Facility Rental:* Pro-rated costs of space rental, utilities, building maintenance and other occupancy costs for delivery of program
 - Example Office Supplies: \$50/month $\times$ 10 months, \$500 (10%)
- *Participant Incentives:* Monies or other non-cash incentives, such as gift certificates, provided to a program participant as a reward for completing a program or achieving a programmatic milestone. Detail how many participants are projected to receive incentives and amount of incentive.
 - Example Wi-Fi: \$65/month $\times$ 9 months = \$585 (10%)

- *Travel/Transportation:* Expenses for field trips and access to programs. The basis for the calculation as well as the purpose for all travel should be provided. Travel expenses for staff are allowed when directly benefiting children and youth. Funds cannot be used for travel to trainings or professional development conferences. Local travel estimates should be based on organization's current policies for mileage. Note that any transportation of participants will require the grantee (or the subcontractor company) to carry \$1 million in automobile insurance.

Example Field Trips: \$15/participant x 40 participants x 3 field trips = \$1,800 (50%). Field trips will be to local museums where the art ties into program's art classes.

TOTAL BENEFITS PAYMENTS

Calculation for total GBI benefit payments (number of recipients X monthly payment amount X number of months X number of years), and any other relevant commentary on the guaranteed income payment amounts requested.

Total Benefits Payments should not be less than 40% of the total program budget.

ADMINISTRATIVE/INDIRECT COSTS

Administrative/indirect costs cannot exceed the limits stated in Applicant Types pg. 9.

Examples of allowable expenses in the administrative/indirect line item include audit, bookkeeping, payroll/finance, facilities maintenance, insurance, rent, storage, utilities, and allocated personnel costs (Executive Director's time or any other staff who works minimally on the funded program). Individual expenses that comprise the total administrative/indirect costs do not need to be itemized; however, if requested, applicant should be able to clearly demonstrate the individual expenses that were included in this line item.

SUBCONTRACTORS

Subcontractors are described as organizations or individuals/sole proprietors that provide specialized services to target populations to help enhance the program. For proposal awarded through this RFP, each subcontractor must operate under a signed contract, MOU, or Letter of Agreement (LOA) with the grantee.

Any potential changes in subcontractors, scopes of work and budgets should be brought to the City's attention before implementation. Subcontractors should meet the same contracting requirements of the City of Sacramento that are required of the grantee. It is the legal obligation of the grantee to monitor the subcontractor's progress and to ensure accountability. However, City staff has the right to conduct file reviews of subcontractor agencies and program observations of the subcontractor.

List the organization or individual name of each subcontractor/potential subcontractor and provide a brief description (1-2 sentences) of the scope of work. For each and every subcontractor, show a line-item budget using the same format as the applicant budget. Subcontractor is only required to complete

Column B (Funding Request) and may leave Column A (Program Budget) and Column C (In-Kind) blank.

If subcontractor is an individual, show hourly rate, number of hours in subcontract, and total subcontract amount. Include a brief description of the scope of work.

PROGRAM EVALUATION

This line item should reflect the organization, firm or individuals/sole proprietors that will provide evaluation services as a subcontractor. List the organization or individual name and provide a brief description (1-2 sentences) of the scope of work. Show a line-item budget using the same format as the applicant budget. If subcontractor is an individual, show hourly rate, number of hours in subcontract, and total subcontract amount. Include a brief description of the scope of work.

OTHER

This category is for any other expense that does not fall within any of the previous line items. Provide as much information as needed to demonstrate how the expense supports the program. Include the calculation of how total cost of item(s) were done and the percentage included in the funding request. Additional lines may be added to budget table for applicable categories.

MATCHING FUNDS (if Applicable)

Only fill out the matching funds column if you are applying as a non-city public entity (including a collaborative that includes a non-city public entity). This line item should reflect a dollar-for-dollar cash match to requested SCF funding. Name and describe the matching fund source and the longevity and security of the funds in the Budget Narrative.

[Click here to enter text.](#)

ATTACHMENT 5: LBE PREFERENCE POINTS

A prime contractor that qualifies as an LBE* shall receive additional points during the scoring process, so the final score awarded to the LBE is increased by 5% of the total possible evaluation points.

To receive credit for the 5% minimum participation requirement, proposers must either be an LBE.

To receive LBE preference points please fill out the below information and upload the appropriate documentation to the GMS Portal

Local Business Enterprise (LBE)

Is the firm submitting the proposal qualified as a local business enterprise? Check the appropriate box below:

- ☐ **YES** – the prime contractor submitting the proposal is qualified as a local business enterprise.
- ☐ **NO** – the prime contractor submitting the proposal is not qualified as a local business enterprise.

If the response to the above is YES:

Provide the City of Sacramento Business Operation Tax Certificate Number and/or County of Sacramento Business License Number: _____

If the response to the above is YES, a current copy of the City of Sacramento Business Tax Certificate and/or County of Sacramento Business License must be uploaded to the GMS Portal.

If the response to the above is YES, provide qualifying business office or workspace address**:

* An LBE (Local Business Enterprise) means a non-profit 501(c)(3) or public agency that has a “legitimate business presence” within the city limits of the City of Sacramento or in the unincorporated area of Sacramento County. “Unincorporated area” generally refers to the part of a county that is not part of any city. The unincorporated area of Sacramento County **does not include** the cities of Citrus Heights, Elk Grove, Folsom, Galt, Isleton, or Rancho Cordova. (See <https://www.saccounty.gov/Government/Pages/CitieswithintheCounty.aspx>). A “legitimate business presence” means an established entity operating a principal office or regional, branch, or satellite office (with at least one full-time employee) within the city or unincorporated area for at least 12 months prior to submitting a proposal. Proposers shall provide proof of LBE status upon the City’s request.

**Address must be a physical address for the basis of location. This excludes P.O. Box addresses, etc.

SACRAMENTO CHILDRENS FUND 2025 GRANT AGREEMENT

This Grant Agreement (“Agreement”), dated _____, 2025 (the “Execution Date”), is between the City of Sacramento, a municipal corporation (“**City**”), and , a 501(c)(3) non-profit corporation (“**Grantee**”).

Background

- A. In December 2017, the Sacramento City Council adopted a Citywide Youth Development Campaign Plan that was intended to guide the City in the design, operations, and evaluation of its children and youth programs. The Plan lays out a set of goals that the City will strive to achieve through its own programs and through strategic partnerships.
- B. In November 2022, after years of youth-led community organizing and advocacy, voters in the City of Sacramento approved the Sacramento Children and Youth Health and Safety Act. Also known as “Measure L,” this Act established the Sacramento Children’s Fund (“SCF” or “the Fund”) as a dedicated stream of sustained funding to support positive youth development and youth violence prevention programs for Sacramento children and youth less than 25 years of age.
- C. Measure L identified five fund goals that provide overarching direction for investing available funds in the Sacramento Community:
 - a. Goal 1: Support the mental health and emotional wellness of youth
 - b. Goal 2: Prevent and reduce youth homelessness
 - c. Goal 3: Prevent and reduce youth substance abuse
 - d. Goal 4: Prevent and reduce youth violence
 - e. Goal 5: Support the healthy development of children ages 0-5
- D. In September 2024, the City Council adopted a Five-Year Strategic Investment Plan (2023/24-2028/29) (“SIP”), as required by Measure L, available [here](#).
- E. Subsequently, the City issued a Request for Proposals seeking a non-profit community-based organization and/or a public agency to operate a guaranteed basic income program for former foster youth ages 16 to 24. incorporated herein by this reference.
- F. .
- G. City and Grantee enter into this Agreement for the purpose of establishing each party’s rights and obligations with regard to the disbursement and expenditure of the Funds.

With these background facts in mind, the City and Grantee agree as follows:

1. **Term.** Due to the nature of the funding stream, this Agreement will have three terms.

- (a) **Initial Term:** The initial term of this Agreement will begin July 1, 2026 (the “Effective Date”) through December 31, 2026.
- (b) **Subsequent Terms:** The City may extend the term of this Agreement for up to two additional one-year terms, for a maximum 5 year term ending December 31, 2028. Extensions for Subsequent Terms are conditioned upon the Grantee remaining in good standing with the City, compliance with the terms of this Agreement, demonstrative effectiveness of Grantee’s program, and funding availability.
- (c) The City shall notify the Grantee no less than 30 days before the expiration of the then current term if it does not intend to renew this Agreement for a Subsequent Term.
- (d) The City reserves the right to terminate this Agreement prior to the expiration of the Initial Term or a Subsequent Term, pursuant to Section 10 of this Agreement.

2. **Grant Funds – Services and Budget.**

- (a) The City shall disburse to the Grantee a total sum not to exceed \$ (the “City Funds”) solely to carry out the activities listed in **Attachment 1 (“Scope of Work”)** in accordance with the budget listed in **Attachment 2 (“Budget”)**. In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, costs incurred in excess of the amount allocated for the current budget year, or for costs incurred after the expiration or termination of this Agreement.
- (b) Grantee may seek reimbursement only for costs incurred that are necessary to carry out the activities consistent with the Scope of Work and the Budget for the current budget year. For the purposes of this Agreement, the Grantee has “incurred” a cost if the Grantee has: (i) paid an expense for the Scope of Work in accordance with the Budget, or (ii) is obligated to pay an expense for the Scope of Work in accordance with the Budget, but has not yet made the payment.
- (c) Grantee will provide a cash match of \$ and certifies that these funds are available to complete the Scope of Work. The Grantee must submit documentation corroborating match contribution as part of its required invoices, accounting, and reporting.
- (d) Indirect costs cannot total more than [Percentage]% of the total direct costs.
- (e) Grantee shall perform all services authorized under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Grantee’s profession in California. Grantee shall assign only competent personnel to perform services under this Agreement. Grantee shall notify City in writing of any changes in Grantee’s staff assigned to perform the services under this Agreement prior to any such performance.

- (f) Grantee shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City. Grantee agrees that the City shall have the right to approve any and all subcontractors to be used by Grantee in the performance of the Scope of Work this Agreement before Grantee contracts with or otherwise engages any such subcontractors unless they are identified in **Attachment 1**. Notwithstanding the foregoing, to the extent set forth and described in the Scope of Work, Grantee may work with collaborative service partners, which may include any entity that will share resources that impact the delivery of the services (such as school sites and other non-profit community service organizations), provided that Grantee shall ensure that it obtains all necessary permits to conduct the Scope of Work at such sites.

3. City Funds Disbursement.

- (a) The City will disburse up to 25% of the City Funds for the Initial Term within 30-90 days of the Execution Date. The City will disburse the remaining funds in arrears on a quarterly reimbursement basis. Grantee must provide the City with a written report on the progress made on the Scope of Work (see Inspection, Monitoring, Evaluation and Program Changes, section 7, below), and a detailed and properly documented request for reimbursement which will include a detailed accounting of costs already incurred in sufficient detail for the City, in its opinion, to substantiate the costs (see Invoice Requirements, section 6, below). Prior to requesting additional reimbursement, Grantee must demonstrate that it has appropriately expended any funds previously advanced.
- (b) The same disbursement procedure will be utilized in the Subsequent Terms (if applicable). If the Grantee has demonstrated satisfactory performance in the previous term, the City will release up to 25% of grant funds for the subsequent year within 30-90 days of the start of the Subsequent Term.
- (c) The Grantee will be notified within fifteen business days following receipt of a request for reimbursement of any circumstances or data identified by the City that would cause withholding of approval and subsequent payment, including non-compliance under the terms of any grant agreement with the City. The City reserves the right to request any additional documentation it determines is needed to substantiate any request for reimbursement and/or to withhold payment of unauthorized or unsubstantiated amounts.
- (d) If the Grantee receives a refund or credit for any cost for which it received a payment of City Funds, Grantee shall return City Funds in an amount equal to the refund or credit by check payable to the City and delivered to the City no later than 10 days following receipt of such refund or credit, unless otherwise agreed to, in writing, by the City.

4. Use of City Funds. Grantee may expend the City Funds only for the Scope of Work, subject to the following limitations:

- (a) Grantee may not use the City Funds for: (i) its overhead, general organization, or administrative expenses which are not directly related to performing the Scope of Work, except to the extent listed in the Authorized Budget for indirect costs; (ii) acquisition, lease or maintenance of any capital item or real property that is not for primary and direct use by youth; (iii) fundraising or lobbying activities; (iv) expenses associated with the preparation of the Proposal, negotiating the terms of this Agreement, or costs incurred prior to the Execution Date unless included in the Budget; or (vi) expenses not listed in the Authorized Budget.
- (b) Grantee may adjust the line items in the Budget with prior written approval by the City Representative listed in Section 11, except that the total amount of such adjustments may not exceed 20% of the direct costs in the Budget. Grantee shall submit requests for line item adjustments in accordance with the notice procedures in Section 11. Any line item adjustment in excess of 10% is void unless authorized in advance through an amendment to this Agreement.
- (c) Grantee may not use the City Funds to supplant (displacing or replacing) funds provided by other entities or held by Grantee prior to the Execution Date to provide other youth services already being funded by those entities or donations received by Grantee for such other youth services. Grantee shall not use the City Funds awarded pursuant to this Agreement to pay for direct or indirect costs already covered by other grants (from the City or other entity) or funds already designated by the Grantee for the same costs.
- (d) If the City (including the Accounting Manager or City Auditor) determines that the City Funds were expended by Grantee for uses not listed in the Budget or in violation of the terms of this Agreement, including **Attachment 3** ("Grantee Noncompliance Procedures"), Grantee shall reimburse City for the amount of the unauthorized expenditures. Reimbursement shall be made by check payable to the City and delivered to the City Representative at the address set forth in Section 10 within 30 days from the date of the demand for repayment, unless the City approves in writing an alternative repayment plan.
- (e) This Section 4 will survive the expiration or termination of this Agreement.

5. Accounting and Reporting.

- (a) Grantee shall keep all City Funds received under this Agreement separate from all other funds under its control. Grantee shall track monetary expenditures as a separate project to prevent the commingling of other organization expenses not related to the Scope of Work.

Throughout the term of this Agreement, Grantees will be required to collect information including but not limited to, participant information, activities data, administer a participant

survey and submit reports that demonstrate the implementation of grant activities and progress/completion of program goals.

- (b) During the term of this Agreement and for five years after its termination or expiration, the Grantee shall maintain records of all matters related to this Agreement in accordance with generally accepted accounting practices, including, but not limited to, the following: ledgers, budget records, books, financial records, supporting documents, statistical records, personnel and payroll records, property records, and all other pertinent records sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of this Agreement and all other matters covered by this Agreement. The records shall document all financial transactions, including but not limited to contracts, invoices, timecards, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all charges paid with the City Funds. Grantee shall submit to the City, at such times and in such forms as the City may require, such records pertaining to matters covered by this Agreement.
- (c) Grantee shall make its records and employees related to the services provided under this Agreement available for inspection and audit by City and any external auditor contracted by the City for the express purpose of auditing the Sacramento Children's Fund. At City's election, the City Accounting Manager or City Auditor, at all reasonable times, may audit Grantee's books, records, and accounts to determine whether the Grantee has complied with the terms of this Agreement. City shall have the right for any reason whatsoever to perform, or cause to be performed an independent audit. Such audits may cover programmatic as well as fiscal matters. The Grantee will be afforded an opportunity to respond to any audit findings, and have the responses included in the final audit report. Costs of such independent audits shall be borne by the City. This Section 5 will survive the expiration or termination of this Agreement.

6. Invoice Requirements

- (a) Grantee shall provide City with progress reports which list the number of youth participating in the program and other matters regarding the program as listed in **Attachment 1** ("Scope of Work").
 - (i) Participant Surveys (see Section 7, below)
 - (ii) Expenditure reports. Expenditure reporting must align with the Budget and must include documentation corroborating all expenses including time sheets and receipts with written justification as to the purpose of the expenditure. Invoices must be accompanied by the following reports, as outlined in Attachment 4 ("Marketing and Reporting Requirements"):
 - Quarter 1 Report (expenditures, participants, activity)
 - Quarterly Reports (expenditures, participant data, activity data, progress towards objectives, survey status, program highlights and challenges)
- (b) Close-out Report. Within 60 calendar days after either completion of the Scope of Work or the Expiration Date, whichever occurs first, Grantee shall provide City with a final report that

lists the program accomplishments and expenditure of the City Funds. Grantee's failure to provide the final report or Grantee's unauthorized use of City Funds may result in the Grantee being barred from being eligible for City grant funding in future years.

- (c) The City shall also review the information provided by Grantee under Section 5 (Accounting and Reporting) as part of the performance review process. Grantees unable to demonstrate sufficient progress toward program objectives or unable to demonstrate spending in accordance with the Authorized Budget, could be subject to the withholding of future funds and/or early termination or non-renewal of this Agreement.

- 7. Inspection, Monitoring, Evaluation and Program Changes.** At any time during normal business hours, and as often as may be deemed necessary, Grantee agrees that the City, and/or any of its authorized representatives shall have access to and the right to examine its offices and facilities engaged in performance of services under this Agreement. No prior notice to Grantee of such inspection by City shall be required.

Grantee shall furnish all data, statements, records, information, and reports necessary for the City to monitor, review and evaluate the performance of the Scope of Work. Grantee shall cooperate with the City in the conduct of any evaluation of Grantee's youth development program and services, including any performance data requested by the City, including feedback from program participants, caretakers, and the community. Grantee shall further cooperate to incorporate minor modifications to the program that may be discovered as necessary and appropriate as a result of feedback from the monitoring and evaluation process. City shall have the right to request the services of an outside agent to assist in any such evaluation, which services shall be paid for by the City.

Grantee recognizes and agrees that an evaluation of the Scope of Work may be completed after the expiration of the first year or the Term. In the event funding for a second year is included in this Agreement, Grantee acknowledges and agrees that such additional funding may be determined based on the results of the evaluation process and City may request changes to the Scope of Work and Budget for the second year or services.

- 8. Non-Discrimination.** Grantee shall not discriminate against any program participant on the grounds of sex which includes gender identity and gender expression, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language or immigration status. The foregoing is based on Section 51 of the CA Civil Code, which is incorporated herein by reference as if set forth herein in full, and includes any other applicable federal, state, or local law prohibiting discrimination.

If Grantee is a religious organization, Grantee may not require program participants to engage in any activity or ceremony associated with education or advocacy of that organization's religious beliefs or creed. However, the program offered by Grantee under this Agreement may be held within a church building or a building that may include religious statutes or displays associated with that organization's beliefs or creed.

9. Fingerprinting/Criminal Background/Tuberculosis Checks The Grantee shall not employ a person, whether as an employee, contractor, or volunteer ("Personnel"), in a position with supervisory or disciplinary authority over a minor in connection with this agreement if the person has been convicted of an offense identified in Public Resources Code section 5164, subdivision (a)(2).

- (a) Grantee shall require all of its Personnel interacting with minors or individuals with developmental disabilities during the term of this Agreement to submit to being fingerprinted and background checked by the California Department of Justice, prior to receiving City Funds or providing services. A background check includes a valid criminal history summary. A conviction for a violation or attempted violation of an offense committed outside the State of California shall be included in this review if the offense would have been a crime if committed in California.
- (b) If at any time, Grantee or any of its Personnel are arrested for, or convicted of a felony or misdemeanor involving a sex offense, violent offense or offense involving moral turpitude, Grantee shall immediately notify the City Representative identified in Section 11 this Agreement.
- (c) Grantee shall likewise be responsible for ensuring that its Personnel are tested for Tuberculosis prior to providing services under this Agreement.
- (d) Proof of completion of the background check and TB testing will be provided to the City prior to initiation of any Scope of Work activities under this Agreement. City may require Grantee to submit evidence of Grantee's compliance with these requirements at any time.
- (e) Grantee shall require all subcontracts and/or subawards to include the provisions of this section, and shall be responsible for ensuring compliance by all subcontractors and subrecipients.

10. Suspension and Termination.

- (a) City shall have the right, at any time, to temporarily suspend Grantee's performance hereunder, in whole or in part, by giving a written notice of suspension to Grantee. If City gives such notice of suspension, Grantee shall immediately suspend its activities under this Agreement, as specified in such notice.
- (b) The City shall have the right to terminate this agreement at any time by giving a written notice of termination to Grantee. Upon receipt of such notice, Grantee shall immediately cease performance under this agreement as specified in the notice. If the City terminates this agreement, the City shall reimburse the Grantee for costs incurred and services performed prior to the date of the termination notice; provided, however, City shall not in any manner be liable for special, incidental, indirect, punitive, or consequential damages. Grantee shall furnish to the City any financial information requested by the City to determine the costs incurred

and/or reasonable value of any services provided by Grantee. The foregoing does not affect any right or remedy that City may have in law or equity.

- 11. Representatives and Notices.** Grantee shall assign a single program coordinator who shall have overall responsibility for the performance of this Agreement by Grantee. Should circumstances or conditions require a substitute Grantee coordinator, Grantee shall notify the City Representative identified below.

Any notice under this Agreement must be in writing and will be considered properly given and effective only when mailed or delivered in the manner provided by this section to the persons identified below or their successors. If mailed, the notice will be effective on the second calendar day from the date it is deposited in the United States Mail addressed as set forth below with postage prepaid. A notice sent in any other manner (e.g., e-mailed or hand-delivered) will be effective or will be considered properly given when actually delivered.

If to Grantee:

[Title]
[Mailing Address]
[City, State Zip]
[Email]

If to City:

Rene Kausin
Youth Development Program Manager
City of Sacramento
915 I Street, 3rd floor
Sacramento CA 95814

Any party may change its address for these purposes by giving written notice of the change to the other parties in the manner provided in this section.

- 12. Indemnity.** Grantee shall defend, hold harmless, and indemnify City, its officers, employees, and agents from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by the City's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (collectively, "Liabilities"), including Liabilities arising from personal injury or death, damage to personal, real or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, arising out of or in any way related to Grantee's acts or omissions under this Agreement, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities are litigated, settled or reduced to judgment, except that the foregoing indemnity does not apply to liability for any damage or expense for death or bodily injury to persons or damage to property to the extent arising from the sole negligence or willful misconduct of the City, its officers, employees, agents, or independent contractors who are directly responsible to City. The provisions of this section will survive the expiration or termination of this Agreement.

- 13. Insurance.** During the term of this Agreement, Grantee shall maintain at its sole expense insurance coverage, as set forth in Attachment 5 (Grantee's Insurance).
- 14. Labor Peace Agreement.** Grantee shall not engage in conduct that would disrupt or interfere with a labor organization's activities or otherwise prohibit or discourage employee unionization.
- 15. Conflicts of Interest.** The Grantee, its officers, directors, employees, and agents shall not have or acquire any interest, directly or indirectly, that creates an actual or apparent conflict with the interests of City or that in any way hinders Grantee's performance under this Agreement.
- 16. Miscellaneous.**
- (a) *Compliance with Applicable Laws.* Grantee shall conduct its affairs and carry on its operations in compliance with all applicable federal, state, and local laws. Grantee must be registered and in good standing with the Registry of Charitable Trusts maintained by the California Attorney General and the corporation must be registered, active, and in good standing with the Secretary of State corporation filings.
 - (b) *Assignment.* Grantee may not assign or otherwise transfer this Agreement or any interest in it without City's written consent, which the City may grant or deny in its sole discretion. An assignment or other transfer made contrary to this Section 16(b) is void.
 - (c) *Independent Contractors.* Grantee may assign employees and volunteers or contract with third parties to perform the Scope of Work at its exclusive discretion and the services of such assigned employees, volunteers and third parties shall be at the sole expense of Grantee and they shall not be entitled to any benefits payable to employees of City.
 - (d) *Third Parties.* This Agreement is for the sole benefit of Grantee and City and no other person or entity shall be entitled to rely upon, enforce, or receive any direct benefit from this Agreement.
 - (e) *No Joint Venture.* It is understood and agreed that each party is an independent person, entity or government agency and that this Agreement shall not create a relationship between City and Grantee of employer-employee, joint venture, partnership, or any other relationship of association. Except as expressly provided in this Agreement or as the parties may specify in writing, neither party shall have authority, express or implied, to act on behalf of the other party in any capacity whatsoever as an agent.
 - (f) *Interpretation and Exhibits.* This Agreement is to be interpreted and applied in accordance with California law. All attachments are part of this Agreement.
 - (g) *Waiver of Breach.* A party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other party's breach of this Agreement will not constitute a waiver of the performance, right, or remedy. A party's waiver of the other party's breach of any term or provision in this Agreement is not a continuing waiver or a

waiver of any subsequent breach of the same or any other term or provision. A waiver is binding only if set forth in writing and signed by the waiving party.

- (h) *Severability.* If a court with jurisdiction rules that any nonmaterial part of this Agreement is invalid, unenforceable, or contrary to law or public policy, then the rest of this Agreement remains valid and fully enforceable.
- (i) *Counterparts.* The parties may sign this Agreement in counterparts, each of which is considered an original, but all of which constitute the same Agreement. Facsimiles, pdfs, and photocopies of signature pages of the Agreement have the same binding effect as originals.
- (j) *Time of Essence.* Time is of the essence in performing this Agreement.
- (k) *Integration and Modification.* This Agreement sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.
- (l) *Authority.* Each of the signatories to this Agreement represents that he/she is authorized to sign the Agreement on behalf of such party and that all approvals, resolutions and consents which must be obtained to bind such party have been obtained that no further approvals, acts or consents are required to bind such party to this Agreement.
- (m) *Tax Implications and Consequences.* The City makes no representations as to the tax consequences associated with the disbursement of funds related to this agreement, and any determination related to this issue is the sole responsibility of the Grantee. Grantee acknowledges consulting with its own tax advisors or tax attorneys regarding this transaction or having had an opportunity to do so prior to signing this agreement. Grantee acknowledges the City cannot provide advice regarding the tax consequences or implications of the funds disbursed to Grantee under the terms of this agreement.

[signature page follows]

IN WITNESS WHEREOF, this Agreement has been entered into as of the day and year first stated above.

City of Sacramento

By: _____
Ryan Moore
Assistant City Manager
For: City Manager

Approved as to Form:

By: _____
Jennifer Gore
Senior Deputy City Attorney

Attest:

By: _____
Wendy Clock-Johnson
Assistant City Clerk

[Organization Name]

By: _____
Name:
Title:

Attachment 1

Scope of Work

Attachment 2

Budget

Attachment 3

Grantee Noncompliance Procedures

Attachment 4

Marketing and Reporting Requirements

Attachment 5
Grantee's Insurance