2016-2019 OFCY RFP EMAIL TECHNICAL ASSISTANCE
NOVEMBER 16TH - 30TH, 2015

ELIGIBILITY

We've been operational for less than two years and are piloting certain aspects of our programming but have not yet launched a full scale version. Page 7 suggests we are too early to be considered for this grant: "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."
1. I was wondering how stringent this criteria is?
2. What exactly you use to measure the two years - incorporation or evidence of service delivered?
3. Where might a truly startup organization or program go to get funding for the two years prior to being eligible for funding from OFCY?

- **The two years of service is a requirement for applying as evidenced by service delivery. OFCY does not give technical assistance regarding how to secure other funding.**

For Small and Emerging organizations with less than two years of service: 1) Can we be part of a collaborative proposal with the lead organization having delivered service for 10+ years? Can we be listed as a sub-contractor for an organization that has been delivering service for 10+ years?

- **A small and emerging organization with under two years of program experience can apply as part of a collaborative in which the lead organization has over two years of program experience in the strategy area, and can apply listed as a subcontractor for an organization that has over two years of program experience in the strategy area.**

We are interested in applying for an OFCY grant but we have missed the bidders' conference. I am wondering if we can just sign up for the RFP as instructed online. I have read through the Strategic Plan and it appears that 3 of the Oakland schools in this Collaborative would qualify. All of these schools meet the Federal free/reduced lunch requirement (in fact, the percentages of low income are much higher than 50%).

- **The 50% or higher Free and/or Reduced Lunch rate is a requirement only if you are applying for the School Based After School strategy. There are other requirements for this strategy including the school site to be a public elementary or a public middle school, OUSD or charter, serving K-8 students and receiving state ASES funds. Please review the entire strategy on page 14-16 of the School Based After School RFP. For other strategies listed in a separate RFP, the 50% or higher Free and/or Reduced Lunch rate is not requirement to apply but the demonstration of need is considered in the review process.**

  Bidders' conferences were optional and you can follow the instruction in the RFP to apply online. The bidders' conference Questions and Answers and list of attendees have been posted on http://www.ofcy.org/request-for-proposals/. Please review both RFPs to see all eligibility requirements before applying.

This group was looking at the After School Program Strategy but these are urban Catholic schools and they do not receive ASES funding. We are in partners with U.C Berkeley Graduate School of Education which is the grantee for the 21st Century. So, don't know if it would be

better for UC Berkeley to apply on behalf of these schools for another strategy. If we were to look at other strategies, is there a requirement that schools need to be public with these strategies as well?

- **For the OFCY funding strategy of School Based After School in the FY2016-2019 RFP for Student Success in School – K-8 School Based After School, it is a requirement that all school sites must receive state ASES funding in order to apply.**

  Please review the OFCY 2016-2019 Strategic Investment Plan, as well as the second OFCY RFP released for FY2016-2019 programming, for more information on the other six OFCY funding strategies. Both the Strategic Investment Plan and the RFP are available on the OFCY website at www.ofcy.org. Also note that OFCY's legislation prohibits funds to be used for "Religious worship, instruction, or proselytization (recruiting someone to join one's religion or faith)."

  Please review the eligibility requirements in both RFPs, and use your discretion as to your eligibility to apply.

TYPE OF APPLICANT & NUMBER OF APPLICATIONS

We are a small organization whose budget hovers just above $350,000. Can we still apply as a small/emerging organization? It was unclear to me if that was a strict ceiling or a guideline.

- **If your organization budget is $350,000 or above in the current fiscal year, you must apply as a Single Agency, and not as a Small & Emerging applicant (see page 6 of "all other strategies" RFP)**

Wondering about the $150k max per proposal and the criteria of multiple submissions: Is it sufficient to submit multiple proposals for different sites? For example, if we submit a proposal for the 2 returning sites and a separate proposal for the 3 expansion sites? All at different locations, having different site staffing and serving different council districts and population of students. Is that acceptable considering there is no change in program design?

- **Program expansion to more sites with the same program design is not considered significantly different. Please submit one proposal**.

We are interested in submitting two applications. One in Goal Area 4, Strategy 7: Career Awareness & Academic Support for Older Youth and one in Goal Area 3, Strategy 6: Summer Youth Development & Empowerment Programs. The program is the same (middle school summer learning program offered in three locations in Oakland), but the components in each proposal would be different. In Goal 4.7, we would ask for support of our Teacher Pathways program, in which we train high school and college students (mostly low-income youth of color) to teach and lead in a classroom, under the mentorship of a professional educator. In Goal 3.6, we would ask for support of our Middle School Summer Program, in which none of the funding requested would be allocated for our teaching assistants/interns (HS and College Students). Is this possible? And, would the OFCY selection committee consider these kinds of multiple requests in multiple strategic areas? Regarding the letters of agreement, if we send students on

one-time field trips, do we need letters of agreement from all field trip hosts? Such as, Exploratorium or UC Berkeley?

- **Agencies are able to submit more than one application for funding if applying for separate programs. Agencies are not able to submit multiple proposals under different funding strategies requesting support for the same program. Use your discretion as to whether your programs are separate or not. The RFP states on page 7 in the Number of Proposals section that "Applicants may submit two or more proposals to one or more OFCY strategy areas for significantly different programs only. Significantly different programming is defined as having a different program design, staffing, program location, or target population receiving services".**

  Letters of Agreement are not necessary for field trip sites. Per the RFP p. 38, Letters of Agreement are required for fiscal sponsors and sponsored organization, subcontractors, any partner listed in Activities and/or Budget, and any required partners as listed in the strategy sections.

We are considering expanding our summer program with an additional site in Oakland to reach more youth, namely many who we serve during the school year but do not have the transportation to get to West Oakland. Provide that the program will be very similar in dates, size, and curriculum, does having a second location warrant submitting a separate application? Or, is it more appropriate to submit a single application for a multi-site summer program?

- **It appears to be more appropriate to submit a single application for a multi-site summer program.**

BIDDERS' CONFERENCES

I was wondering when the Q and A from the bidder's conference on Early Childhood is going to be posted or sent out and how I can access it?

- **The Q&A from all bidders' conferences is posted onto the OFCY Request for Proposal webpage as of November 25, 2015 and can be accessed there. We will also email out links to the website to access the Q&A to all persons who registered online and signed in at the bidders' conferences.**

Thank you very much for delivering so much useful information at last week's Bidder's Conference. I understand that all of the questions asked on Friday and their responses have been posted to the OFCY website. I haven't been able to find that information - would you kindly send a link?

- **The Q&A from all bidders' conferences is posted onto the OFCY Request for Proposal webpage as of November 25, 2015 and can be accessed there. We will also email out links to the website to access the Q&A to all persons who registered online and signed in at the bidders' conferences.**

I would like to inquire about the "bidders conferences" in regards to this RFP. Unfortunately our agency was not able to attend and I was hoping that we still could capture the pertinent information that was shared with the prospective bidders for the RFP. We are interested in gathering as much information as possible to access if our youth program goals align with the

RFP for OFCY. Is there a possibility to meet with you to discuss the "bidders conference" information?

- **All information shared at the bidders' conferences were directly out of the RFPs and Strategic Investment Plan which can be found at http://www.ofcy.org/request-for-proposals/. The Q&A from the bidders' conferences is posted on to the same webpage as of November 25, 2015. To keep the RFP process fair and impartial, OFCY staff will not take any phone or in-person meetings with potential applicants. Technical assistance is provided via email only through January 7, 2016.**

STRATEGY

I wanted to see if the School Based After School supplemental monies could be used to partially pay for a literacy coach? This person would help strengthen the literacy component of the program with providing coaching, training, observation etc.

- **Page 16 of School Based After School RFP states that funds can support literacy**.

I understand that programs for strategy 4 can be in-school or out-of school, but can the design span both? Finally, I just want to verify my understanding the difference between Strategy 3 and Strategy 4, under Goal Area II: For Strategy 3, the agency must be a lead agency. Yes. But for Strategy 4, that is not a requirement? We can apply under Strategy 4 as a single agency applicant providing in-school or after-school (or both) programming?

- **Student Engagement in Learning strategy programs can operate both in-school and/or out-of-school time. For Student Engagement in Learning strategy, the applicant does not have to be the lead agency receiving ASES funds. For School Based After School, applicant must be the lead agency that is contracted with OUSD or charter school to receive ASES funds.**

We implement year long support groups for teen mothers in Oakland. In reviewing the RFP, it seems that our program might be suitable in a few of the program areas. We cultivate in teen moms the assets they need to stay in school and succeed, despite the challenge of being a teen mom, as well as help them be effective parents and otherwise thrive in their lives. Our program might be suitable for Parent Support and Engagement or Year Round Youth Development/Empowerment. I know we cannot apply to both for the same program, so I'm hoping you can help me better understand where we would fit.

- **Please review the strategies in the RFP and Strategic Investment Plan and make a determination of best fit for your program design.**

Just a quick question about the year-round strategy of this goal area: Do we have to serve the same kids for an entire year, or can the program be offered year-round and serve different kids during different times of the year? For example, if we offered a 12 week afterschool STEM program four times during the school year, and served different kids each time.

- **Your program can apply for the Year Round Youth Development & Empowerment strategy and serve different cohorts of youth throughout the year.**

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PROPOSAL INSTRUCTIONS

I was trying to log in to submit a new proposal for 2016 put I am having problems logging in to do so. I spoke with you last month about my program. You requested that you wanted to know a little more about my program. I would also like to set up a meeting with you or have a phone conversation with you to discuss my program.

- **Please contact the Cityspan helpdesk at 866-469-6884 (Mon-Fri, 8am-5pm) for assistance with registration and logging in. To keep the RFP process fair and impartial, OFCY staff will not take any phone or in-person meetings with potential applicants. Technical assistance is provided via email only through January 7, 2016.**

Are units of service projection affected by the type of school you are applying for or does it just need to be greater than or equal to the ADA requirement for the ASES grant. So for example, if we apply for an Elementary or Middle School versus a K-8, would the units of service need to be greater for the K-8 since it's serving more grades?

- **The Units of Service should be reflective of your entire program design. It is auto-calculated based on the projected number of youth to be served and activities offered.**

CONTRACT COMPLIANCE

How do I check and see if we have all of the policies in our employee handbook that meet contract requirements for the city of Oakland? I can't seem to find what's required by employers. It seems that we may not have everything in our handbook that's required, but I don't know how to find out what's missing?

- **Please contact Vivian Inman (vinman@oaklandnet.com) of City of Oakland Contract Compliance.**

Schedules E & O are supposed to be submitted separately via email. Should we also attach them to the hard copies of the proposal, and in that case should they have original signatures, or is it OK to attach copies?

- **Schedules E & O do not have to be included in the hard copy proposal submissions.**

AUDIT

We have not yet had an audit, and won't have time to do so before January 13th. Are we disqualified from applying for the Single Agency category?

- **<u>The requirement for submission of Audited Financial Statements as part of the application for Single Agency and Collaborative applicants was revised on 11.25.2015</u>. If your agency is in the process of obtaining your audited financial statements, but the audit and financial statements will not be complete before the grant deadline, you will be able to submit proof of a contract with a Certified Public Accountant as part of your application submission. In the Uploads section of the proposal, provide a copy of your contract or engagement letter with a CPA as proof that an audit of your agency will conducted, and include the expected date of completion as part of proof. All audited financial**

statements must be completed and delivered to OFCY by March 30, 2016 (both hard copy and electronic copy via email).

Our agency currently is in the process of an audit that is not complete and may not be complete for the short timeline since the release of the RFP. If an audit is underway, can a proposal submission still qualify if the audit is complete by February. Also, can a Financial Review suffice in the place of an audit.

- **If your agency is in the process of obtaining your audited financial statements, but the audit and financial statements will not be complete before the grant deadline, you will be able to submit proof of a contract with a Certified Public Accountant as part of your application submission. In the Uploads section of the proposal, provide a copy of your contract or engagement letter with a CPA as proof that an audit of your agency will conducted, and include the expected date of completion as part of proof. All audited financial statements must be completed and delivered to OFCY by March 30, 2016 (both hard copy and electronic copy via email).**

  A Financial Review will suffice only for Small and Emerging applicants. For Single Agency and Collaborative applicants, audited financial statements are a requirement.

I attended the bidder's conference for the RFP related to youth development and empowerment and it seemed as though all applicants had to have audits, but this item under the RFP's "uploads" section makes it seems as though organizations with annual budgets under $350,000 do not need an audit: *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)."* Could you let me know officially if it is required or not? Also, do you know the anticipated amount of funding that will go to New and Emerging applicants?

- **P. 9 of the RFP states the Audit Upload Requirements for Small and Emerging applicants: "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, 2016."**

  The anticipated amount of funding for Small and Emerging applicants will depend on the number and quality of applications.