

## OFCY 2019-2022 RFP Technical Assistance Emails

### Activities

Q I would like some clarification on the Cityspan Activity Projections page. In the RFP on page 55, the instructions refer to drop-downs, categories, sessions per quarter, activity names, descriptions, etc. However, on Cityspan itself there are only cells for Total Days of Operation, ADA, and Length of Programming, with no space for any explanations.

My question is are we expected to put different line items for each activity, as it indicates in the RFP and if so how do we show which line item is for each activity? Alternatively, are we supposed to aggregate everything into one row and if so at what stage do we give descriptions as listed in the RFP?

**For the Comprehensive Afterschool strategy, OFCY has simplified Activity Projections to align with state and federal funding requirements as measured by Average Daily Attendance. Each proposal is only required to provide one line of activity projections with the following information:**

- **Total Days of Operations** – The number of days your comprehensive afterschool program projects to operate in 2019-20.
- **Average Daily Attendance Target** – the annual ADA target based on state and/or federal funding amount the school is expected to receive in 2019-20
- **Avg Length of daily programming (hours)** – The average hours your program operates per day.

**Please use the Narrative questions to describe program activities in further detail.**

Q We're planning to apply for two strategies this year, #7 and #1. We'd like to add our community engagement events (currently funded by OFCY) to the proposal, but have a question about how to include these; The events currently serve populations from ages 0-adult, with target activities for preschoolers, parents, and youth. Would it be possible to include this activity under both strategy applications but under #1 we would count ages 0-5 and parents, and under #7 we would count youth ages 5-21? For example if a family came to our Women's Day Celebration, the mother and 3 year old would be counted until strategy #1, and the 9 and 10 year old would be counted under strategy #7. Or would you advise only putting it in one application, and counting only participants from the age range served under that strategy?

**Page 7 of the RFP 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.” You should not include the same activity in two separate proposals in order to report on different target populations. Please select the most appropriate strategy and include the activity in just one proposal.**

**OFCY discourages projecting demographics and creating activities for community events because programs will need enrollment information and a signed Release of Information on each attendee to be able to report on them in Cityspan. OFCY is interested in your core enrolled participants. Page 54 of the RFP states “Do not include in your projections participants that only receive ancillary services such**

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as sitting through a one-time workshop. Do not include projected number of participants reached in outreach efforts; outreach will not be tracked through Activities.”

Q For strategy 7, do activities have to be offered at community-based settings or is a blended model--in which some activities are community-based and some are school site-based--allowable?

**Applicants may propose a blend of community-based and school sites for services but the funding strategy does state on page 25 of the RFP that “This strategy supports programming that is based in the community at neighborhood sites and provides a safe and supportive environment for children and youth after school and during summer months.”**

### Agency Information

Q Do we need a copy of our CFO’s resume? The reason I ask is because I see a copy in our old OFCY grant files, but I am not sure. In addition, we recently lost our CFO and we have a Interim contractor CFO.

**No, resumes are not required for the 2019-2022 RFP application process.**

Q Do we need our CEO’s signature on any of the RFP proposals? It is my understanding that our CEO is only going to sign when the RFP proposal has been submitted and when a contract agreement will be held between OFCY and Alameda Health System.

**No, the CEO’s signature is not required for proposal submission.**

Q Agency Details—As you may or may not know, Alameda Health System was known as Alameda County Medical Center until we declared our own governance. For the year founded, what should I put? Should I put the year we declared independence from the county?

**Enter the year Alameda Health System declared independence.**

Q Financials-- there are several categories of information including current fiscal year agency budget, number of staff, etc. Is this pertaining to our HealthPATH Department or Alameda Health System as a whole?

**Provide the organization budget and staffing for Alameda Health System as a whole.**

Q Fiscal Agent Information--- It asks for the fiscal agent and the fiscal agent Executive Director. If Alameda Health System manages its’ own budget and funds, what should I put in this category?

**The Fiscal Agent Information fields only appear if you answered yes to the prior question “Will your agency use a fiscal agent?”**

Q For the online application portion regarding agency details, could you clarify what FTEs should go into program? Should the number of FTEs in program, development/fundraising and admin/finance should equal the total numbers of full and part time staff?

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**It is up to the applicant to determine how its staff's time is allocated across the three categories: 1) Program, 2) Development/Fundraising, and 3) Admin/Finance. Non-profits can refer to their audited financial statements or 990s for statement of functional expenses. The # of Full and Part Time staff does not have to equal the sum of FTEs for Program, Development/Funding and Admin/Finance. For example, you may have 10 Part Time employees who work 50% FTE each. The total FTE of those 10 Part Time employees would be 5.0 FTE.**

### Budget

Q What is the extent of "field trips"? We are an interfaith choir that try to take our youth on tour every other year or so. This summer, we are planning go on tour to Costa Rica. Could OFCY funds be used for travel expenses? We have Oakland youth in the choir, and also a year round program otherwise. Thanks for your help.

**In the Travel/Transportation line in the Budget on Page 60 of the RFP, it states that "Any non-local travel needs to be carefully itemized and justified."**

Q 2) Organization Budget. The instructions state "the organizational budget must clearly list sources of income/revenue, and detail personnel, direct, and indirect expenses." I am hoping to clarify what level of detail is needed on the org budget. We do not list all staff positions or detailed operations costs. Our 2081-19 org budget and income sources is attached. Will this suffice or do we need to provide more detail?

**Your attached organization budget will suffice.**

Q Question about OFCY's budget breakdown for expenses: our Access Fund which provides financial aid subsidies to low-income youth to attend our programs make up a significant portion of our program budget, yet I don't see a line item to enter this information in. The former Development Coordinator left out our financial aid expenses in applying for our previous cycle- is this the way I should handle this? Or is there a place for Financial Aid that I should be aware of? Thank you.

**There is no place to enter information about your Access Fund in the Budget form. However you can accurately reflect the full cost of your proposed program that the Access Fund helps to subsidize.**

Q I don't seem to find a space for Consultants in the budget- in the 16-19 cycle this is where we listed our Seasonal Program personnel, should our program specific staff (includes instructors, workshop leaders, band coaches that are hired 13 weeks out of the year etc.) be added to the Lead Agency personnel section?

**Consultants should be listed in the subcontractor section. Page 62 of the RFP states "For this section, you will list the organization or individual name of each subcontractor or consultant."**

**Your organization should make the legal determination whether these seasonal program personnel are hired as seasonal staff or as consultants. If seasonal staff, please list them in the Personnel section.**

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## Contract Compliance

Q EBALDC will be applying for the OFCY grant. We are exploring providing an E2 document to demonstrate a large percentage of our staff are locally hired. However, we have a staff of 150+ people and proof of residency for our entire organization is a large undertaking. Can you elaborate on the amount of preference points this document will provide for the grant?

**Please refer to the Program Incentives page provided on the OFCY website on the RFP page for information from the Contracts & Compliance Division regarding award of additional preference points for Oakland resident workforce.**

**The POC will ultimately make funding recommendations based on the ranking of proposals according to the point system described in the RFP, along with additional considerations and criteria including but not limited to: service location, service to priority populations, strategic alignment, past program performance and agency capacity, reasonableness of budget and scope of services, and considerations for equitable distribution of funds to achieve strategic goals.**

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?

**All who live in Oakland.**

Q At the bidder's conference, Vivian mentioned that consultants included on Schedule E must be "certified". Is this correct and does that mean they have to be certified as SLEB with the city of Oakland in order to be included in a proposal?

**SLEB is not a certification issued by the City of Oakland. The City of Oakland issues certification as a Local or Small Local Business Enterprise. If the prime is not certified then it would be in your best interest to have your sub-consultant certified. This would allow for your team to receive preference points based on the percentages achieved.**

Q Schedules O and W---During the bidders conference, I believe you guys mentioned that only the lead agency needs to submit these 2 documents. Please confirm if this is true. We will be submitting a collaborative proposal with MIMs and CHAMPs and want to know if they also need to submit schedules O and W. Also, who is eligible to sign the schedules? Can it be our Executive Director or does it have to be a C-administration Executive? (eg. CEO, CFO, COO, etc).

**Only the lead agency of the collaborative needs to complete and submit Schedules O and W. The Executive Director can sign off on these schedules**

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### Eligibility

Q The OFCY RFP specifies that Single agency applicants may apply for between \$25,000 and \$200,000. Is this a maximum of \$200,000 per proposal, or per agency? For example, if an agency proposed two projects, could that agency apply for a maximum of \$200,000 for each project totaling \$400,000, or would the agency need to limit the requested funding to a total of \$200,000 across both projects?

**The \$200,000 limit for Single Agency Applicants is per proposal. However there are organizational limits stated on Page 8 of the RFP: "Single Agency Applicants must limit their total and/or combined OFCY request(s) to no more than 35% of their current year overall organizational budget excluding current OFCY funding."**

Q Can Community School for Creative Education still be competitive if they were to apply for summer school as a single agency with AHC as a partner? We noticed that most or all of the schools from the previous cycle used a lead agency and did apply on their own.

**If Community School for Creative Education is an eligible non-profit or public agency, it is able apply for a grant from OFCY for summer programming as a single agency and include AHC as a partner (subcontractor). However, OFCY is not able to comment on whether your proposal will be competitive or not.**

Q We have previously applied under Better Health East Bay. However, this time around we are thinking of applying Alta Bates Summit Medical Center. First, can we do this? Secondly, what is the criteria?

**Please review the eligibility section on Page 6 of the RFP.**

Q We are a small, but not emerging organization. Under Application Type, we would like to know if organizations must be both Small and Emerging to apply under this category, or if organizations can be Small or Emerging.

**An organization can be "Small and Emerging" or "Small or Emerging" to be eligible to apply as a Small and Emerging applicant type. If the organizational budget is under \$350,000 in the current or most recent fiscal year, the organization may apply as Small and Emerging applicant (page 7, RFP).**

Q Can individual schools or individual academies/pathways within schools count as single agencies within a Collaborative Application? I.e. given that a collaborative applicant must have three agencies, can two of them be individual schools or individual academies (as long as OFCY funds go to at least two of the agencies). For example, could a non profit partner with two schools on a career preparation and internship program and apply as a collaborative Career Awareness and Employment Support Program?

**No, OUSD schools and individual pathways within OUSD schools are not distinct legal entities, but rather a part of the Oakland Unified School District. A non-profit could list OUSD as a collaborative partner but would need at least one other collaborative partner in order to apply as a Collaborative applicant.**

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Q I work at an Oakland-based nonprofit called Summer Search, which provides mentoring relationships and summer experiential opportunities to youth from low-income backgrounds, 96% of which are people of color, beginning their sophomore year of high school. We're interested in learning whether our program is aligned with the OFCY RFP, and appears that area 7, Youth Development and Leadership, is our closest fit.

I'd love to learn more about whether there could be interest from OFCY in our submission. Are the pre-proposal meetings next week the best time to ask questions and learn additional information? I'd be happy to hop on a phone call as well. Thank you!

**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.**

Q I am reaching out on behalf of Mamacitas Cafe and Catering, we are a women owned and operated social enterprise that creates employment and training opportunities for systems involved young women and non-binary youth in Oakland. Through our ME Fellowship Program, a partnership with Young Women's Freedom Center & Mamacitas, our fellows gain hands-on experience in small business ownership and transferable professional skills, with the goal of supporting young women and gender non conforming youth to become confident and purposeful community and business leaders. We are an Oakland born and raised enterprise that has been employing and training youth since 2014 and we are excited for the potential to partner with OFCY to continue and expand our work!

My question is around which organization would be the best fit to serve as the lead for the proposal within our collaboration? As a social enterprise, Mamacitas is legally structured as a corporation and we have a fiscal sponsor who supports our direct service work. The fiscal sponsor is a non profit managed by a business professor at Mills College, however the mailing address is in Danville. On the other hand, the Young Women's Freedom Center is structured as a non-profit and has decades of experience in direct service and movement building work, however they have historically been based in San Francisco- we are one of their first collaborations as they expand into Oakland and Alameda County.

We believe our collaboration would be a great fit for the priorities set forth in the strategic plan and of course want to put our best foot forward.

**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." Since Mamacitas Café and Catering is legally structured as a corporation, it is not eligible for OFCY funding.**

Q Would the City consider our proposal if the Young Women's Freedom Center applies as the lead agency for our collaboration and names Mamacitas (and our fiscal sponsor) as a partner? In the past, other funders have deemed Mamacitas eligible for grants as a fiscally sponsored social enterprise.

Or, would you suggest that YWFC name Mamacitas as a subcontractor? We really would like to apply for support from the City of Oakland but of course want to ensure our proposal meets eligibility requirements.

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**The enabling legislation for OFCY limits funds to private non-profit and public agencies. OFCY is not able to provide funds to entities that are not non-profit or public agencies.**

Q Can an agency submit more than one proposal per funding strategy?

**Page 7 of the RFP 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." Please refer to the Number of Applications section (page 7, RFP) for more information.**

Q If an applicant organization has an annual budget of more than \$350,000, can it elect to apply as a Small and Emerging Applicant? Also, on page 11, in the "Summary Table by Application Type," there is an asterisk next to the phrase "Audit Upload Requirements," however I could not find on the page any asterisked text. Was there to have been text associated with that phrase or have I overlooked it in the RFP?

**If an applicant organization has an annual budget of more than \$350,000, it must apply as a Single Agency Applicant if applying on its own. It can also be the lead agency for a Collaborative applicant.**

**In the Summary Table by Application Type chart on page 9, the asterisk in Audit Upload Requirements\* references the information provided directly below the chart under Audited Financial Statements.**

Q Question: If we were to apply with a fiscal sponsor, will the application (budget, documents, etc) be based off of the program or the fiscal sponsor?

**On the Agency Information form, if you answer “yes” to the question “Will your agency use a fiscal sponsor?”, there will be additional fields that appear asking for Fiscal Sponsor information. All other fields on the agency information form should be answered for SPAAT including current organizational fiscal year budget and staffing. For uploads, OFCY’s preference is to review documents pertaining to your organization and not the fiscal sponsor. Please upload SPAAT documents with the exception for fiscal audit as stated in Page 9 of the RFP “If applying with a fiscal sponsor, applicant must submit fiscal sponsor’s audited financial statements.”**

**All forms related to the program proposal should be specific to the program that is being proposed.**

Q I just wanted to ask you a clarifying question on the number of applications we should submit for school-based afterschool program funding. We are seeking funding for two elementary school sites and one middle school site. In this case, should we submit three separate applications (one per each site) or two applications (one application for the two elementary school sites and another application for the middle school site)?

**For the Comprehensive Afterschool Programs strategy, you should submit three proposals; one proposal per school site for which YMCA of the East Bay is the identified lead agency.**

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Q We are applying for the mental health consultation and I'm wondering about another agency for our collaboration since another agency has to receive 20% of the funding. Must the other agency be from Oakland or does it matter if they are serving our sites in Oakland?

**The collaborative partner is not required to be from Oakland.**

Q Can the collaboration be a single person providing the service or does it have to be a public or non-profit organization?

**No, a collaboration cannot be a single person. Per page 6 of the RFP, "A Collaborative Applicant must consist of three or more agencies".**

### **Registration / Cityspan**

Q In order to submit the RFP through City Span, does that account have to be Signatory, Power or Regular User?

**All RFP user accounts successfully created through the 2019-2022 RFP registration process can submit proposals. They do not have different designations such as signatory, power or regular user.**

Q Hello, I am hoping that Girls on the Run of the Bay Area can get our password reset? I went to create an account for OFCY's January 25 RFP deadline and it seems we already have one. How do I go about re-setting our password?

**Please contact the Cityspan helpdesk at 866-469-6884.**

Q As a current grantee, Lincoln already has Cityspan accounts; does the agency need to create new and unique accounts for the new grant applications? Or can Lincoln use current Cityspan accounts?

**Per page 31 of the RFP, "All applicants must create a new account, even if your agency currently receives funds from OFCY and uses the Cityspan system for grant management." Please refer to the RFP for full instructions on registering.**

Q On the page below we are trying to access the OFCY Strategic Investment plan and the hyperlink sends you to the page "Oakland Fund for Children and Youth 2019-2022 RFP Training Session: Applying Online Through Cityspan" Can you send me the investment plan and/or update the website.

**The website has been updated. Thanks for bringing that to my attention.**

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## Strategy Specific

Q I am writing on behalf of BACR, which intends to submit several proposals for after school programs (strategy 4) under the OFCY RFP released this morning, and I had a question. Are school sites required to have ASES grants in order to be eligible to apply for OFCY funding? Are they also required to have 50% or more students who qualify for FRPM? We have several new schools, as well as a couple of schools who had over 50% FRPM last year but the rate is just under this year, so I wanted to confirm eligibility requirements.

**To be eligible for OFCY funding in the Comprehensive Afterschool Programs strategy, school sites are required to have either the state ASES funding or federal 21st Century funding for afterschool programs. Schools are also required to have 50% or more FRPM for the most recent completed year (17-18) per data available through the California Department of Education.**

**Page 20 of the RFP states: "Investments complement state After-School Education & Safety Program (ASES) and federal 21st Century funding for school-based afterschool programming, and provide local funding to support high-quality and enriching programming at no or low cost. Afterschool funding is highly supportive of families with low income. The strategy will support programming at schools where 50% or more of the students qualify for free or reduced lunch rates."**

Q I want to seek you advice on Cleveland Elementary School's eligibility to apply for the comprehensive after-school program strategy based on the FRL qualification. The school's FRL rate is roughly 2% shy of the 50% requirement.

**Page 20 of the RFP states: "The strategy will support programming at schools where 50% or more of the students qualify for free or reduced lunch rates."**

Q Do the Head Start sites need to be City Of Oakland Head Starts or only located in Oakland? We already serve 2 sites that are neither (St Mary's Child Development Center and 21st St Y of the Central Bay. Can we add some non OUSD and Head Start sites in our collaboration if they are state subsidized low income centers?

**Sites are not required to be City of Oakland Head Starts. Yes, you can propose services at other Oakland sites.**

Q Can we use early childhood mental health consultation dollars to provide consultation to the TK teachers? I'm guessing yes since it is still kindergarten readiness but want to make sure.

**Providing consultation to Transitional Kindergarten teachers is allowed.**

Q We were working on 4 grants for the different strategies...to submit as an agency; yesterday we were selected as Lead Agency. We are wondering if we have to apply under High School and Post-Secondary Student Success, should we include all 4 programming we are planning to provide at the school site, or only academic programming? We asked this because there is a maximum amount based on budget (%). Is the amount for Lead Agency also included on that percentage or separate?

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**You should propose all four programming at the school site in a single proposal because the services occur at the same location to the same student population. The organizational limits stated on Page 8 of the RFP (“Single Agency Applicants must limit their total and/or combined OFCY request(s) to no more than 35% of their current year overall organizational budget excluding current OFCY funding.”) is inclusive of lead agency proposal requests.**

Q I attended the Bidders Conference today and have another question- I am wondering whether non-East Oakland FRC proposals would be considered? The priority population is listed as East Oakland, but would an FRC in West Oakland also be considered?

**Applicants are able to propose for FRC sites outside of East Oakland, but the funding strategy does state that “OFCY is seeking programs that have services based in neighborhoods with higher percentages of families with children living in poverty and with a high density of families but which currently lack early childhood and family services and supports, particularly in East Oakland.”**

Q On behalf of East Bay Agency for Children (EBAC), I am writing with a question about whether the proposals we are considering submitting would be viewed as substantially different based on the parameters described in the RFP. Our question pertains specifically to the Family Resource Strategy and the Parent Engagement Strategy.

For the Family Resource Center Strategy, we seek to submit an application in support of activities provided by our Family Resource Center program at two separate site locations in Oakland.

For the Parent Engagement Strategy:

- We seek support for early childhood programming and parent workshops that take place at the two Family Resource Center program sites to be included in our application under the Family Resource Strategy, as well as an additional site that is not included under the Family Resource Strategy.
- The shared sites for the Family Resource Center Program and early childhood/parent workshops have some overlap in staffing.
- Family Resource Center program services often are used by parents participating in the early childhood/parenting offerings at these shared sites.

Based upon this information, is EBAC eligible to submit an application under the Family Resource Strategy in support of our Family Resource Center program, to be offered at the two sites mentioned, as well as an application under the Parent Engagement Strategy for early childhood programming and parent workshops at three locations (two of which are shared locations with our Family Resource Center program sites)?

**Page 18 of the RFP states “OFCY looks to support collaborative efforts for coordinated services at specific Family Resource Centers that is grounded in the principles of family support and uses the Strengthening Families/Protective Factors Framework, and that explicitly provide the core set of services including family navigation, parent education and support, and early childhood playgroups.” The early childhood programming and parent workshops that take place at the two Family Resource Centers should be part of your FRC proposal, and not in a separate Parent Engagement and Support strategy proposal, since the FRC strategy includes these services.**

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**You could submit a separate proposal under the Parent Engagement and Support strategy for early childhood programming and parent workshops occurring outside of the aforementioned FRCs.**

Q We are working on OFCY proposals for strategies 1 (Parent Engagement and Support) and 2 (Family Resource Centers) and are wondering about how to best fill out the demographics section. In Cityspan, it asks for demographics of participants ages 0-21, but the target population for both of these strategies is "parents and caregivers with young children, birth to age 8." Should we fill out the demographics as they are written (all children/youth ages 0-21), for only children 0-8, or for the parents and caregivers of children 0-8?

**The demographics form is a general template for all strategies. 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 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.**

Q For one of our applications, we are looking at Strategy 5 as a community-based organization. Our program fits into this strategy well, but since we are not an OUSD school, I wondered if you had any insight on how you would expect a community based partner to track outcomes around increased numeracy, literacy, improved attendance, etc. Is it the expectation that we will have a close enough relationship with the school referral partners we are working with to recruit youth and their families that they will be passing this data back to us on an ongoing basis? Thanks for whatever info you can share to clarify expectations.

**OFCY cannot provide guidance on how a program should measure its intended outcomes. It is up to the applicant to determine this.**

Q What is the predicted timing for funds distribution for summer-only programs receiving OFCY or OWDB grants? Are they reimbursement-only or are there advances that may be sent out in June, or in July?

**Page 10 of the RFP states: "It is the intention of OFCY that programs operating solely during the summer months will have a contract start date of June 1, 2019. Selected applicants will not receive their first disbursement of funds until they submit all required contract documents. After all contract documents are received it takes 6-8 weeks before the contract is executed." Please see page 13 of the RFP for Important Dates including projected OFCY review timeline. OFCY does provide a reimbursement grant with an option for an advance payment, which is produced when the contract process is completed.**

**The OWDB will use the list of agencies that apply for funding under the Career Awareness and Employment Support – Summer Youth Employment Strategy and that select the option for being considered to be on an eligibility list for future OWDB funding to contract with agencies through a separate review and contracting process. For OWDB, 25% of the total contracted amount can be distributed upon completion of contracts. The remaining funds are distributed as reimbursement.**

Q What is the size of grants to be offered by the OWDB for aligned Career Awareness and Employment Support Programs that fall under the Summer Youth Employment Program (minimum and maximum amounts?)

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**OWDB contracts will likely range from \$100,000 - \$400,000. Contract amounts will be determined based on available program funding.**

Q If an agency is applying for the Transition To Adulthood: Career Awareness & Employment Support strategy and planning on using another entity to manage payroll, when and how does that agency get named in the application? I ask due to a seeming contradiction between these two statements (highlighted in yellow) - though it's probably just a semantics/word choice issue. Should the contracted payroll entity be named as a "contractor"?

**For both OFCY and OWDB, the fiscal sponsor/fiscal agent would be the entity that the City of Oakland enters into a contract to receive funds. However since OUSD is a public agency, it must apply on its own behalf and may not use a fiscal sponsor (p.6 RFP). If an agency is using another entity to manage payroll, the cost should be covered under indirect expenses.**

Q Can an agency apply as a year round Career Awareness and Support Program that culminates in paid subsidized employment in summer and apply for the WDB funds as well, or must the program be categorized as summer only to apply for the WDB funds.

**Only program proposals submitted under the Summer Youth Employment focus of the Career Awareness and Employment Support can choose to be considered to be on an eligibility list for OWDB funding.**

Q Work permit---We will be submitting a proposal around Career Awareness and Employment Support (specifically around High School Youth: Year-Round). If we are providing a stipend for the students, do we still need to have work permits? I believe you already touched on this point, but wanted confirmation again.

**Applicants must determine for themselves whether the positions that youth are placed in are work positions and subject to the applicable local/state/federal labor laws including the need for a work permit.**

### Uploads / Letters of Agreement

Q 1. In the After-School funding strategy, a signed letter from the principal and OUSD ASPO is required, for which there is a template. For applications under different categories, if there is a school-based program, is this letter also required? Or is an existing MOU between the school and applicant sufficient?

2. On page 5 of the RFP, can you confirm that the "Year Round Youth Development Programs" is actually strategy 7 -- Youth Development and Leadership (page 25 of the RFP) and that strategy 7 is allocated 21% of the available funding?

1. **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.**

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- 2. Yes, the strategy referenced on page 5 as 5) Year-Round Youth Development Programs is 7) Youth Development and Leadership on page 25 of the RFP, for which an estimated 21% of available funds are projected. Thank you for bringing this to my attention.**

Q I wanted to clarify something on page 21 of the RFP.

RFP text: Programs that are able to clearly demonstrate their ability and capacity to serve over 100 students daily in programs are eligible to receive increased funding. This includes proof of recent management of state or federal afterschool funds for an average daily attendance expected over the course of a school year of 100 or more students, and successful recent past performance demonstrating that your program has been able to serve 100 or more students on average daily over the course of a school year.

Question: What type of documentation can serve as proof of successful recent past performance demonstrating that our program has an ADA of 100+ students? Does this need to be included in the application, and if so, in which section? Or is this verified at a later stage?

**There is no required upload of supporting documentation to prove Average Daily Attendance (ADA) of 100 or more students served. It will be verified at a later stage. Please include ADA data for the prior three years in the narrative question "List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year."**

Q On page 35 of the RFP under Letter of Agreement Upload it states that this is "for programs that are proposing services with a subcontractor, you will be prompted to upload a LOA/MOU for any org. or individuals listed in the subcontracts section of the budget..."

We want to clarify if that means that we DO NOT need to include LOA's with Head Start (where we provide the services) since they are not acting as subcontractors and are not listed on the budget.

In the past we have submitted LOAs from HS, so just want to confirm this is no longer needed.

**You are correct in your reading of the RFP that a Letter of Agreement with Headstart is not needed since they will not be listed as a subcontractor in your budget. We will update our Q&A responses from the preproposal conferences when posting on OFCY's website and alert potential applicants.**

Q I am please to report that The Crucible will be applying for support for two youth programs during this RFP process. However, the paperwork requested 2 years of audited financials and the system would take only one. I uploaded the 2017, and am attaching the 2016. Please let me know if there is a way to add it to the files directly,

**Only one audit within the past two years is required to be uploaded. Per page 9 of the RFP, "All Audited Financial Statements must be from within the past two years."**

Q In the meeting you mentioned that letters of support/partnership are only required for those partners/subcontractors that are listed out in our budget.

## **OFCY 2019-2022 RFP Technical Assistance Emails**

Can we add letters of support from our partners? (We're looking to re-apply for some of the programs currently funded by OFCY, such as with Aspire education or BCHO, and last year had a letter of support from them). If so, would it simply be added as an attachment to the proposal?

**Do not include letters of support as they will not be reviewed. OFCY is only requiring letters of agreement from anyone listed in the Subcontractors section of the budget.**

Q Audit. I understand we need to submit an audit from within the past two years. We have our 16-17 audit; our 17-18 audit is still in progress. I am confirming if the 16-17 audit will do, or if I should get a statement from our auditors.

**The 16-17 audit meets the requirement of "Audited Financial Statements must be from within the past two years**

Q I am working with my organization to submit an application, and I'm curious if the Fiscal Audit is required. Thank you for taking the time to answer my question.

**If you refer to the RFP on page 9, it states that all Audited Financial Statements must be from within the past two years. If an Applicant is a public agency, other than the City of Oakland, the applicant must submit proof of the existence of an independent single audit. If applying with a fiscal sponsor, applicant must submit fiscal sponsor's audited financial statements.**

**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 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).**

Q As you know, my program is a current recipient of OFCY funding along with Soccer Without Borders and Refugee Transitions. Our current budget includes funding for two OUSD summer school teachers annually. Last time we applied there were concerns from OFCY's side that the funding paying OUSD teachers to teach summer school was supplanting. As the RFP says, "OFCY does NOT spend limited resources supplanting services that should be provided by school or other public funds"

OUSD summer programs typically funds about 4 summer classes for newcomers at the elementary level but nothing at the middle and high school level. The need is enormous. What kind of documentation might OFCY consider accepting to show that OUSD won't be providing adequate newcomer summer offerings so that this isn't again interpreted as supplanting when we apply? Might a letter from OUSD summer programs department outlining their available/planned funding suffice?

**Yes, a statement from OUSD stating why the OFCY funds requested are not supplanting, or substituting existing budgeted program dollars, is sufficient to satisfy the concern here. You can upload the document at the bottom of the Narrative section under Letter of Agreement.**