Resident Leadership Academy
COVID-19 RELIEF PROJECT STIPENDS
Request for Applications 2021

I. Background

*Resident Leadership Academy (RLA)*
The RLA is a curriculum based public health leadership program which trains and empowers residents from underserved communities to address their own issues and concerns, namely public safety, healthy food access, and increasing the quality of physical activity opportunities in neighborhoods. Since its inception, the RLA has made a significant impact in increasing civic engagement and resident leadership capacity in urban and rural areas across San Diego County’s six decentralized regions. For example, since 2011, the RLA has been replicated in San Diego County over 80 times, and the number of program graduates across the County has exceeded 900. To learn more about the Resident Leadership Academy, please visit: http://www.livewellsd.org/content/livewell/home/community/resident-leadership-academy.html

*Coronavirus Aid, Relief and Economic Security (CARES) Act.*
As the region’s designated Community Action Agency, the County of San Diego (County) has received a supplemental allocation of federal Community Services Block Grant (CSBG) revenue through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act, signed into law on March 27, 2020, included $1 billion dollars of supplemental CSBG funding to be disbursed to the states and local Community Action Partnerships to address and eliminate economic barriers and hardship that individuals and families are experiencing due to the COVID-19 pandemic. The intent of the supplemental CSBG CARES funding is to respond to the pandemic - carrying out activities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income individuals to achieve economic self-sufficiency. Specific program enhancements through this funding in Fiscal Year 2021/2022 will allow individuals and organizations to receive assistance in the form of expanded capacity building opportunities, economic assistance in the form of stipends for COVID-19 recovery projects, and supports to reduce barriers to participation in community engagement work and in obtaining employment.

*Live Well San Diego*
*Live Well San Diego* is a vision for a region that is Building Better Health, Living Safely and Thriving. It aligns the efforts of individuals, organizations and government to help all 3.3 million San Diego County residents live well. Organizational leaders and community members gather regionally to identify priority needs, plan community improvements and conduct activities to improve the health, safety and overall well-being of residents and their communities. These teams serve as a central point for action at the local level.

*Community Health Improvement Partners (CHIP)*
Community Health Improvement Partners (CHIP) is a non-profit organization and established leader in innovative, collaborative solutions to address critical community health issues in the San Diego region and the creators of the RLA. CHIP’s mission is to advance sustainable solutions to priority health needs through collaboration and community engagement. CHIP is the County of San Diego’s contracted provider of RLA Coordination Services. To learn more about CHIP, please visit www.sdchip.org.

*Community Action Partnership*
The County of San Diego Health and Human Services Agency, Community Action Partnership (CAP) is the region’s designated Community Action Agency, administering San Diego County’s federal Community Services Block Grant (CSBG) allocation through development and oversight of programs that empower economically disadvantaged individuals, families and communities to achieve their highest level of self-
sufficiency. CAP cultivates partnerships in an effort to strengthen the collective impact surrounding anti-poverty efforts in the Region, which is in alignment with its mission to advance pathways for people, local businesses and communities facing barriers to prosperity so they can thrive.

II. Program Overview
The purpose of the RLA COVID-19 Relief Project Stipends is to support RLA trainers, resident leader groups and Community-Based Organizations (CBOs) in response and recovery to the COVID-19 pandemic and its impacts to the community through RLA efforts; carrying out activities in their communities to directly respond to the pandemic, to reduce barriers to participation in community engagement work and to employment, and to support the connection between the CBOs and resident leader groups as trusted messengers to their communities.

Stipend awards will be limited to the following:

1) Community Improvement Projects designed to focus on response and recovery from COVID-19 impacts. Examples include but are not limited to food distribution/access projects, assistance to isolated community members, and public health awareness campaigns.

2) Projects of support for RLA graduates and resident leaders to reduce barriers to participation in community engagement work, such as with transportation, professional work attire, or access to technology. Examples of supportive services may include but are not limited to bus passes, interview clothing, Internet access, and other technology-related expenses.

COVID-19 Response and Recovery Topics are defined as themes focusing on, but not limited to: emergency pandemic response, community resilience, recovery and adaptation, food access and sovereignty, systems change to the new normal, connectedness/support of community members, social and mental health impacts resulting from the pandemic, housing and utility impacts, economic impacts, workforce changes, development, social equity and justice.

III. Award Information
The total CV-19 project stipend award allocation for distribution is up to $20,000 for fiscal year 2021-2022, and will specifically support projects that align with the goals/objectives outlined in the Program Overview section of this document. Project Stipend award amounts can vary.

IV. Who Can Apply?
- Established RLA resident leader groups working on community action projects within San Diego County related to CV-19 community needs.
- Community-Based Non-Profit Organizations (CBOs) within San Diego County that implement RLA trainings and support resident groups with community improvement projects related to CV-19 relief.
- Certified RLA Facilitators/Trainers targeting areas within San Diego County working on CV-19 community needs, in conjunction with an established RLA resident leader group or CBO, as described above.
- The project must be initiated or in progress within the time-frame of September 1, 2021 – June 30, 2022.
- Applicants and projects must be located in San Diego County and meet the criteria as defined in Section IV- Who Can Apply?
- Competitive applications must have response and recovery topic themes that focus on but are not limited to:
  - Emergency pandemic response
  - Community resilience and adaptation
Food access and sovereignty
- Systems change to the new normal
- Connectedness/Support of community members
- Social and mental health impacts resulting from the pandemic
- Workforce changes and development
- Social equity and Justice
- Housing supportive needs
- Housing and utility impacts
- Economic impacts
- Development

**Project examples may include, but are not limited to:**
- Reduce barriers to participate in community engagement work
- Supportive services for RLA graduates and resident leaders (ex: transportation, professional interview attire or access to technology related expenses)
- Food Distribution Projects

- The applicant must be able to:
  - Include a project budget and budget description outlining how funding will be used.
  - Demonstrate their connection to RLA Curriculum and/or RLA resident groups.
  - Demonstrate a direct connection between the proposed activities and COVID-19 response and recovery
  - Include a plan for measuring outcomes.
    - The project must be feasible and reasonable to carry out within the proposed budget, timeline, and staff resources.
    - Awardees must be willing to document their projects and share their process and results with others at a RLA CV-19 Council meeting.

- Any events related to the project must abide by CV-19 public health order guidance, be free and open to the public, and not have political, religious, or discriminatory themes, or partners associated with them.
- Communities in Action (CinA) providers are eligible to apply, but award cannot duplicate any other funding received by the County. Funds must be for supplemental activities beyond CinA program contract deliverables and/or paypoints.
- The applicant cannot be listed on the Federal Sanction, Debarment, & Exclusion Lists. Exclusion and Debarment Verification information and lists are available at this [link](#).

**V. Application Process**

To apply for funding, please complete the application (Section XVII) and submit it along with the necessary documentation by **Friday, October 8, 2021 by 5pm** to Yeni L. Palomino, Vice President via email at ypalomino@sdchip.org or mail application to 5095 Murphy Canyon Road, Suite 105, San Diego, CA 92123.

If you have any questions, please contact Yeni L. Palomino via email: ypalomino@sdchip.org or phone: (858) 609-7969. Last day for submitting questions – **Thursday, September 17, 2021. (4pm PST)**.

**VI. Selection Process**

All applications will be evaluated by a Program Subcommittee consisting of CHIP staff, and two Community Members. Community members participating will not be affiliated with any RLA Network member applying for this program. This is a competitive process and not all applications are guaranteed to be funded, or receive total funding amount requested.

High priority will be given to projects that meet the following criteria
- Pertains directly to CV-19 community relief
- Serve economically disadvantaged communities and/or residents
- Have greatest reach and impact
Serve areas not currently being served by an RLA resident leader group
Demonstrate collaboration with community stakeholders successfully

VII. Allowable Expenses Include
- Bus Passes
- Interview Clothing
- Internet Services
- Food

VIII. Unallowable Activities and Expenses Include
- Staff salaries
- Fundraising events
- Political campaigns
- Cash prizes
- Tobacco, drugs, or alcohol, and weapons
- Religious items or activities
- We reserve the right to identify additional unallowable activities

IX. Reporting
- Awardees are requested to present their project at the Awardees will be required to submit a final 2 page narrative with outcomes report by June 4, 2022.

X. Logos
- All media and communications materials, including public announcements, fliers, webpages, materials and presentations, shared with the community must identify the County of San Diego as the funding source for this program in addition, materials must include approved Live Well San Diego and Community Health Improvement Partners (CHIP) logos. (will be provided once awarded)
- All materials must have the following language: These trainings are supported by the County of San Diego HHSA through supplemental CSBG CARES Act funding.

XI. Payment of CV-19 Relief Stipend Funds
- Full RLA CV-19 Relief Stipend award payment will be provided in October 2021.
XII. Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
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<tr>
<td>Last day to Submit Questions</td>
<td>September 17, 2021 (5pm)</td>
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<td>Applications Due</td>
<td>October 8, 2021 (5pm)</td>
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<td>Award Notifications</td>
<td>October 15, 2021</td>
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<td>Award Payment</td>
<td>October 2021</td>
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<td>RLA CV-19 Relief- Stipend Update Presentations</td>
<td>December 15, 2021 (1:30pm-3:00pm)</td>
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<td>Final Written Report Due</td>
<td>June 4, 2022</td>
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XIII. Resources

- (211 data presentation on CV-19 will be linked here)
XIV. Resident Leadership Academy Stipend Application 2021

Organization Name: 

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Primary contact name: 

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Title: 

Role of primary contact: 

Fiscal sponsor organization name (if applicable): 

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1. Project title: 

2. Target neighborhood/ community/ zip code (50 words max): 

3. Please describe the community and population to be affected (150 words max):
4. Project description - please include what the project will entail, the number of people this project will benefit, and how the project helps the community respond to direct CV-19 impacts. (400 words max)

5. What are the key outcomes this project hopes to accomplish? How will these outcomes be measured? (250 words max)
6. How have you participated in the RLA or RLA Council? (Please explain.) (50 words max)

7. Please explain in detail the planned activities that will be conducted as part of this project and outline the project timeline:

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8. Please list any community organizations and/or collaborative partners that would be involved in this project. Please briefly describe the role they will play. (250 words max)
9. Provide a narrative description of how funding will be used (250 words) and list anticipated costs in the chart provided:

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<th>List of Expenses</th>
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<td><strong>Total project cost:</strong></td>
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10. If using additional funds for this project, please let us know if they have already been secured. If additional funding has been secured, or in kind support will be provided, please provide organization's name, contact information, and funding amount. (250 words max)
I am submitting the following:

- Completed application
- Proof of non-profit status (tax exemption letter), if applicable
- “Before pictures” of the location where the environmental change will take place (if applicable)

Please submit this application along with the required documentation by Friday, October 8, 2021 by 5:00pm to Yeni L. Palomino via email: ypalominio@sdchip.org or via mail at 5095 Murphy Canyon Road Suite 105, San Diego CA 92123.