



**PRE-PROPOSAL CONFERENCE
FY2026-2028 RFP**

Thursday, October 30, 2025

11:00 am – 12:30 pm



All questions ***must be*** written in the Q & A section.



You can label them with a key word, such as: “budget” “scoring” “due date” or “Cityspan”



Webinar is being recorded and will be posted on OFCY website



The questions submitted will be addressed in the posted Question & Answer document addendum.

TECH CHECK

AGENDA

- OFCY Overview
- Timeline and Key Dates
- Contract Administration Unit / Submission Information
- Funding Term and Availability
- Application Guidance
- Application Process / Instructions
- Review Process
- Contracting Requirements
- Department of Workplace & Employment Standards
- 2025-2028 Strategic Investment Plan
- Question & Answers



KIDS FIRST! OVERVIEW

The Kid's First! Oakland Children's Trust Fund (known as the Oakland Fund for Children and Youth) was established in November 1996 by a voter approved ballot measure which amended the City Charter to set aside 3% of the City's General Purpose Fund to provide services and programming for Oakland's children and youth ages 0 -21. In 2020 the City Council approved reauthorization through 2033.

OFCY has distributed over \$250 million in targeted funding over the past 24 years, reaching more than 20,000 youth ages 0-21 each year – about one in five children and youth in Oakland.

2026-2028 FUNDING STRATEGIES

Healthy Development of Young Children

- Family Resource Centers and Parent Engagement

Children's Success in School

- Expanded Learning- Elementary School
- Expanded Learning- Middle School

Youth Development

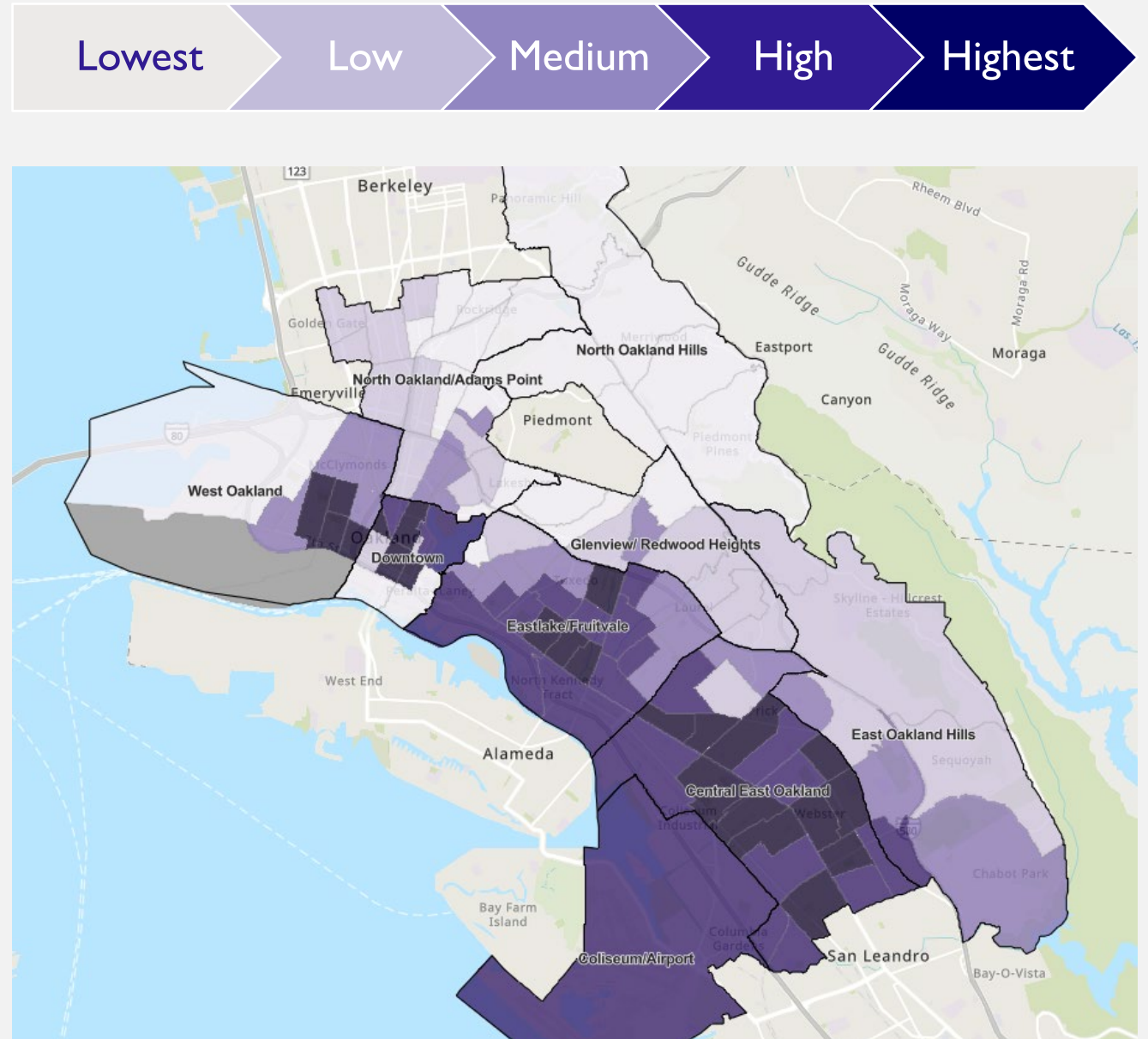
- Youth Development
- Place-Based Innovations for Safety

Transitions to Adulthood

- Career Access and Employment
- Summer Youth Employment Program
- Independent Living

PRIORITY NEIGHBORHOODS

Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#)



TIMELINE AND KEY DATES

Step	Date
Request for Proposals (RFP) Released	Friday, October 24, 2025, at 9:00 am
Questions received by E-mail	October 24 – November 7, 2025 , at 5:00 pm
Pre-Proposal Conference	October 30, 2025, 11 am – 12:30 pm
All Questions Due	Friday, November 7, 2025, at 5:00 pm
Technical Assistance Workshops: Applying Online	November 7, 2025, 10 am – 11:30 am November 12, 2025, 2 pm – 3:30 pm November 19, 2025, 10 am – 11:30 am December 4, 2025, 10 am – 11:30 am
Application Deadline: Proposals Due	Friday, December 12, 2025, by 11:59 pm

TIMELINE AND KEY DATES

Step	Date
Proposal Review	January 2026
POC Recommendations for Funding Made	March 2026
Programs Recommended for Funding Emailed	April 2026
City Council Approval	May 2026
Contracting and Negotiations Begins	June 2026
Program Year/ Contract Begins	July 1, 2026 (June 1 for Summer Programs)



CONTRACT ADMINISTRATION UNIT



SUBMISSION INFORMATION

Cityspan

- All RFP proposals must be submitted through Cityspan: <https://ofcyrfp.cityspan.com>.

iSupplier

- iSupplier is the City's official procurement portal.
- Please email iSupplier@oaklandca.gov if you need assistance with iSupplier.
- You must register with iSupplier to contract with the City.
- **Reference OFCY RFP # 380544 for iSupplier registration**



PROPOSAL REQUIREMENTS

- The Contract Administration Unit oversees all sourcing/bidding, and awards of services to all departments for formal contracts and grants.
- Proposals will be considered incomplete if:
 1. If any addendums are not signed and acknowledged
 2. Schedule Q is missing
 3. Agency is not registered with iSupplier



QUESTION & ANSWER ADDENDUM

- The First Addendum to the RFP is the Question & Answer document.
- The Question & Answer addendum and any other addendums will be available for download in Cityspan.
- Once an addendum is published, all applicants must download, review, sign, and upload the addendum to submit their complete proposal.
- All addendums must be acknowledged to have a complete proposal.
- Please email ContractAdmin@oaklandca.gov with all questions and reference **OFCY RFP # 380544**



FUNDING TERMS AND AVAILABILITY



GRANT TERM

Grants awarded through this RFP process will be for a two-year grant cycle

- Renewal based on fund balance, evaluation, grant monitoring and overall grant performance.
- Summer programs will be offered Summer 2026 and Summer 2027 with the program period beginning June 1st and ending September 30th.
- Year-Round programming will begin July 1, 2026, through June 30, 2028.

PROJECTED FUNDING ALLOCATIONS

OFCY Investment Strategy FY 25 – 28	Proposed Funding Allocation Range	Low Amount	High Amount
Family Resource Centers & Parent Engagement	8 – 13%	\$ 1,600,000.00	\$ 2,600,000.00
Expanded Learning- Elementary School	8 – 13%	\$ 1,600,000.00	\$ 2,600,000.00
Expanded Learning- Middle School	10 – 15%	\$ 2,000,000.00	\$ 3,000,000.00
Youth Development & Leadership	30 – 35%	\$ 6,000,000.00	\$ 7,000,000.00
Career Access & Employment	12 – 17%	\$ 2,400,000.00	\$ 3,400,000.00
Youth Summer Jobs	6 – 11%	\$ 1,200,000.00	\$ 2,200,000.00
Independent Living	3 – 8%	\$ 600,000.00	\$ 1,600,000.00
Place Based Innovations for Safety	10 – 15%	\$ 2,000,000.00	\$ 3,000,000.00



APPLICATION GUIDANCE



ELIGIBILITY

- An applicant must be either a public agency or non-profit under the Internal Revenue Code. **For-profit agencies are not eligible for funding.**
- Organizations that do not have a nonprofit status must apply using a fiscal sponsor.
- A public agency must apply on its own behalf and may not use a fiscal sponsor.

TYPE OF APPLICANTS

	Single Agency	Collaboratives	Small and Emerging
Minimum Grant Request	\$31,250	\$125,000	\$31,250
Maximum Grant Request	\$312,250	\$625,000	\$156,250
Maximum Indirect Rate	15%	15%	20%
Total OFCY Request as % of Agency Budget	35%	35%	50%
Minimum Match Requirement	25%	25%	25% - May include in-kind



NUMBER OF APPLICATIONS

- Applicants may submit more than one proposal to OFCY for distinct and substantially different programs operated by the agency.
 - different program design, staffing, program location, or target population receiving services.
- Applicants must submit only one proposal per program – do not submit multiple proposals for the same program under different funding strategies.
- Applicants may not receive funds as Single Agency and as part of a Collaborative for the same program.



APPLICATION PROCESS

APPLICATION PROCESS

Step 1: Registration and Login: create a Cityspan account for your agency.

Step 2: Agency Information: agency location, leadership, and documents.

Step 3: Program Information: program name and selected funding strategy.

Step 4: Population and Geography: demographic and location of services.

Step 5: Program Design: proposed activities and services.

APPLICATION PROCESS

Step 6: Outcomes: intended positive program impact for participants.

Step 7: Staffing Experience & Qualifications: key staff leading direct services.

Step 8: Program Budget: for costs of services in the first fiscal year.

Step 9: Uploads: documents for partnerships and City- required schedules

Step 10: Proposal Signoff: verify information and final submission

APPLICATION PROCESS

Step 1: Registration and Login: create a **Cityspan** account for your agency.

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STEP 1: CREATING AN ACCOUNT IN CITYSPAN

- Login via <https://ofcyrfp.cityspan.com>
- On the RFP Application Login page, select either **Clicking here to create your account** or **Create one** to set up an account.



Oakland Fund for Children and Youth
Request for Proposals

RFP APPLICATION LOGIN

Welcome to the Oakland Fund for Children and Youth Online Request for Proposal System!

Applicants are required to create a new user account for the FY2026-28 RFP. Existing user accounts for the OFCY Grant Management System will not provide access to the RFP. Please start by [clicking here to create your account](#).

Log into the RFP System:

USERNAME

PASSWORD

[Show](#)

[Forgot your username or password?](#)

[ENTER SYSTEM](#)

Don't have an account? [Create one.](#)

NOTICES

All Program Proposals are due by 12:59pm Friday December 12, 2025.

Visit the [OFCY RFP webpage](#) for more information.

Technical Assistance by Email
All questions must be submitted to ContractAdmin@oaklandca.gov by 5:00pm on Friday November 7, 2025.

Technical Assistance: Applying Online in Cityspan
Cityspan is hosting four optional Technical Assistance sessions to help prospective applicants navigate the online Cityspan RFP system. Click on a date below to register for an upcoming workshop.

- [November 7, 2025 10am - 11:30am](#)
- [November 12, 2025 2pm - 3:30pm](#)
- [November 19, 2025 10am - 11:30am](#)
- [December 4, 2025 10am - 11:30am](#)

RFP SIGN UP

- On the RFP Account Sign Up page, fill out the information in the bottom section.
- Then select the **Create Account** button.



Oakland Fund for Children and Youth Request for Proposals

RFP ACCOUNT SIGN UP

Welcome to the Oakland Fund for Children and Youth 2026-2028 Request for Proposals

Please create one user account for your agency or organization. This shared account will be used to submit one or more program proposals on behalf of your agency.

When creating your account, choose a unique username that has not been used with OFCY in previous funding cycles. Also, select a password your team can safely share among authorized staff members.

For technical questions or proposal questions, please email contractadmin@oaklandca.gov. For technical questions, contact Cityspan Helpdesk at support@cityspan.com.

Agency Name

Sample Agency 123

First Name

Jane

Last Name

Doe

Contact Phone Number

510-111-1111

Contact Email

sample@testing.com

User Name

sample@testing.com

Password

••••••••

Password (confirm)

••••••••

Tax ID

111111111

CREATE ACCOUNT

RFP ACCOUNT SIGN UP

- If registration is successful, you will get the message:

“Successful Registration.
Please login now with your
username and password.”

RFP ACCOUNT SIGN UP

Welcome to the Oakland Fund for Children and Youth 2026-2028 Request for Proposals

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For technical questions or proposal questions, please email contractadmin@oaklandca.gov. For technical questions, contact Cityspan Helpdesk at support@cityspan.com.

Successful Registration. Please [login](#) now with your username and password.

Agency Name	Sample Agency 123
First Name	Jane
Last Name	Doe
Contact Phone Number	510-111-1111
Contact Email	sample@testing.com
User Name	sample@testing.com
Password	••••••••
Password (confirm)	••••••••
Tax ID	111111111

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Step 5: Program Design: proposed activities and services.

☐ Yes ☒ No

UPLOADS

Letter of Tax-Exempt Status

File

[Strategy 1 Description.pdf](#)

Do you want to submit your current audited financial statement now?

☒ Yes ☐ No

Audited Financial Statement

File

[Test file.docx](#)

Most current filed IRS 990

File

[Strategy 2 Description.pdf](#)

Current Year Agency Budget including Revenues and Expenses

File

[Strategy 3 Description.pdf](#)

Board Roster with Affiliations, Roles and Terms

File

[Strategy 4 Description.pdf](#)

STEP 2: AGENCY UPLOADS

- Nonprofit agency documentation
- Audited Financial statements (optional)
- Most current IRS 990
- Budget
- Board Information

APPLICATION PROCESS

Step 6: Outcomes: intended positive program impact for participants.

Step 7: Staffing Experience & Qualifications: key staff leading direct services.

Step 8: Program Budget: for costs of services in the first fiscal year.

Step 9: Uploads: documents for partnerships and City- required schedules

Step 10: Proposal Signoff: verify information and final submission

STEP 6: OUTCOMES

Outcome measurement categories for all Strategies:

- Outcome Measurement 1: Belonging, Community, and Support
- Outcome Measurement 2: Knowledge Acquisition & Skill Development
- Outcome Measurement 3: Access to Resources / Service Navigation Support
- Outcome Measurement 4: Leadership Development
- Outcome Measurement 5: Client Satisfaction
- Outcome Measurement 6: Engagement in School

Strategy-specific outcomes:

- Outcome Measurement 7: Violence Prevention
- Outcome Measurement 8: Employment and Financial Stability

STEP 6: OUTCOMES

Select at least two
outcome
measurement
categories



OUTCOMES

Sample Proposal

< [icon] SUBMIT

Results Based Accountability (RBA) - Is Anyone Better Off

Based on your program design, select all that apply (with a minimum of two) of the following outcome measurement categories that apply to your program.

- ☒ Belonging, Community, and Support
- ☒ Knowledge Acquisition & Skill Development
- ☐ Connections and Access to Resources/Service Navigation Support
- ☐ Client Satisfaction
- ☐ Violence Prevention
- ☐ Youth Development and Leadership
- ☐ Engagement in School
- ☐ Employment and Financial Stability

Briefly describe why you selected the outcome measurement categories above.

test

4 characters (1000 max)

Please describe how your agency is well positioned to capture, compile, and report on OFCY - identified outcomes. Demonstrate your capacity to deliver, collect and report on the data we are requesting.

test

4 characters (2000 max)

By checking the box below, you acknowledge that if awarded, you will work with OFCY and a third-party evaluator to finalize outcomes data points you will be required to report.

☒

Do you collect outcomes for other funders for delivery of this program?

☒ Yes ☐ No

Please list the other outcomes for other funders.

test

APPLICATION PROCESS

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UPLOADS

Sample Proposal



UNLOCK

Letters of Agreement or Letters of Support

Applicants may submit a Letter of Support from OUSD school site leadership in lieu of a LOA/MOU. The Letter of Support may provide information on how the school would work with the agency to identify space, coordinate meetings, support enrollment, and other efforts, if the applicant was awarded a grant by OFCY.

OTHER LETTERS OF AGREEMENT

Letters Of Agreement

File

REQUIRED SCHEDULES

[Schedule N: City of Oakland's Equal Benefits Ordinance](#)

File

[Test file.docx](#)

[Schedule N-1: City of Oakland's Living Wage Ordinance](#)

File

[Test file.docx](#)

REQUIRED ADDENDUMS

The City of Oakland Contract Administration Unit requires that all applicants attest that they have reviewed the question and answer addendum. Once published, all applicants must download, review, sign, and upload the addendum to submit their complete proposal. Upon availability, we will provide a link for you to download, sign, and upload it.

CONTRACTING SCHEDULES

[Schedule Q: Insurance Requirements](#)

STEP 9: UPLOADS

- Schedule N
- Schedule N-1
- Schedule Q
- Addendum
- Optional: LOA for school site partners

STEP 9: RFP ADDENDUM UPLOAD

[TEST FILE.DOCX](#)

[Schedule N-1: City of Oakland's Living Wage Ordinance](#)

File

[Test file.docx](#)

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STEP 10: PROPOSAL SIGN OFF

PROPOSAL SIGNOFF

Sample Proposal



SUBMIT

☒

I attest that the information provided in this proposal is true and factual.

☒

I attest that I have reviewed the City of Oakland insurance requirements ([schedule Q](#)) and am able to meet the requirements if awarded a grant.

☒

I attest that I have reviewed the City of Oakland Equal Benefits Ordinance ([Schedule N](#)) and am in compliance or can come into compliance if awarded a grant.

☒

I attest that I have reviewed the City of Oakland Living Wage Ordinance ([Schedule N-1](#)) and am in compliance or can come into compliance if awarded a grant.

☒

I attest that I have registered with the City of Oakland [iSupplier](#).

☒

I attest that I have reviewed the RFP addendum (the Question and Answer document) before submitting this proposal

SUBMIT

- Sign-off will be available only after the Question & Answer addendum is added to Cityspan
- No submission is considered complete until this document has been acknowledged in Cityspan
- All submissions are due by **Friday, December 12, 2025, 11:59pm**

TECHNICAL ASSISTANCE

Contact the Cityspan Help Desk at 1-866-469-6884 for all technical issues and questions regarding the online application system. Cityspan Help Desk will be available Monday – Friday, 8:00 am to 5:00 pm.

Register for Technical Assistance: OFCY will offer four workshops to help applicants navigate the online Cityspan RFP system. Click on the dates below to register.

[November 7, 2025, 10 – 11:30 am](#)

[November 12, 2025, 2 – 3:30 pm](#)

[November 19, 2025, 10 – 11:30 am](#)

[December 4, 2025, 10 – 11:30 am](#)



REVIEW PROCESS

PROPOSAL REVIEW PROCESS

All proposal submissions received by deadline are reviewed for required proposal elements.



Complete applications are reviewed and scored based on the 100-point scale.



Proposals are considered within each funding strategy. All proposals are ranked within the funding strategy.

PROPOSAL REVIEW PROCESS

All proposals with a score of >70 are considered for funding.



POC determines allocations based on proposal score, demographics served, location of services, and funding landscape



POC moves a recommendation for the full funding packet to the Oakland City Council.

REVIEWER SCORING OF PROPOSALS

Reviewers will then score the Proposals according to the following point system:

- 1) AGENCY HISTORY & CAPACITY..... 15 POINTS
- 2) POPULATION & GEOGRAPHY..... 20 POINTS
- 3) PROGRAM DESIGN 25 POINTS
- 4) OUTCOMES 5 POINTS
- 5) STAFFING EXPERIENCE & QUALIFICATIONS..... 15 POINTS
- 6) REQUIRED RESOURCES AND BUDGET REQUEST ... 20 POINTS



QUESTION AND ANSWER

A young woman with short, dark, curly hair and glasses, wearing a bright green t-shirt, is leaning over and reading a book to a young girl. The girl has long dark hair, wears glasses, and a pink long-sleeved shirt. They are sitting at a blue table. The background is a crowded room with many other people, some of whom are also looking at books or talking. The lighting is warm and indoor. A semi-transparent white box with a black border is overlaid on the bottom half of the image, containing the text "CONTRACTING REQUIREMENTS".

CONTRACTING REQUIREMENTS



USE OF FUNDS

1. The proposed program must provide **direct services** to children and youth from birth through 21 years of age who live in Oakland.*
2. OFCY encourages programs to allocate funds for basic needs, incentives, wages, and direct financial supports for program participants.
3. OFCY **does not** provide general operating support, and does not fund capacity building, training, professional development, curriculum development or services that provide indirect support for children and youth.

*The Family Resource Center and Parent Engagement strategy also allows programs to provide services to family members, parents, and caregivers who have children in their family ages 0-5.

FUNDING PARAMETERS

		22-25 RFP	COLA 15%	Client 10%	26-28 RFP
MINIMUM	Single	\$25,000	\$3,750	\$2,500	\$31,250
	Collaborative	\$100,000	\$15,000	\$10,000	\$125,000
	Small/ Emerging	\$25,000	\$3,750	\$2,500	\$31,250
MAXIMUM	Single	\$250,000	\$37,500	\$25,000	\$312,500
	Collaborative	\$500,000	\$75,000	\$50,000	\$625,000
	Small/ Emerging	\$125,000	\$18,750	\$12,500	\$156,250

A large orange circle is positioned on the left side of the slide, containing the text 'MATCHING FUNDS' in white, bold, uppercase letters.

MATCHING FUNDS

- Proposals must demonstrate, and if awarded will be held accountable for, raising and documenting funding that equals at least 25% of the OFCY grant award as a program match.
- Grantees may not use one OFCY grant as a match for another grant.



AUDIT REQUIREMENT

1. OFCY has updated its audit policy since the 2022-2025 RFP.
2. The Audit Policy is detailed below:

OFCY Grantees are required to submit audited financial statements under the following conditions:

1. At time of submission of a grant proposal in response to the release of the OFCY Request for Proposals (RFP) (fair, open and competitive process through which OFCY grant awards are determined) **OR**
2. Prior to or shortly thereafter an OFCY grant award is made **OR**
3. At any point within the grant cycle, at the request of the OFCY grant manager.



DEPARTMENT OF WORKPLACE AND
EMPLOYMENT STANDARDS (DWES)



WAGE & BENEFITS REQUIREMENTS

- The Living Wage Ordinance applies to employers under service contracts and recipients of **City Financial Assistance (CFARs)** to provide a living wage to employees. As of July 1, 2025, the living wage rates are \$17.79 with health benefits and \$20.43 without. Employers shall provide at least twelve (12) paid days off per year.
- The [Living Wage Declaration of Compliance \(Schedule N\)](#) must be completed and submitted along with the proposal for service contracts valued at $\geq \$25,000$ and CFARs receiving assistance in the amount of $\geq \$100,000$.
- [Equal Benefits Ordinance](#) requires that, when benefits are offered to employees, spouses as well domestic partners must be offered the same benefits. **Grantees** are required to submit ([Schedule N-1](#)) Declaration of Nondiscrimination/Equal Access which acknowledges the ordinance and states the employee benefits offered.



MINIMUM WAGE REQUIREMENTS

- The Minimum Wage Ordinance requires any employer with an employee who performs at least two hours of work in Oakland in a week to pay the city's minimum wage – as of January 1, 2025, the wage is \$16.89 per hour.
- The Minimum Wage Ordinance also protects employees from retaliation while also mandating sick leave and enforcement remedies for employer violations



QUESTION AND ANSWER



OFCY 2025-2028
STRATEGIC
INVESTMENT PLAN

HEALTHY DEVELOPMENT OF YOUNG CHILDREN



Family Resource Centers & Parent Engagement:

Programming that supports parent engagement to strengthen the families' connection to services and foster the healthy social and emotional development of young children.

- Services may be provided in the community, at home, within schools, or at existing family resource centers.
- Families (parents, caregivers, siblings) receiving services must have at least one child under the age of 5.

STUDENT SUCCESS IN SCHOOL



Elementary School-Based Expanded Learning:

School-based afterschool and summer programming provided at Oakland elementary schools where a majority of students qualify for free and reduced lunch through a partnership with OUSD and community-based organizations.

Middle School-Based Expanded Learning:

School-based afterschool and summer programming provided at Oakland middle schools where a majority of students qualify for free and reduced lunch through a partnership with OUSD and community-based organizations.

YOUTH DEVELOPMENT AND VIOLENCE PREVENTION



Youth Leadership and Development:

Positive youth development programming for young people who are middle and high school aged will ensure access to free, community based and culturally relevant enrichment, recreation and leadership development opportunities.

Place-Based Innovations for Youth Safety:

Programs to promote safety, social cohesion and belonging for young people and families in low-income neighborhoods in OFCY equity zones. Family and community pilots will activate neighborhoods, engage families across age groups, and advance multiple OFCY goal areas through community events and other supports.

TRANSITIONS TO ADULTHOOD



Career Access and Employment:

Pre-employment, paid work experience, and career exposure, youth ages 15-21 will learn about potential career pathways, obtain jobs and earn income. Supported programs will focus on low-income youth who experience disparities, including but not limited to opportunity youth, youth in transitional schools, youth who are chronically absent from school.

Mayor's Summer Youth Employment Program:

Through a partnership with the Oakland Workforce Development Board (OWDB) and Oakland Children's Initiative, programs provide youth ages 14-21 with first time job experience during the summer months to gain experience and earn a wage between the school years.

TRANSITIONS TO ADULTHOOD



Independent Living

Funds programs to increase young people's sense of connection to caring adults and resources they need to live independently.

Programs should offer referral pathways for young people to receive career access and employment services and create supportive adult and/or peer connections for young people. Programs may offer basic income support or other incentives that increase youth access to income, establish a financial safety net, and promote retention in the programs.



THANK
YOU!

The recorded webinar and slide
deck will be posted at
<https://www.ofcy.org/rfp>