



OAKLAND FUND FOR CHILDREN AND YOUTH



Planning and Oversight Committee (POC)

December 5th, 2012
6:00 p.m. – 9:00 p.m.

Oakland City Hall, Hearing Room #4
*1 Frank H. Ogawa Plaza, 2nd Floor,
Oakland, CA 94612*

AGENDA

1) Call to Order

- *Introductions & Announcements*
- *Agenda Review/Modifications*

2) Open Forum for Youth and Parents of Young Children

3) Adoption of Prior Minutes

- *November 7th 2012 POC Meeting*

action

4) Discussion and Approval of OFCY RFP for FY2013-2016

action

5) Administrative Matters

- *POC Review Committee Membership*
- *Next Meeting: January 16th 2013*

6) Open Forum

7) Adjournment

In compliance with Oakland's policy for people with chemical allergies, please refrain from wearing strongly scented products to meetings. In compliance with the American Disabilities Act, if you need assistance to participate in the meetings for the Oakland Fund for Children and Youth Planning & Oversight Committee, please contact the Oakland Fund for Children and Youth at 510-238-6379. Notification 48 hours prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility. If you have questions regarding this agenda or related materials, please contact our office at the number above.

MINUTES TO BE APPROVED
Oakland Fund for Children and Youth (OFCY)
Planning and Oversight Committee (POC) Meeting
Oakland City Hall, 1 Frank H. Ogawa Plaza, Hearing Room 4 Oakland, CA 94612
Wednesday, November 7, 2012
6:00 p.m. – 9:00 p.m.

Committee Members present: Steven Wirt, Nina Horne, Vaughn Arterberry, David Klein, Kitty Kelly Epstein, Kathy Teng Dwyer and James Mathews

Committee Members absent: Cesar Sanchez, Brandon Sturdivant, Emma Scoble, Abraham Ruelas, Billy Nivins, Corey Gibson, and Renato Almanzor

Staff Members present: Sandra Taylor, CYS Manager and Mike Wetzel, OFCY Program Planner

I. Call to Order

The meeting was called to order at 6:13 p.m. Meeting minutes of October 17th were amended and approved, as Kitty Kelly Epstein and Kathy Teng Dwyer both noted that they had requested to serve on the RFP Review Subcommittee but were not listed in the minutes.

II. Open Forum for Youth or Families with Small Children

There were no speakers.

III. Review and Approval of Public Profit Evaluation Reports for OFCY funded Programs in FY2011-2012

Corey Newhouse, Cimone Satele, and Peter Neely from Public Profit provided an overview of the high-level findings from their two evaluation reports of OFCY programs in FY2011-2012. The evaluation design explored program quality, participation, and positive outcomes for youth and families. In FY2011-2012 OFCY programs served 28,728 children and youth. The Public Profit team also provided a brief update on the evaluation plan and activities in the current FY2012-2013 year.

- **ACTION: Approve the OFCY Evaluation Reports as presented.**
David Klein moved to approve the evaluation reports from Public Profit as presented. The motion was seconded by Kitty Kelly Epstein.

The items passed, with an abstention from James Mathews.

IV. Approval of OFCY RFP for FY2013-2016

Staff presented on the upcoming Request For Proposals (RFP) to be released to implement the recently adopted OFCY Strategic Investment Plan for FY2013-2016. The presentation provided POC an overview of the RFP, Eligibility, Key Requirements, Strategies, Funding, Format, and the Timeline. The POC requested that at the upcoming December POC meeting, staff provide more information on the proposal documents required for submission by prospective agencies and an explanation of their rationale; further information on parameters for grant funding; and the draft of the full RFP to discuss and review prior to approval of releasing a Request For Proposal for Services in FY2013-2016. The agenda item will be continued at the December 5th, 2012 POC meeting.

V. Administrative Matters

Next Meeting – December 7th, 2012, 1 Frank H. Ogawa Plaza, 2nd Floor, Hearing Room 4. OFCY will present the evaluation reports and the Strategic Investment Plan for FY2012-2013 to the Life Enrichment Council (LEC) of the Oakland City Council on November 27th at 4:00pm at 1 Frank H. Ogawa Plaza.

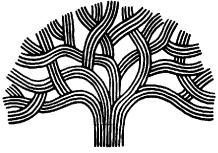
VI. Open Forum

There were no speakers.

VII. Adjournment

The meeting was adjourned at 9:00 p.m.

Requirements/Attachments	Explanation
IRS Letter no later than 2010	Proof that applicant is a current registered 501c3 non-profit organization per Measure D.
<p>Financial Statements</p> <ul style="list-style-type: none"> • Single Agency and Collaboratives: Most recent audited Financial Statements with Management Letter from within the past two years. (Past practice allows exception for single agency applicants w/o complete audited F/S at proposal submission to submit completed audited F/S no later than May 1, 2013.) • Small and Emerging Applicants: Most recent fiscal year Profit & Loss and Balance Sheet and IRS Form 990 dated within the past two years. CPA Review of Financial Statements with Cover Letter and/or Management Letter no later than July 1, 2013 only if recommended for funding. 	Evidence of sound fiscal management policies and good fiscal health of the organization is required by City administration. This requirement was developed based on input from the City Auditor.
Résumés/Job Description for Key Staff	Shows the qualification, experience and capacity of key staff, including managers and staff working directly with children and youth, who are responsible for project implementation and delivery of services. If staff is not yet hired, general job descriptions are required to be uploaded with language abilities and minimum qualifications of staff that will be hired to respond to the contractual requirements of this RFP.
Organizational Chart	Demonstrates the organizational capacity to implement and manage the proposed program and how the program fits into the overall mission of the organization.
Board Roster	Snapshot of organizational leadership and additional evidence of active non-profit status.
<p>Letter/s of Agreements and MOUs (if applicable)</p> <p>Signed partnership letter from Principal/ Site Administrator (school-based afterschool programs only)</p>	To ensure coordination of services between all partnering organizations including but not limited to CBOs partnering with City Agencies and OUSD.



Oakland Fund for Children and Youth
2013 – 2016
Request for Proposals

DRAFT

RFP Released: December 7, 2012

Bidders Conference by Strategy Area

- **Healthy Development of Young Children:** Thursday, December 13, 2012 from 10:00 a.m. to 12:00 p.m., City Hall, Hearing Room 3
- **Student Success in School:** Thursday, December 13, 2012 from 2:00 p.m. to 4:00 p.m., City Hall, Hearing Room 3
- **Youth Leadership & Community Safety:** Wednesday, December 12, 2012, from 10:00 a.m. to 12:00 p.m., , City Hall, Council Chambers
- **Transition to Adulthood:** Wednesday, December 12, 2012, from 2:00 p.m. to 4:00 pm., City Hall, Council Chambers

Online Proposal Due: January 28, 2013, 5:00 p.m.

Hard Copy Submission Due: January 29, 2013 – Before 5:00 p.m.

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OVERVIEW

INTRODUCTION

The Oakland Fund for Children and Youth (OFCY) is pleased to release the 2013-2016 Request for Proposals (RFP) to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Oakland, California. We look forward to the opportunity to partner again with strong community agencies to best serve the needs of Oakland's children and youth. This RFP covers the eleven funding strategies outlined in the 2013-2016 Strategic Investment Plan, which can be found on OFCY's website (www.ofcy.org). All applicants are strongly encouraged to read the 2013-2016 Strategic Investment Plan in addition to this RFP before starting the application process.

Grants awarded through this RFP process will be for an initial one-year period, July 1, 2013 to June 30, 2014, which can be renewed up to two additional one-year periods contingent on past year's grant performance. The total projected amount available for FY2013-14 grant awards is approximately \$10.5M.

OFCY seeks to award funds to programs and collaborations that propose to address the goals and objectives outlined in each of the eleven funding strategy areas in order to best support children and youth from birth to twenty years of age in Oakland.

THE OAKLAND FUND FOR CHILDREN AND YOUTH

The Oakland Fund for Children & Youth (OFCY) was established in November 1996, when over three-fourths of Oakland voters expressed a powerful commitment to their children and youth by passing the Kids First! Initiative (Measure K). Oakland voters reauthorized funding for OFCY for another 12 years in July 2009 by passing Measure D. The revised provisions set aside 3% of the city's General Purpose fund for services to children and youth to fulfill the four goals of Measure D:

1. Support the healthy development of young children,
2. Help children and youth succeed in school and graduate high school,
3. Prevent and reduce violence, crime and gang involvement among children and youth, and
4. Help youth transition to a productive adulthood.

OFCY is guided by a 17 member Planning and Oversight Committee (POC) composed of adults and youth appointed by the Mayor and City Council. The POC oversees the annual grant-making process of the Fund, as well as the completion of a Strategic Plan every three years and the annual evaluation of OFCY. The current *OFCY 2013-2016 Strategic Investment Plan* can be downloaded from the Oakland Fund for Children and Youth website at www.ofcy.org.

OFCY VISION, MISSION, AND VALUES STATEMENTS

VISION: All children and youth in Oakland will thrive and have the support of the entire community to lead safe, healthy and productive lives.

MISSION: We provide strategic funding to support Oakland's children and youth from birth to 20 years of age to become healthy, happy, educated, engaged, powerful and loved community members. Leveraging our efforts with partners for greater collective impact towards social and economic equity, we build the capacity of community agencies to work together to fully develop each child's potential, achieve positive outcomes, and promote the positive contributions of children and youth to Oakland's greatness.

VALUES:

Social and Economic Equity – All children and youth have a fundamental right for a safe and healthy life and a quality education. We value the vigorous promotion of equality, justice and accountability, and the concerted application of our resources toward those youth in greatest need.

Child and Youth Development – We support efforts to promote the social, emotional, physical, cognitive and spiritual development of children and to instill individual and community pride and leadership. We believe that youth development requires the collective responsibility of the community and the active engagement of family and caregivers for children and youth to achieve their full expression of potential.

Community and Collaboration – We embrace the idea that by pooling our resources and working together, we can accomplish great things. We support strengthening families within our communities to make our children and our city strong. We see that the wellbeing of our youth is dependent on the strength of their families, and the strength of the families is dependent upon the strength of the community. Strong communities can provide stability in a time of change in the lives of children and youth and help them grow into loving and powerful adults.

OFCY 2013-2016 STRATEGIES OVERVIEW

The following chart provides a brief overview of all strategies, including brief summaries and projected allocations based on an estimated \$10.5M in total available grant funding for FY 2013-2014. For more comprehensive strategy summaries and guidelines, please refer to the Funding Strategies section (pages 14-29) and the 2013-2016 Strategic Plan which can be found on OFCY's website (www.ofcy.org).

OFCY Strategy Area 1: Healthy Development of Young Children	15%
1) Mental Health and Developmental Consultations in Early Care and Education <i>Supports Classroom Consultation and/ or Child-centered Mental Health Consultation services in Oakland Early Care and Education programs, specifically Head Start and OUSD Child Development Centers</i>	6.5%
2) Parent and Child Engagement in Early Learning and Development <i>Supports playgroup learning environments and interactions for very young children with group learning opportunities for new parents, and connecting parents to resources to support the healthy development of their children.</i>	7.5%
3) Pre-Kindergarten Summer Camp <i>Supports a 5 – 6 week summer camp experience for children who have never experienced preschool, to provide orientation and structured learning experience prior to first entry to kindergarten.</i>	1.0%
OFCY Strategy Area 2: Student Success in School	51%
4) School-based after school programming for elementary & middle school <i>Support for high-quality enrichment, academic, and family support programming through school-based afterschool programs at elementary and middle school sites receiving state After School Education and Safety (ASES) funding.</i>	42%
5) Transition programs for youth into middle and high school <i>Support for programming that helps youth successfully transition from elementary school and integrate into middle school, and transition from middle school to high school successfully.</i>	4.5%
6) Youth Leadership in Community Schools <i>Supports programs that engage youth as peer leaders in schools to promote a range of positive behaviors, including promoting healthy choices and behaviors among youth, preventing violence and resolving conflict, addressing equity and inclusiveness issues, helping students succeed academically, and in promoting a positive school culture.</i>	4.5%
OFCY Strategy Area 3: Youth Leadership and Community Safety	19%
7) Community-based Out-of-School Time Programs <i>Support for neighborhood-based community programming that provides safe spaces and enriching activities for children and teens, and that nurture positive youth development through provision of enrichment, arts, fitness, community service, academic support, and peer support activities during after school, evening and weekend hours.</i>	7.5%
8) Summer Programs <i>Support for community- and school-based summer programming in summer months that provides a broad range of enriching activities for children and teens within safe and supportive environments and a positive youth development framework.</i>	6.5%
9) Youth Leadership and Community Safety <i>Supports programs that work with youth as leaders to engage their peers, families, and the broader neighborhood in community safety, revitalization and improvement efforts. Programming will be based in youth development principles, incorporate youth leadership, and seek to benefit neighborhood and community initiatives.</i>	5.0%
OFCY Strategy Area 4: Transitions to Adulthood	15%
10) Youth Career and Workforce Development <i>Support for youth workforce development services year-round and in the summer months to build participants' employment experience, connections to employers, and to broaden their awareness of career options & opportunities.</i>	10%
11) Academic Support for Older Youth <i>Support for programs that meet the academic needs of youth ages 14-20 disconnected from or at-risk of disconnecting from high school and post-secondary education. Priority will be for services towards populations most affected by the achievement gap in school and that experience low rates of high school graduation and continuation on to further post-secondary education.</i>	5.0%

APPLICATION PROCESS

WHO IS ELIGIBLE?

An applicant must be either a public agency or be tax-exempt under section 501(c)(3) of the Internal Revenue Code. Applicants must upload an IRS statement certifying their organization's nonprofit status under section 501(c)(3) dated **2010** or later. To obtain this letter, call IRS at 1-877-829-5500 (Note: in some cases it can take over two weeks to obtain this form).

For-profit agencies are not eligible for funding. No proof is required for public agencies.

Organizations (other than public agencies) that do not have 501(c)(3) status must apply using a fiscal sponsor. In this case, the fiscal sponsor is the applicant and, if a grant is awarded, would be the organization that contracts with the City of Oakland and is legally liable for all aspects of the contract including program implementation, fiscal management, and communication with the City regarding subcontractor or fiscal partner activities.

The fiscal sponsor would be expected and authorized to oversee and manage all aspects of the contract including finances; to monitor and implement program activities of subcontracting or partner agencies; to terminate contracts with subcontracting or fiscal partner agencies with the approval of the City, if necessary; and to assume full fiscal responsibility for the contract, subcontracts, and fiscal partnership.

A public agency must apply on its own behalf and may not use a fiscal sponsor.

TYPE OF APPLICANTS & NUMBER OF APPLICATIONS

Single Agency Applicants

A Single Agency Applicant is one agency applying for OFCY funding. This applicant is also referred to as the lead agency and will be the agency that contracts with the City of Oakland. This Single or Lead Agency Application must have the fiscal and management capacity to support subcontractors (if applicable) by issuing payments in a timely and professional manner. Applicants in this category have an organizational budget over \$350,000, not including the OFCY grant request.

Collaborative Applicants

A Collaborative Applicant must consist of three or more agencies, each contributing substantial participation toward a mutual goal, and at least two of which are proposed to receive OFCY funds. Substantial participation includes providing direct services, planning and coordinating services, and having equal partnership in decision making around program design and implementation. No one agency should receive more than eighty percent (80%) of the funding.

OFCY strongly encourages collaboration between private nonprofit and public entities to create and/or to strengthen linkages that maximize the cost-effectiveness and quality of service delivery.

The lead agency of a collaborative will be the agency that contracts with the City of Oakland. Collaboratives must choose a lead agency that has the fiscal and management capacity to support the other partners or subcontractors by issuing payments in a timely and professional manner. All partners of a collaborative must have the capacity to provide services according to the schedule of the Activities List submitted by the fiscal sponsor for the collaborative.

The collaborative should examine how the involvement of other partners will be best coordinated within the model. OFCY will not consider subcontractors or lead agencies that act simply as a fiscal pass through. All agencies, schools, and/or program sites must be active parts of program implementation.

Small and Emerging Applicant

The Small and Emerging designation focuses on smaller organizations and assists new grass root organizations to be funded by OFCY.

Eligible small and emerging organizations must have completed at least two years of service in the program strategy for which they are seeking support by the time they apply to OFCY. They may have recently received their 501(c)(3) status, after having been fiscally sponsored.

If the organizational budget is under \$350,000, you must apply as a Small and Emerging Applicant.

However, if the organization is a current OFCY grantee in good standing and have a budget under \$350,000, it may choose to apply as a single agency applicant. All conditions (i.e. total request % of organizational budget, match requirements, indirect rate and grant limits) pertaining to the single agency applicant apply.

If the organization does not have a 501(c)(3) status, it has to apply using a fiscal sponsor. If the organization has 501(c)(3) status, it may still choose to use a fiscal sponsor.

An applicant applying as a Small and Emerging Applicant cannot be a public agency.

Number of Applications

Applicants may submit separate proposals for their own program and be part of a collaborative proposal, as long as the proposals are substantially different.

Applicants may not receive funds as a single agency and as part of a collaborative for the same program.

Applicants may not submit the same proposal to different strategies.

Applicants may submit two or more proposals to one or more OFCY strategy areas for significantly different programs only.

HOW MUCH CAN I APPLY FOR?

FUNDING PARAMETERS

Each grant award amount will depend on the frequency of service, the amount of service, the number of service sites, the number of children and families served and the range and depth of expertise provided. Please use the following funding parameters as a guide to determine how much funding is appropriate and allowed. For applicants to Strategy #3: Pre-Kindergarten Summer Camp and Strategy #4: School-based afterschool programming for elementary & middle school children, please refer to the specific strategies in the Funding Strategies section for further guidelines.

Single Agency Applicant

- Single agency applicants may apply for between \$25,000 and \$150,000. Please check Strategies section as some strategies have specific funding parameters.
- No more than 11% of the amount requested may be allocated to indirect costs.
- Single Agency Applicants must limit their total and/or combined OFCY request(s) to no more than 35% of their current year overall organizational budget excluding current OFCY funding. *Example:* An organization with an annual budget of \$400,000 could request a grant for \$140,000 or less.

Collaborative Applicant

- Collaboratives may apply for between \$25,000 and \$250,000. Please check Strategies section as some strategies may have specific funding parameters.
- No more than 15% of the amount requested allocated to indirect costs.
- Collaboratives must limit their total and/or combined OFCY request(s) to no more than 35% of their current year overall organizational budgets excluding current OFCY funding.

Small and Emerging Applicants

- A small and emerging applicant request size must be between \$20,000 and \$50,000.
- No more than 20% of the amount requested may be allotted to indirect costs.
- Small and Emerging Applicants must limit their total and/or combined OFCY request to no more than 50% of their overall, organizational budget.
- If you are a current OFCY grantee in good standing and have a budget under \$350,000, you may choose to apply as a single agency applicant. All conditions (i.e. total request % of organizational budget, match requirements, indirect rate and grant limits) pertaining to the single agency apply.

Summary Table by Application Type

Application Type	Minimum Match Requirement	Total OFCY Request as % of Org. Budget	Minimum Grant Request	Maximum Grant Request	Maximum Indirect Rate	Audit Upload Requirements
Single/Lead Applicant	25% of OFCY grant request (up to 5% in-kind and minimum 20% cash match)	35% of Budget	\$20,000	\$150,000	11%	Audited Financial Statements as part of application
Collaboratives	25% of OFCY grant request (up to 5% in-kind and minimum 20% cash match)	35% of Lead Agency Budget	\$25,000	\$250,000	15%	Audited Financial Statements of lead agency as part of application
Small and Emerging	25% of OFCY grant request (up to 15% in-kind and minimum 10% cash match)	50% of Budget	\$20,000	\$50,000	20%	If applying without a fiscal sponsor, upload the most recent fiscal year Profit & Loss and Balance Sheet and IRS Form 990 dated within the past two years. If the proposal is recommended for funding, submit a CPA Review of Financial Statements no later than July 1, 2013.

*All Audited Financial Statements must be within two years.

*If an Applicant is a public agency, other than the City of Oakland, the applicant must submit proof of the existence of an independent single audit.

HOW CAN FUNDS BE USED?

1. The proposed program must provide direct services to children and youth, ages 0 to 20, who live in Oakland.
2. Funds may NOT be used for:
 - a. Any service that merely benefits children and youth incidentally.
 - b. Acquisition of any capital item not for primary and direct use by children and youth.
 - c. Acquisition, other than by lease for a term of 12 months or less, of any real property.
 - d. Maintenance, utilities, or similar operating costs of a facility not used primarily and directly by children and youth (e.g., costs associated with an off-site office or location).
 - e. Any service for which state or federal law mandates a fixed or minimum level of expenditure, to the extent of the fixed or minimum level of expenditures.
 - f. Housing costs
 - g. Child care slots
 - h. Religious worship, instruction, or proselytization (recruiting someone to join one's religion or faith).
3. OFCY does not spend limited resources supplanting services that should be provided by school or other public funds.

MATCHING FUNDS (ALL APPLICANTS)

1. Proposals must demonstrate, and if awarded will be held accountable for, raising and documenting 25% of the match which is 25% of the OFCY grant request. This minimum 25% match may be contributions of cash and/or in-kind services and must support the cost of the proposed program.

Example: An organization with an annual budget of \$500,000 is seeking funds from OFCY to run a youth leadership program that costs \$200,000 per year. This organization would be able to request a maximum of 75% of the program cost, or \$150,000, from OFCY. The organization, if awarded a grant from OFCY, would be held accountable for raising the minimum 25% match of \$50,000 to run the program.

2. **Single/Lead Agency & Collaboratives:** In-kind match can be no more than 5% of the OFCY Grant Request and a minimum 20% dollar match is required. See below for Small and Emerging match requirements.
3. **Small and Emerging Applicants:** Direct costs such as Volunteer Hours (In-kind) can be no more than 15% of the program cost, used towards documenting match funds. Minimum 10% match must be contributions of cash.
4. Grantees may **NOT** use one OFCY grant as a match for another. For example, if a grantee has a \$150,000 grant from OFCY directly and subcontracts on another OFCY grant for \$15,000, the subcontractor dollars may not be used as a match

for the direct grant. Further, a collaborative may not use an OFCY grant received by one of its partners or subcontractors as a match.

5. School site facility or regular school costs, such as "head of school", may not be used as match for an OFCY proposed program.

FUNDING PERIOD

This RFP represents a three year grant cycle. The initial contract is for a one year period (July 1, 2013 through June 30, 2014) with the option to renew for two additional one year periods based on fund balance, satisfactory evaluation, grant monitoring reports, and overall grant performance. The second and third grant period will run from July 1, 2014 through June 30, 2015 and July 1, 2015 through June 30, 2016. Selected applicants will not receive their first disbursement of funds until they submit all required contract documents. After all contract documents are received it takes 6-8 weeks before the contract is executed. Additionally, any open contracts, invoices, or reports that remain from any previous fiscal year must be closed before selected applicants may receive their first disbursement of grant funds.

HOW TO APPLY?

STARTING YOUR PROPOSAL

The OFCY online application process is through Cityspan. The system requirements for Cityspan are:

- Internet connection
- Turn off your pop-up blocker
- Some Apple/Mac computers may not read the pdf documents accurately. If you experience problems while using an Apple/Mac computer, contact the Cityspan Help Desk.

Contact the Cityspan Help Desk at 1-866-469-6884 for all technical issues and questions regarding the online application system. DO NOT call Cityspan about the RFP content related questions.

UPDATING YOUR PROPOSAL

You may begin your online application on December 7, 2012. Start with completing and submitting the Cover Page. Until you complete and submit the Cover Page, the Narrative, Budget and Uploads sections will not be available to you.

You may enter your application over multiple sessions. Remember to save often and log out when you have finished a session. Cityspan will log you out automatically after 90 minutes of inactivity. All changes that have not been saved when logging out will be lost.

Step 1: Registration and Login and Step 2: Cover Page should be completed in order. Until you complete and submit the Cover Page, the Narrative, Budget and Uploads

sections will not be available to you. The other steps can be entered in any order you choose.

SUBMITTING YOUR PROPOSAL

The final step is to click "submit" for each form. Please review the elements of your application including all uploads. Excluding the Cover Page, we recommend that you wait until the entire application is complete before submitting each form. Once you submit, you will not be able to edit any of your work. If for any reason you need your submitted form unlocked, please contact Cityspan Help Desk at 1-866-469-6884.

Print and save your receipt of submission. Cityspan will not accept proposals after 5:00 pm on January 28, 2013. This will be strictly enforced. Do not wait until the last minute to submit your proposal to avoid any unforeseen technical issues.

You will also need to deliver three copies of your submitted proposal on January 29, 2013 to the OFCY office (150 Frank Ogawa Plaza, Suite 4216 Oakland CA 94612) between the hours of 9:00a.m. – 5:00p.m. For more information, please refer to section **Step 8 –Submit.**

BIDDERS' CONFERENCES, TRAINING SESSIONS & TECHNICAL ASSISTANCE

BIDDERS' CONFERENCES

To provide general information and guidance to all potential applicants, OFCY will hold Bidders' Conferences by strategy area. All potential applicants are strongly encouraged to attend the Bidders' Conferences. Please RSVP for the bidder's conference at www.ofcy.org and select, OFCY Bidder's Conference By Strategy to be linked to *Event Brite*, the password is: **ofcy**

TRAINING SESSIONS: APPLYING ONLINE THROUGH CITYSPAN

To provide assistance in navigating the Cityspan online application process, OFCY will offer multiple Training Sessions (one session will be for Small and Emerging Applicants ONLY). All locations will be at 150 Frank Ogawa Plaza, 2nd Floor. **Seating availability is based on a first come first serve basis (only 1-2 staff per agency). Please see "Important Dates" below.** To sign-up for a training session visit www.ofcy.org and select, OFCY Online Application Training Sessions to be linked to *Event Brite*, the password is: **ofcy**

GENERAL TECHNICAL ASSISTANCE BY EMAIL

General Technical Assistance (TA) by e-mail begins December 7th, EXCEPT no TA during the period of December 24-January 1. TA ends on January 18, 2010 at 5:00 p.m. E-mail Scott Kim, sskim@oaklandnet.com. This assistance answers questions about eligibility, funding parameters, and required information and documents for online submission, including Activities and Budget. This TA is provided by email only. No phone or in-person TA will be provided.

IMPORTANT DATES

Item	Date
Request for Proposals (RFP) Released	December 7, 2013 Check www.ofcy.org or call (510) 238-2209
Bidders' Conferences by Strategy Area	<ul style="list-style-type: none"> ◆ Healthy Development of Young Children: Thursday, December 13, 2012 from 10:00 a.m. to 12:00 p.m., City Hall, Hearing Room 3 ◆ Student Success in School: Thursday, December 13, 2012 from 2:00 p.m. to 4:00 p.m., City Hall, Hearing Room 3 ◆ Youth Leadership & Community Safety: Wednesday, December 12, 2012, from 10:00 a.m. to 12:00 p.m., City Hall, Council Chambers ◆ Transition to Adulthood: Wednesday, December 12, 2012 from 2:00 p.m. to 4:00 pm., City Hall, Council Chambers
General Technical Assistance by E-mail Available	December 7 th – January 18 th , 5:00 p.m. EXCEPT no T. A. by email between December 24 th to January 1 st .
Online Training Sessions (all locations will be at 150 Frank Ogawa Plaza, 2 nd Floor, Lab A) All times are from 10am-12pm, unless otherwise noted. (must RSVP on www.ofcy.org)	December 19, 2012 December 20, 2012 December 21, 2012 - Small and Emerging Applicants Only January 3, 2013 January 4, 2013
General Technical Assistance by E-mail Ends	January 18, 2013, 5:00p.m.
Online Proposals Due	January 28, 2013 by 5:00 p.m. through Cityspan An online receipt will be produced upon submission. Proposals submitted after the deadline will not be considered for review. This deadline will be strictly enforced.
Hard Copy Proposals Due	January 29, 2013 9:00-5:00PM Must be hand delivered to OFCY office located at: 150 Frank Ogawa Plaza, Suite 4216 Oakland, CA 94612
Preliminary List of Programs Recommended for Funding Mailed to Applicants	March-April 2013 Exact Date TBA
Written Appeals from Applicants Due	April/May 2013 Exact Date TBA
Final List of Programs Recommended for Funding Mailed to Applicants	May/June 2013 Exact Date TBA
City Council Approves Final Recommendations Funding Package	May/June 2013
Grant Contracting Begins	June 2013
Program Year Begins	July 1, 2013

FUNDING STRATEGIES for FY2013-2016

OFCY is soliciting proposals to implement eleven funding strategies under four main strategic categories. These strategic categories are aligned to OFCY's four main goals.

OFCY FY2013-2016 Strategic Areas:

- 1) **Healthy Development of Young Children**
- 2) **Student Success in School**
- 3) **Youth Leadership and Community Safety**
- 4) **Transition to Adulthood**

STRATEGY AREA I: HEALTHY DEVELOPMENT OF YOUNG CHILDREN

OFCY is seeking to support programs through three distinct funding strategies within the strategy area of Healthy Development of Young Children. Programs within this area will help to support Early Childhood and Education providers to deliver high quality instruction through early care and education settings; connect parents to resources and support for the healthy development of their children; and help ease the transition into kindergarten so children are ready for school.

#1: Mental Health and Developmental Consultations in Early Care and Education

Providers of Mental Health and Developmental Consultations in Early Care and Education provide support to ECE teachers and providers to better meet the needs of the young children in their care. Early childhood mental health consultation consists of mental health professionals partnering with early care and education (ECE) professionals to promote the social and emotional well-being of young children. Mental Health Consultation ensures stability and a strong foundation for school readiness, and services build upon the strengths of staff and families to maximize children's emotional and social development.

Agencies will provide program or classroom consultation and/ or individual or child-centered mental health consultation services in early care and education programs, including the City of Oakland Head Start and Early Head Start and Oakland Unified School District Child Development Center programs. Agencies and sites selected will develop a program action plan and concrete steps for classroom consultation objectives to improve the quality of early care and education programs in Oakland.

TARGET POPULATION:

Children from birth to five years of age enrolled in Early Care and Education programs through Head Start, Early Head Start, and OUSD Child Development Centers, or other family day care providers.

PRIORITIES:

- Programs that operate in and serve Oakland children residing in high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).
- Programs demonstrating strong coordination with Headstart and Oakland Unified School District and collaboration with First 5 Alameda County.

OVERALL PROGRAM GOALS:

- 1) Children have increased ability to establish and maintain positive relationships with peers and adults
- 2) Families show increased understanding of their child's developmental needs
- 3) Early care providers have improved strategies to support children's positive behavior and emotional health
- 4) Reduced preschool expulsion rates
- 5) Number of child assessments for socio-emotional and developmental delays
- 6) Parents have increased awareness and access to resources and support services that help their child reach developmental and educational milestones
- 7) Increased screening and direct mental health services for children identified as needing additional support

POSSIBLE ACTIVITIES INCLUDE:

Consultation with Early Childhood and Education teachers and providers; enrichment activities with parents and children in arts, dance, and music; family education activities and workshops; home visits to families with children at risk of developmental delays; one-on-one consultation with families on child developmental concerns; one-on-one intervention with children at risk of delays; resource and referral services; and screening and assessment for socio-emotional of developmental delays.

TECHNICAL ASSISTANCE:

Programs supported in this strategy will participate in professional development and trainings and coordinate services with the Alameda County First 5 for increased effectiveness in programming, and will support, coordinate with, and link to county initiatives such as the Quality Counts and Help Me Grow Alameda County for expanded family outreach and supports, implementation of the screening and referral processes, and services for children with special needs.

#2: Parent and Child Engagement in Early Learning and Development

OFCY seeks programs that engage parents of young children in activities and services that help to support parents, connect families with resources, and assist in the healthy development of young children through developmental coaching and support. The strategy aims to improve connections of new parents to resources and support available within the city to help in the positive development of young children. OFCY supports a continuum of care specific to community playgroups. These can range from

the pure socialization group for the typically developing child and parent all the way to the group that provides group early intervention services for children and their families that demonstrate developmental delay or risk in speech and language and communication whose needs are not met by the public service system.

Playgroups and parent education programs reach children and families where they are in neighborhood sites, and incorporate recommendations for parent engagement and family strengthening. Parents gain awareness of practices for promoting social and emotional wellness for infants and toddlers, are able to identify child developmental milestones, and learn of services and are connected with appropriate supportive services for health, child care/ education, and family stability.

Programs will reach parents of babies and toddlers who are not in pre-school or licensed day care, family childcare, etc. in their neighborhoods and communities. Programs are encouraged to promote partnerships between providers of school readiness services for young children, providers of developmental consultation, and community assets like the Oakland Public Libraries, Oakland Parks and Recreation, and community-based organizations that already have, or that are looking to expand their reach to Oakland's youngest children and their families in neighborhood settings.

TARGET POPULATION:

Children from birth to five years currently not enrolled in preschool and their parents.

PRIORITIES:

- Programs that operate in and serve children in high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).
- Programs which demonstrate collaboration with First Five of Alameda County, neighborhood school sites and Oakland Unified School District, and/or linkages to other services and supports for families.
- Programs that enhance existing City of Oakland physical assets and program services such as, libraries, parks, recreational centers and museums that already serve Oakland families.

OVERALL PROGRAM GOALS:

- 1) Families' involvement in their child's learning and growth is increased
- 2) Families access more resources that help their child reach their educational and developmental milestones
- 3) Children and their families have access to development support services when needed and which are otherwise unavailable
- 4) Number of child assessments for socio-emotional and developmental delays
- 5) Parents gain awareness of practices for promoting social and emotional wellness for infants and toddlers and early learning
- 6) Parents are able to identify child developmental milestones
- 7) Parents learn of services and are connected with appropriate supportive services for health, child care/ education, and family stability

- 8) Children experience early learning opportunities in a structured playgroup setting
- 9) Children are referred or connected to more structured high quality early care and education

POSSIBLE ACTIVITIES INCLUDE:

Family education/workshops; family engagement events; field trips; peer-to-peer family support activities; playgroup intervention for children with developmental delays; resource and referral services; early learning activities with parents and children in reading, math and science; enrichment activities with parents and children in arts, dance, and music; screening and assessment for socio-emotional or developmental delays.

TECHNICAL ASSISTANCE:

Programs supported in this strategy will participate in professional development and trainings and coordinate services with the Alameda County First 5 for increased effectiveness in programming, and will support, coordinate with, and link to county initiatives such as the Quality Counts and Help Me Grow Alameda County for expanded family outreach and supports, implementation of the screening and referral processes, SART (Screening, Assessment, Referral and Treatment) process, and services for children with special needs.

#3: Pre-Kindergarten Summer Camp

Pre-Kindergarten Summer Camps help young children with no prior early childhood and education experience be ready for success in Kindergarten through participation in a short-term, school-based summer experience. OFCY will support programs that provide a 5 – 6 week summer camp experience for children who will be transitioning into kindergarten and have never experienced preschool to increase kindergarten readiness. Programs will provide orientation and structured learning experience prior to first entry to kindergarten, and will be operated in coordination with the Oakland Unified School District and First Five of Alameda County.

TARGET POPULATION:

Children transitioning into kindergarten in the upcoming fall (2013) that have no prior early childhood education or preschool experience.

REQUIREMENTS

- Operate on an elementary school site
- Operate for 5-6 weeks, at a minimum of 3 hours/day, 4 days/week.
- Classrooms co-taught by Early Childhood Education teacher and Kindergarten classroom teacher
- Outreach and enroll 16 to 18 children per classroom

- Purchase and utilize age appropriate materials for classroom including backpacks and basic school supplies for each student
- Provide culturally and linguistically appropriate activities and experiences for the diverse classroom reflected by materials, resources, and staffing
- Provide children with nutritious daily snack and/or meal
- Coordinate and implement parent/caregiver education component including conducting parent/caregiver education workshops, with topics including school readiness, health and nutrition, and literacy/ library services, in addition to any others determined appropriate by site
- Provide child and program data through online Cityspan system
- Work with independent evaluators annually

PRIORITIES:

- Programs that operate in and serve children in high stress neighborhoods as identified by the Measure Y stressor map (Appendix E).
- Programs that demonstrate alignment with First 5 Alameda County and Oakland Unified School District.

OVERALL PROGRAM GOALS:

- 1) Increase in children's Kindergarten readiness
- 2) Increase in children's comfort and familiarity to the school
- 3) Increased parent and family's comfort and familiarity to the school
- 4) Increased parent knowledge of other available community resources
- 5) Increased screening and linkage to mental health services for children identified as needing additional support

POSSIBLE ACTIVITIES INCLUDE:

Early learning activities with parents and children in reading, math and science; enrichment activities with parents and children in arts, dance, and music; family education workshops; family engagement events; resource and referral services; screening and assessment for socio-emotional or developmental delays.

TECHNICAL ASSISTANCE:

Programs in this strategy will be coordinated with the Oakland Unified School District and First Five of Alameda County's existing summer pre-K camp initiative.

FUNDING PARAMETERS:

The OFCY cost of program operation at one site is expected to be approximately \$12,000 – \$15,000 to serve one class of up to 18 children.

STRATEGY AREA II: SUPPORTING STUDENT SUCCESS IN SCHOOL

School-based programs align with multiple stakeholders to support the goal of student success in school and graduation from high school. The three funding strategies in Supporting Student Success in School are intended to further the community schools movement and support, complement, and enhance in-school services with community-based programming. The continuation and expansion of high quality afterschool programming, transitions programs for middle school students, and youth leadership programs provided by community based organizations is essential to the roll out of community schools in Oakland and integral to supporting the successful academic outcomes of Oakland's children and youth.

#4: School-Based Afterschool Programming for Elementary & Middle School Children

OFCY will continue and build upon the existing school-based afterschool initiative in partnership with Oakland elementary and middle school sites receiving state After School Education and Safety (ASES) funding and/or federal 21st Century Community Learning Center (CCLC) funding. OFCY funding provides resources for enrichment programming to complement the academic requirements supported through ASES and 21st CCLC funding. Programming will provide a range of academic and enrichment activities in a high-quality, safe, and supportive environment for students. Applicants are encouraged to partner with subcontractors who provide specialized services in a specific content area such as enrichment or literacy.

TARGET POPULATION:

K-8 students ages 5-14 attending schools with high free and school sites located in high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).

REQUIREMENTS:

- Must be a community based organization (CBO) lead agency that partners with school site to operate afterschool programming at a public elementary or a public middle school, OUSD or charter, serving K-8 students. A signed MOU for FY 2013-14 between the school site administrator and CBO lead agency will be a required upload in the application process.
- School site administrators should actively support after school programs' alignment with the school day by inviting their active participation in school-site planning, communication, and coordination of activities that promote academic success and look to leverage after school youth development programs when valuable.
- Schools with free and reduced lunch (FRL) rates of 50% or greater for FY11-12 as reported by the California Department of Education, or FY12-13 FRL rates as reported by OUSD Office of Nutritional Services.
- Schools that currently have ASES and/or 21st CCLC funding and meet all funding requirements, including staffing, schedule and attendance.

- If operating on an OUSD school site, must comply with all OUSD requirements, including staff having 48 college units or proof of passing the Instructional Aide exam administered by Alameda County of Education and fingerprint clearances for both DOJ and FBI for all adults (both staff and volunteers) working with students.

PRIORITIES:

- Programs that operate in and serve Oakland children and youth in high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).
- Programs which demonstrate strong support from school site administrator and alignment with the school's community school vision and/or plan or planning process.

OVERALL PROGRAM GOALS:

- 1) Youth have increased connectivity with the school, peers and adults
- 2) Increased family engagement in school and afterschool activities
- 3) Youth have increased sense of mastery and accomplishment of new skills
- 4) Youth have increased self-esteem
- 5) Youth have improved communication and social skills
- 6) Youth are learning new skills and building confidence through challenging activities
- 7) Youth participate in youth development programming that supports academic success and alignment with the school day
- 8) Youth in school-based programming have higher school attendance
- 9) Youth sustain or improve their academic performance

POSSIBLE ACTIVITIES INCLUDE:

Academic goal setting and counseling; academic support and tutoring; active and project based learning; adult mentorship; conflict resolution and violence prevention; cultural appreciation activities; enrichment activities in dance, music, art; exploratory career field trips; exploratory education field trips; family education and workshops; family engagement events; gardening activities; gender specific programs; leadership development training; sports and recreational fitness activities; technology and media programs.

FUNDING PARAMETERS:

Elementary School grant awards are projected to be \$67,000. Middle School grant awards are projected to be \$82,000.

#5: Transition Programs for Youth into Middle and High School

OFCY will support programming designed to help youth successfully transition from elementary school and integrate into middle school, and for programs that help transition students from middle school to high school successfully. Programs are encouraged to take place at the receiving school site. However, non-school locations in the community are acceptable as long as the program shows clearly how it will address the ability to increase the comfort and familiarity of incoming students with their new schools. The strategy is intended to provide programming to students that are most at risk for disconnection from school and to help narrow the achievement gap.

TARGET POPULATION:

5th graders transitioning to 6th grade, and 8th graders transitioning to 9th grade. Programs are encouraged to work with populations that have high risk of disconnection from school, high rates of chronic absenteeism, and low academic performance in order to improve overall outcomes and reduce the achievement gap.

PRIORITIES:

- Program that target schools with high rates of chronic absenteeism and other indicators of need, such as low graduation rate, API score
- Programs targeting boys of color
- Programs that address high risk students in areas of Oakland in greatest need, as identified by available data including the Measure Y stressor map (Appendix A).
- Programs which demonstrate alignment with OUSD's Full Service Community Schools, African American Male Achievement Initiative (AAMAI) and district initiatives to increase students' well-being and Social and Emotional Learning (SEL) in the high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).

OVERALL PROGRAM GOALS:

- 1) Increased confidence about entering the new school year
- 2) Development of a pro-social peer group that reinforce positive life choices in academics and overall well-being
- 3) Improved communication skills
- 4) Exposure and enrollment into school-year programming that promotes academic and social development
- 5) Increased family involvement in a young person's educational life
- 6) Increased attendance rates
- 7) Increased student connectivity with the school, peers and adults
- 8) Increased family engagement in school activities
- 9) Increased comfort with the new school building and environment
- 10) Increased comfort with changing classes
- 11) Increased knowledge and capacity of organizational skills and strategies
- 12) Increased familiarity of new expectations on homework

POSSIBLE PROGRAM ACTIVITIES:

Academic goal setting and counseling; academic support and tutoring; active and project based learning; adult mentorship; conflict resolution and violence prevention; exploratory education field trips; family education/workshops; outreach to 5th and 8th graders; peer mentorship and support; sports and recreational fitness activities; transitions discussion groups with peers, teachers, and/or counselors.

#6: Youth Leadership in Community Schools

OFCY will support school-based programming that engage youth as peer leaders to support a range of positive behaviors, including promoting healthy choices; preventing violence and resolving conflict; addressing equity and inclusiveness issues; and helping students succeed academically, not drop out of school, and continue on to post-secondary education. School-based programs are encouraged to link and complement initiatives being developed through community schools partnerships, including expanded conflict resolution and restorative justice programming and youth development programming leveraging school-based health centers.

TARGET POPULATION:

Middle and high school youth attending schools with high free and reduced lunch rates, and schools located in high stress neighborhoods.

PRIORITIES:

- Programs that address high-risk students in high stress neighborhoods, as identified by the Measure Y stressor map (Appendix A).
- Programs that provide high-quality services grounded in youth development principles that helps address positive school climate and leads to improved overall academic and health outcomes for students.

OVERALL PROGRAM GOALS:

- 1) Youth leaders have increased confidence to address and resolve problems in social and physical health
- 2) Youth have increased ability to make better decisions about their health and well-being
- 3) Youth have a greater confidence in their ability to lead
- 4) Youth are more aware about ways to change their behavior, school, or community climate that promotes improved health and well-being
- 5) Youth have improved health outcomes
- 6) Increased family engagement activities at schools

POSSIBLE ACTIVITIES INCLUDE:

Academic goal setting and counseling; academic support and tutoring; active and project based learning; adult mentorship; conflict resolution and restorative justice

activities; family education and workshops; family engagement events; leadership development and training; peer led training for conflict mediators; peer led training and workshops in social, behavioral or physical health; peer mentorship and support.

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STRATEGY AREA III: YOUTH LEADERSHIP AND COMMUNITY SAFETY

#7: Community-Based Out-of-School Time Programs

OFCY supports neighborhood-based community programming that provides safe spaces and enriching activities for children and teens. OFCY seeks to support programs that provide positive youth development programming through enrichment, arts, fitness, community service, academic support, and peer support activities during after school, evening and weekend hours. Programs will provide opportunities for youth to explore areas of interests, participate in creative activities, learn and celebrate their cultural identities, and expand their horizons.

TARGET POPULATION:

Oakland children and youth from low-income families, and youth living in high stress neighborhoods.

PRIORITIES:

- Programs that operate in and serve Oakland children and youth in high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).
- Programs that leverage the city's assets and resources by providing programming connected to parks, recreation centers, libraries, and other city assets and resources are encouraged to apply.

OVERALL PROGRAM GOALS:

- 1) Youth "feel" like part of their community
- 2) Youth have more access to caring adults in their community
- 3) Youth increase their sense of mastery and accomplishment
- 4) Youth develop an interest in physical activity
- 5) Youth will improve their communication and social skills
- 6) Youth develop an appreciation for their cultural identity and/or gender awareness
- 7) Youth are exposed to activities and opportunities that relate to possible career interests
- 8) Families are less isolated and more knowledgeable about resources in their community supporting their child's healthy development and academic success
- 9) Youth have access to enriching activities in safe and supportive places in quality programs

POSSIBLE ACTIVITIES INCLUDE:

Academic goal setting and counseling; academic tutoring; active and project based learning; community service projects; conflict resolution and restorative justice activities; cultural appreciation activities; enrichment activities in dance, music, art; exploratory career field trips; exploratory education field trips; family education and workshops;

family engagement activities and events; gardening activities; gender specific programs; leadership development and training; sports and recreational and fitness activities; technology and media programs and training.

#8: Summer Programs

OFCY supports summer programs that provide a broad range of enriching activities for children within safe and supportive environments and within a positive youth development framework. Programs supported in this funding strategy will provide opportunities for youth to explore areas of interests through physical, social, emotional, artistic and academic activities through structured activities during the summer months to expand horizons and offset summer learning loss.

TARGET POPULATION:

Oakland children and youth ages 5-14 from low-income families living in high stress neighborhoods.

PRIORITIES:

- Programs that leverage the city's assets and resources by providing programming connected to parks, recreation centers, libraries, and other city assets and resources are encouraged to apply.
- Programs that leverage opportunities aligned with OUSD resources for summer programming to support student success.

OVERALL PROGRAM GOALS:

- 1) Children and youth have more access to caring adults in their community
- 2) Children and youth increase their sense of mastery and accomplishment
- 3) Children and youth will have sustained learning through summer months
- 4) Children develop an interest in physical activity
- 5) Youth will improve their communication and social skills
- 6) Youth are exposed to activities and opportunities that relate to possible career interests
- 7) Youth develop an appreciation for the cultural identity and/or gender awareness
- 8) Increased community engagement
- 9) Increased confidence/self-esteem

POSSIBLE ACTIVITIES INCLUDE:

Active and project based learning; community service projects; cultural appreciation activities; enrichment activities in dance, music, art; exploratory career field trips; exploratory education field trips; family education workshops; family engagement activities and events; gardening activities; gender specific programs; leadership

development and training; peer mentorship and support; sports and recreational fitness activities; technology and media programs.

#9: Youth Leadership and Community Safety

OFCY will provide support for programs that work with youth as leaders to engage their peers, families, and the broader neighborhood in community revitalization and improvement efforts. Programming will be based in youth development principles, incorporate youth leadership activities, and seek to directly benefit neighborhood and community initiatives. Projects should be community-generated and aim to improve neighborhood well-being and pride through arts projects, enrichment activities, cultural events, and beautification projects.

Programs that engage youth as peer leaders to prevent violence and resolve conflict and promote healthy choices and behaviors among youth are included in this initiative. Funding will support successful strategies such as peer mentorship, restorative justice, and other programming targeting youth at risk of violence, crime, or gang involvement.

TARGET POPULATION:

Youth in high-stress neighborhoods, as identified by Measure Y stressor map.

PRIORITIES:

- Projects that aim to improve the safety in parks and other public places in high stress neighborhoods through recreational, cultural, or beautification/neighborhood improvement activities
- Programs that align with other neighborhood specific initiatives
- Programs that operate in and serve youth in the high stress neighborhoods as identified by the Measure Y stressor map (Appendix A)

OVERALL PROGRAM GOALS:

- Youth are engaged as leaders in their communities.
- Youth implement projects that provide safe and enriching activities for youth, families and neighborhoods.
- Youth feel empowered to create positive change.

POSSIBLE ACTIVITIES INCLUDE:

Community service projects; conflict resolution and restorative justice activities; family education and workshops; family engagement activities and events; gardening activities; leadership development training; peer led training for conflict mediators; peer led training/workshops in social, behavioral or physical health; peer mentorship and support; recreational or cultural activities and events in neighborhood parks.

STRATEGY AREA IV – TRANSITION TO ADULTHOOD

#10: Youth Career and Workforce Development

Programs supported through this funding strategy will integrate a range of workforce, academic, and supportive services to assist young people's transition into adulthood and engage them in meaningful subsidized and unsubsidized employment opportunities. Programs will demonstrate links to employers in the region to provide viable employment pathways for young people into jobs and careers. Services may be delivered by individual organizations or collaboratively in order to provide youth with an integrated set of job and career programming that also addresses participants' educational and social needs. Programs should clearly articulate plans to enroll youth, the provision of pre-employment or internship training and support, connections to employment, and post-placement support and supportive services to be delivered to clients. Programs should also clearly state the expected number of youth to be enrolled in the program, placed in internships or employment, length of internship or employment, number of youth successfully completing their term of employment, and post-program support for youth to further their employment or educational goals.

TARGET POPULATION:

Disconnected youth or youth at risk for disconnection ages 14-20, and youth from low-income families or residing in high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).

PRIORITIES:

- All programs providing workforce development services will demonstrate coordination with local systems to provide Oakland youth with a range of employment opportunities. Providers that also receive funding from the Oakland Workforce Investment Board (WIB), Measure Y, or through the Alameda County Social Services Agency through the Title IV-E waiver program will be requested to first attempt to enroll youth in these restricted workforce development slots prior to enrolling youth into programming supported with OFCY funding.
- Programs providing summer employment and internships will be encouraged to coordinate with the Oakland WIB in the delivery of the Mayor's Summer Jobs Program.
- Programming that serves OUSD high school youth will be encouraged to coordinate with the OUSD College and Career Readiness Office to leverage linked learning resources and internships positions available through the district.

OVERALL PROGRAM GOALS:

- 1) Successful placement of youth into of internships or other subsidized employment, and successful completion of their internship or employment experience
- 2) Placement into unsubsidized employment, and retention of employment
- 3) Increased ability to set career or job goals

- 4) Increased confidence about accessing job or career related opportunities
- 5) Increased network of potential employers
- 6) Increased awareness of job and career options
- 7) Increased connection to caring adults
- 8) Increased skill level in career area
- 9) Increased number of employers committed to hiring, training and retaining Oakland youth

POSSIBLE ACTIVITIES INCLUDE:

Career awareness and exploration activities; career fairs and/or vocational field trips; case management and referrals for supportive services; employment skills training; resume and job application assistance; interviewing and job search assistance; entrepreneurial training and assistance; financial planning training and assistance; individual and career assessments and planning; internships and subsidized employment opportunities; job placement and post-placement support; life skills training; work readiness and employment skills training.

#11: Academic Support for Older Youth

The funding strategy will support programs that address a range of academic needs for older youth. Successful programs will serve youth who want to re-engage in education by providing comprehensive academic support and other supportive services that will lead to achievement of a GED, high school equivalency degree, or re-entry into high school. Programs may also work with youth to persist in and graduate from high school; to continue on to further post-secondary education by helping youth to complete high school prerequisites, navigate post-secondary enrollment, and assist with the financial aid process for post-secondary education.

TARGET POPULATION:

Youth ages 14-20 disconnected from, or at-risk of disconnecting from, high school and post-secondary education.

PRIORITIES:

- Services to populations most affected by the achievement gap in school and that experience low rates of high school graduation and continuation on to further post-secondary education.
- Program that target student populations with high rates of chronic absenteeism, and low academic proficiency.
- Programs that serve students residing in high stress neighborhoods as identified by the Measure Y stressor map (Appendix A).

OVERALL PROGRAM GOALS:

- 1) Increased confidence about accessing educational opportunities

- 2) Increased ability to develop academic goals
- 3) Increased connection to caring adults
- 4) Increased graduation rates
- 5) Increased academic success and increased California High School Exit Examination (CAHSEE) scores
- 6) Re-entry into secondary education
- 7) Obtainment of a GED
- 8) Completion of UC/CSU College pre-requisites
- 9) Entry into college or other post-secondary education / training program

POSSIBLE ACTIVITIES INCLUDE:

Academic goal setting and counseling; academic support and tutoring; college entrance, application, and enrollment assistance; exploratory education field trips; GED preparation and assistance; peer mentorship and support.

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PROPOSAL INSTRUCTIONS

STEP 1 – REGISTRATION AND LOG-IN

REGISTERING

Register for an OFCY RFP account at <https://www.youthservices.net/ofcy/registration.asp>. If you are currently an OFCY grantee, you **cannot** use your current username and password. You must create a unique user name and password for each application you intend to submit.

Identify a contact person for the proposal. The contact person is the individual that we will contact if we have questions regarding your submission.

In order to register you will need to know your tax ID Number. If you are applying with a fiscal sponsor, you must have their Tax ID number.

LOGGING IN

When you come back to work on your application, go to: www.youthservices.net/ofcy. Enter your user name and password and click the log in button. If you have forgotten your account information, call the Cityspan Helpdesk at 1-866-469-6884.

Questions about the content of the RFP can be directed only by email to Scott Kim at sskim@oaklandnet.com. Questions by phone or in person will not be taken.

STEP 2 – COVER PAGE

Start off your application by completing and submitting the Cover Page. Until you complete and submit the Cover Page, the Narrative, Budget and Uploads sections will not be available to you.

Strategy Area and Strategy

Select the appropriate Strategy Area and Strategy under which the proposal is being submitted for funding consideration.

Applicant/Fiscal Sponsor

The applicant is the organization or agency that will sign the contract if the grant is awarded. Therefore, if this is a project with a fiscal sponsor, the fiscal sponsor will be the applicant. The Sponsored Entity Information must also be entered.

Project Title

Enter a simple and straightforward title for the project. This will be used in identifying the proposal.

Project Description

Summarize the proposal for which funding is requested. (600 character limit including spaces.)

The summary should describe the program in terms of the number served, who will be served (age and other identifying characteristics), with which services, when, where, and for what purpose or outcome.

This Project Description will be used to describe the proposed project throughout the review process. Applicants are strongly encouraged to write clear, concise, and comprehensive summaries.

Designation

Select whether the organization is applying as a "Collaborative" or "Single Agency", or "Small and Emerging Applicant." For more information on designations, please refer to sections **Who is Eligible?** and **How Much can I apply for?**

STEP 3 – NARRATIVE

The Proposal Narrative must include the following elements, presented in the order listed below. Each question will have its own text box with a character limit. **Cityspan will count spaces toward the character limit.**

Reviewers will score the Proposal Narratives based upon the adequacy and thoroughness of the response to the RFP requirements and according to the following point system¹:

<u>Narrative Element</u>	<u>Points</u>
Agency History and Capacity	15
Staffing	10
Demonstration of Need	10
Program Design	40
Outcomes and Evaluation	15
<u>Required Resources and Budget Request</u>	<u>10</u>
TOTAL	100

AGENCY HISTORY AND CAPACITY (15 POINTS)

1. Describe the organization(s) applying for funds, including history, mission, and types of services provided. How does your mission fit with the goals of the strategy for which you are applying? (2,500 character limit)

¹ This point system applies only to the scoring of the narrative section, the POC use this score along with other criteria when making funding recommendations.

2. Describe similar work in current or past projects, services and accomplishments that relate to the type of work proposed. What was the size or scope of those efforts? Who were the populations served? Provide specific details on target population served, services provided, outcomes achieved, and funding sources. (2,500 character limit)
3. Describe the organization's history and relationship with other partners that will work to deliver the proposed services. What is the extent of these partnerships, and what has been accomplished? (2,500 character limit)
4. Describe your organization's financial and administrative experience and capabilities. Include in that description experience in managing and accounting for federal, state or local funding sources in accordance with Generally Accepted Accounting Principles (GAAP). (2,500 character limit)

For school based afterschool applicants only:

OFCY seeks to fund strong partnerships between lead agencies and schools because OFCY contracts with the lead agency and not the school. A disruption in the partnership during the three year grant cycle may jeopardize funding.

Please have the Principal/Site Administrator address the following questions in letter form. You will have to upload the answers into a single text box (4,000 character limit) AND attach the same letter signed by the Principal/Site Administrator in the UPLOADS section.

- Describe your relationship with the lead agency including how and why the partnership started, years of partnership, and how that partnership has evolved over the years.
- Describe how your afterschool programming is aligned with and complements your school day program, and what systems are in place to ensure that this happens. Include specific roles and duties of the key personnel to ensure systems alignment.
- In the next three years, what is your school's plan to move toward a community school model? What role do you envision the lead agency having in your school's movement toward becoming a community school?

STAFFING QUALIFICATIONS (10 POINTS)

1. Describe your organization's staffing and management structure. Identify key personnel and discuss the areas of responsibility, qualifications, and credentials for key staff. Identify all staff including subcontractors and community-based organizations and public agency partners working on this project, including their expected roles, and estimated percentage of time. Identify program staff's (lead agency and any subcontractors) explicit ability through past and current

experience and/or training to work with the age range of children and youth your program proposes to serve. Show where any new positions funded by this RFP would fit. Identify the person who will have primary responsibility for managing the project and discuss their experience managing similar projects. (4,000 character limit)(NOTE: you will be required to upload résumés/job description for key staff in the section **Uploads**)

2. Describe how you provide ongoing staff training and professional development opportunities to ensure your staff has access to the most current information, tools, and promising practices in providing age appropriate content, curriculum, and methods of service delivery. (2,500 character limit)

DEMONSTRATION OF NEED (10 POINTS)

1. Describe the needs that your program will address. Cite relevant public data, program-level data, evaluation reports, and/or research from the field to describe the needs of the population you propose to serve that relate to and will justify your proposed program intervention. (4,000 character limit)
2. Describe how your program's particular outcomes and activities will meet the needs identified above. (2,500 character limit)

PROGRAM DESIGN (40 POINTS)

1. Describe your overall program design and structure. Provide details on the key activities to be undertaken, where the activities will take place, and the number of participants projected to be served for each of those activities in a session and over the course of one year. Describe the key stages of your program design and numbers of children and youth reached in each stage. Your narrative response should correspond to the online Activities and Events you created. If working in partnership, describe the specific roles each will fulfill and how you will integrate your services based on your respective strengths. (4,000 character limit)
2. Describe in detail how your proposed program interventions meet the intended outcomes and priorities of the particular OFCY strategy for which you are applying. (2,500 character limit)
3. Describe how your program design effectively responds to a particular age range targeted for service. Include how the program design addresses the developmental stage of participants to meet their interests, needs, and meet their capacities. (2,500 character limit)
4. Describe your program's cultural and linguistic competency in reaching the community you are proposing to serve. Include staffing, hours of operation,

curriculum design and materials, and/or outreach efforts to make your program accessible to diverse participants. (2,500 character limit)

5. Describe the planned hours of operation and scheduled services and other logistics of the site, considering the community or population being served and other specifics of the location. Describe how the facility(ies) where the project is to be implemented is suitable to the program design (age appropriate amenities, security, etc.) (2,500 character limit)
6. How will your program engage the families and caregivers of children or youth served? What specific activities and events will be conducted to continually engage families and caregivers through the duration of the program? How does your program engage with the broader neighborhood or community? (2,500 character limit)
7. Describe how your program is operating in alignment with other community-based organizations, public agencies, or systems of care to address key community needs. How does your program and services align with these efforts and entities? (2,500 character limit)

OUTCOMES AND EVALUATION (15 POINTS)

1. Describe the objectives and outcomes your program aims to achieve. Refer to Strategies section for information on expected OFCY and shared objectives and outcomes for each funding strategy. Describe how your program will measure achievement of objectives and outcomes. What are the performance targets that will be met? Describe how the data will be tracked – describe what tools will be used, what staff will be responsible, the data management system to be used, and the frequency. Be specific. (4,000 character limit)
2. Describe how your organization works to continually improve programming using evaluation and program monitoring data to inform your program design. Give an example of how such feedback was used in the past to implement changes that have resulted in program improvement for your agency. (2,500 character limit)

REQUIRED RESOURCES AND BUDGET REQUEST (10 POINTS)

1. Provide a short description of your program budget and how funds requested are reasonable to support the proposed numbers of children to be served and program design. If applying as a Collaborative, please describe in detail how the extra 4% indirect for collaborative-building costs will be used. (2,500 character limit)
2. Describe the other resources of revenue that are secured or anticipated to support the program during the proposed funding period. List the funding

agency; amount of funds; and whether the funds have been received, are committed, or will be pending. (2,500 character limit)

3. Describe processes your agency has in place to ensure that OFCY funding does not supplant funding available from any other public funding sources (including but not limited to: MediCal, EPSDT, Title 1, ASES, Title IV E, Measure Y, the Oakland WIB, First 5 Alameda County, etc.) and how OFCY funding for your program will complement these funding sources. If your agency and program does not receive public funding, describe how OFCY funding supports an unmet grant need and plans for the project's future sustainability. (2,500 character limit)

STEP 4 – BUDGET

The budget is an important component of your proposal. This section links the funding requested with specific elements of the proposed project. Therefore, the budget proposed should be an appropriate and accurate projection of the project expenses for FY 2013-2014.

This section also allows you to show the cost effectiveness of your program and demonstrate how you will leverage other funds for the programs you are proposing. This online budget should be reflective of what was written in the Narrative section and your proposed Activities and/or Events.

Below shows how costs are associated with proposed projects and should be identified. Budget amounts are entered into the online database. An explanation of all budget costs is asked for in the worksheet section of the proposal.

The category descriptions and examples of the information that we require for the proposed budget are listed below. Budgets must adhere to these OFCY funding policies:

Provide a complete justification for each line item in the budget. In general, each narrative statement should describe, in as much detail as possible direct and administrative/ indirect costs:

- What the specific item is and how the amount shown in the budget was calculated
- Why the specific item is important to the project

DIRECT COSTS

Personnel: Personnel is constituted as all of the program's direct service staff members

Volunteer Hours (In-Kind): This line item represents the total value of volunteer hours used towards documenting matching funds.

Single/Lead Agency & Collaboratives: The total projected in-kind match (including volunteer hours) can be no more than 5% of the OFCY grant request. A minimum 20% dollar match is required.

Small and Emerging Applicants: Volunteer Hours (In-kind) can be no more than 15% of the program cost, used towards documenting match funds. Minimum 10% match must be contributions of cash.

ADMINISTRATIVE/INDIRECT COSTS

Administrative/Indirect costs: Up to 11% may be included (for Small and Emerging and Collaborative Applicant indirect rates, refer to Section IX). Examples of allowable expenses in the administrative/indirect line item include: audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (Executive Director's time or any other staff who works minimally on the funded program). **The 11% cap on administrative/indirect costs is calculated using the subtotal of direct costs for the proposed program.**

Example:

Direct Costs (subtotal):	48,000
Indirect maximum:	$48,000 \times .11$ (maximum rate) = 5,280
Total grant award:	53,280

Collaboratives: Applicants may also charge up to an additional 4% of the total grant amount for collaborative-building costs for a total indirect cost of 15% of the subtotal of direct costs. This collaborative-building costs portion of indirect costs must be itemized in the budget narrative of the Proposal Narrative section.

Small and Emerging Applicants: Indirect costs can be no more than 20% of the subtotal of direct costs. Applicants in this category can apply auditing and fiscal sponsorship expenses.

Fringe and Benefits: This line item represents benefits (health, dental, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, and unemployment taxes.

Enter in a numerical total for all fringe benefit costs paid by OFCY and by your match. The total fringe amount is only for those personnel receiving benefits from your agency.

OTHER DIRECT COSTS

Duplicating/Copying

Must directly benefit and support the operation of the proposed program.

Equipment Lease Agreement(s)

Must directly benefit and support the operation of the proposed program.

Equipment/Furniture Purchase

Any single item costing \$500 or more is considered a capital expenditure and the City retains title of all such items and reserves the right to exercise its ownership. Grantees will be required to provide the City with a list and description of any and all items costing \$500 or more that are purchased by OFCY funds.

Itemize the equipment requested and include a statement outlining the ways in which the equipment will be used primarily and directly by children and youth to fulfill project goals. You should explore the option of purchasing vs. leasing/rental, and explain your choice. Generally, OFCY will support only a portion of high-cost equipment line items. Therefore, you should explore whether other sources of funds can be obtained for equipment.

Facility Rental

These are the pro-rated costs of space rental, utilities, building maintenance and other occupancy costs that are directly used to provide services for young people.

General Office Supplies/Software

Must directly benefit and support the operation of the proposed program.

Postage

Must directly benefit and support the operation of the proposed program.

Professional Development

You may add in a line item for professional development. It will be limited to 2% of your total grant amount requested. Please justify how you intend to use this amount in the narrative text box. This line item should also be referenced in detail in your Narrative section Staffing Qualifications, question #2.

Program Materials and Supplies

This category should include all items that your program requires in order to operate, such as recreational equipment, art supplies, workbooks, etc.

Telephone/Internet/Communications

Please be specific on how this cost was calculated and how it relates to the proposed project.

Travel/Transportation

This item is focused on student travel, and transportation for trips, and access to programs. The basis for the calculation as well as the purpose for all travel should be provided. Local travel estimates should be based on your organization's current policies, for example, 55.5 cents per mile or for AC Transit or BART. Any non-local travel needs to be carefully itemized and justified.

Travel should be directly related to serving youth. Funds cannot be used for staff, including staff meetings or professional development conferences.

Youth Stipends

Stipends can be used to support youth work in internships or as incentives for program participation.

CONSULTANTS AND SUBCONTRACTORS

Consultant is described as individuals who provide special services in order to help you operate your program, but who are not your employees. Consultant fees paid by OFCY are not to exceed \$700/day for a full day of work. If the daily rate charged by any particular consultant is more than \$700, you will need to identify other sources of support.

Subcontractors are described as organizations or individuals who provide specialized services to target populations to help enhance your programs. If an applicant decides to subcontract out services, it is OFCY's expectation that all subcontractors written into the proposal and budget will remain in the partnership for the duration of the 2013-2016 grant cycle period. Any potential changes in scope of work and budget should be brought to OFCY's attention before implementation.

For this section you will list the organization or individual name of each subcontractor or consultant. For each and every subcontractor, enter a line item budget using the same guidelines as the lead applicant budget.

STEP 5 – DEMOGRAPHICS

Please estimate the total clients your program projects to serve during the period July 1, 2013 and June 30, 2014 if funded by OFCY:

- **Total Unduplicated Youth Participants**
 - The totals of **Race and Ethnicity, Ages to be Served, Gender** and **Geographic Distribution** must each equal the **Total Unduplicated Youth Participants**.
 - The total for **Disability** and **Populations** does not necessarily have to equal the **Total Unduplicated Youth Participants**. If your program does not explicitly target children or youth with special needs or disabilities, or who are at risk of these conditions, or special populations such as foster youth, then leave blank.
- **Total Unduplicated Adult Participants (If applicable)**
 - The total in **Adults to be Served** must equal the number you entered in **Total Unduplicated Adult Participants**.

Early Childhood programs only:

Parents/Caregivers and their Child/ren as Participants: If the proposed program has activities that directly serve parents/caregivers without young children present, include their young children in the "Unduplicated Youth Participants" projections. You are serving the child/ren by virtue of serving the parent/caregiver.

Teachers and Childcare Professionals as Participants: If your proposed activity only has teachers and/or childcare professionals present who in turn will serve children 0-5 in the future with the knowledge and skills gained through the activity, only the teachers and/or childcare professionals can be counted in the projected adult participants. The children that will be served in the future cannot be counted unless it is through an official activity of the grantee.

STEP 6 – LOCATIONS & ACTIVITIES

SETTING UP LOCATIONS

Prior to creating activities, go to the locations tab on the left side of your screen and enter each site from which your proposed activities and events will take place. The sites you enter will populate a drop down list for you to choose from when creating activities and events. Each activity must be linked to one location. If you are proposing to conduct the same activity at more than one site, you must create a separate activity per unique location.

SETTING UP PROGRAM ACTIVITIES

Using the Group Activities, Individual Activities, and Events tabs on the left side of your screen, enter each of the program activities and events to be funded by this grant. If you have activities serving multiple sites, create a unique activity for each of the sites.

NOTE: The projected Units of Service for each group activity will calculate automatically based on your projected number of participants, # of sessions and average hours per session. Units of Service = (# of participants) X (# of sessions) X (average hours per session).

Group Activities – Group Activities are activities or services that involve a group of participants that your program is tracking closely throughout a period of time. A group can be a service that occurs only one time, or it may occur on an on-going basis. All participants must be entered into the database so they can be counted for attendance.

To create Group Activities:

1. Click on Group Activities on the left side of your screen.
2. Click the Add Activity tab to create a new Group Activity.
3. Proceed through each step of the wizard, clicking 'Save & Proceed' with each step.
4. Note that every field in the Group Activities must contain a selection in order for group activity entry to be complete.

Individual Activities - Individual Activities require that participants are entered into the database so that their individual service time can be entered each time the activity takes place. These activities are services provided to individual participants that your program is tracking closely throughout a period of time and can occur only one time, or may occur many times, on an on-going basis, and are services that occur one-on-one between participants and OFCY funded program staff. Examples include services such as mentoring, case management and counseling.

To create Individual Activities:

1. Click on Individual Activities on the left side of your screen.
2. Click the Add Activity tab to create a new Group Activity.
3. Proceed through each step of the wizard, clicking 'Save & Proceed' with each step.
4. Note that every field in the Group Activities must contain a selection in order for group activity entry to be complete.

Event Activities - Event Activities are activities that do not require individual participants to be entered into the database or individual attendance to be taken. Service activities that meet the following descriptions should be entered as an Event if:

- The activity involves a large number of people (50 or more), such as an assembly;
- Individual attendance is not taken, everyone involved is not entered into the database as an OFCY participant;
- The activity involves an entire school or entire classrooms on a less than regular basis.

To create Event Activities:

1. Click on Events tab on the left side of your screen.
2. Click the Add Events tab to create a new Event.
3. Proceed through each step of the wizard, clicking 'Save & Proceed' with each step.
4. Note that every field in the Events must contain a selection in order for Event entry to be complete.

Program Activities Category – You must choose the most appropriate category for each of your group activities, individual activities and events. Only use "Other" if your activity is substantively different than any of the categories listed. If you do use "Other", please write in what it is.

Strategy Area 1: Healthy Development of Young Children
Community building
Community service and service learning
Consultation with preschool providers
Early learning activities with parents and children in reading, math and science
Enrichment activities with parents and children in arts, dance, and music
Family education/workshops
Family engagement events
Field trips
Home visits to families with children at risk of developmental delays
One on one consultation with family on child developmental concerns
One-on-one intervention with children at risk of delays
Orientation to kindergarten
Other: _____
Outreach/intake & registration
Peer-to-peer family support activities
Playgroup intervention for children with developmental delays
Resource and referral services
Screening and assessment for socio-emotional or developmental delays
Snack/ meals

Strategy Area 2: Student Success in School
Academic goal setting/counseling
Academic support/tutoring
Active and project based learning
Adult mentorship
Case management
Community building
Community service and service learning
Conflict resolution and violence prevention
Cooking and nutrition
Cultural appreciation activities
Enrichment activities in dance, music, art
Exploratory career field trips
Exploratory education field trips
Family education/workshops
Family engagement events
Gardening activities
Gender specific programs
Leadership development/ training

Other: _____
Outreach to 5th and 8th graders
Outreach/intake & registration
Peer led training for conflict mediators
Peer led training/workshops in social, behavioral or physical health
Peer mentorship/support
Snack/ meals
Sports/ recreational/fitness activities
Technology and media programs/ training
Transitions discussion groups with peers, teachers, and/or counselors

Strategy Area 3: Youth Leadership and Community Safety
Academic goal setting/counseling
Academic tutoring
Active and project based learning
Case management
Community building
Community service and service learning
Conflict resolution and restorative justice activities
Cooking and nutrition
Cultural appreciation activities
Enrichment activities in dance, music, art
Exploratory career field trips
Exploratory education field trips
Family education/workshops
Family engagement activities/events
Gardening activities
Gender specific programs
Leadership development/ training
Other: _____
Outreach/intake & registration
Peer led training for conflict mediators
Peer led training/workshops in social, behavioral or physical health
Peer mentorship/support
Recreational or cultural activities and events in neighborhood parks
Snack/ meals
Sports/ recreational/fitness activities
Technology and media programs/ training

Strategy Area 4: Transitions to Adulthood
Academic goal setting/counseling
Academic support/tutoring
Basic computer and office skills training
Career awareness and exploration activities
Career fairs and/or vocational field trips.
Case management
College entrance/ application/ enrollment assistance
Community building
Community service and service learning
Employment-seeking skills training including resume/job application assistance, interviewing, & job search
Entrepreneurial training and assistance
Exploratory education field trips
Financial planning training/assistance
GED preparation/assistance
Individual and career assessments and planning
Internships and subsidized employment opportunities
Job placement and post-placement support
Life skills training
Other: _____
Outreach/intake & registration
Peer mentorship/support
Snacks/ meals
Vocational training
Work readiness and employment skills training

Projected Participants per Session

Enter the average number of children or youth to receive the service per session that the service is offered, i.e. average daily attendance.

Event Participants

Enter the number of children and youth reached through program via assemblies, presentations, performances, one-time workshops, etc. These are participants that you cannot track for attendance or program enrollment.

Schedule

Enter the regular days and times of the proposed activity.

Projected Number of Sessions

Enter the number of sessions per quarter that the proposed activity will take place.

Projected Hours Per Session

Indicate the average number of hours in a session (e.g. 30 minutes = 0.5 hrs).

Projected Total Units of Service

This automatically calculates by multiplying the average session participants by the projected total number of sessions times the average number of hours in a session to get units of service at 6 months and at 12 months.

STEP 7 – UPLOADS

The documents listed below **MUST** be uploaded online to complete your online submission. Each document can be uploaded in any format (e.g. word, pdf, excel, etc.) but cannot be over 10GB in size. You can also upload multiple documents under a subheading. For example, you can upload multiple resumes under **Resume/Job Description for Key Staff**.

1. **Résumés/Job Description for Key Staff** - Attach résumés of current key staff, including managers and staff working directly with children and youth, who are responsible for project implementation and delivery of services. If staff is not yet hired, provide general job descriptions with language abilities and minimum qualifications of staff that will be hired to respond to the contractual requirements of this RFP.
2. **Current year organizational budget (FY 2012-2013)** - Fiscal Sponsors (applicant) must upload Overall Agency Budgets for themselves and their Sponsored Organization.
3. **Organizational Chart** - Upload the organizational chart which should indicate how this program fits into the structure of the organization including staffing, reporting lines, and governance. The chart should show the relationships of staff within the agency delivering services. If there is a Fiscal Sponsor or there are partner agencies, the relationships between the agencies should be indicated. This chart will help reviewers to assess the applicant's capacity and how the program fits into the overall mission of the organization.
4. **Board Roster** - Upload the board roster indicating officers and affiliations.
5. **Signed Letter/s of Agreement and MOUs if applicable** (Document will need to be scanned) In order to ensure coordination of services, a signed Letter of Agreement/MOU between the following parties must be uploaded:
 - a) Fiscal Sponsors and Sponsored Organization – Among other responsibilities, must state that the Fiscal Sponsor or contractor is aware of their responsibility both fiscally and programmatically for all grant requirements if funds are awarded. The Fiscal Sponsor will be the applicant and will be the responsible party for the contract if the application is successful.
 - b) Lead applicants and subcontractors
 - c) Any partner named on the Activities List or Budget

- d) Programs working with public agencies, including but not limited to the City of Oakland Departments, Head Start Centers, and Alameda County Departments.
- e) Any program that will perform services at an OUSD or charter school site must provide a letter of agreement between the lead applicant and the school principal/Site Administrator.

For afterschool programs operating at OUSD sites, the Afterschool Program Office must also sign off on the Letter of Agreement/ MOU.

All Letters of Agreement/MOUs should include:

- Description of the nature, history and extent of the partnership including past successes and accomplishments of the partnership.
- Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.
- Any funds being exchanged.
- Signature of director level person or someone who has the organizational authority to enter their respective organizations into an agreement.

Please initiate any agreement conversations with other entities as early as possible. These agreements can take a long time to come to mutual understanding and review. The following table lists contacts for their respective departments/organizations:

Oakland Headstart and Early Headstart Alisa Burton aburton@oaklandnet.com (510)238-2323	Oakland Parks and Recreation Rich Bolecek rbolecek@oaklandnet.com
Oakland Public Library Winifred Walters wwalters@oaklandlibrary.org (510) 238-6932	OUSD Early Childhood John Santoro John.Santoro@ousd.k12.ca.us (510)273-1616
OUSD After School Program Office Julia Fong Ma Julia.Ma@ousd.k12.ca.us (510) 273-1541	

6. Copy of IRS Letter Certifying Tax Exempt Status. (from 2010 or later)

7. Most recent audited financial statements

- Applicants with a budget at or over \$350,000 must submit a completed signed Audited Financial Statements with Cover and/or Management Letter. (Audit must contain any findings).

- If an Applicant is a public agency, other than the City of Oakland, the applicant must submit proof of the existence of an independent single audit.
- Small and Emerging Applicants: If you are applying as a 501(c) 3 Small and Emerging Applicant without a fiscal sponsor you must provide your most recent fiscal year Profit & Loss and Balance Sheet and IRS Form 990 dated within the past two years. If you are recommended for funding you must submit a CPA Review of Financial Statements with Cover Letter and/or Management Letter no later than July 1, 2013.
- All Audited Financial Statements must be within two years.

For school based afterschool applicants only:

8. Signed Partnership letter from Principal/Site Administrator

Please have the Principal/Site Administrator print out and sign the responses s/he wrote in the Narrative Agency History and Capacity section.

- Describe your relationship with the lead agency including how and why the partnership started, years of partnership, and how that partnership has evolved over the years.
- Describe how your afterschool programming is aligned with and complements your school day program, and what systems are in place to ensure that this happens. Include specific roles and duties of the key personnel to ensure systems alignment.
- In the next three years, what is your school's plan to move toward a community school model? What other roles does the lead agency play in your school's movement toward becoming a community school?

9. Documentation evidencing strength and intentionality of partnership (optional): This can include Community School Strategic Site Plan (CSSSP), meeting minutes and other relevant documentation.

PLEASE **DO NOT** UPLOAD LETTERS OF SUPPORT. THEY WILL NOT BE REVIEWED.

STEP 8 – SUBMIT

The final step is to click “submit” for each form. Please review the elements of your application including all uploads. Excluding the Cover Page, we recommend that you wait until the entire application is complete before submitting each form. Once you submit, you will not be able to edit any of your work. If for any reason you need your submitted form unlocked, please contact Cityspan Help Desk at 1-866-469-6884.

ONLINE PROPOSAL DUE: JANUARY 28, 2013, 5:00 P.M.

You must have completed and submitted all forms and uploads by 5:00 p.m., January 22, 2012. Cityspan will not accept proposals after 5:00 pm on January 28, 2013. This will be strictly enforced. We strongly encourage you not wait until the last minute to submit your proposal to avoid any unforeseen technical issues.

Print and save your receipt of submission.

HARD COPY SUBMISSION DUE: JANUARY 29, 9:00 A.M. - 5:00 P.M.

Three hard copies of the each completed proposal package(s) must be received at the OFCY office (150 Frank Ogawa Plaza, Suite 4216 Oakland CA 94612) between the hours of 9:00a.m. – 5:00p.m. Each completed proposal package must include:

- Cover Page
- Narrative
- Budget
- Demographics
- Activities Summary
- All documents uploaded into the online application including:
 - Resumes of Key Staff
 - Organizational Chart
 - Board Roster
 - Letter/s of Agreements and MOUs (if applicable)
 - Signed Partnership letter from Principal/Site Administrator (school-based afterschool programs only)
 - Documentation evidencing strength and intentionality of partnership (school-based afterschool programs only)
 - IRS Letter
- Detailed Activities Report
- Receipt of submission
- NOTE: Only one copy of Audited Financial Statements is required. Please refer to **Step 7 – Attachments: #8. Most recent audited financial statements** for more details.

If submitting more than one proposal, please print the above items accordingly for each proposal.

Hand deliver 3 printed copies of the proposal package and receipt as listed above to the Oakland Fund for Children and Youth office at 150 Frank H. Ogawa Plaza, 4th floor, Suite 4216 (across from City Hall). Late applications will not be accepted and will not be eligible for funding, even if applications are successfully submitted online. Proposals that are mailed, e-mailed, or faxed will not be accepted.

If you would like to submit hard copies prior to January 29, 2013, please contact Scott Kim at sskim@oaklandnet.com.

By submitting a proposal, an applicant authorizes OFCY to verify any information the proposal contains. At any time before a contract is issued, OFCY may conduct site visits,

interviews, and/or undertake other means to verify applicants' provision of services before making a final determination of grant awards.

OFCY has the right to disqualify applicants whose proposals present false, inaccurate, or incorrect information or are incomplete in any fashion.

All responses to the RFP become the property of the City and are subject to disclosure under the Public Records Act or Sunshine Ordinance.

DRAFT

APPEALS AND POST AWARD PROCESS

WHAT IF I DON'T GET FUNDED?

APPEALS PROCESS PROCEDURES

Any applicant may appeal the POC's preliminary funding recommendations to the Appeals Committee providing the appeal is made by the designated deadline. An appeal must be based on one or more of three criteria:

- Unfair process (e.g., the appellant's proposal was treated differently than others)
- Material error (e.g., the appellant's proposal was reviewed under the wrong funding strategy or some other mistake of fact occurred), or
- Conflict of interest potentially leading to financial gain by a POC member or reviewer or members of these individuals' immediate families.

The appellant must clearly state the facts that establish one of these bases for appeal and how, as a result, the appellant's proposal was affected negatively. *Please note that substantive disagreement with the funding recommendations is not grounds for appeal.*

The deadline for filing an appeal is two weeks after the preliminary list of recommended programs. Appellants will receive written notice of the outcome of their appeal. In the event of one or more successful appeals, the POC may amend the preliminary funding recommendations and may reduce the amount it recommends that applicants receive. Following the appeals process, the POC will submit final funding recommendations to the Oakland City Council, which has the authority to accept or reject the entire package.

WHAT IF I DO GET FUNDED?

An applicant recommended for funding should expect that reviewers and staff will have recommendations for modifying Scopes of Work and Budgets and that this is negotiated with OFCY staff in the contracting process beginning in June 2013. Negotiation is necessary to ensure that grantees meet the goals, objectives, and policies of OFCY.

All grantees must use the Cityspan online reporting system to report scope of work activities, demographics, budget, program activities, events, enrollment, attendance, and invoices. Grantees are also required to submit quarterly progress reports in a timely manner.

All grantees must participate fully in the OFCY evaluation process so that meaningful data may be gathered to report to all parties interested in OFCY. Participation includes attending trainings and workshops, gathering adequate data on effort and results at the evaluator's request, and hosting site visits.

All grantees must be able to comply with the City of Oakland's Declaration of Compliance with Living Wage to pay employees a living wage. The current rate is **\$11.70 with health benefits and \$14.45 without health benefits**. Since the living wage is adjusted yearly for cost of living increases, these amounts are likely to change by the time the contracts begin.

Upon request, grantees must submit a revised Activities List & Budget.

CONTRACT AND COMPLIANCE

1. Grantees must provide the services projected in the proposal and Activities List, subject to contract negotiations. Failure to provide these services may result in reduced payments or suspension of payment.
2. Grantees must provide evidence of in-kind and cash matches at the end of the third quarter, e.g. through letters, copies of checks, grants, or records of volunteer or donated services.
3. After a contract is awarded, OFCY and the City reserve the right to amend it as needed throughout the term of the contract to best meet the needs of all parties.
4. The City Auditor and the City department administering this Contract shall have the right to audit this Contract and all books, documents and records relating thereto.
5. During the contracting period City of Oakland Contract and Compliance documents to be completed are:
 - Signed Grant Agreement
 - Revised agreed-upon scope of work and budget with accompanying narratives using correct forms
 - Contact Information Sheet
 - Schedule B-2 – Arizona Resolution
 - Schedule C-1 – (ADA) Declaration of Compliance with American Disability Act
 - Schedule D – Ownership, Ethnicity and Gender Questionnaire
 - Schedule E – Project Consultant team
 - Schedule K – Pending Disclosure Form
 - Schedule M (Part A) – Independent Contractor Questionnaire
 - Schedule N - Declaration of Compliance-Living Wage Ordinance
 - Schedule N1 - EBO Certificate Equal Benefits, Declaration of Non-Discrimination
 - Schedule P - Nuclear Free Zone Disclosure

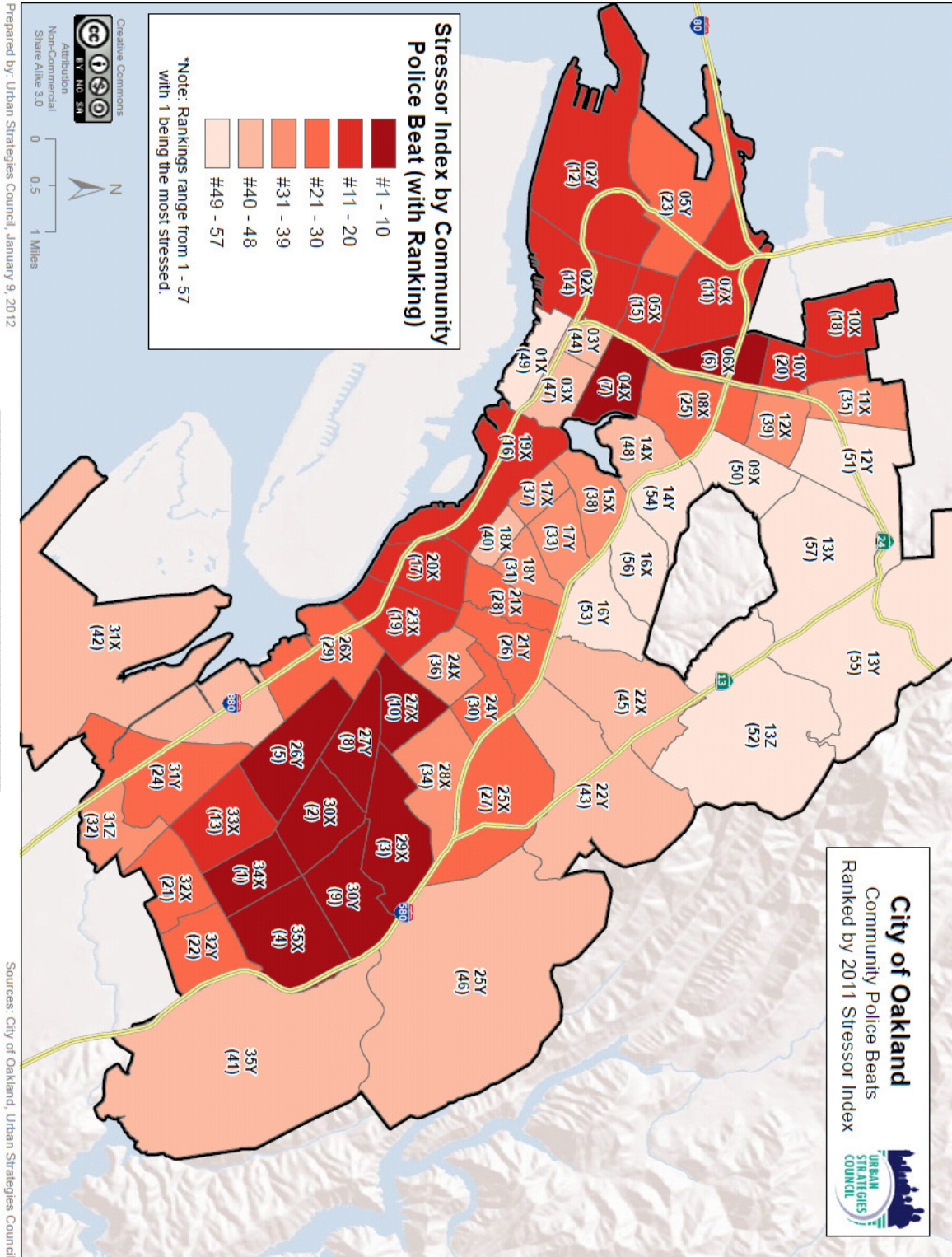
- Schedule V - Affidavit of Non-Disciplinary or Investigatory Action Form
- Current Insurance Accord Certificate of Liability Insurance
- Current Commercial General Liability Additional Insurance Endorsement
- Current Certificate of Workers Compensation Insurance
- Current City of Oakland Business Tax License

NOTE: If applying for **amounts less than \$25,000**, you are exempt from completing the Equal Benefits Ordinance.

GRANTEES MUST DOCUMENT MATCHING FUNDS BY THE FOLLOWING METHODS

1. Providing copies of letters of support from foundations or private donors (on donor's letterhead), or copies of contracts or service agreements, with copies of any accompanying checks, bank statements, or payment schedules. Funds that are earmarked for other projects may not fulfill the match requirement for OFCY-funded projects.
2. Demonstrating in-kind support with a letter (on donor's letterhead) documenting the monetary value of the in-kind donation. For example, a donor that gives a grantee space at no cost could document in a letter the market value of renting that space. The in-kind donor may not be the grantee. The total projected in-kind match can be no more than 5% of the program cost.
3. Demonstrating the market value of time donated by volunteers, given the nature of the service, e.g. through a spreadsheet documenting volunteer hours, volunteer sign-in sheets, etc. Volunteers may not be employed by a grantee's organization or serve in a consultant or contractor capacity.
4. Grantees may NOT use one OFCY grant as a match for another. For example, if a grantee has a \$150,000 grant from OFCY directly and subcontracts on another OFCY grant for \$15,000, the subcontractor dollars may not be used as a match for the direct grant. Further, a collaborative may not use an OFCY grant received by one of its partners or subcontractors as a match.

APPENDIX A: Measure Y Stressor Map



To find your police beat, type in your address and check off "Public Safety" at:
<http://gismaps.oaklandnet.com/ouroakland/index2.aspx>

APPENDIX B: Measure Y Stressor Map Ranking List

Beat	Rank by Z-Score (1 = most stressed)	Z-Scores	# of Indicators scoring in top 10
34X	1	1.33	9
30X	2	1.32	7
29X	3	1.25	8
35X	4	1.18	8
26Y	5	1.07	5
06X	6	1.05	10
04X	7	0.88	6
27Y	8	0.86	4
30Y	9	0.85	6
27X	10	0.84	5
07X	11	0.78	4
02Y	12	0.67	6
33X	13	0.63	3
02X	14	0.63	5
05X	15	0.56	5
19X	16	0.56	3
20X	17	0.40	3
10X	18	0.32	5
23X	19	0.30	3
10Y	20	0.25	2
32X	21	0.23	0
32Y	22	0.22	1
05Y	23	0.19	4
31Y	24	0.15	3
08X	25	0.08	2
21Y	26	0.07	0
25X	27	0.06	1
21X	28	0.02	0

Beat	Rank by Z-Score (1 = most stressed)	Z-Scores	# of Indicators scoring in top 10
26X	29	-0.06	0
24Y	30	-0.09	0
18Y	31	-0.14	0
31Z	32	-0.16	0
17Y	33	-0.17	0
28X	34	-0.18	0
11X	35	-0.23	0
24X	36	-0.23	0
17X	37	-0.28	0
15X	38	-0.38	0
12X	39	-0.40	0
18X	40	-0.44	0
35Y	41	-0.55	0
31X†	42	-0.57	1
22Y	43	-0.63	1
03Y	44	-0.66	0
22X	45	-0.68	0
25Y	46	-0.71	0
03X	47	-0.73	0
14X	48	-0.74	0
01X	49	-0.79	0
09X	50	-0.80	0
12Y	51	-0.83	1
13Z	52	-0.93	1
16Y	53	-1.00	0
14Y	54	-1.03	0
13Y	55	-1.16	0
16X	56	-1.22	0
13X	57	-1.22	0

For further information on rankings, z-scores and indicators, please visit:
<http://www.infoalamedacounty.org/index.php/Research/Crime-Safety/Crime-Research/Oakland-Stressors-2011-Model-Update.html>

Appendix C: LOA/MOU GENERAL TEMPLATE

Please use this template as a general guideline. If your organization has its own template, feel free to use it as long as it contains the key features of the LOA/MOU template.

Letter of Agreement for Oakland Fund for Children and Youth (OFCY)

This Letter of Agreement establishes the intention of [ORGANIZATION 1] and [ORGANIZATION 2] to work together if OFCY funds are awarded for [Project Name. Give a brief description of program and any past collaboration history and successes].

[ORGANIZATION 1] will fulfill the following responsibilities:

List out responsibilities detailing administrative and operational duties including staffing, targeted numbers of clients to be served, length of services, nature of services, facility space, data management, evaluation, etc.

[ORGANIZATION 2] will fulfill the following responsibilities:

List out responsibilities detailing administrative and operational duties including staffing, targeted numbers of clients to be served, length of services, nature of services, facility space, data management, evaluation, etc.

JOINT RESPONSIBILITIES

List out any joint responsibilities including regular meetings to align, coordinate and review services and partnerships.

COMPENSATION AND TERM

Detail any funds being exchanged. Specify what length of time the agreement is for.

NOTE: It is OFCY's expectation that all partners written into the proposal and budget will remain in the partnership for the duration of the 2013-2016 grant cycle period because your grant was reviewed and awarded based on these partnerships. If there needs to be any potential changes in scope of work and budget, these should be brought to OFCY's attention prior to implementation.

[ORGANIZATION 1]

Date

[ORGANIZATION 2]

Date

Appendix D: LOA/MOU TEMPLATE for School Based Afterschool Programs

Microsoft Word version can be found on our website at ofcy.org

Letter of Agreement for Oakland Fund for Children and Youth (OFCY)

This Letter of Agreement establishes the intention of [LEAD AGENCY] to work together in an OFCY funded comprehensive afterschool program at [SCHOOL SITE]. The parties agree to collaborate in this afterschool programs as follows:

[SCHOOL SITE] will fulfill the following responsibilities:

- School provides adequate space for all of the program's academic support and enrichment activities including daily use of classrooms, indoor and outdoor group areas.
- School provides Afterschool Site Coordinator with office space and access to a desk, file cabinet, computer, and telephone.
- Principal meets regularly with afterschool site coordinator to ensure program is meeting identified goals, and ensure that afterschool is coordinated with regular day school program, including policies and procedures.
- School shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Principal identifies a certificated staff person to serve as the program's Academic Liaison.
- Principal invites afterschool site coordinator to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Principal provides opportunities for regular communication and collaboration between afterschool and school day staff to ensure alignment and shared resources between after school and school day efforts in support of student achievement and family engagement.

[LEAD AGENCY] will fulfill the following responsibilities:

- Serve as lead agency for the program and provide a site coordinator and adequate, qualified staffing to ensure program quality and compliance and meet the grant required 20:1 student to staff ratio. [LEAD AGENCY] may also contract with local agencies for direct services provided to children participating in the program.
- Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all afterschool program staff and volunteers.
- Provide daily comprehensive afterschool programming consisting of academic, enrichment, and physical activity/recreational components.
- Operate program until 6pm daily on every day regular day school is in session, to fulfill ASES/21st Century attendance requirements.
- Be responsible for the timely completion of Cityspan attendance.
- Conduct outreach and recruitment and enroll and adequate number of student participants to fulfill OFCY and ASES/21st Century attendance requirements.
- Work with the independent evaluator to collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction.

- Be fiscally responsible for managing afterschool grant funds per grant requirements and limits.
- Supervise and support the afterschool staff and volunteers by providing release time to attend various OFCY and OUSD meetings and professional development opportunities.
- Create and adhere to a transparent enrollment policy including maintaining an active wait list.
- Be an active partner in school site planning and implementation of the community school model.

Joint Responsibilities between [LEAD AGENCY] and [SCHOOL SITE] include:

- To support implementation of the comprehensive afterschool program [SCHOOL SITE] will provide \$XXXXXXXX in matching resources to the program through ASES/21st century funding [LEAD AGENCY] will seek \$XXXXXX in OFCY grant funds to support the 2013-14 afterschool program at [SCHOOL SITE]. Additionally, [LEAD AGENCY] and School Site will leverage other resources including in-kind resources, volunteers, and additional grant dollars and school site funds to support program implementation.
- Both [LEAD AGENCY] Leadership and school Principal will supervise the site coordinator and provide adequate training and support.
- [LEAD AGENCY] and [SCHOOL SITE] representatives will participate in regular, periodic afterschool planning meetings to address issues including programming, scheduling, staffing, student recruitment and retention, linking afterschool to school day, data collection, volunteers recruitment and management, and appropriate program refinements.
- [LEAD AGENCY] and [SCHOOL SITE] representatives agree to actively resolve any disputes or conflicts that may endanger the partnership. If the conflict cannot be resolved by the two parties, both parties will inform and invite OFCY and if applicable OUSD ASPO into the resolution process.

[LEAD AGENCY] and [SCHOOL SITE] are aware of their responsibilities fiscally and programmatically for all grant requirements if OFCY funds are awarded. [LEAD AGENCY] recognizes that it is responsible for ensuring that all the terms of the contracted services with [LEAD AGENCY] and [SCHOOL SITE] are fulfilled.

[LEAD AGENCY] and [SCHOOL SITE] both understand that the OFCY contract will be with the lead agency and not the school. The OFCY grant is for an initial one year period covering July 2013- June 2014 and can be renewed for two additional one-year periods (2014-2015 & 2015-2016) contingent on past grant performance. If the partnership between the [LEAD AGENCY] and [SCHOOL SITE] is severed during the 2013-2016 three year grant cycle, OFCY funding is not guaranteed to continue at the school site nor with the lead agency partner.

_____	_____
[LEAD AGENCY]	Date
_____	_____
[SCHOOL SITE]	Date
_____	_____
OUSD After School Program Office (Required if an OUSD school site)	Date