2016-2019 OFCY RFP Email Technical Assistance
December 9th – 17th, 2015

APPLICATION ELIGIBILITY & REGISTRATION

Q) What is the process to apply for the OFCY 2016-2019 grant via Cityspan? I already have an account, do I use my existing account or do I need to create a separate one?

- **Refer to page 25 of the RFP: Proposal Instructions: Step 1 – Registration and Login for detailed instructions on how to apply. Information on the page includes:**

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

Q) Do you have the sample user name and password we used at the workshop. I would like to see some of the categories (like the budget), but can't access them until I submit my cover page. I would like to prepare all of my numbers in advance and would like to see how it's set up, and I am still doing some work on my cover page.

- **You can submit your Cover Page now to access the budget and activities template. The Cityspan Helpdesk (866-469-6884, Mon-Fri, 8am-5pm) can unlock your Cover Page in the future so that you can make any necessary edits.**
- **The User Name (YRYouthDev) and Password (rfp1619test) should work when you log in at https://www.youthservices.net/ofcy/index.asp.**

Q) I wanted to follow-up to inquire if there is any conflict in the Oakland Fire Department applying for the grant that is due in Jan? I know that the RFP mentions that any 501c3 or public agency may apply, and I wanted to identify if the Oakland Fire Department is eligible to apply under the public agency umbrella.

- **The Oakland Fire Department is eligible to apply as a public agency.**

Q) I would like to clarify a few things regarding the OFCY Youth Development and Empowerment RFP for FY2016-2019.

- Is the maximum request amount of $150,000 an annual award? For example, if awarded, would $150,000 be awarded each year for three years? Or would the organization receive $50,000 each year for up to three years for a total of $150,000?
- Also, for the hard copy application, are mailed copies acceptable, or do they have to be physically hand delivered?
- Finally, what is the process for submitting multiple applications online? Does the organization have to create multiple accounts and logins (one for each submission)?

- **Yes, the maximum request for a Single Agency applicant is $150,000 <u>annually</u>.**
- **Mailed copies are not acceptable. Page 41 of the RFP states: "Proposals that are mailed, e-mailed, or faxed will not be accepted."**
- **Refer to page 25 of the RFP: Proposal Instructions: Step 1 – Registration and Login for detailed instructions on how to apply You must create a separate account for each submission.**

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COVER PAGE

Q) I am completing the RFP registration and would like to know if the question – "Currently funded by OFCY?" ...means if the program we are proposing funding for is currently funded by OFCY...or is our agency currently funded by OFCY generally speaking.

- **This refers to if the <u>program</u> you are proposing is currently funded by OFCY.**

FISCAL SPONSOR

Q) I am working with…a local non-profit in Oakland that is currently fiscally sponsored by a non-profit…would we still be considered a small and emerging applicant as we fit all the requirements except our fiscal sponsor's larger organization budget is larger than $500,000 (our own budget is currently less than $500,000)?

- **If your agency/ organizational budget is under <u>$350,000</u>, you must apply as a Small and Emerging Applicant. It is not based on the level of your fiscal sponsor's organization budget. Refer to page 7 of the RFP under <u>Small and Emerging Applicant</u> for more information.**

Q) Do we need to submit our fiscal sponsor's audited financial statements?

- **Yes, provide your fiscal sponsor's audited financial statements.**

LETTERS OF AGREEMENT

Q) I am confused about the letters of agreement between schools and an organization requirement. The RFP says if that if we are operating programs at an OUSD school...we must obtain letters of agreement from certain Oakland departments. In our case, it would be OUSD Community School and Student Service Department. I am confused because I assumed we would need individual letters of agreement from all of our partner school sites. Am I incorrect in this assumption?

Is the RFP saying that if we are applying to operate at several OUSD school sites, that we have to obtain letters from school principals and OUSD Community School and Student Service Department verifying our partnerships with each of these sites? Or is it saying: We don't need to provide letters of agreement from the individual schools at all, just a letter from OUSD Community School and Student Service Department verifying our work at these OUSD sites according to the specifications of the letters of agreement?

A follow-up question to these is: Would it be acceptable to provide letters of agreement from all schools and the OUSD Community School and Service Department?

- **<u>For Strategy 3: School Based After School</u>: letters of agreement are required with the school site principal and OUSD After School Programs Office.**

  <u>For Strategy 4: Student Engagement in Learning</u>: the funding priority states that "Programs should demonstrate school site and system collaboration of services by submitting a Letter of Agreement between lead agency, site leadership, and the OUSD Community School & Student Service Department, if operating at an OUSD school site."

For all other strategies, if you are operating at a OUSD school site, a letter of agreement is required between your agency and the OUSD Community School and Service Department.

- **Depending on the level of partnership with each school and your program design, it is acceptable to provide letters of agreement from all schools and the OUSD Community School and Service Department.**

Q) We're a little confused as to which partners we need letters of agreement from. Is it just subcontractors/consultants being paid with OFCY funds? Or is it all subcontractors/consultants even if in-kind or paid through ASES?

- **Provide letters of agreement for all subcontractors and consultants listed in the Activities or in the Program Budget in support of the comprehensive after school program.**

  OFCY funding provides local funding to non-profit agencies to fully support the total costs of providing a comprehensive after school program at school sites receiving ASES funding. ASES funding is a required to apply for the funding strategy, and needs to be represented in your program budget. The Program Narrative should detail and the Group Activities should be inclusive of all activities in the proposed after school program. No Activities should be ASES-only or OFCY-only; activities are dually supported by both ASES and OFCY funds.

Q) Although we operate on two OUSD campuses over the summer, there isn't a Letter of Agreement requirement under Strategy 6 (unless we have a partner listed in our Activities section or in our budget). Do we need to submit a Letter of Agreement between us and OUSD?

- **Provide letters of agreement with both school sites and with the OUSD Community School & Student Service Department. Please refer to pages 38-39 of the RFP for details on Letters of Agreement.**

  You can develop letters of agreement with each school site, and have the OUSD Community Schools Department included on each letter to support the school-site agreement; or you can have a separate letter of agreement with the district that includes the site-specific information detailing the nature of the partnership with the school site.

  All Letters of Agreement 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**

Q) If we work closely with 2 school sites and they are 2 of our major collaborative partners, then can/should we have each of them sign an LOA? Or do we just have the OUSD Community School & Student Service Dept. sign one?

- **Provide letters of agreement with both school sites and with the OUSD Community School & Student Service department. Please refer to pages 38-39 of the RFP for details on Letters of Agreement.**

Q) Do we need a letter [of agreement] from the third school site, which is a charter school [for Youth Development & Empowerment Year-Round strategy]?

- **You only need to provide a letter of agreement if the charter school site is named as a partner on the Activities List or in the Program Budget as a subcontractor or consultant.**

Q) I have a question about one of the documents requested for upload for the Early Childhood Goal Area: the Letter of Agreement. Our proposed program takes place at an LEA charter school in East Oakland. It is not an OUSD school. I just wanted to confirm that because this is the case, we do not have to upload a Letter of Agreement? Additionally, none of the other items [regarding Letters of Agreement requirements] apply to us, as we do not have a fiscal sponsor, we do not have subcontractors, and the charter school is not listed in the activities or program budget. Can you please confirm that our determination that we do not have to submit a Letter of Agreement is correct?

- **Yes, your determination is correct**

Q) We are building our budgets, and I would like to confirm one point. In the Uploads section of the RFP, I read that we need Letters of Agreement for: Any partner named on the Activities List, or in the Program Budget as subcontractor or consultant.

My first question is: Does this mean, for example, that we need letters of agreement from guest artists, who we have no yet hired, if we plan to hire guest artists as consultants, as part of this project? The follow-up question is: Can we upload a job description for guest artists, instead of a letter of agreement, and still list "guest artists" as consultants in our budget?

My second question is: If there are consultants (e.g. filming/documentation partners and evaluation partners) listed in our total project budget, but that are not part of the OFCY award ask, do we also need letters of agreement from these partners?

My third question is: I am assuming that the directive of uploading resumes of "key staff members" means that we are showing the panel a sample of staff expertise and leadership, not that we are required to upload resumes of all staff persons listed in our project budget or mentioned in our project narratives. I just want to confirm this understanding.

- **1) Yes – Page 39 of the RFP states that a letter of agreement must be uploaded for "Any partner named on the Activities List, or in the Program Budget as subcontractor or consultant." Do not upload job descriptions instead of letters of agreements.**
- **2) Yes – you need to provide letters of agreement with "Any partner named on the Activities List, or in the Program Budget as subcontractor or consultant."**
- **3) Page 39 states: "Attach résumés of current key staff, including managers and staff working directly with children and youth, who are responsible for program implementation and delivery of services." You do not need to include resumes of all staff listed in your project budget.**

Q) I'm working on an application to the Oakland Fund for Children & Youth under the Youth Leadership & Empowerment strategy. We would like to apply as a single agency for support of our after-school STEM education programs for girls from underserved communities. We are

currently delivering programs that serve 12 elementary, middle and high schools in Oakland, including 8 OUSD schools and 3 charter schools. Here are my questions:

1) We have agreements with 8 schools directly, and with an agency (BACR and Eagle Village) for 4 of the schools. We've worked with OUSD for a long time and the After-School Programs Office is willing to write a letter of support, even though we don't contract directly with them. Should we use the Letter of Agreement template for this letter of support? Or is a general letter of support OK in this case?

2) Do we also need to furnish new Letters of Agreement with the schools and agencies, using the template in the RFP, or can we provide copies of our existing MOUs as along as they include all of the necessary information?

3) Is there an advantage to confining our application to only a portion of the schools we aim to continue to serve (i.e., fewer than 12 schools), or narrowing our application to one particular grade level (i.e., elementary or middle school or high school)? Or is it ok to present our case for all programs across grade levels, since part of our strategy is to create feeder pathways from one level to another? In other words, is it better to present our bigger service picture, in which an OFCY grant would be maybe 20% of the funding needed, or some smaller more focused portion of our work, in which an OFCY grant would be more like 80%+ of the funding needed?

4) Our year-round program also includes a summer academy. Should we include that in the same proposal, or submit a separate application for that?

- **1) Page 40 of the RFP states: Please do not upload letters of support. They will not be reviewed.**
  Lead agencies applying for OFCY funding for school based after school should incorporate all subcontractors and partnership providers into their funding request to OFCY; funding for additional enrichment for school based after school managed through a lead agency is supported through the K-8 School Based After School RFP and the lead agency's stated subcontractors and consultants. If you are partnering with an agency that will serve as the lead after school provider (lead agency) in order to deliver your services at the school site, please work with lead agency directly to incorporate your services and activities into their funding request for the school site. Please review the K-8 School Based After School RFP (http://www.ofcy.org/request-for-proposals/) for more information on the funding strategy.

- **2) You will need to provide a Letter of Agreement regarding the proposed 2016-2017 program year; existing MOUs will not suffice. You can use the Letter of Agreement template provided by OFCY, or use your own template, as long as it contains the key features of the LOA template. See RFP page 48: Appendix C: Letter of Agreement General Template for more information.**

- **3) Use your discretion in designing your program and funding request.**

- **4) If the summer academy is a part of your year round program, you should include that in your request for funding and not separate out into a separate application.**

COLLABORATIVE APPLICANTS

Q) 1. Can you clarify whether a public charter school that has been a 501C3 since 2010 is eligible to apply as the lead applicant (for a collaborative application)?

2. What are the requirements for the collaborative applicants (the organizations that aren't the lead agency)?

3. What are the required documents that collaborative applicants (that aren't the lead agency) need to submit as part of the application? If one of the collaborative partners has a fiscal sponsor, should they submit the 501C3 IRS letter of their fiscal sponsor? Is it required that the fiscal sponsor reside in Oakland?

- **1) Yes, a public charter school that has been a 50(c)3 since 2010 is eligible to apply as the lead applicant.**
- **2) The requirements of collaborative applicants is stated on page 6 of the RFP:**

  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.

- **3) If collaborative partners are providing key staff, you will need to include their resumes or job descriptions. A Letter of Agreement is required between the lead applicant and collaborative partners. The submission of the IRS 501(c)3 letter is required only from the lead applicant.**

Q) If a program of OUSD does not have their own 501c3 status, and that program is a potential collaborator in our proposal, what should we list as the "agency partner" in our proposal? The OUSD program we'll be working with, or OUSD?

- **List the OUSD program that you will be working with as your agency partner.**

Q) I'm wondering is if OFCY money goes directly to collaborating partners, or goes through the lead agency who then distributes it to the other groups?

- **The grant contract is held with the lead agency, which then distributes funds to subcontracted partners. Page 7 of the RFP states "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."**

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Q) This is to obtain clarification as to whether my organization can serve as the lead agency for a collaborative of three partners.

The organization I represent is the 501(c)(3) nonprofit fundraising arm of the lead collaborating partner of our proposed collaborative. The lead collaborating partner is a public agency. My organization's sole purpose is to support the priority funding needs of the public agency to which we have a close relationship (e.g., the public agency's CEO sits on our board, and our CEO has a "dotted-line" reporting relationship to the public agency's CEO.

In addition to the public agency, which would provide services under the proposed collaboration, we have two collaborating 501(c)(3) partner organizations that would be subcontractors under the collaboration.

The role of my organization would be entirely to manage the funding on behalf of the public agency, perform oversight to ensure that grant terms are met in a timely manner, and to pay the subcontractors. We would provide no direct services. We would receive no grant funds for this purpose, as we are funded through our own, separate fundraising efforts. This is a role we play on many grants for the public agency to which we are tied.

However, the language in the RFP raises questions in my mind as to whether my organization can serve as the lead agency. The language that is confusing to me is on page 7 of the RFP, as excerpted below:

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.

Since my organization would provide oversight and fiscal management functions, but would not be providing direct services, are we not eligible to serve as the lead agency?

- **You are correct. Page 6 of the RFP states "A public agency must apply on its own behalf and may not use a fiscal sponsor."**

  A public agency may use a fiscal sponsor and be a part of a collaborative application, but may not apply as the lead agency using a fiscal sponsor.

Q) If the lead agency of a collaborative application is small and emerging and does not yet have 501(c)(3) status or a budget that is 35% of the requested amount of OFCY funding, is it possible to designate an agency to act only as the fiscal sponsor (i.e. their only role in the program/collaborative would be to act as fiscal sponsor and issue payments)?

- **No. Page 7 of the RFP states: "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…OFCY will not consider subcontractors or lead agencies that act simply as a fiscal pass through."**

Q) The final paragraph of the "collaborative applicants" section on pg. 7 of 63 states "OFCY will not consider subcontractors or lead agencies that act simply as fiscal pass through. All agencies, schools, and/or program sites must be active parts of program implementations."

Can you please define "active parts of program implementations"?
Would acting as the fiscal agent and providing a site location for activities be considered significant involvement in program implementation?

- **In the paragraph above on Page 6 of the RFP, it states "Substantial participation includes providing direct services, planning and coordinating services, and having equal partnership in decision making around program design and implementation."**

Q) Based on our review of the RFP's pages 6-7 regarding "Collaborative Applicants" we want to confirm with you that ….

1. One applicant may submit two separate *Collaborative Proposals* as long as the proposals are for significantly different programs in terms of program design, program location, staffing and target population receiving services.

2. The proposals could include some of t*he same activities*, e.g., building large murals or building a garden, *as long as design, staffing, location* and target population *are different*.

For example, this would mean, as we understand it but want to check with you, that one of the three collaborative agencies *could* support an *activity* like muraling or building a garden under both proposals *as long as* this activity would serve different age groups in different locations and under different design. It's the design piece we wanted to be especially clear on. B*y different design* we don't mean all different activities but do mean clearly *distinct different overall strategy that this and other activities come together to serve* and *different outcomes sought.*

We ask about this nuance since each of our Collaborative Agencies brings certain signature activities that we would want to leverage in these very different contexts, for these different target populations, under different design and staffing.

- **1) Yes, one applicant may submit two separate collaborative proposals as long as the proposals are for significantly different programs.**
- **2) I cannot provide a clear response to your proposed program designs and determine if the two would substantially different programs. Use your discretion in determining if the proposals are substantially different and if you are proposing significantly different programs.**

APPLICANT DESIGNATION

Q) 1. Is there is any preference given to a proposal submitted as a collaborative vs. one that proposes the same activities but is in single lead agency proposal category (say with MOUs that cover the contributions of other partner orgs? It looks like the collaborative can have a 15% Indirect rate, compared to 11% for the single agency application, but beyond that, are the proposals weighted the same in scoring?

2. When applying as a collaborative, what is the reporting responsibility of the non-lead agencies? Does the lead agency collect all the enrollment, units of service and expense data, etc. under one CitySpan account, or do each of the collaborating agencies have their own accounts for reporting purposes?

3. Are all of the agencies in a collaborative required to provide the support documents such as audited financial statements, IRS letters, Schedule E & O, etc. or just the lead agency?

4. Do I understand correctly that a group that meets all of the "Small and Emerging" criteria can apply under that category for a second time, even though they have already gotten OFCY funding, or would that signify that they have already "emerged?"

- **1) There is an expectation that collaborative applicants are able to strengthen linkages that maximize the cost-effectiveness and quality of service delivery. Additional preference points are not weighed into scoring based on applicant designation.**

  A Collaborative Applicant must consist of <u>three</u> or more agencies, each contributing substantial participation toward a mutual goal, and <u>at least two</u> 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. <u>No one agency should receive more than eighty percent (80%) of the funding</u>. 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.

- **2) Coordination of data management and reporting is the responsibility of the lead agency in a collaboration.**

  Page 7 of the RFP states that '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'.

- **3) Only the lead agency of a collaborative application is required to submit the support documents. All partners in a collaboration are required to submit a Letter of Agreement detailing the nature of the partnership.**

  All Letters of Agreement 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**

- **4) A program can apply as Small & Emerging for a second time.**

PROGRAM BUDGET

Q) The volunteer hours hourly rate used to be $10.83 an hour…is that number the same? If not, what is the new number?

- **The new volunteer hourly rate is $12.25/hour. It appears on the Program Budget form in Cityspan.**

Q): Is it okay to ask for funds to cover 100% of a full-time position or is there a limit to how much of an FTE position the OFCY grant funds can cover?

- **Yes, it is allowable to request that OFCY funds cover 100% of a full-time position.**

Q) a) Maximum allowed based on agency budget - 35%. If we submit multiple applications that exceed the 35% limit, on the assumption that we can't count on them all being funded, will that be held against us in judging each individual proposal? Or is that something we can resolve at the contracting level

b) Do stipends for youth need to comply with the $14.40/hr minimum wage limit? On our program design we have one week during Summer when they dedicate one full week to certain activities and we were hoping to provide a 'stipend' of $500 to them, rather than a salary?

c) If we are partners in other applications - is that part of the 35% maximum too. Some other organizations have approached us to be one of their partners and we are doing our own applications. Is the amount of money they are allocating for us going to be taken as part of our 35% maximum too. Does that mean that it is not to our best interest to say yes to partnerships or should we just go ahead and see what happens with the partners applications. If they are not funded we will be submitting budgets that are reduced by the partners amount and we will shorten our resources. What is the best option to avoid this and be a community partner too?

- **a) Do not submit multiple applications that exceed the 35% limit. Page 8 of the RFP states that Single Agency and Collaborative 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.**

- **b) It depends upon the program design whether the stipend is for an intern that qualifies to work as a paid staff subject to the laws that govern employees. If the youth are in a position where they qualify as paid staff, the position is subject to all applicable federal, state, and local labor requirements. Your agency would need to comply with the Oakland Minimum Wage Ordinance and provide wages at minimum of $12.55/hour.**

- **c) The 35% limit applies to all applications where your agency serves as a lead or as a subcontractor. Each agency needs to determine which of their programs or services to include, as lead or subcontractors, in applications to OFCY requesting funding support. The total of all requests for your agency as lead or subcontracting partner need to not exceed 35% of your current year overall organizational budget excluding current OFCY funding.**

ACTIVITIES

Q) I'm writing to ask about the Activities section for the OFCY proposal in relation to the Transition to Adulthood goal area. We would like to list the activities that relate to the main outcomes of the goal area; however, there are not activity categories for Work Experience/Internships, Graduation from High-School, Enrollment in College, Support for Students Enrolled in College, etc. How can we code these activities in this section so they match with the program design and budget to accurately reflect how they align with the goal area priorities?

- **Work Experience/Internships can be proposed through the "Internships and Subsidized Employment" Activity type.**

The other examples provided of 'Graduation from High-School' and 'Enrollment in College' would be expected program outcomes rather than program activities. 'Support for Students Enrolled in College' is an activity but should be clearer as to the type of support being provided. To describe program activities that support these expected outcomes, provide a specific <u>name</u> for the activities that clearly state the activity (for example, "Academic Support Classes for Students Enrolled in College"), and link it to the most appropriate activity <u>category</u> (for example, 'Academic Programming' or 'College Prep Support').

Q) The "Internships and Subsidized Employment" Activity type is exactly what I was looking for! However, it is not written in the RFP nor is it a category I can choose in the Activities section of the online proposal. How do I find this activity type?

- **There are instructions on page 35 of the RFP in the section <u>Step 6 – Locations & Activities</u>: <u>Setting up Program Activities</u> under the section "For Strategy #7: Career Awareness and Academic Support for Older Youth" for creating Internships and Subsidized Employment (ISE) activities.**

  The ISE activity type should be available for you if your application lists on the Cover Page that you are applying under the Goal Area of "Transitions to Adulthood" and Strategy of "Career Awareness and Academic Support for Older Youth". Please check your Cover Page to confirm that this is correct. If this is correct on your Cover Page and you still do not see "Internship and Subsidized Employment" as an activity type available to you, please contact the Cityspan Help Desk for assistance (1-866-469-6884).

Q) I noticed in CitySpan, that there is no place for Events this year. I didn't see any notes about that in the RFP. I think that only details the difference between Individual Activities and Group Activities. Does this simply mean that we'll only be listing performances or public events this year as group activities, and only counting the youth directly served through the event (versus audience members who were impacted through attendance)?

- **Yes, your understanding regarding the activities is correct.**

Q) I have a TA question for strategy #7 on the RFP. We will be having internships and different sites of employment for youth yet we have not established those sites yet. We will not until we are granted the award. Can you let me know how we would input that into City Span if we do not have a location?

- **You will need to create a Location to create an Internship and Subsidized Employment activity. If you do not yet have partnerships or commitments in place for placement sites, create a location (or locations) as a placeholder that most closely approximates your planned placement site(s) and provide an explanation in the Service Description about the planned type of internship.**

Q) I have a program evaluation/planning question to inform our upcoming proposals and I'm not completely sure who it should go to so I'm including all of you.

Are current/previous OFCY grantees' budget/UOS information public record? If so, where can I find that info? I'm interested in getting a better perspective on how we've been performing as far as cost per unit of service. Our focus is on quality over quantity, but I know that quantity is important as well.

I'm also very interested in reviving the youth-to-youth granting component that was originally an OFCY granting category, but has disappeared as a specific item. If past grantee information is/can be made public, I'd love whatever info you can point me toward in terms of the reports from the program "Youth Grants for Youth Action," or any similar program that you used to fund.

- **Information on current grantees, including information on total OFCY grant award and year end Units of Service achievement is provided in OFCY evaluation reports, available on the OFCY website http://www.ofcy.org/evaluation/. Information on total project budget or detailed project budget is not available. As a current program, you are able to calculate your cost per unit of service by dividing your total year-end UOS from your program budget:**
  - **(Total OFCY funds) / (Total UOS) = OFCY cost per Unit of Service**
  - **(Total Project Budget [OFCY funds + Matching funds]) / (Total UOS) = Total cost per Unit of Service**
- **Youth-to-Youth granting is not a component of the OFCY 2016-2019 Strategic Investment Plan and is not an OFCY granting category in the 2016-2019 RFP.**

UPLOADS

Q) The RFP states "Applicants must also demonstrate proof of "Active" status with the Office of the California Secretary of State, and that they are authorized to carry out business activities in the state of California. Information on status with the Office of the California Secretary of State can be found at http://kepler.sos.ca.gov/."

In the case of fiscal sponsorship, does this apply to the primary contracting agency (fiscal sponsor) or also the fiscally sponsored group that is carrying out the project?

- **Only the fiscal sponsor needs to provide proof of active status.**

Q) In the Narrative section of the application, there is a question that requires us to upload the resume of our Chief Financial Officer as an attachment. Instead of a resume, would a staff bio fulfill the requirement?

- **Yes, a staff bio for your Chief Financial Officer will fulfill the requirement.**

K-8 SCHOOL BASED AFTER SCHOOL

Q) When discussing program design in the narrative, do we describe ALL the activities we do, including things that are funded by ASES and things that would be funded by OFCY? Or, should we only discuss activities that would be funded by OFCY? For budget section, confirming that we should list ALL positions, even those covered by ASES? For entering in Activities, confirming that we should ONLY list those that would be covered by OFCY and NOT those that would be covered by ASES?

- **OFCY funding provides local funding to non-profit agencies to fully support the total costs of providing a comprehensive after school program at school sites receiving ASES funding. ASES funding is a required to apply for the funding strategy, and needs to be represented in your program budget. The Program Narrative should detail and the Group Activities should be inclusive of all activities in the proposed after school program. No**

Activities should be ASES-only or OFCY-only; activities are dually supported by both ASES and OFCY funds.

Q) One agency currently serves grades K-5 and another agency serves grades 6-8. How should we handle the OFCY application? Should we make clear in the application that it is only to provide services to the K-5 grades, and that the request is for the elementary school amount of $72,000? Or can there only be one OFCY application per school site? In which case, how does the situation of 2 lead agencies get resolved?

- **OFCY is supporting comprehensive school based after school programs for school sites, and is not looking to have two separate lead agencies conducting work on one school site with the school's ASES funding. There is only one OUSD school site (Greenleaf) where the OUSD After School Program Office is providing ASES funding to support K-5 students and using 21st Century Funding to contract with a different lead agency to serve 6-8 grade students. If you are applying for this school site, then you can clarify this in your proposal narrative and frame your request to support only the K-5 students that will be supported with the school's ASES funds and request funding at the elementary school funding level.**

Q) 1. Do signatures on the hard copy letters have to be original or can they be scanned PDFs?

2. In the RFP it says "Program Name: Provide the name of the school site for your program name." - we already did all of ours as "[School Name] After School Program" - Is that acceptable or should we call Cityspan and have them take out the "After School Program" from all of them?

- **You can provide scanned PDFs of signatures.**
- **Yes, please modify the program name to only list the name of the school site. Per page 18 of the RFP for K-8 School Based After School, for the Program Name, provide the name of the school site for your Program Name.**

Q) The principal at [the school site] is on leave for the next couple months. There is an acting principal who is signing invoices but I wanted to make sure that would be acceptable for that person to sign the principal OFCY letter of agreement for our 2016-2019 application.

- **Yes, that would be acceptable.**

CONTRACT COMPLIANCE

Q) We have a question regarding Schedule E-2. How does an organization qualify for Oakland work force status? Does it have to be all employees, or more than 50% Oakland residents? Also, if some of our services include employing youth within our facilities, are they also counted as part of our organization's workforce for the purposes of the E-2?

- **Please refer to the Contract Compliance Q&A from the Bidders' Conferences for more details (the link from the OFCY website/ RFP page is included below). For more information, contact the Contract Compliance Division directly by emailing Vivian Inman at vinman@oaklandnet.com**

  http://www.ofcy.org/assets/RFPs/2016-2019-OFCY-RFP/CONTRACT-COMPLIANCE-Q-and-A.pdf

Q) I have yet another question connected to consultants. If we list guest artists as consultants (and they are not yet hired), how should fill out Schedule E (Project Consultant Team)? Also,

should all consultants listed in our budget be listed on Schedule E, or do we only list consultants on Schedule E if they are part of our OFCY award ask?

- **Please contact Vivian Inman at vinman@oaklandnet.com for questions relating to Schedule E (Project Consultant Team). You can also refer to the Contract Compliance Q&A from the Bidders' Conferences for further information.**

  http://www.ofcy.org/assets/RFPs/2016-2019-OFCY-RFP/CONTRACT-COMPLIANCE-Q-and-A.pdf