

OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4511

FOURTH AMENDMENT TO AGREEMENT NO. 36266

36266

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3 THIS FOURTH AMENDMENT TO AGREEMENT NO. 36266 is made and
4 entered, as of May 17, 2023, for reference purposes only, pursuant to a minute order
5 adopted by the City Council of the City of Long Beach at its meeting on May 21, 2019, by
6 and between LONG BEACH NONPROFIT PARTNERSHIP, INC. dba THE NONPROFIT
7 PARTNERSHIP, a California nonprofit organization ("Contractor"), with a place of business
8 at 4900 East Conant Street, Building 02, Suite 225, Long Beach, CA 90808, and the CITY
9 OF LONG BEACH, a municipal corporation ("City").

10 WHEREAS, City and Contractor (the "Parties") entered into Agreement No.
11 36266 (the "Agreement") whereby Contractor agreed to provide organizational and
12 leadership development engaging the City's youth and emerging adults and youth-serving
13 organizations in grant funded projects, for a total not to exceed amount of \$290,804 for a
14 period of five (5) months, with the option to renew for two (2) additional one-year periods;
15 and

16 WHEREAS, the Parties entered into a First Amendment to the Agreement to
17 add \$100,000 for a total not to exceed amount of \$390,804, extend the term to December
18 31, 2022, and attach an updated budget; and

19 WHEREAS, the Parties entered into a Second Amendment to the Agreement
20 to add \$10,000 for a total not to exceed amount of \$400,804, and attach an updated budget,
21 and

22 WHEREAS, the Parties entered into a Third Amendment to the Agreement
23 to add \$19,196 for a total not to exceed amount of \$420,000, extend the term to December
24 31, 2023, attach an updated scope of work and, attach an updated budget; and

25 WHEREAS, the Parties desire to add \$730,804 to the Agreement for a
26 total not to exceed amount of \$1,150,804, attach an updated scope of work, and attach
27 an updated budget;

28 ///

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1 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
2 conditions herein contained, the Parties agree as follows:

3 1. Section 1.A. of the Agreement is hereby amended to read as follows

4 “A. Contractor shall furnish specialized services more particularly
5 described in Exhibit “A-2”, attached to this Fourth Amendment and incorporated by
6 this reference, in accordance with the standards of the profession, and City shall
7 pay for these services in the manner described below, not to exceed One Million
8 One Hundred Fifty Thousand Eight Hundred Four Dollars (\$1,150,804), at the rates
9 or charges shown in Exhibit “B-4”, attached to this Fourth Amendment and
10 incorporated by this reference.”

11 2. Section 1.B. of the Agreement is hereby amended to read as follows:

12 “B. City shall make payments to Contractor in accordance with
13 Exhibit “C”, attached to the Agreement and incorporated by this reference.
14 Contractor shall provide the City invoices every thirty (30) days showing the services
15 or task performed, the time expended (if billing is hourly), and the name of the
16 Project. Contractor shall certify on the invoices that Contractor has performed the
17 services in full conformance with this Agreement and is entitled to receive payment.
18 Each invoice shall be accompanied by a progress report indicating the progress to
19 date of services performed and covered by the invoice, including a brief statement
20 of any Project problems and potential causes of delay in performance, and listing
21 those services that are projected for performance by Contractor during the next
22 invoice cycle. Where billing is done and payment is made on an hourly basis, the
23 parties acknowledge that this arrangement is either customary practice for
24 Contractor's profession, industry or business, or is necessary to satisfy audit and
25 legal requirements which may arise due to the fact that City is a municipality. All
26 invoices shall be submitted to the City **prior to September 2023, as all funding**
27 **needs to be expended for this Project in FY23.**

28 3. The Scope of Work in Exhibit “A-1” to the First Amendment to the

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1 Agreement is hereby amended in accordance with Exhibit "A-2", attached hereto and
2 incorporated by this reference.

3 4. The Budget in Exhibit "B-3" to the Third Amendment to the Agreement
4 is hereby amended in accordance with Exhibit "B-4", attached hereto and incorporated by
5 this reference.

6 IN WITNESS WHEREOF, the Parties have caused this document to be duly
7 executed with all formalities required by law as of the date first stated above.

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9
10
11 May 23, 2023

LONG BEACH NONPROFIT
PARTNERSHIP, INC. dba THE
NONPROFIT PARTNERSHIP, a California
nonprofit organization

By Michelle Belf
Name Michelle Belf
Title Executive Director

12
13 _____, 2023

By _____
Name _____
Title _____

"Contractor"

14
15
16
17
18 May 26, 2023

CITY OF LONG BEACH, a municipal
corporation

By Sunda J. Takem
City Manager

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

"City"

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20
21 This Fourth Amendment to Agreement No. 36266 is approved as to form on
22 May 24th, 2023

23
24 DAWN MCINTOSH, City Attorney

25 By Atty L
26 Deputy
27
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EXHIBIT "A-2"

OFFICE OF THE CITY ATTORNEY
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Long Beach, CA 90802-4511

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Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

SCOPE OF WORK 2022 (includes a description of goals, expected outcomes, objectives, process outputs, and activities to measure impact)

This proposal addresses two scopes of work to support the efforts of the City of Long Beach to strengthen leadership capacity and positive impacts for youth. The specific goals, outcomes and approaches for each of these two scopes of work are outlined below: SOW A- Youth 100 Grants and SOW B- Youth Fund Partners Program.

SOW A- Youth 100

BACKGROUND: The intent of this project is to provide formal and informal grassroots organizations and groups serving youth residing in communities most impacted by crime, COVID- 19, poverty and chronic health conditions with funding opportunities that will galvanize local neighborhood level activities that will lead to increase in social connectedness, access to education, youth and health services, and youth development opportunities. With the intention of supporting meaningful engagement and investments driven by local youth, the individual grants will range from \$ 500 to \$ 2, 000. There will be a funding committee that will include youth to make decisions on which proposals will be funded. TNP will partner with the City of Long Beach to provide a structure for the design and dissemination of these grants; the outreach, engagement, and leadership capacity strengthening of young people throughout the grants process; and evaluation of funded projects. These funded projects will focus on serving youth, ages 8- 24, who reside in communities most impacted by crime, COVID- 19, poverty and chronic health conditions.

SCOPE OF WORK:

TNP will provide the following grant management support:

- Working in collaboration with an organization to do outreach and engagement among local youth and youth groups, promote the program.
- Co -design the grant application and procedures with youth to strengthen their leadership capacity.
- Host and circulate the grant application in collaboration with the outreach organization
- Design grant announcements and work collaboratively to broadcast throughout the City
- Collect grant applications (on a rolling basis) and share/ review with members of the Funding Committee for award selection.
- Facilitation of grant review meetings with the Funding Committee followed by notifications to the grant applicants. Funding will be sent out within a week for approvals.
- Develop grant agreement and securely keep all applications from participating grantees
- Disburse up to \$100,000 in grant awards
- Collect grant evaluations at the end of the project period

Goal #1: To provide greater resources for summer programs to City youth residing in communities most impacted by crime, COVID- 19, poverty and chronic health conditions as well as provide leadership strengthening opportunities to youth on the Funding Committee.

Objective: Disburse \$100,000 to 50-200 small grants ranging from \$500-\$2,000 to small community groups and organizations.

Outcome: The City's youth and community groups (namely youth and community leaders, Neighborhood Associations, Student & Parent Associations, Nonprofits, Small Businesses, Youth-focused groups/clubs, grassroots organizations) are motivated through the engagement of summer programming.

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

Goal #2: Through a variety of ways, to engage the City's youth and emerging adults in Youth100 program activities, including leadership capacity strengthening for youth on the funding committee.

Objective: To survey and collect the thoughts of at least 75 youth that will serve as the basis for grant design and analysis.

Outcome: By participating in Youth100 program activities such as surveys, informational presentations, and funded programs, the City's youth and emerging adults will learn more about

The program will run from March through September 2022, with final reporting due to the City of Long Beach in October 2022. Youth 100 grant activities will take place between May-September 2023.

A timetable for these activities is shown below:

Month	Activity	Deliverable
Late April through mid-May 2022	1. Contract with a partner to conduct outreach – partner organization for youth engagement.	1. Draft written grant criteria (initial development of final grant application) 2. Co-develop grant selection procedures
By May 27, 2022	1. Outreach to youth to develop funding criteria and selection process. Grant will be released, and multipronged outreach continues – (Youth connected organizations, ECE Committee, Long Beach nonprofits, Neighborhood Associations, Student & Parent Associations, small businesses, social media)	1. Grant application 2. Promotional announcements
June 2022	1. Grant applications (round 1) due- June 13 2. Grant disbursements through the end of June for round 1. 3. TNP begins to collect grant requirements (available through a portal to grantees as soon as their project is complete)	1. Grant agreements for first-round grantees 2. Payment disbursement

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

July 2022	<ol style="list-style-type: none"> 1. 2nd round grants due- July 11 2. Grant disbursements through August 1 3. TNP continues to collect grant requirements (available through a portal to grantees as soon as their project is complete) 	<ol style="list-style-type: none"> 1. Grant agreements for second-round grantees 2. Payment disbursement
August 2022	<ol style="list-style-type: none"> 1. Grant projects continue while others are finalized. TNP continues to collect grant requirements (available through a portal to grantees as soon as their project is complete) 	<ol style="list-style-type: none"> 1. Grant agreements for second-round grantees 2. Payment disbursement
Mid-September 2022	<ol style="list-style-type: none"> 1. Grant funds disbursed. TNP continues to collect grant requirements (available through a portal to grantees as soon as their project is complete) 	<ol style="list-style-type: none"> 1. Summarized project evaluations including quotes and photos from completed projects.
Through October 2022	<ol style="list-style-type: none"> 1. Grant Projects are wrapping up; final feedback from grantees collected. 	
Late October 2022	<ol style="list-style-type: none"> 1. TNP presents evaluation summary to City of Long Beach 	<ol style="list-style-type: none"> 1. Summarized project evaluations including photos and quotes.

SOW B- Youth Fund Partners Program

BACKGROUND: Guided by key goal areas and principles identified in the City of Long Beach Strategic Plan for Youth and Emerging Adults, the City is committed to uplifting the quality of life for youth in the City. They continue to do this by not only investing in the leadership development of young people, but also by supporting the programs, services and organizations that serve youth. This project will serve at least six (6) and up to twelve (12) of the City' s grantees who will be funded through Summer 2022.

SCOPE OF WORK: This scope of work specifically addresses (1) the grants distribution for the Youth Fund Partners (YFP) Program and (2) monitoring a learning community for these grantees to best understand how they implement the strategies in the City' s Strategic Plan for Youth and Emerging Adults and how

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

the City can provide stronger support for their work in the future. In grants administration, TNP will provide the following:

- Together with the City of Long Beach, design a grant application to distribute \$10,000 or \$25,000 grants. \$25,000 grants will be awarded to those organizations who come together to collaborate on a project. Depending on the number of applicants and types of applications submitted, there could be a different combination of grant awards such as five (5) \$10,000 grants and three (3) \$25,000 grant awards, for an example.
- The distribution of these funds will involve a co-design of the grant application process with the City, development of a grant agreement, and check disbursement for all awards.
- The grant-funded activities will run from June -September 2022.
- Grantees will participate in an end-of Summer '22 Youth Festival in a variety of ways such as hosting a booth/ information table or sitting in as part of a discussion panel to showcase their work, among other ways.
- A short survey will be administered upon completion of this grant program.

Goal #1— Support the City's mid-size grant program by administering a \$225,000 grant program.

Objective: Award \$10K and \$25K grant awards to no more than 12 organizations.

Outcome: Grantees visibly contribute to the achievement of the goals and strategies identified in the City's Strategic Plan for Youth and Emerging Adults.

In the area of work to facilitate and monitor a learning community of grantees, TNP will provide the following:

- With the City's input, design and facilitate a 3-session learning community space. This conversation space will fulfill the following functions: networking for grantees, conversations about challenges and opportunities, tool and resource sharing.
- Based on the premise that peer-support spaces provide relevant resources and support, the space will be designed as a 1.5- 2.0 hr virtual convening where ice-breakers and small and large group discussions are had.
- Discussion topics will center on understanding evolving practices in the field, what their ongoing operational needs look like, and what they are learning from the youth and families they serve.
- There will also be a focus on discussing how their work is impacting the City's long-term plan for youth and emerging adults.
- These sessions will be facilitated and scribed by TNP. There will also be virtual tools such as Google jam boards and quick video clips used to engage and support group conversations.
- TNP will attend regularly scheduled contract monitoring meetings with the City of Long Beach staff.

Goal #2— Facilitate a learning space for City of Long Beach grantees.

Objective: Serve approximately up to 20 staff of youth-serving nonprofits (approximately up to 12 organizations) through three (3) facilitated discussions.

Outcome 1: Grantee organizations strengthen their network of service providers and advocates.

Outcome 2: Grantees contribute to meaningful engagement of youth and families at the 2022 City-sponsored youth festival.

Outcome 3: The City of Long Beach learns more about the needs, challenges and successes of youth-serving nonprofit organizations to impact future programming.

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

A timetable for these activities is shown below:

Month	Activity	Deliverable
Mid- to late-April 2022	1. Set up planning meeting and timeline with DHHS staff	1. Identified check-in dates 2. Provide shared file access
May 2022	1. Grant applications finalized- May 16 2. Grant application released- May 20	1. Grant application and guidelines
June 2022	1. Grant application closes- June 8 2. Final awards made- June 20 3. Grant program kick-off with grantees in partnership with CLB- June 30	1. Grant agreements 2. Payment disbursements
July 2022	1. Grant activities commence for grantees 2. TNP kicks-off first of three facilitated sessions- week of July 18	1. Grant disbursements finalized. 2. Summary notes 3. TNP submits mid-term report
August 2022	1. Second facilitated session- week of Aug. 8 2. Third facilitated session- week of Aug. 29	1. Meeting agendas 2. Summary notes
September 2022	1. Grant activities continue; for those who wrap up their projects, they will submit evaluation information. Grantees acknowledged at the Annual Youth Community Festival.	1. Grantee survey to capture achievements, challenges, stories.
October 2022	1. Grant projects are wrapping up; report information collected and assembled	1. Grantee survey to capture achievements, challenges, stories

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

Late October 2022

1. TNP presents evaluation summary to City of Long Beach

1. Summarized project evaluations including photos and quotes

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

SCOPE OF WORK 2023 (includes a description of goals, expected outcomes, objectives, process outputs, and activities to measure impact)

This proposal addresses three scopes of work to support the City of Long Beach's efforts to disburse Measure US funds. In order to help the City realize its objective of equitable and community-driven grant awards and disbursements, TNP proposes the following scopes of work to support mini grants, midsize grants, and Intergenerational Youth Development Grants. SOW A- Youth 100 Grants, SOW B- MidSize Grants, SOW C- Intergenerational Youth Development Grants.

SOW A- Youth 100

BACKGROUND: The intent of this project is to provide formal and informal grassroots organizations and groups serving youth residing in communities most impacted by crime, COVID-19, poverty and chronic health conditions with funding opportunities that will galvanize local neighborhood-level activities that will lead to an increase in social connectedness, access to education, youth and health services, and youth development opportunities. With the intention of supporting meaningful engagement and investments driven by local youth, the individual grants will range from \$500 to \$2,000. Central to the decision-making for grants is the Youth Advisory Council convened by the City of Long Beach Office of Youth Development. These youth will review and decide on the winning grant proposals. TNP will provide a structure for the design of grant applications and dissemination of grant funds. Moreover, TNP will collect reports from grantees after the completion of funded projects.

These funded projects will focus on serving youth, ages 8-24, who reside in communities most impacted by crime, COVID-19, poverty and chronic health conditions.

SCOPE OF WORK:

TNP will provide the following grant management support:

- Working in collaboration with the City of Long Beach to do outreach to help promote the grant program.
- Integrate the grant application questions identified by youth and host the mini grants application. This will be preceded by coordinating with an interpretation and translation firm to ensure that the application is made available in English, Spanish, Tagalog and Khmer.
- Design grant announcements and work collaboratively with City staff to broadcast throughout the City.
- Collect grant applications (on a rolling basis) and share/review with members of the Funding Committee for award selection.
- Participation as needed in the Youth Advisory Council convenings for decision-making on grants. TNP will provide notifications to the grant applicants. Funding will be sent out within a week of approvals by the Council.
- Develop grant agreement and securely keep all applications from participating grantees
- Disburse up to \$100,000 in grant awards
- Collect grant evaluations at the end of the project period

Goal #1: To provide greater resources for summer programs to City youth residing in communities most impacted by crime, COVID-19, poverty and chronic health conditions as well as provide leadership strengthening opportunities to youth on the Youth Advisory Council.

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

Objective: Disburse \$100,000 to 50-200 small grants ranging from \$500-\$2,000 to small community groups and organizations.

Outcome: The City's youth and community groups (namely youth and community leaders, Neighborhood Associations, Student & Parent Associations, Nonprofits, Small Businesses, Youth-focused groups/clubs, grassroots organizations) are motivated through the engagement of summer programming.

The program will run from March through September 2023, with final reporting due to the City of Long Beach in December 2023. Youth 100 grant activities will take place between June-September 2023.

A timetable for these activities is shown below:

Month	Activity	Deliverable
January 2023	Develop grant application with any additional guidelines from the Youth Advisory Council and Office of Youth Development.	1. Draft written grant criteria (initial development of final grant application) 2. Co-develop grant selection procedures
February 2023	1. Grant will be released by February 27, 2023, and multipronged outreach begins – (Youth connected organizations, ECE Committee, Long Beach nonprofits, Neighborhood Associations, Student & Parent Associations, small businesses, social media) 2. Develop application review schedule with Youth Advisory Council and Office of Youth Development	1. Grant application 2. Promotional announcements 3. Calendar of review sessions for grant applications
April 2023	Grant applications due- April 18, 2023	Grant applications to be sent to Youth Advisory Council and Office of Youth Development

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

April – May 2023	<ol style="list-style-type: none">1. Youth Advisory Council awards grant applications2. Grant disbursements start	<ol style="list-style-type: none">1. Grant agreements for grantees provided on a rolling basis2. payment disbursement
June – September 2023	Grant projects are implemented. TNP to collect grant reporting requirements (available through a portal to grantees as soon as their project is complete)	
October 2023	Grant projects are wrapping up; final feedback from grantees collected.	
December 2023	TNP presents evaluation summary to City of Long Beach	Summarized project evaluations including photos and quotes.

SOW B- MidSize Grants/Public Budgeting Process

BACKGROUND: Guided by key goal areas and principles identified in the City of Long Beach Strategic Plan for Youth and Emerging Adults, the City is committed to uplifting the quality of life for youth in the City. The MidSize grants are intended to promote and expand enriching summer activities and programs in the City for 2023.

SCOPE OF WORK: This scope of work specifically addresses (1) designing and overseeing a participatory budgeting process (Participatory Budgeting- PB); (2) Hosting grant applications; (3) contracting for grants; (4) grant distribution; (5) distribution and collection of grant reports.

In the Participatory Budgeting process, TNP will provide the following:

- Working with youth advisory committee, develop a grant application for the midsize grants;
- Connect to Participatory Budgeting Project/ Stanford website to launch a Long Beach voting site and host applications and videos;
- Launch the application for midsize grantees;
- Support the public voting process;
- Award midsize grants to successful applicants;

In grants administration, TNP will provide the following:

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

- Together with the Office of Youth Development and the Youth Advisory Council, design a grant application to distribute midsize grants. This grant program can support collaborative projects as well.
- The distribution of these funds will involve a co-design of the grant application process with the City, development of a grant agreement, and check disbursement for all awards.
- The grant-funded activities will run from June-September 2023.
- Grantees will participate in an end-of Summer '23 Youth Festival in a variety of ways such as hosting a booth/information table or sitting in as part of a discussion panel to showcase their work, among other ways.
- A short survey will be administered upon completion of this grant program.
- Grantee organizations will engage in meetings facilitated by the Office of Youth Development (OYD) City Staff.

Goal #1—Support the City’s mid-size grant program by administering a \$300,000 grant program.

Objective: Award grants for summer activities to nonprofits in the City of Long Beach

Outcome: Grantees visibly contribute to the achievement of the goals and strategies identified in the City’s Strategic Plan for Youth and Emerging Adults.

Goal #2—Engage community members in the participatory budget process

Objective: Work with outreach and engagement partners to increase knowledge about the Participatory Budgeting Process and assist community members to vote.

Outcome 1: 200+ Community Members vote in the Participatory Budgeting Process

A timetable for these activities is shown below:

Month	Activity	Deliverable
January 2023	Develop grant application with any additional guidelines from the Youth Advisory Council and Office of Youth Development.	1. Draft written grant criteria (initial development of final grant application) 2. Identify criteria for voting website
February 2023	1. Grant application released by February 13, 2023 2. Begin development of PBStanford voting website	1. PBStanford website ready for voting to commence
March 2023	1. Grant application closes- March 2023 2. Translation of submitted videos	

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

	<ol style="list-style-type: none"> 3. Integration of grant application materials and videos in the PB Stanford website 4. Begin marketing and outreach for the voting process. 	
May 2023	<ol style="list-style-type: none"> 1. Voting 2. Certification of results 3. Awarding of grants 	<ol style="list-style-type: none"> 1. Post about voting results 2. Create grant agreements with organizations 3. Distribute funds
June – September 2023	<ol style="list-style-type: none"> 1. Grant projects are implemented. TNP to collect grant reporting requirements (available through a portal to grantees as soon as their project is complete) 2. Annual Youth Community Festival in September 	<ol style="list-style-type: none"> 1. Grantee survey to capture achievements, challenges, stories.
October 2023	Grant projects are wrapping up; report information collected and assembled.	Grantee survey to capture achievements, challenges, stories.
December 2023	TNP presents evaluation summary to City of Long Beach	Summarized project evaluations including photos and quotes.

SOW C- Intergenerational Youth Development Grants

BACKGROUND: This grant program will focus on the intersection of youth violence prevention and youth development with a priority placed on utilizing intergenerational approaches. The primary goals of the large grants will be: 1) To increase culturally affirming programming for youth at risk for violence in the community; 2) to enhance parent engagement skills with youth at risk of violence; and 3) create and sustain youth led platforms that promote inclusive spaces and equity. TNP will provide a structure for the design of grant applications, selection of awardees, and dissemination of grant funds. Moreover, TNP will collect reports from grantees after the completion of funded projects.

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

SCOPE OF WORK:

In the Intergenerational Youth Development Grants process, TNP will provide the following:

- Develop a grant application.
- Host the grant application in English, Spanish, Tagalog and Khmer.
- Design grant announcements and work collaboratively with City staff to broadcast throughout the City.
- Collect grant applications (on a rolling basis) and share/review with members of the Funding Committee for award selection.
- Award midsize grants to successful applicants including check disbursement.
- The grant-funded activities will run from June-September 2023.
- Grantees will participate in an end-of Summer '23 Youth Festival in a variety of ways such as hosting a booth/information table or sitting in as part of a discussion panel to showcase their work, among other ways.
- Collect reporting and provide final report to OYD staff.

Goal #1—Support the City’s Intergenerational Youth Development grant program by administering a \$200,000 grant program.

Objective: Award 4 \$50,000 grants for summer activities to nonprofits in the City of Long Beach that support a combination of youth development and caregiver/adult ally development.

Outcome: Grantees visibly contribute to the achievement of the goals and strategies identified in the City’s Strategic Plan for Youth and Emerging Adults.

A timetable for these activities is shown below:

Month	Activity	Deliverable
April 2023	<ol style="list-style-type: none"> 1. Develop grant application with any additional guidelines from the Youth Advisory Council and Office of Youth Development. 2. Grant application released by April 14, 2023 3. Outreach and support of organizations that want to apply including an information session. 	<ol style="list-style-type: none"> 1. Draft written grant criteria (initial development of final grant application) 2. Identify criteria for selection process
May 2023	<ol style="list-style-type: none"> 1. Grant application closes- May 15, 2023 @ 8am 	

Scope of Work for RFQ HE18-099 PART II- Youth 100 and Youth Fund Partners Program

June – September 2023	<p>2. Review and selection process will begin</p> <p>1. Awarding of grants</p> <p>2. Grant projects are implemented. TNP to collect grant reporting requirements (available through a portal to grantees as soon as their project is complete)</p> <p>3. Annual Youth Community Festival in September</p>	<p>1. Create grant agreements with organizations</p> <p>2. Distribute funds</p> <p>3. Grantee reporting will be developed to capture achievements, challenges, stories.</p>
October 2023	<p>Grant projects are wrapping up; report information collected and assembled.</p>	<p>Grantee survey to capture achievements, challenges, stories.</p>
December 2023	<p>TNP presents evaluation summary to City of Long Beach</p>	<p>Summarized project evaluations including photos and quotes.</p>

EXHIBIT "B-4"

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OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4511

Budget for RFQ HE18-099 PART II—Youth 100 and Youth Fund Partners Program (2022 & 2023)

BUDGET

Revised as of 1/31/2023

Expense Line Items	2022	2023	Total	Notes
Grant Disbursement	\$ 325,000	\$ 600,000	\$ 925,000	Grant awards for Youth 100 will range from \$ 500-\$ 2,000 Disbursement with 100-400 grants awarded. Total: \$ 200,000. Grant awards for Youth Fund Partners Program MidSize Grants. Total: \$ 525,000. Grant awards for Large Grant Program: \$200,000.
Stipends and Incentives	\$ 7,200	\$ 0	\$ 7,200	Incentives for online meeting participation and stipends for Incentives Youth participating on the Youth100 Funding Committee at 20/hr – 6 hours per month x 5 youth
Public Engagement	\$ 0	\$ 32,500	\$ 32,500	Working with subcontractors, TNP will ensure that outreach and engagement events and activities are held to support the Participatory Budgeting process. This line item includes PB co-design of program, coordination and event facilitation, surveys, online data collection and any other voting follow-up needed.
Outreach and Marketing	\$ 6,000	\$ 0	\$ 6,000	Working with a subcontractor, TNP will ensure that outreach Marketing is well- conducted with an emphasis on where priority youth are congregating. This also includes partnering with the City of Long Beach to utilize their list – serves and message boards to help broadcast.
Program Management and Coordination	\$ 27,998	\$ 65,000	\$ 92,998	Program Management to co -design program materials, plan Management and Coordination distribution, meeting facilitation, surveys, online data collection, and any other follow-up needed to contribute to the marketing/ outreach of grant announcements, collection of evaluations and post - meeting follow-up. Attendance at regularly scheduled contract monitoring meetings and report submission.
<i>direct expenses</i>	<i>\$ 366,198</i>	<i>\$ 697,500</i>	<i>\$ 1,063,698</i>	
Administration and bookkeeping	\$ 34,606	\$ 52,500	\$ 87,106	This line item is calculated at 9.5% of direct expenses for 2022 and 7.5% of direct expenses for 2023. These funds will cover associated bookkeeping costs, shared expenses associated with insurance, office software and licenses, administration, and additional coordination.
TOTAL:	\$ 400,804	\$ 750,000	\$ 1,150,804	

BUDGET NARRATIVE 2022

GRANT DISBURSEMENT: Youth100 Project Grants. The Youth Fund 100 will fund \$ 100,000 in youth and community projects to support City of Long Beach youth. Up to 100 projects will be selected with a funding range of \$ 500 to \$2,000. Total awards: \$ 100,000. **Youth Fund Partners Program (MidSize Grants).** This organizational grant program will fund \$ 225,000 for grants to Long Beach youth –serving organizations. Grant awards will fall in one of two categories (\$ 10k or \$ 25k) with a projected range of up to no more than 18 awards. These projects will engage local youth and advance the Long Beach Youth Strategic Plan's Six Goals: Youth Development, Youth Health, Youth Futures, Youth Care, Housing, Transportation. Total awards: \$ 225,000. The grand total for this line item: \$325,000. Direct grant funds account for 81% of the 2022 budget.

STIPENDS & INCENTIVES: This line item only reflects costs for the Youth 100 Grant program. Participation incentives will be provided youth that participate in the different co - design processes to create grant guidelines. Youth that participate on the Youth100 Funding Committee will receive stipends of \$20/ hour for 5 youth participating up to 6 hours per month. Amount: \$ 7,200. Stipends and incentives for youth account for 1.8% of the 2022 budget.

OUTREACH & MARKETING: Working with a subcontractor (a local organization with relationships and connections with youth programs, services and schools), TNP will oversee targeted outreach activities that will include: outreach to schools, youth groups, clubs, neighborhood groups, and faith -based groups among others; design and dissemination of surveys (primarily paper/electronic); design and host small group discussions; collection and synthesis of data to ensure responses are summarized early enough and throughout the outreach phase of the project. This data will help inform the decision- making rubric used by youth to determine grant awards. The subcontractor will be instrumental in messaging design and dissemination along with distribution of participation stipends. The contract amount will not exceed \$ 6,000. Outreach and marketing, to be conducted through a subcontractor, account for 1.5% of the 2022 budget.

PROGRAM MANAGEMENT AND COORDINATION: This line item captures a myriad of program management activities such as (a) facilitation of Youth 100 meeting sessions to convene youth ambassadors and volunteers to review and make decisions about grants; (b) design and facilitation of the Youth Fund Partners Program (up to 12 organizations and up to 3, 1.5- 2.0 hour sessions); (c) monitoring marketing and outreach activities through a subcontractor; (d) evaluation and follow- up with grantees where necessary; (e) preparation of grant, meeting and program materials; (f) setting up virtual meetings and Zoom room support for grantee convenings; (g) periodic check -ins/ meetings with City staff to monitor progress of programs. Estimated staff hours are calculated at 25% of (2) Program Managers from April through September 2022 and 15% of March and October 2022 to accommodate set- up, planning, and wrap-up activities. The Program Coordinator' s time is calculated at 20% from April through September 2022 and 15% of March and October 2022. Amount: \$ 27,998. Program management expenses account for 7% of the 2022 budget.

ADMINISTRATION: This line item captures the administrative/ operations and bookkeeping expenses for grant distribution (payment disbursement, invoicing, record keeping, related follow-up); shared costs for general liability insurance and back- office systems/ software to track expenses and program activities. Calculated at 10% of direct costs. Amount: \$ 34,606. Administrative and operations - related expenses account for 8.6% of the 2022 budget.

BUDGET NARRATIVE 2023

GRANT DISBURSEMENT: Youth100 Project Grants. The Youth Fund 100 will fund \$ 100,000 in youth and community projects to support City of Long Beach youth. Up to 100 projects will be selected with a funding range of \$ 500 to \$2,000. Total awards: \$ 100,000. **Youth Fund Partners Program (MidSize Grants).** This organizational grant program will fund \$ 300,000 for grants to Long Beach youth –serving organizations. These projects will engage local youth and advance the Long Beach Youth Strategic Plan and will be funded through a Participatory Budgeting process. Total awards: \$ 300,000. **Large Grant Program** will fund large grants at a total of \$200,000. The grand total for this line item: \$600,000. Direct grant funds account for 80% of the 2023 budget.

PUBLIC ENGAGEMENT: Working with Khmer Girls in Action as the Lead Agency for the Invest in Youth Coalition TNP will oversee targeted engagement events and activities that will include: outreach to schools, youth groups, clubs, neighborhood groups, and faith -based groups among a diverse cross section of the City to enable the Participatory Budgeting (PB) process. The expenses in this line item include: (1) community outreach and engagement (2) setting up pop-up centers for people to vote in person (3) hosting applicant/project videos online. Amount: \$32,500 which represents 3.7% of the 2023 budget.

PROGRAM MANAGEMENT AND COORDINATION: This line item captures a myriad of program management activities such as setting up and monitoring contracts with subcontractors, co-designing and overseeing the PB outreach and engagement strategies, monitoring public feedback/perceptions about the process, coordinate with Public Budgeting organization, providing administrative support to launch, collect and report on grant applications/agreements/evaluations. Moreover, TNP staff will provide regular updates to Office of Youth Development staff and other subcontractors, as needed. Estimated staff hours for three, 0.20 FTE staff. Amount: \$ 65,000 which represents 8.7% of the 2023 budget.

ADMINISTRATION: This line item captures the administrative/ operations and bookkeeping expenses for grant distribution (payment disbursement, invoicing, record keeping, related follow-up); shared costs for general liability insurance and back- office systems/ software to track expenses and program activities. Calculated at 7.5% of direct costs. Amount: \$ 52,500 which represents 7% of the 2023 budget.