

OFCY 2019-2022 RFP Technical Assistance Emails

posted January 4, 2019

Activity Projections

Q) Will we need to provide more detail for the activities upon contracting (like in previous years' proposal)?

A) If awarded, activities will need to be setup in the FY19-20 contract management system. The level of detail needed is still being determined.

Q) Question about Activity Projections for strategy 3: Socioemotional Well-Being in Preschool and Early Childhood Education Settings. The Activity Projections form in CitySpan looks like it is just asking for a lump sum of the number of consultation hours for each quarter, at each site in the proposal.

There is also a place for "service description." If OFCY is just looking for the total # of consultation hours each quarter, should we use the "service description" line to list all of the different services we will be providing at each site? (e.g., ASQ screening, parent/family group workshops, linking families to needed community resources, individual consultations with parents, consultations with early childhood teachers, coaching and professional development sessions, etc.)

A) The Activity Projections for strategy 3: Socioemotional Well-Being in Preschool and Early Childhood Education Settings does ask for a lump sum of consultation hours provided per quarter per site. Use the service description line to describe the various services that will be provided at each site.

Agency Information

Q) This isn't urgent really, but I'm trying to submit the registration page for the OFCY RFP and running into some issues. The page is stating that I have RED indicators on items that are filled out, screen shot is attached. It also is not showing me my uploaded documents, and when I go to re-upload stated that there was an "error, document already on file", screen shot attached. Just trying to move on to the next step by submitting this page, please advise when you get the chance.

A) I just looked at your agency information page and see that you were able to upload documents. The red lines should go away once you enter data for required fields and click on Save or Submit. I'm CCing Cityspan helpdesk. Please reply all if you are still having issues.

Budget

Q) Thank you Scott- so I assume that in the budget narrative section of the proposal, we can explain how the access fund relates to the project, but leave it out of the total.

For this question What are the total proposed annual program expenses for the 2019-2020 fiscal year? What were the total program expenses in the most recently completed calendar or fiscal year? What is changing?

Should the total annual program expenses reflect the total number of what is listed in the OFCY specific budget form? And comparing it to our last completed fiscal year, we should not include the expense amount for financial that year as well?

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A) I still do not understand how the Access Fund is an expense in the budget. It is a financial aid fund on the revenue side of your budget setup to help cover the actual expenses of the program, as reflected by staff salaries, supplies, indirect costs, etc., that are not covered by fees from low-income youth.

You may discuss the Access Fund in the budget narrative section but leave it out of the total budget amounts.

Q) I cannot seem to find the section on the budget form where we are supposed to enter our subcontractor information. We are a single agency applicant however we will have one subcontractor. Please advise.

A) There is a question “Do you have subcontracts?” under the Youth Wages and Stipends Subtotal line. If you answer Yes, a subcontract budget section will appear.

Q) In our application for Socioemotional Well-Being in Preschool, I want to confirm that a percentage of staff time is a permitted expense in this budget, for the staff that are directly managing the work of mental health consultants. Is it also allowable to include a percentage of accounting staff time for managing the contract with our mental health consultants?

A) You may include a percentage of time for “supervisory staff that supervises line staff” (page 59 RFP) in the Personnel section of the budget form. Accounting staff time expenses should be included in your indirect costs.

Cityspan

Q) Seneca Family of Agencies is interested in applying for FY19-22 funds for Oakland Fund for Children and Youth. We registered for a new OFCY RFP account, but when I logged in to access the application, the FY16-19 application came up instead. I used this link: <https://ofcyrfp.cityspan.com>. Is this correct link, and if so, when will the FY19-22 application be available?

A) The online FY19-22 application system has been available since the release of the RFP on December 7, 2018. The link below is correct. Please contact the Cityspan helpdesk at 866-469-6884 (also CCed) to resolve this issue.

Contract Compliance

Q) Thank you so much for your response. Just to be very clear we will need to fill in all staff of the agency who live in Oakland and not only the staff who live in Oakland and work in the after-school program(s) that are in Oakland? Is that correct? The category we are applying for is "Comprehensive Afterschool Programs".

A) Yes, fill in all staff of the entire agency that live in Oakland for Schedule E-2.

Q) I have a question related to Appendix A: Compliance with City Council Policies. I can not tell, based on my reading of items 1a, 1b and 1c (below), whether proposals are eligible if the lead applicant, receiving more than 50% of the grant, has no office location in Oakland? Is such a proposal totally ineligible, or does it simply not

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receive some preference points. The lead agency, in this case, is using ALL funds to support programming for Oakland youth but simply does not have an office location in Oakland.

A) Applicants based outside of Oakland are still eligible to apply for OFCY funding if they are a public or non-profit agency; however they will not be eligible to receive preference points for being an Oakland Local and Small Local Business Enterprise Program (L/SLBE).

Q) I am inquiring regarding the due date for Schedules E, O, and W which must be hand-delivered. I see the delivery date is Monday, January 28th, 2018. I wanted to make sure that we are able to hand delivered Schedules E, O, and W prior to this date.

A) Yes, you may submit the schedules prior to the due date of Monday January 28th.

Q) We are having a problem with the Schedule E form. When we download it from the website and then open it, the fillable portions are going vertically up the document instead of horizontally (see attached document). Is this something that OFCY can fix for us? The other forms appear to be OK. Thank you!

A) Please download Schedule E from <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>. The writable fields write horizontally.

Q) I keep getting these notices below (auto-generated iSupplier email notices). I have already replied "Yes" that we intend on applying a few weeks ago. Can I disregard this email?

A) You can disregard the email notices.

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 will let you know next steps when I hear from them.

Eligibility

Q) Can we apply as more an emerging organization, be a part of a collaboration and be a subcontractor on another application for different programs/populations? What's the maximum amount for our total award, across all applications? 35% of our total budget? Does the subcontractor amount count towards the total award limit?

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A) Yes, you can apply as a small and emerging applicant, be part of a collaboration and be listed as a subcontractor on another application as long as the programs proposed are substantially different. On page 7 of the RFP under Number of Applications, it 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.

The maximum amount for your total request amount across all applications would be 50% of organizational budget based on your organization being eligible to apply as a small and emerging applicant.

Yes, the subcontractor amount count towards the total award limit.

Narrative

Q) Within the Narrative/Outcomes & Impact, there is a question that asks applicants to "List your program's annual outcomes and performance for the past three years." Is this question principally relevant to a program that is currently funded by OFCY? If the program is a new proposal, and has never been funded by OFCY, is this question applicable?

A) The question applies to all program proposals, whether currently funded or new to OFCY.

Q) What is meant by "average length of participation" under the "Program Design" section of the proposal?

A) Average length of participation refers to the average amount of time a youth will participate in a program.

Q) Our summer program is not a part of OUSD; should we answer the under sub-questions under question #8? (such as how many weeks we will offer)

Q) Just answer no to question #8. Include the length of programming provided in the first question under Program Design.

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Registration

Q) I have begun working on the OFCY grant for 2019-2022 and I am wondering if I will need to create another login to access the application in City Span. I logged in using my regular information and did not see it there. Could you assist?

A) 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.

Strategy Specific

Q) Our Summer Cultural Enrichment Program (SCEP) also integrates a "Youth Leader" internship component for high school and college-aged youth, in alignment with our cascading mentorship approach. We have historically included Youth Leaders as program participants, which means our participant age range has spanned ages 5-20. Can/should we still include the Youth Leader work-based learning activity/population in the Summer Programming proposal, even though the RFP lists the priority age group as 5-14? Please note that most of the program is comprised of children aged 5-14 (~190); around 4-50 youth (ages 15-20) serve as Youth Leaders.

A) You may include the youth leaders in your program proposal.

Q) As I mentioned, I wanted to write to you with a question - more like a follow-up to the question I submitted previously. Not to belabor the issue, but we want to make sure we are applying under the best strategy for our parent-child education support program, which is currently funded by OFCY under the early childhood strategy. From your earlier response, I guess we just wanted to confirm that it is best then for us to apply for this program (offered at one of our family resource centers) under the family resource strategy, and not the parent engagement and support strategy. Is this the case?

A) If you are submitting a proposal for your Family Resource Center under the Family Resource Center funding strategy, this proposal should include the parent-child education support program at the FRC since the FRC strategy includes these services.

Q) I sent an email just before the holidays about the OUSD budget shortfall this coming summer. Apparently they used their June 2019 money in Summer 2018. The shortfall for us to continue running programs uninterrupted would be \$36,000. OUSD has assured us this is a one year issue only. Is there a way to apply for a one year supplement for Summer 2019?

A) There is no way for programs to apply for additional supplemental funds only for summer 2019. However you may apply for funding in the current OFCY 2019-2022 RFP which includes Summer 2019 (June, July, August). OFCY's Summer Programs funding strategy covers expenses for programming for the months of June, July, and August. Proposals should propose services for those summer months.

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Uploads

Q) I have a question about the organizational budget attachment. Does "detail personnel" mean that we should list every staff member that works at RT with their projected annual salary or is it okay to include the cumulative payroll budget? I've included a snapshot of our current organizational budget below. Please see line 84 and let me know if it's what you're requesting or if I should include payroll salaries by each individual employee.

A) The cumulative payroll line in your organizational budget upload suffices.