

# OFCY 2019-2022 RFP Technical Assistance Emails

posted January 14, 2019

## Activity Projections

Q) Whether I click "Group" or "Individual," I get the same fields, so I wanted to confirm:

- Group Activities are still recurring activities, such as regularly scheduled classes?
- Individual activities are single events that don't repeat, such as a single performance?

**A) The projection fields have always been the same for Group and Individual Activities. The only difference being that the Projected Participants per Session is hard coded to "1" for Individual 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.**

**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 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 of services includes mentoring, case management and counseling.**

Q) Follow-up Questions: If a performance happens as a capstone event for a Group Activity (culminating performance for a class series), can that be shown within the Group Activity versus listed as an Individual Activity?

**A) Yes, the capstone event can be a group activity.**

Q) If any activity happens more than once (e.g. a 2-workshop series) in a single program year, can that be counted as a Group Activity?

**A) Yes. Additionally activities that occur once to a group of youth participants can also be a group activity.**

Q) If professional development for adults, such as other educators or teaching artists, are part of the overall program design, do we include these in CitySpan? I know that OFCY's target population is youth. I also notice there is no place to put adults served in the Demographics portion of CitySpan.

**No, do not include professional development for adults in your projected activities. Only project activities that provide direct services to children and youth residing in Oakland.**

Q) I am confused about this field (below). Does this field indicate it would like the total # of service hours over 12 months? Service Hours (12 months)

**Yes, it represents the total service hours in a 12 month fiscal year.**

Q) Finally, since I am noticing CitySpan portal changes, I wonder if this CitySpan user manual is still current? Link: <https://www.ofcy.org/assets/Uploads/Cityspan-User-Manual-rev-4.18.2018.pdf>. If not,

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are there other ways to get updated CitySpan information besides the Jan 9th CitySpan training? Will that training be focused on using CitySpan for the RFP or overall, including post-award contracting?

**A) The user manual is still current for managing current OFCY grants. The general framework and concepts of the different types of activities outlined in the user manual are still applicable to the activity types in the 19-22 online RFP system.**

**If not, are there other ways to get updated CitySpan information besides the Jan 9th CitySpan training? Will that training be focused on using CitySpan for the RFP or overall, including post-award contracting?**

**The January 9th training is only for how to apply online through Cityspan. Post award contracting Cityspan instructions will be communicated at a later date.**

Q) Might be for a later time, but for the last contact period there was a lot of back-and-forth around sign-in sheets for the early education/family engagement programming. Do you know if sign-in sheets for each unit of programming is going to be required for this funding period?

**A) Each program is responsible for accurately tracking services provided in order to report back to the City of Oakland through the Cityspan system. The Cityspan system requires grantees to have enrollment information and a signed release of information from each participant in addition to what program elements they attended and for how long.**

Q) A question about "direct units of service" with regards to parent/child engagement in our programming. Our three-year data shows that as a result of our programming, 84% of our participants say they now read at home 15 minutes or more a day, so we would like to count 30 minutes a week per family participant (which is very much low-balling, given our data). Part of our programming is giving them the books they are reading, so that is also a part of our direct service to them. However, this is not time that our staff is in front of the parents, can it be counted as direct units of service? If the answer is no, what could make the answer be yes, an annual or quarterly survey asking the number of minutes they are reading to their child as a direct result of the books and training we are providing?

**A) No, activities and service hours are for tracking direct services to parents/caregivers and their children in early childhood strategies. I would consider "time reading at home by parents with their children" as an outcome of your program.**

Q) Is there a character limit for the Service Descriptions on the Activity Projection Form?

**A) There is no character limit for Service Descriptions on the Activity Projection Form.**

Q) Educator trainings - we provide technical assistance and educator trainings to educators who are implementing our StoryCycles program, which is a reading/book-sharing program supporting parent/child engagement. We are wondering about including Educator Workshops and Educator Technical Assistance in our units of service - we are going to include it in our narrative as it is important to the program, but are not sure about including in our UoS. It would "only" add approximately 70 UoS, and we wonder if it's not direct to the parent or child enough given that it's more train-the-trainer?

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**A) For early childhood programs, adult participants served through OFCY funding must be parents or caregivers of children residing in Oakland (page 54, RFP). Do not include services to adults who are not parents/caregivers in the demographics or activities projections.**

Q) I had an RFP question for you regarding how we would count hours for a service we are looking at adding into our RFP for mental health consultation. We had a very successful training for Head Start staff with one of our family yoga instructors last year on incorporating yoga into their work with the children and we are looking at offering more of these throughout the year. This is a great fit with our trauma informed care strategies.

My question is about how we would count these hours. These are trainings with the staff at the sites. Can we do it like Developmental Consultation and add the hours into our ECMH hours in Cityspan and then just speak to the specifics about them in the Narrative each quarter?

**A) Do not include yoga instructor hours in your proposal. Strategy 3) Socioemotional Well-Being in Preschool and Early Childhood Education Settings is intended to “connect consultants who are early childhood mental health professionals with early childhood education settings to build the capacity of teachers and families to promote the social, emotional, and behavioral health of children.” (page 19, RFP).**

Q) We are writing a grant for Towncamp which takes place at multiple sites. We were wondering on the program entry page If our program takes place at multiple sites, how do we reflect this in the application? Do we need to indicate numbers of youth served by specific site? We were wondering this mainly in the reporting for the grant if it would be more affective to list the activities using the site names in the description? So when you have to put the kids into the activities for each youth you will only see the kids for each site and not all of the kids under the grant.

- Only list your core program sites in the Activities section. If you have multiple core program locations, you can list all that are essential program sites in the Activities section. Don't list incidental sites (like locations for field trips). You will be able to describe your program model and service locations in the Narrative section and provide information on numbers of youth served by specific site in that section.

**A) I'm not sure what you mean by Program Entry page. If you are referring to Activities Projections, you can create service site specific activities to project numbers of youth served by site or in the aggregate across your sites. Whatever can best convey accurately the amount and types of services you are providing. If awarded, grantees will have to setup activities for grant management. Please list all main service sites in the Service Locations section. You will also be able to describe your program model and service locations in the Narrative section and provide information on numbers of youth served by specific site in that section.**

Q) Our proposed program includes internships and paid employment for youth/young adults. Do we need to include locations for these activities in the Activity Projections: Service Locations? We know some possible locations, but other locations for internships/jobs will be developed throughout the year. What do we do if the locations are TBD?

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**A) You do not have to include internship and paid employment placement sites in the Activities Projections: Service Locations; just list where the direct services to youth are being provided.**

Q) A question about when two organizations are both partnering and submitting different proposals. Organization A is running a program full-time, Organization B is coming 6 times to run a workshop. We have discussed how to split UoS, and have decided that Organization A will subtract the UoS for the hours their participants are in programming with Organization B (say 6 workshops times 1 hour a workshop times 20 participants = 120 UoS) from their overall annual UoS, does this make sense to you?

**A) Yes, that makes sense.**

Q) Further to that, we were hoping to apply for funds for our StoryCycles school-to-home book rotation and family engagement program, which is a weekly book rotation program but the parents would only receive direct services from our Community Literacy Specialists during workshops. I'm trying to figure out on the UOS part of the application, how to clarify between workshop attendance (pretty straightforward) and the participation within the program (weekly book rotation, resources, literacy activities). And, crucially, the support given to educators to run the program is CRITICAL for its success, the parents themselves will not receive a good program if the educators are not trained and supported, but you're saying we can't claim any of the time spent training educators for this purpose? Just want to be very clear, thank you.

**A) You could create group activities for your workshops and individual activities for program participation (weekly book rotation, resources, literacy activities) since I assume parents come in at various time.**

**Many programs provide a range of services and activities that are beyond the focus of OFCY, but are critical to the overall success of the program. OFCY recommends that you describe these critical services in the Proposal Narrative / Program Design section. The educator support services described above would not be considered as part of a scope of services to be captured or tracked through activities.**

Q) We ran into some trouble as we were calculating our activity projections because the proposal asks us to calculate how many sessions per quarter. Since our program runs year-round (Summer & School year) and integrates multiple groups of students within one program project, the number of sessions might change from quarter to quarter. Should we simply take the total number of anticipated sessions and divide that total by 4 to calculate the average?

**A) To accurately convey your projected # of sessions by quarter, length of session, and average participants per session, you could create separate activities for programming that differs by time of year (summer & school) and to different groups of youth. There is no limit to the number of activities you can create in the Activities Projections.**

Q) One of our partners (who supports our program, but is not included in our OFCY budget) will offer read-alouds for our enrolled children during one of our regularly scheduled activities. This partner is applying to OFCY separately. In the Activity Projections, should we add a separate activity for this

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partner's read-alouds, with specific days/times? If so, should we decrease our projected time for the activity (class) that the read-alouds will take place at (to avoid double-counted participants in Cityspan)?

Related: does this partner need to collect participants' demographic information to be able to lead an activity at our community site (so they can count the participants in their Cityspan attendance)? They have not in the past.

**A) If both you and your partner are applying for OFCY funds, the agencies should coordinate and decide who will be reporting which activities to avoid duplicate reporting.**

**If funded, your partner would need participant demographic information in order to report services to participants in Cityspan.**

## Budget

Q) If we have not yet hired someone for a position we have in the budget, what should go in the FIRST Name and LAST Name categories of that position's line?

**A) You can write in TBD for first and last names for positions that are yet to be hired.**

Q) Question: if a community partner provides a service, say a family workshop from the library (but there is no cost, or exchange of funds) do I list them as a subcontractor? I will be taking attendance and it will be listed as an activity in my proposal.

**A) The answer depends on the amount of service provided and how integral it is to your program design. In your example, if the Library provides incidental services like a one time workshop as a guest presenter, do not include them as a subcontractor in the budget but do discuss them in the Program Design section of your Narrative. If the Library were to provide regular workshops throughout the length of the program because it is a core component of your program design, they should be listed as a subcontractor even though there is no cost or exchange of funds. All the Library's expenses for providing these ongoing services would appear in the Projected Match column of the subcontractor budget.**

Q) I do not see a line item for "Duplicating/Copying" included in the RFP budget, which we've used in the past for costs such as program brochures, outreach materials, youth intake forms, etc. What line item should these costs go under?

**A) Please place those expenses in General Office Supplies.**

Q) We are applying for summer programming. On the Total Annual Salary/Wages column, do we put what we will pay each position during the summer? The positions are part time for the summer.

**A) Yes, please list the total projected wages for each summer part-time position.**

Q) On the subcontractor budget form, I have a question regarding the indirect cost. In the Indirect Costs section in the "Total Project Budget" field, I entered the subcontractor's budget (in this case: \$29,327) and in the "OFCY Funds Requested" I entered the indirect cost (15% of \$29,327 = \$4,400). The budget

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form is adding the "Total Project Budget" to the cumulative budget total for the subcontractor. That can't be right. Should I be entering the indirect cost (\$4,400) in the "Total Project Budget" field and the "OFCY Funds Requested" Field, in other words \$4,400 in both fields? I hope that's clear.

**A) You should not write in the subcontractor's direct costs subtotal amount (Personnel, Other Direct Costs, Youth Wages & Stipends) in the indirect costs line under Total Project Budget column. Only write in the Indirect Costs for the entire project. Additionally the allowable indirect limit calculation is as percentage of total grant request, which includes indirect amount instead of a percentage of direct costs subtotal, which excludes indirect amount.**

Q) Also, FYI: the totals for subcontractor budgets are not rolling up correctly to the agency budget page. The totals on the subcontractor budget page are different than the totals that are showing for the subcontractor on the agency budget page. I called the Cityspan helpdesk and they are looking into what's going on.

**A) The system is working correctly. The total subcontractor budget amount from the detailed subcontract budgets get transferred to the lead agency budget in two numbers:**

- 1. direct costs subtotal which appears next to the subcontractor's name in the lead agency budget**
- 2. indirect costs subtotal which appears under Indirect Costs.**

**Subcontractor indirect costs requested from OFCY funds count toward the indirect limits.**

Q) I see under the Travel/Transportation line item it says, "This item includes expenses for field trips and access to programs". Does this mean than in addition to transportation costs for field trips, that this line item is where the admission fees or ticket costs for field trips would go, or is there a different line item that is more appropriate? (eg. a field trip to the Exploratorium, or Alcatraz Island or a ropes course.)

**A) You can place field trip admission fees or ticket costs in the Travel/Transportation line item. Please provide details in the budget justification and calculation line and in the Narrative.**

Q) Can we include costs in the budget for students to perform at a public event outside of the school day? 80-90% of students participate in this activity and it is an integral component of the program, but it does occur off-site. Costs would be for teaching artist time at the event, musicians to accompany the performance, risers for students to stand on, buses to get to the event, sound check, etc.

**A) Yes, you can include these costs. Please provide details in the budget justification and calculation lines and in the narrative.**

Q) I am a full-time staff at one organization but am an independent contractor with the other organization I am submitting for. For my contract grant writing work, our contract outlines that I receive 8% of all grant money that I secure. Would this be a problem being reflected in our budget?

**A) Grant writing expenses are indirect costs and should be included in this line item. You should be aware that in general funders consider it unethical to pay a commission or a percentage of a grant award to a grantwriter. You can find more information on the topic here <https://grantSPACE.org/resources/knowledge-base/paying-fundraisers/>**

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Q) We plan on contracting someone with whom we have been working to: 1) support line staff with planning and coaching and 2) directly assisting with trainings with older youth ages 12-20 and (3) providing ongoing prof. development check ins with our team during the summer program. (ofcy proposed project). Do we need to provide and LOA / MOU for those providing professional development?

**A) You should place professional development expenses under the line item professional development with details provided in the Budget Calculations and Justification line. No LOA is needed.**

Q) Do we need to provide employment contracts for personnel? In the past, all of our line staff have been sub-contracted consultants, so we have included our LOA's in our proposals. We have transitioned ALL program staff to employees and will now be listed under "personnel."

**A) No, employment contracts are not needed for personnel.**

Q) Can you please confirm the age criteria for "youth" for this RFP. I understand it to be "5 to 21" I'm specifically asking with regards to "youth wages" and "youth stipends"

**A) OFCY defines a youth participant as ages 0-21.**

Q) Re: Budget, do facilities expenses include our monthly rent at our community center (where we have office space for staff to facilitate programs, as well as classrooms for our parent program and early childhood education program)?

**A) Per page 60 of the RFP, Facilities Rental includes the proposed program's "Pro-rated costs of space rental, utilities, building maintenance and other occupancy costs."**

Q) In my agency, several of the staff working on the program applying for the grant, including myself, are grant-funded through AmeriCorps. In the RFP manual, it says these staff must be included, which I have done. Do these salaries count towards direct costs if they are grant-funded? Additionally, if the agency provides supplemental financial assistance (i.e. housing and transportation stipends) directly for these positions, can these be counted toward direct costs or do they need to be marked as indirect costs?

Also, if we only charge a certain percentage of the executive director's time to reflect the time she spends on the program, can we just count that dollar amount towards indirect costs? It says the executive director salary goes to indirect costs, but if we calculate to reflect time spent on the program specifically can that be included in the direct costs portion of the budget?

**A) Americorps members can be listed in the Personnel section of the budget.**

**Supplemental financial assistance expenses can be included in Fringe line with details provided in the Budget Calculation and Justification line.**

**The Executive Director's administrative time spent on the proposed program can be included in indirect costs. If the Executive Director is providing direct services to youth or directly supervising line staff in the proposed program, the calculated amount spent on these**

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**activities can be included under Personnel. The costs should be clearly justified in the Budget Calculation and Justification line.**

Q) I have another question about direct costs vs. indirect costs. Our direct costs include intern wages. Does payroll tax involved in intern wages count as a direct cost?

**A) The Fringe line item under youth wages would be the place to enter youth intern payroll taxes.**

### Cityspan

Q) I was trying to register for the City span training that is scheduled to occurred January 9th. However when I filled out the form under Cityspan training link that date was not offered. Can I register for that Januay 9th training somewhere else?

**A) Please register here for the January 9th training on How to Apply Online through Cityspan. This link and other RFP information can be found at [www.ofcy.org/funding-2/request-for-proposals](http://www.ofcy.org/funding-2/request-for-proposals).**

Q) I understand that the proposal information section must be completed in order to access the other proposal forms. Is it possible to access the online version of the budget without having to submit the proposal information first. I know the budget is available in the RFP format, but we'd like to see the online format as well. Is that possible?

If it is not possible, we were thinking of creating a profile "test", but not submitting it, simply so that we can access the budget document. Is there a downside to this workaround on your end?

**A) You can create a "test" profile to access the online budget.**

Q) If I want to change the title of our proposal at any point before the submission date, is it acceptable to ask you or our current program officer, Terry, to unlock our proposal portal so that we can do that?

**A) Please contact the Cityspan helpdesk to have your Proposal Information form unlocked if necessary. They can be reached at 866.469.6884 (toll free) Monday - Friday, 8AM-5PM, PST.**

Q) I'm working on our application for Reading Partners for the open RFP, and I submitted the proposal information section yesterday. I see now that I made a mistake in the title of our proposal. My question is: Is it possible for you to unlock the proposal information section of our proposal so I can change the title and resubmit? OR Should I just start a new proposal and disregard the first one?

**A) Please contact the Cityspan helpdesk to have your Proposal Information form unlocked. They can be reached at 866.469.6884 (toll free) Monday - Friday, 8AM-5PM, PST.**



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## Contract Compliance

Q) I wanted to ask you about the 'Combined Schedules' form- do we have to submit it with our application and if yes do we have email it to you or do we submit the hard copies together with Schedules O,E, &W or is it something we need to fill out when we sign a contract with the City, assuming we have been awarded the grant?

**A) The Combined Schedules form is not needed for proposal submission. It will be required during the contracting process if your program is awarded.**

Q) I am reaching out as a contract grant writer for Lincoln (an agency that will be submitting multiple OFCY proposals) to see if we could get some clarification on Schedule E-2.

To receive the full two preference points, is there a specific overall percentage of Lincoln's workforce who must reside in Oakland? i.e., for example, 50% of Lincoln's overall workforce must live in Oakland to receive two preference points. And/or is there a minimum % and/or # of staff workers Lincoln must have to receive one or two preference points?

**A) Please refer to the Program Incentives document located on OFCY's RFP web page (<https://www.ofcy.org/assets/Uploads/Program-Incentives.pdf>) for guidance on Oakland Resident Workforce preference points.**

Q) Which credentials are to be used in order to acknowledge this (iSupplier email) amendment? I have tried the OFCY CitySpan credentials and the credentials that I created for the RFP. I am unable to login using either. Please help. Thank you!

**A) The auto-generated iSupplier email notices with the subject "Acknowledgement Required: Amendment 2 to RFQ 135439 (RFP FOR OAKLAND FUND FOR CHILDREN AND YOUTH FOR DIRECT SERVICES FY 2019-2022)" is actually not an amendment to the OFCY RFP but refers to the informational posting of the OFCY technical assistance Q & A that is uploaded periodically to the OFCY website and iSupplier. I spoke to Paula and she stated that no action or acknowledgement is required in iSupplier since it is only informational.**

Q) Also, the address for contracts and compliance is not listed on the OFCY RFP, but on the City of Oakland website. Can I confirm that this is where the schedules and grant receipt is to be hand delivered on January 28th:

250 Frank H Ogawa Plaza  
3rd Floor, Suite 3341  
Oakland, CA 94612

**A) The instructions for submitting the required schedules and the optional preference points, including the address of the Contracts & Compliance office, is located on page 65 & 66 of the RFP. The address you reference is correct.**

Q) I remember reviewing this form and being somewhat confused by the text: "Given the above, local and non-local businesses may earn up to a maximum of 2.5 additional 5 preference points for having a workforce..." (it seems like this is a run-on sentence?).

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But if I bypass the explanation and review the table itself, what I think the first two columns are indicating is the correlation between the # of years an agency/businesses has been in Oakland and the # of points awarded (so in Lincoln's case, the agency would be awarded the full 2.5 points, as it has been in Oakland for more than 25 years), while the two most right-hand columns are indicating the correlation between the total % of the agency workforce residing in Oakland and # of points awarded (so in Lincoln's case, about 1/3 of the workforce resides in Oakland, so 1 point would be awarded). In total, Lincoln would receive 3.5 preference points; am I reading this correctly?

**A) For more clarification on the awarding of points and the information contained within the Program Incentives guide, please contact Vivian Inman (vinman@oaklandca.gov). As a reminder, Schedule E-2 is optional, and is not required for submission.**

Q) One more question regarding the Schedule E form. We do not have any subcontractors for our program, would you still like us to submit the form but leave it blank and signed or can we just not submit the form all together?

**A) All applicants need to submit the schedule E whether you have subcontractors or not. I suggest you write in "N/A".**

Q) 1) Schedule O: As a nonprofit, we have no majority owner. Do we leave the Majority Owner space blank? On type of submission, do we check the Proposal blank?

2) I wanted to double-check on Schedules F and G (pg 87). It looks like they are not part of the combined schedules and are not listed on pg 83-84 stand-alone schedules list or on the page 65 required schedules list. Are these two schedules required with the application? We are confused as to when these two schedules would be required? Is it only if we have consultants listed on Schedule E?

**A) Write in N/A for Majority owner. Yes, check Proposal.**

**For the purpose of submitting a proposal to the OFCY 2019-2022 RFP, the only three required schedules for submission are Schedule E, O, and W. Please refer to Page 65 & 66 of the RFP for detailed instruction on how to submit these required schedules and the optional Schedule E-2. Please contact Paula Peav (ppeav@oaklandca.gov) for more information on Schedules F & G.**

Q) For Schedule O, should we fill in the top portion with your contact information? If so, which Project Spec No. should be used?

The language in Schedule E describes subconsultants; however, the RFP refers to including both subconsultants and subcontractors. Is it necessary for us to list all subcontractors (individuals) who will be providing direct services? If some are not contracted until after receiving notification of funding, will we have the opportunity to submit an amended version of the form?

**A) You can leave the top section of Schedule O blank.**

**On Schedule E, please list all subcontractors (both organizations and individuals) listed in your proposal budget. If some are not contracted until after receiving notification of funding, you will have the opportunity to submit an amended form at a later date.**

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Q) I have a question about Schedule E: Is Schedule E for subconsultants only? If we don't have any subconsultants, do we put "n/a" or do we fill it out for our agency staff who are on the project?

**A) Schedule E should be populated with anyone listed in the subcontracts section of your proposal budget, both organizations or individuals. If you have none, please write in N/A.**

Q) My other questions are regarding the requirement for the Local/SLBE. In order to qualify is it either Local or SLB or does it have to be both? 501c3 organization that is local but not SLBE - are they eligible to apply or do they need to subcontract out 50% of the award to a SLBE subcontractor in order to be eligible? Are there exemptions to the 50% rule like in some Alameda County contracts regarding SLEB?

**A) All non-profits and public agencies are eligible to apply. The L/SLBE certification requirement is only for the optional additional preference points.**

Q) 1. We plan to work with the Center for Education Partnerships (CEP) who will be a subcontractor in this proposal. CEP is community based, nonprofit organization. Do you recommend that CEP seek L/SLBE certification?

**A) Please contact Vivian Inman (vinman@Oaklandca.gov) of Contract Compliance for guidance regarding L/SLBE certification.**

Q) One other budget-related question: We are looking for the Oakland living wage and can't seem to find it. Can you tell us what it is?

**A) Please see the Item #24 Living Wage Ordinance in sample Professional Services Agreement posted on OFCY's RFP web page. For further clarification, please contact Vivian Inman (vinman@oaklandca.gov).**

Q) We are applying for the OFCY grants for one of our clients and I wanted to ask you - do we have to fill in ALL staff who live in Oakland or ALL staff who work and live in Oakland?

**A) All who live in Oakland.**

## Demographics

Q) I notice that City Span requires at least 1 person identified in the youth participants section of demographics. I don't see any reference to this in the RFP. Can you clarify if we are required to have youth participants in a parent engagement activity? Or do we just put in 1 as system default, even if there are no children directly served?

**A) In the Parent Engagement and Support strategy, applicants are not required to serve children. I have forwarded the Demographics form issue requiring at least one youth participant to Cityspan and the system should let you project zero youth participants now.**

Q) The instructions for the demographics form say:

For early childhood programs, you will have two demographics forms available to you: 1) Youth Demographics and 2) Adult Demographics. Please project out the parents and caregivers of children 0-8

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in the adult demographics form. If your program design intentionally incorporates serving children 0-8 in services such as a parent – child playgroup, you can project youth participants in Youth demographics.

I'm writing on behalf of Lincoln, which is a current OFCY grantee for ECMHC services. We are accustomed to counting the children served, but don't currently count adults. Since these instructions ask us to "project out the parents and caregivers of children," we wondering if it's a new OFCY requirement that we count the parents/caregivers of the children at the sites where we have ECMHC programs? And if so, would it be the parents of all children there (since the services reach all of the children one way or another), or just the ones who take part themselves in individual or group services? And if not a requirement, it seems that we would not need to include an adult demographics form, right?

**A) Lincoln does not have to fill out an Adult Demographics Form to project all parents/caregivers of all the children at the Early Childhood Mental Health Consultation (ECMHC) program sites. It is not a new OFCY requirement for Strategy 3) Socioemotional Well-Being in Preschool and early Childhood Education Settings.**

Q) For our last grant, we had a number of adult participants being non-parents. For instance, pediatric residents at Children's Hospital Oakland, and the Youth Mentors for Aspire's Reading Buddies programming. Are you saying that this year those are not eligible for funding under the revised priorities of OFCY?

**A) OFCY's funding priority is to provide direct services to Oakland children and youth. Page 9 of the RFP in the "Use of Funds" section states: "The proposed program must provide direct services to children and youth from birth through 21 years of age who live in Oakland. Programs applying for funding through the Early Childhood strategies of Parent Engagement and Support, Family Resource Centers, or Socioemotional Well-Being in Preschool and Early Childhood Education Settings must provide services to parents or caregivers of children residing in Oakland."**

The target population listed in the RFP on page 17 for the Parent Engagement and Support strategy is "Parents and caregivers with young children, birth to age 8. Prioritization for low-income families, African American and Latinx parents, immigrants and refugees, and for services in neighborhoods with higher percentages of children and families—especially families with children living in poverty." The target population identified in the current Parent Support and Engagement Strategy as listed in the RFP for FY2016-2019 is "Young children and their parents/families/caregivers who reside in high-priority neighborhoods."

**Applicants must determine if the proposed service recipients may or may not be a priority or target population based on the Use of Funds as stated in the RFP and the target population provided in the funding strategy definition; it is up to the applicant to decide on how to best propose services and describe their program model.**

Q) For the demographics section of the proposal, can we use demographics for previous years or should we be providing information on our projected demographics for next year?

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**A) The proposal elements, including Demographics, should be completed for FY2019-2020. You could use your past demographics as a baseline for projecting participants to be served in FY2019-2020.**

Q) 1. Our program model provides holistic services directly to parents, the entry point into the program is to sign each baby up with a college savings accounts. Should this touch point be listed in the youth section, and include a mix of parent and baby demographics?

**A) Do not include baby demographics in the Youth Demographics form. The entry point or touch point for the baby is incidental. The ongoing direct services your program provides and tracks are to the parents**

Q) We have parents under the age of 21, should we count them in dosage per adult or dosage per youth of services received?

**A) Project parents age 21 and under in the Youth demographics form.**

Q) Since we have "youth" parents do we need to make this distinction throughout the applications as we discuss parents.

**A) You do not need to make the distinction between "youth" parents and older parents throughout the application.**

Q) I noticed that p. 54 states that adult participants "must be parents or caregivers of Oakland children;" however, the intended impacts under Strategy 7 include "Increasing caring relationships with peers and adults." In the interest of promoting caring relationships among youth and adults who work closely with them, may we propose to serve both students and teachers under Strategy 7 and/or Strategy 5? Our service model includes delivering trauma-informed training to teachers and school leaders to support more positive school climates that are conducive to learning.

**A) OFCY's funding priority is to provide direct services to Oakland children and youth. Page 9 of the RFP in the "Use of Funds" section states: "The proposed program must provide direct services to children and youth from birth through 21 years of age who live in Oakland. Programs applying for funding through the Early Childhood strategies of Parent Engagement and Support, Family Resource Centers, or Socioemotional Well-Being in Preschool and Early Childhood Education Settings must provide services to parents or caregivers of children residing in Oakland." Strategies 5 and 7 do not allow for projected services to adults/teachers.**

**Many programs provide a range of services and activities that are beyond the focus of OFCY, but are critical to the overall success of the program. OFCY recommends that you describe these services to educators in the Proposal Narrative / Program Design section. These services would not be considered as part of a scope of services to be captured or tracked through activities.**

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## Eligibility

Q) Re: the OFCY 2019-2022 RFP, are organizations that fit the criteria for Small and Emerging Applicants eligible to serve as the lead applicant on a collaborative proposal? I understand that in any case the lead applicant would need to have the fiscal and management capacity to appropriately support the other partners/subcontractors.

If the answer to this question is yes, would the required financial documents still be those listed under "Small and emerging" on page 9 of the RFP?

**A) Organizations that fit the criteria for Small and Emerging Applicants are eligible to serve as the lead applicant on a collaborative proposal. However because you are applying as a Collaborative, all eligibility requirements for Collaborative Applicants apply, including providing required audited financial statements, limiting the total OFCY request to 35% of current lead applicant budget, possessing the fiscal and management capacity to support the collaborative partners, and being legally liable for all aspects of the contract including but not limited to project implementation, fiscal management, and communication with the City regarding the subcontract or fiscal partner activities.**

Q) Would we also still be eligible to apply for the Student Engagement and Success program? And the Summer Programming too?

One concern I have is that the budget for the Summer Programming section seems to be quite high (21% in comparison to 6% for the Youth Development and Leadership) and to not apply for that section could be a missed opportunity.

**A) The percent listed is in error. It should read 21% available for Youth Development & Leadership, and 6% available for summer programs. This information has been updated in the RFP and also placed on the OFCY RFP page.**

**Regarding eligibility to submit multiple proposals across multiple strategies, page 7 of the RFP under Number of Applications states:**

**An agency can submit more than one proposal requesting funding, as long as the proposals are requesting funding for programming that is substantially different. Substantially different programming is defined as having a different program design, staffing, program location, or target population receiving services.**

**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 more than one time to different OFCY funding strategies. Select the most appropriate funding strategy that aligns to your program, and submit only one request proposal for the proposed program.**

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Q) 1. We are a returning grantee, our budget size is 300,000 - 320,000. Do we still qualify as small and emerging organization? Is a CPA review, completed by an accounting firm, acceptable for our application (vs. an audit)?

**A) Yes, if you are a returning grantee with a budget under \$350,000, you still can apply as a small and emerging applicant.**

**CPA review for small and emerging applicants suffices.**

Q) Can I get some clarification on the answer provided to this question on the question and answers?

Q My organization is applying as a single/lead agency in one funding strategy area and being included as a subcontractor in another funding strategy area (by a different lead agency). Is this allowed? The proposal/ programs are not substantially different.

The proposals need to be substantially different. Agencies cannot apply as a lead agency and be a subcontractor on another proposal for basically the same program, you will need to provide one application as these are not substantially different.

In the past we have applied as a lead agency and then been a subcontractor with Family Paths to provide mental health consultation but we serve different sites on each grant even if they are both mental health consultation. Does completely different sites count as substantially different? Otherwise how do we serve all the requested sites?

**A) The proposals may be considered substantially different because of the two distinct partnerships with two different institutions - OUSD and City of Oakland Head Start. Applicants should propose the optimal way to provide mental health consultation across the preschool network that incorporates Head Start and OUSD to meet the objectives of the strategy.**

## Miscellaneous

Q) What are your guidelines for fiscal sponsorship? Would we be able to include the fiscal sponsor fee as part of our ask for this grant?

**A) OFCY does not have specific guidelines for fiscal sponsorship. The fiscal sponsor fee could be included in your indirect costs.**

Q) When do we hear back if we are awarded or not for this grant opportunity?

**A) Per page 13 of the RFP under Important Dates, applicants are projected to be notified in April 2019.**

Q) For writing the proposal, shall we keep the 3 years vision in mind or write it just for one year?

**A) All proposal forms should be completed for one City of Oakland fiscal year (July 1, 2019-June 30, 2020); or if proposing under the strategy Summer Programming or Summer Youth Employment, June-August 2019.**

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Q) Our organization has applied for funding over the two past two consecutive years and we have been turned down both times. Staff have agreed to meet with us to discuss our application and we would like to request a short face-to-face meeting with your staff to ensure our new application is thoughtful and highly competitive. Whatever shortcomings the committee found in our prior two applications, we are prepared to address. Our underserved Oakland youth greatly benefit from our dynamic civic engagement programming and we eager want to share our successful program impacts with your team.

**A) OFCY has provided support through two pre-proposal meetings, two training sessions on how to apply online, and the ongoing technical assistance by email. Per page 12 of the RFP, “No phone or in-person technical assistance will be provided.” The pre-proposal presentation and Q&A and the general technical assistance emails and responses are posted at <https://www.ofcy.org/funding-2/request-for-proposals/>.**

Q) We think one of the reasons we may have been turned down in the past is the fact that our program, while highly successful, may not have as many contact hours with children/youth as some of the other organizations you have funded. Is hourly contact with youth a judging criteria? We are confident we can demonstrate highly successful program outcomes, but if weekly/daily contact hours with youth is a funding criteria, we may be at a disadvantage.

**A) Direct service hours provided to youth is one factor considered in the review of program proposals. Please see Proposal Review Process on page 67 of the RFP for more information about the review process.**

Q) Can you help clarify what the exact reporting requirements are if we are funded? Can you point to a place in the proposal where this is laid out or can you provide a quick overview of all reporting requirements. I'm particularly interested in understanding how much face-to-face meeting contact time is requested of organizations.

**A) Funded programs are expected to report service data through Cityspan which includes creating participants and activities, and then entering attendance data for each session that each youth participated in the program. Grantees also are required to submit quarterly progress reports including Narrative, Invoice, STATS (a summary of all attendance data entered in that quarter which is auto-generated by Cityspan). An additional Match Funding report is required only in the Quarter 3 Progress report.**

**Grantees are required to attend 2-4 OFCY grantee convenings annually and also participate in program evaluations as directed by OFCY's contracted evaluator including administering surveys to youth participants.**

Q) Is it possible to print a PDF of the Agency Proposal Documents prior to submitting them? We need to get our CEO's sign-off and I'm trying to figure out how to print the various forms so that he can review them.

**A) You can click on the pdf icon next to each proposal form name to generate a pdf version of the form.**

Q) Is the grant to fund a 3 year vision of a program or to fund a 1 year vision and to have it be repeated for 3 years?



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**A) All proposal elements should be completed for one City of Oakland fiscal year. If awarded, OFCY grants are a for one year term (July 1, 2019-June 30, 2020) that can be renewed in Year 2 and 3. (Page 10, RFP)**

Q) Our team would like to meet with you early next week to ask a few questions regarding the grant renewal. Is there a time that works best for you?

**A) For the OFCY 2019-2022 RFP, OFCY has provided support through two pre-proposal meetings, two training sessions on how to apply online, and technical assistance by email. Per page 12 of the RFP, "No phone or in-person technical assistance will be provided." The pre-proposal presentation and Q&A and the general technical assistance emails and responses are posted at <https://www.ofcy.org/funding-2/request-for-proposals/>.**

Q) Given that the target population of our project is homeless and therefore transient, we need some general guidance on OFCY's criteria for measurable outcomes for this target population as it will be hard to follow the youth for many months or years.

**A) OFCY does not have enough information on your proposed programmatic services to provide guidance. Please propose measurable outcomes that your program already tracks.**

Q) We realize we need to submit a hard copy of the proposal. We read about this requirement in the RFP and we can't find it now. Can you let us know the page number in the RFP where the hard copy submission requirements are stated?

**A) Hard copy submission of the proposal is not a requirement of the OFCY 2019-2022 RFP. However, the required City of Oakland Schedules E, O, and W and the optional Schedule E-2 do require hard copy submission. Please see page 65-66 of the RFP for detailed instructions.**

## Narrative

Q) We're applying for Epic and Lazaer (both are charter schools) as the new lead agency. Both schools currently operate their ASES funded after-school programs without a lead agency for the past years.

Since we will officially be their first lead agency, we don't have data to address questions #9 "List your program's annual outcomes and performance for the past three years" on page 43. Can you advise how we may answer this question since we don't have any data.

**A) For question #9, you can state that you are the new lead agency to these two charter schools for FY19-20 and therefore do not have past EBAYC service data. However since the two schools have been receiving ASES funds and reporting back to the state on average daily attendance, please include this data for the past three years.**

Q) We are planning to add a 5th school to our program in OFCY's priority area, but do not have the school identified. Can we include this in the project description or do all schools need to be confirmed at the time of application?

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**A) You may write about the prospective 5th school site in the Narrative section but the proposal should focus on the secured four school sites, especially in demographics, activities projections and budget.**

Q) Question: On page 51 of the RFP, narrative question 8 asks how applicant's program is addressing specific city and district goals. Where can applicants find an outline of district-specific goals for "high school and post secondary student success"? Is this referring to a specific strategic plan broken down by city or school district?

**A) OFCY recommends applicants review the OFCY Strategic Investment Plan for FY2019-2022, and specifically page 11 regarding Shared Goals for Children and Youth. A source cited in that section is the coordinating and leadership work through the Oakland Youth Ventures, Joint Powers Authority and information contained in their Oakland Citywide Dashboard. The dashboard and other resources regarding city and school goals for student success can be accessed here on their website at [www.youthventuresjpa.org/resources](http://www.youthventuresjpa.org/resources).**

Q) Does the Character count include spaces?

**A) Page 35 of the RFP states that "Cityspan will count spaces toward the character limit."**

Q) Re: Strategy 1, questions 4 and 5. Could you please clarify the difference between these question sections: "Describe how your program will engage and meet the needs of parents and caregivers" (question #4) and "How do you plan on engaging parents in the proposed direct services" (question #5). Why we decided to confirm this, is because both sections seem to be asking how the program will engage participants.

**A) Applicants should respond as you best see fit to the narrative questions. The full questions #4 and #5 have differences that are not included in your question above that will provide you with guidance to craft appropriate responses.**

**1) Describe how your program will engage and meet the needs of parents and caregivers in your community. *What are challenges that you anticipate, and how do you plan to address the challenges?* (1,500 Character Limit)**

**2) *Identify the population that will be served in your program.* How do you plan on engaging parents in the proposed direct services, and *what will you do to keep parents engaged over a period of time to have greater impact?* (1,500 Character Limit)**

## Strategy Specific

Q) We're applying under strategy #9, in the High School Youth: Year-Round subcategory.

Our question has to do with the Program Design section in the narrative, particularly this question:

Describe how your program engages employers for work experience opportunities for youth. What types of support and training do you provide employers to support youth in meaningful work experience? Does your program focus on a specific industry or career pathway?

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YR's program design is strategically moving away from placing youth in externships, and we're focusing on placing youth in media production internships in-house at YR. I want to be extra sure that we didn't miss a requirement about the work experience for youth specifically being through externships?

**A) Work experiences for youth do not specifically have to be through externships or external placements.**

Q) We're trying to figure out where our program fits in the OFCY RFP. We have a program proposal that fits in Goal Area 4 (Transition to Adulthood), Strategy 9 (Career Awareness and Employment Support), but that bridges the 3 models of programming listed on p.29 of the RFP - High School Youth Year-Round, Opportunity Youth: Year-Round, and Summer Youth Employment.

Our program will provide low-income youth in Oakland with the training, support, and earn-and-learn employment opportunities necessary for entering the clean economy. It includes a summer employment component, but is more of a year-round model in terms of additional services provided (training, placement support, etc.)

We would select the high school youth year-round, except that we want to serve youth ages 16-21. We'd select summer youth employment, except that our program activities and expenses exceed the time frame of the 3-month window for summer programs indicated on p. 59. We also intend to employ some opportunity youth, but not exclusively. What would you recommend?

A second question is when do program activities (direct services for youth) for the first year need to start - do they need to begin July 1 (or June 1 for a summer program), or could they begin this fall (with planning and prep beginning this summer)?

**A) Applicants should choose the strategy that best fits the majority of your program model. From your description, it seem that the Career Awareness and Employment Support, High School Youth: Year-Round would be the best fit. You may also include service to opportunity youth age 16-21 and your summer component as part of this proposal.**

**Program Activities do not have to begin on the first day of the contract term and may start in the fall.**

Q) Under OFCY funding strategy #9, the RFP notes that OWDB will be partnering with OFCY for the Summer Youth Employment program (pp. 29-30). It says that the proposal for the summer programming will serve as a request for qualifications for future funding with OWDB.

Are the grant request minimums and maximums the same for this specific sub-strategy? For example, single agency (\$25,000-\$200,000) and collaborative (\$50,000-\$400,000). The OWDB website that presents guidelines for this RFP/RFQ does not indicate whether it follows the same request limits.

**A) The Summer Youth Employment sub-strategy follows all grant request limits as outlined on page 9 of the RFP. Your OFCY proposal will be forwarded to OWBD if you indicate that you want to be considered for OWDB funding. The OWDB review process will be separate from OFCY's review, and may require additional information at a later date prior to making funding decisions. OWDB expects to award grants in the range of \$100,000 to \$400,000, depending on funding available.**

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Q) Can we include non-opportunity youth ages 16-21 in our year-round high school youth model?

**A) The stated priority populations for the Career Awareness and Employment Support strategy on page 30 of the RFP is: "OFCY prioritizes services for African American, Latinx, Native American, and Pacific Islander youth (ages 14–21) residing in East Oakland, Fruitvale, and West Oakland. OFCY will prioritize programs that can engage and successfully serve opportunity youth (not employed or in school)."**

**You can still include non-opportunity youth ages 16-21 who are Oakland residents in your Career Awareness and Employment Support - High School Youth: Year-Round proposal. Since your program seems to serve mostly high school youth based on a prior email, but includes services to opportunity youth and non-opportunity youth ages 16-21, please discuss these different populations in your narrative and the estimated breakdown of youth to be served across these various categories.**

Q) Currently, 2 of the 4 schools we provide our program in are in OFCY's priority area. How essential is it that all schools be in the priority zone?

**A) The review process will take into consideration the stated OFCY's priority populations but it does not preclude you from proposing services outside of priority zones.**

Q) For both programs, we feel that we are the best fit under Strategy 7 but in the parameters, it says that programs should be based in community neighborhood sites. Both programs that we are applying for funding for utilize multiple sites, including school-based classes, to collectively create a community based arts and social justice project. Because we integrate school and community neighborhood sites, are we still eligible for Strategy 7?

**A) Yes, you are eligible to submit a proposal to Strategy 7) Youth Development and Leadership if your program provide services at both community neighborhood sites and school sites.**

Q) We are preparing a proposal for Parent Engagement and Support. Usually working with families with a child 0-X includes pregnancy, but I wanted to check. We are proposing to serve parents/caregivers with disabilities and it is very much to their benefit if we can assist in preparation for the birth.

**A) Please refer to the Parent Engagement and Support strategy description on page 17 of the RFP. OFCY recommends that applicants propose services identified in the strategic investment plan and in the RFP.**

Q) Re: Strategy 1: The priority population is parents and caregivers with young children, birth to age 8. Does this include services for parents/caregivers AND young children, birth to age 8? The desired activities include "playgroups, parent-child activities, and early literacy efforts." We offer a parent/tot program, including a women's class (with child development topics) and early literacy for the children. These activities are generally offered for mothers and children separately, except during story time, community events, and for children 0-18 months (as they stay with their moms). Do parents and children need to always participate in the activities together, or is the program eligible if early literacy is offered for children alone, while their mothers attend class?

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**In the Parent Engagement and Support strategy, services can be provided separately or jointly to parent/caregivers and their children.**

Q) Re: Strategy 7: We offer several programs that incorporate education, mentorship, youth development, and enrichment (our home-based tutoring and our school-based programming) offered in the community. Even though the strategy is mostly focused on enrichment/leadership, will it count against us to include some academic activities (as part of our home-based tutoring/mentoring program & school-site community building/literacy program) with academic outcomes (i.e., high school graduation rate) for these services, considering that "higher high school graduation" is one of OFCY's overarching goals?

**No, including some academic activities for a program proposal in Strategy 7) Youth Development and Leadership will not count against you.**

Q) Re: Strategy 7: The Pre-Proposal Q&A file, page 5 states that for "Strategy 7, Question 5" ("Identify the population..") the character limit is 1,500. However, in the RFP. page 48 it states that the limit is 2,500. Could you please confirm, which one is correct? We currently cannot see some sections of the Cityspan form, because we haven't submitted the Proposal Information yet. (We will need to discuss several things amongst ourselves before we submit it.) In the meantime, could you please confirm that all of the character limits listed in the RFP are final, so that we could keep working on the Narrative before we submit the Proposal Information?

**For the Youth Development and Leadership strategy narrative questions, the character limit for the question ("Identify the population..") has always been 2,500 characters. This questions was originally numbered 6 but was subsequently reordered to match how the questions appeared in Cityspan. Question 5 on page 5 of the Pre-proposal Meeting Q & A referred to the question (Describe how your program is designed ...") for which the character limit is 1,500.**

**All the character limits listed in the RFP are final.**

Q) Women's Audio Mission is planning to submit an application (or two) for the Oakland Fund for Children and Youth's RFP (2019-2022). We are hoping that you might be able to help guide us to the best application to support our efforts. Right now, we are considering three different areas:

- Student Engagement and Success in Elementary and Middle School
- Summer Programming
- Youth Development and Leadership

We also would like to double check that we're definitely not eligible for the Comprehensive Afterschool Programming category, as it seems this is for a lead coordinating agency, as opposed to a direct service provider. Is that correct?

A little bit about our work: Founded in 2003, Women's Audio Mission (WAM) is an Oakland and SF-based nonprofit organization which uses music and media to attract 1,500 women and girls to STEM and creative technology studies and careers. WAM's Girls on the Mic program, which we would present for support for OFCY, is a groundbreaking after-school program that provides 1,000 underserved Oakland girls (96% low income, 91% girls of color, ages 11-18) per year with free, hands-on music production and media arts training/mentorship, led by professional women instructors. Girls on the Mic provides access

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to musical instruments, recording gear, young women mentors, and exposure to media arts careers, all within a curriculum rooted in the California Department of Education/National Core Media Arts Standards.

Girls on the Mic has been so successful that we opened a new training location in the Fruitvale District in Oakland to meet growing demand from schools/organizations (500+ girls were turned away last year due to lack of staff/transportation). The location is within walking distance to 8 OUSD school partners and accessible to another 6 schools, which we have yet to serve. Currently, we are aiming to serve 3,000 underserved girls/year by 2020. To achieve this goal, WAM seeks transformative funding from Oakland's Fund for Children and Youth.

Women's Audio Mission works both on site at our Fruitvale space and often off-site too, at our school partner locations. So, we would be able to satisfy the requirement of the Summer Programming, which I see must be offsite at the school locations.

Might you have any input for us? I am also happy to speak directly by phone about this, if that is easiest, though I understand may be outside of our process.

**A) Applicants should choose the strategy that best fits your program model. From your description, Youth Development and Leadership may be the best fit since Girls on the Mic is an afterschool program offered year-round at your Fruitvale location and school sites.**

**The lead agency for comprehensive afterschool programs is a direct service provider. However, you are correct that OFCY is only supporting one lead coordinating agency per school site which has been identified by the school and manages state and/or federal funding for after school programming along with OFCY funds for a comprehensive and coordinated afterschool program.**

**Summer Programming can be offered at both school sites and community sites. Please see page 24 of the RFP.**

**OFCY is not taking meetings or phone calls to discuss potential programs with applicants, and will not provide specific guidance regarding program design. Applicants must determine whether the proposed program aligns to the nine OFCY funding strategies. Please refer to the RFP pages 14-29 "Funding Strategies" for more information.**

## Uploads

Q) I noticed that regarding LOA's, page 12 of the TA questions posted on 12/21 states, "A school-based program applying under a strategy other than Comprehensive After School is not required to upload a Letter of Agreement with the school site unless the school is listed as a subcontractor in the Budget form."

Our organization is applying for funding under youth development and leadership. We do not have subcontractors, but rather, will be working directly with the schools and their leadership (they are not subcontractors nor would they appear in the budget form). In some cases, we will be partnering with

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after school agencies that already work at the schools (they will also not be subcontractors nor would they appear in the budget form). We have internal MOUs with the schools and afterschool providers.

Based on the answer that appeared on the TA Q&A list and given that these agencies/schools will not be subcontractors, and that we are not applying under the comprehensive after school strategy, I believe we do not have to submit LOA's for the OFCY grant. Could you please confirm?

**A) You are correct. You do not need to upload a LOA with your school partners if you are applying under a strategy other than Comprehensive Afterschool Programs and the school does not appear in your budget as a subcontractor.**

Q) In the RFP, organizations applying to the after-school strategy are instructed to upload their LOAs in the narrative section. If we are working with/in schools, but applying under Strategy 7 (Youth Development and Leadership), do we still need an LOA. If so, should we upload our LOAs in the same location, with the Narrative? Do we follow the LOA directions as currently written in the RFP? The RFP and the directions in CitySpan do not directly indicate that we need LOAs or where to upload them if we have school partners, versus subcontractors/consultants, but are not applying under Strategy 4, Comprehensive Afterschool.

**A) If applying under Strategy 7) Youth Development and Leadership, you only have to upload Letters of Agreement with any subcontractors/consultants listed in the your budget. Please upload these LOAs at the end of the Narrative section. LOAs with school partners are not needed unless they are written into your budget as a subcontractor.**

Q) My employer asked me to obtain a current tax exempt letter for the OFCY application due January 25. Is the attached letter what is required? If not, do you know how I can get a "current tax exempt letter"?

**A) Your attached State of California Franchise Tax Board letter does not meet the requirement for the IRS letter certifying the organization's nonprofit status under section 501(c)(3). Per page 6 of the RFP:**

**"An applicant must be either a public agency or be tax-exempt under section 501(c)(3) of the Internal Revenue Code. For-profit agencies are not eligible for funding. Applicants must upload an IRS statement certifying their organization's nonprofit status under section 501(c)(3). 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)."**

Q) Attached is the letter we usually use. Due to government shutdown, we cannot get a more up to date letter by January 25. Can we instead use the attached letter? The IRS is still posting the names of all 501c3 on their website, publication 78. We are listed as exempt there.

**A) The attached IRS letter suffices. There is no time period requirement that the IRS letter has to be within.**

Q) I'm working on the Request for Proposal application for OFCY. Do I need to include contact information for members of the board in the Board Roster? Thanks!

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**A) The Board roster does not need to include contact information. Per page 32 of the RFP, the roster just needs to indicate officers and professional affiliations.**

Q) The RFP states that Letters of Agreement should only be attached to the narrative for subcontractors.

In a collaborative grant, there must be three partners of which only two must be funded. If one of the partners is not going to be funded, how is the relationship of that third partner to be detailed, given that they would not be a subcontractor?

**A) The collaborative partnership should be explained in the narrative. You could also upload a separate LOA detailing the collaborative relationship even if they are not listed in the subcontracts section of the budget.**

Q) Before we request a meeting we want to share that MLK has not had a financial audit in three years. The proposal says audits must be conducted within two years. Would this disqualify us from funding or lessen our chances of being in contention? We are working on a 2018 audit and could have the letter of engagement to accompany our proposal.

**A) Uploading an audited financial statement conducted within the last two years is a requirement for complete submission for organizations applying as single agency or collaborative. However "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 Agency Information 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 be conducted, and include the expected date of completion as part of proof. All audited financial statements must be completed and delivered to OFCY by June 30, 2019 (both hard copy and electronic copy via email)." (Page 9, RFP)**

Q) My second question is with respect to requirements regarding subcontracting. Our direct services are typically delivered by individual contractors who have completed extensive training in our curriculum and approach. If we receive funding for our proposed services through OFCY, we will likely recruit and train additional contractors to deliver services. May we submit a sample copy of our contract in lieu of the LOA?

**A) Yes.**

Q) I have a question about the LOA's we're creating for our Daytime Literacy proposal. It looks like last time we submitted these LOA's (16-19) we did one for each of the 3 school sites we were holding daytime lit programming. I noticed that in the "COMPENSATION AND TERM" section of that LOA document (attached), we didn't specifically list the dollar amount we were requesting and I'm assuming that's because per each school it was a 3rd of what we were requesting total.

**A) For the OFCY 2019-2022 RFP, Letter of Agreements (LOAs) are only needed for organizations/schools that are listed in your budget as a subcontractor. If the school sites are not listed in the budget as subcontractors, you do not need to upload LOAs. (Page 35 & 62, RFP) In the 16-19 LOA you reference, it seems that you did not include any specific dollar amount since there was no funds being exchanged between Girls Inc and the school.**



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posted January 14, 2019

**The only additional LOA requirement is for applicants applying under the strategy Comprehensive Afterschool Programs. They must upload a LOA with school site leadership and if operating at an OUSD school, the OUSD After School Program office. (Page 35, RFP)**

Q) Would you accept a review or a compilation by any chance?

**A) If your organization is applying as a Small and Emerging Applicant, the CPA Review of Financial Statements is acceptable. Single Agency and Collaborative Applicants are required to upload a full Audited Financial Statements or proof of contract with a CPA to conduct and complete the Audited Financial Statements by June 30, 2019 (page 9, RFP).**

Q) I have a question about the audit requirement. If our 2017-2018 financial audit is not complete by January 25th but will be completed shortly after in February, will that be ok? We have an audit for 2016-2017 also.

**A) Please upload the 2016-2017 audited financial statements. This meets the audit requirement on page 9 of the RFP – “All Audited Financial Statements must be from within the past two years.”**

Q) 1. For a collaborative applicant, is the audited financial statement required only for the lead agency, or is an audited financial statement required to be submitted by each of the collaborative partners?

2. If audited financial statements are required to be submitted by each of the collaborative partners in a collaborative proposal, and one of the collaborative partners is a small and emerging agency, would the small and emerging agency be able to submit only a CPA reviewed financial statement rather than an audited financial statement?

**A) Only the lead agency of the collaborative is required to submit its audited financial statement.**