



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
CHILDREN AND YOUTH SERVICES DIVISION

OFCY
OAKLAND FUND FOR
CHILDREN & YOUTH

Oakland Fund for Children and Youth

FY2019-2022

REQUEST FOR PROPOSALS

For Direct Services in the Following Strategies:

EARLY CHILDHOOD

Parent Engagement and Support

Family Resource Centers

Socioemotional Well-Being in Preschool and Early Childhood Education Settings

STUDENT SUCCESS IN SCHOOL

Comprehensive Afterschool Programming

Student Engagement and Success for Elementary and Middle School Students

POSITIVE YOUTH DEVELOPMENT

Summer Youth Development Programs

Year-Round Youth Development and Leadership Programs

TRANSITION TO ADULTHOOD

High School and Postsecondary Student Success

Career Awareness and Employment Support

RFP ISSUED: DECEMBER 7, 2018

PRE-PROPOSAL CONFERENCES: DECEMBER 17 & 18, 2018

FULL PROPOSAL DUE: JANUARY 25, 2019 BY 5:00 P.M.

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I. Introduction

CITY OF OAKLAND INTRODUCTION

This Request for Proposal (RFP) is being issued by the City of Oakland, Human Services Department/ Oakland Fund for Children and Youth (OFCY).

Voluntary Pre-proposal (Bidders Conference) Meeting Date and Time:

OFCY will host two pre-proposal conferences for interested applicants.

- Monday, December 17th 2018: 10:00 a.m. to 12:00 p.m. at Oakland City Hall, City Council Chambers, 1 Frank H. Ogawa Plaza, Oakland, CA 94612
- Tuesday, December 18th 2018: 10:00 a.m. to 12:00 p.m. at Oakland City Hall, City Council Chambers, 1 Frank H. Ogawa Plaza, Oakland, CA 94612

Deadline for Questions: 5:00 PM, January 11th, 2019 by email to the Project Manager, Scott Kim, sskim@oaklandca.gov

Proposal Submittal Deadline Date and Time: Friday, January 25th, 2019 by 5:00 p.m.

Deliver To: Proposals must be submitted online through the Cityspan data portal.

The Contractor shall be required to comply with all applicable City programs and policies outlined in **Attachment C**. Details are presented in the project documents and will be discussed at the pre-proposal meeting. Discussions will include, but may not be limited to: ♦ Equal Benefits for Registered Domestic Partners ♦ Campaign Contribution ♦ Post-project Contractor Evaluation ♦ Prompt Payment ♦ Arizona Boycott ♦ 50% L/SLBE ♦ Dispute Disclosure ♦ Living Wage ♦ Minimum Wage ♦ Professional Services Local Hire ♦ and Border Wall Prohibition

Contractors who wish to participate in the RFP process are required to register in iSupplier in order to receive addenda, updates, announcements and notifications of contracting opportunities. We recommend updating your firm's primary email address regularly and periodically confirming that the "Products and Services" section fully represents the scope of products and services provided. If you have any questions, please email isupplier@oaklandca.gov.

1. iSupplier Registration/Login:

<https://www.oaklandca.gov/services/register-with-isupplier> New registrants can email isupplier@oaklandca.gov for registration instructions. Allow 3 working days for approval to access bid documents through iSupplier

2. iSupplier Plan Holders List:

<https://www.oaklandca.gov/services/active-closed-opportunities>

Contact Information: The following City staff are available to answer questions regarding this RFP.

1. Project Manager: Scott Kim at sskim@oaklandca.gov
2. Contract Administration: Paula Peav at ppeav@oaklandca.gov
3. Contract Compliance Officer: Vivian Inman at vinman@oaklandca.gov

OFCY INTRODUCTION

The Oakland Fund for Children and Youth (OFCY) is pleased to release the 2019-2022 Request for Proposals (RFP) to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Oakland, California. We look forward to the opportunity to partner again with strong community agencies to best serve the needs of Oakland's children and youth. This RFP covers the nine funding strategies outlined in the **2019-2022 Strategic Investment Plan**, which can be found on OFCY's website (www.ofcy.org).

All applicants are strongly encouraged to read the 2019-2022 Strategic Investment Plan in addition to this RFP before starting the application process.

Grants awarded through this RFP process will be for an initial one-year period, July 1, 2019 to June 30, 2020, which can be renewed up to two additional one-year periods contingent on past year's grant performance and availability of funds. The total projected amount available for FY2019-2020 grant awards through this RFP is approximately \$18 million annually.

OFCY seeks to award funds to programs and collaborations that propose to address the goals and objectives outlined in each of the nine funding strategy areas in order to best support children and youth from birth through twenty-one years of age in Oakland.

The Oakland Fund for Children and Youth

The Oakland Fund for Children & Youth (OFCY) was established in November 1996, when over three-fourths of Oakland voters expressed a powerful commitment to their children and youth by passing the Kids First! Initiative (Measure K). Oakland voters reauthorized funding for OFCY for another 12 years in July 2009 by passing Measure D. The revised provisions set aside 3% of the city's General Purpose fund for services to children and youth to fulfill the four goals of Measure D:

- 1) Support the healthy development of young children
- 2) Help children and youth succeed in school and graduate high school
- 3) Prevent and reduce violence, crime & gang involvement among children and youth
- 4) Help youth transition to a productive adulthood

OFCY is guided by a 17-member Planning and Oversight Committee (POC) composed of adults and youth appointed by the Mayor and City Council. The POC oversees the annual grant-making process of the Fund, as well as the completion of a Strategic Plan every three years and the annual evaluation of OFCY. Over the last two decades, OFCY has distributed over \$200 million in funding and has become a key institution in the provision of high-quality, free or low-cost services for children and youth in Oakland. More information is available online from the Oakland Fund for Children and Youth website at www.ofcy.org.

OFCY's Vision, Mission and Values

OFCY's investments are guided by its Vision, Mission and Values. Funding is directed to those communities that are most in need and most impacted by inequity; to providers and programming that operate from an asset-based youth development framework; and to partners that build on the resources in the greater Oakland community to serve and strengthen families. The OFCY vision, mission and values directed the development of funding strategies and will be considered by the Planning and Oversight Committee in the selection of new programming for the 2019-2022 funding cycle.

Vision: All children and youth in Oakland will thrive and have the support of the entire community to lead safe, healthy and productive lives.

Mission: To provide strategic funding to support Oakland's children and youth from birth to 21 years of age to become healthy, happy, educated, engaged, powerful and loved community members.

Values:

- **Social and Economic Equity:** We value the vigorous promotion of equality, justice, and accountability and the concerted application of our resources toward those youth in greatest need.
- **Child and Youth Development:** We support efforts to promote the social, emotional, physical, cognitive, and spiritual development of children to instill individual and community pride and leadership.
- **Community and Collaboration:** We embrace the idea that by pooling our resources and working together, we can accomplish great things. We support strengthening families within our communities to make our children and our city strong.

Funding Allocation Available by OFCY 2019-2022 Strategies

The following chart provides a summary of projected allocations for all strategy areas, based on an estimated \$18 million in total available grant funding for FY 2019-2020. For more comprehensive strategy summaries and guidelines, please refer to the **Funding Strategies for FY2019-2022** section (pages 14-29) of the RFP and the **2019-2022 Strategic Investment Plan**, which can be found on OFCY's website (www.ofcy.org).

	estimated % of total funds
Goal Area 1: Early Childhood	18%
1) Parent Engagement and Support	6-7%
2) Family Resource Centers	6-7%
3) Socioemotional Well-Being in Preschool & Early Childhood Education	5%
Goal Area 2: Student Success in School	35%
4) Comprehensive Afterschool Programs	32%
5) Student Engagement & Success in Elementary and Middle School	3%
Goal Area 3: Positive Youth Development	27%
6) Summer Programming	6%
7) Youth Development and Leadership	21%
Goal Area 4: Transition to Adulthood	20%
8) High School and Postsecondary Student Success	6%
9) Career Awareness and Employment Support	14%

Total estimated annual funding: **\$18M**

II. Application Process

Eligibility

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).

Organizations (other than public agencies) that do not have 501(c)(3) status must apply using a fiscal sponsor. In this case, the fiscal sponsor is the applicant and, if a grant is awarded, would be the organization that contracts with the City of Oakland and is legally liable for all aspects of the contract including program implementation, fiscal management, and communication with the City regarding subcontractor or fiscal partner activities.

The fiscal sponsor would be expected and authorized to oversee and manage all aspects of the contract including finances; to monitor and implement program activities of subcontracting or partner agencies; to terminate contracts with subcontracting or fiscal partner agencies with the approval of the City, if necessary; and to assume full fiscal responsibility for the contract, subcontracts, and fiscal partnership. **A public agency must apply on its own behalf and may not use a fiscal sponsor.**

TYPE OF APPLICANTS & NUMBER OF APPLICATIONS

Single Agency Applicant

A Single Agency Applicant is one agency applying for OFCY funding. This applicant is also referred to as the lead agency and will be the agency that contracts with the City of Oakland. The lead agency applicant shall receive the majority of funds requested through the application. This Single or Lead Agency Application must have the fiscal and management capacity to support subcontractors (if applicable) by issuing payments in a timely and professional manner. Applicants in this category have an organizational budget over \$350,000, not including the OFCY grant request. Eligible organizations must have completed at least one year of programming related to services described in the funding strategy for which they are seeking support by the time they apply to OFCY.

Collaborative Applicants

A Collaborative Applicant must consist of three or more agencies, each contributing substantial participation toward a mutual goal, and at least two of which are proposed to receive OFCY funds. Substantial participation includes providing direct services, planning and coordinating services, and having equal partnership in decision making around program design and implementation. No one agency should receive more than eighty percent (80%) of the funding. OFCY strongly encourages collaboration between private nonprofit and public entities to create and sustain partnerships that maximize the cost-effectiveness and quality of service delivery.

The lead agency of a collaborative will be the agency that contracts with the City of Oakland. Collaboratives must choose a lead agency that has the fiscal and management capacity to support the other partners or subcontractors by issuing payments in a timely and professional manner. All partners of a collaborative must have the capacity to provide services according to the activities submitted by the fiscal sponsor for the collaborative.

The collaborative should examine how the involvement of other partners will be best coordinated within the model. OFCY will not consider lead agencies that act simply as a fiscal pass through. All agencies, schools, and/or program sites must be active parts of program implementation.

Small and Emerging Applicants

The Small and Emerging designation focuses on smaller organizations and assists new grass root organizations to be funded by OFCY. Eligible small and emerging organizations must have completed at least one year of programming related to services described in the funding strategy for which they are seeking support by the time they apply to OFCY. They may have recently received their 501(c)(3) status, after having been fiscally sponsored. If the organization does not have a 501(c)(3) status, it must apply using a fiscal sponsor. If the organization has 501(c)(3) status, it may still choose to use a fiscal sponsor.

If the organizational budget is under \$350,000 in the current or most recent fiscal year and the organization has never received OFCY funding, it must apply as a Small and Emerging Applicant. However, if the organization is a current OFCY grantee in good standing and has a budget under \$350,000, it may choose to apply as a single agency applicant. All conditions (i.e. total request % of organizational budget, match requirements, indirect rate and grant limits) pertaining to the single agency applicant apply, including the requirement of having recently audited financial statements available.

Number of Applications

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.

Funding Amounts

FUNDING PARAMETERS

Each grant award amount will depend on the frequency of service, the amount of service, the number of service sites, the number of children and families served, the proposed staffing, and the range and depth of expertise provided. Please use the following funding parameters as a guide to determine how much funding is appropriate and allowed.

Single Agency Applicant

- Single agency applicants may apply for between \$25,000 and \$200,000.
- No more than 15% may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Agencies may submit more than one grant request. However, 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.

Example: An organization with an annual budget of \$500,000 could request one or more grants for a maximum OFCY funding of \$175,000.

Collaborative Applicant

- Collaboratives may apply for between \$50,000 and \$400,000.
- No more than 15% may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Agencies may submit more than one grant request. However, Collaboratives must limit their total and/or combined OFCY request(s) to no more than 35% of the lead agency's current year overall organizational budgets excluding current OFCY funding.

Small and Emerging Applicants

- A Small and Emerging applicant request size must be between \$25,000 and \$100,000.
- No more than 20% may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Agencies may submit more than one grant request. However, Small and Emerging Applicants must limit their total and/or combined OFCY requests to no more than 50% of their overall organizational budget.

Example: An organization with an annual budget of \$150,000 could request one or more grants for a maximum OFCY funding of \$75,000.

SUMMARY TABLE BY APPLICATION TYPE

	Single Agency	Collaboratives	Small and Emerging
Minimum Grant Request	\$25,000	\$50,000	\$25,000
Maximum Grant Request	\$200,000	\$400,000	\$100,000
Maximum Indirect Rate	15%	15%	20%
Total OFCY Request as % of Org. Budget	35% of Agency Budget	35% of Agency Budget	50% of Agency Budget
Minimum Match Requirement	25% of OFCY grant request	25% of OFCY grant request	25% of OFCY grant request
Audit Upload Requirements*	Audited Financial Statements as part of application	Audited Financial Statements as part of application	Most recent fiscal year Profit & Loss and Balance Sheet. If the proposal is recommended for funding, submit a CPA Review of Financial Statements no later than June 30, 2019.

Audited Financial Statements

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).

USE OF FUNDS

- 1) The proposed program must provide **direct services** to children and youth from birth through 21 years of age who live in Oakland. 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.

- 2) Funds may **NOT** be used for:
 - Any service that merely benefits children and youth incidentally.
 - Acquisition of any capital item not for primary and direct use by children and youth.
 - Acquisition, other than by lease for a term of 12 months or less, of any real property.

- Maintenance, utilities, or similar operating costs of a facility not used primarily and directly by children and youth (e.g., costs associated with an off-site office or location).
 - Any service for which state or federal law mandates a fixed or minimum level of expenditure, to the extent of the fixed or minimum level of expenditures.
 - Housing costs
 - Child care slots
 - Religious worship, instruction, or proselytization (recruiting someone to join one's religion or faith).
- 3) OFCY does **NOT** spend limited resources supplanting services that should be provided by school or other public funds.

MATCHING FUNDS

- 1) Matching Funds refers to all program funding above the OFCY award that are necessary to provide the services at the proposed levels. Proposals must demonstrate, and if awarded will be held accountable for, raising and documenting funding that equals at least 25% of the OFCY grant award as a program match. This minimum 25% match of OFCY program funding must be a cash match and must support the costs of the proposed program.

Example: An organization is seeking \$100,000 from OFCY to run a youth program. If awarded a \$100,000 grant from OFCY, the organization would be held accountable for raising and documenting a minimum of 25% match of the grant award amount, which is \$25,000.

- 2) Grantees may **NOT** use one OFCY grant as a match for another.
- 3) School site facility or regular school costs, such as "head of school", may not be used as match for an OFCY proposed program.

FUNDING PERIOD

This RFP represents a three-year grant cycle. The initial contract is for a one year period (July 1, 2019 through June 30, 2020) with the option to renew for two additional one-year periods based on fund balance, satisfactory evaluation, grant monitoring reports, and overall grant performance. The second and third grant period will run from July 1, 2020 through June 30, 2021; and from July 1, 2021 through June 30, 2022. 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. Additionally, any open contracts, invoices, or reports that remain from any previous fiscal year must be closed before selected applicants may receive their first disbursement of grant funds.

Applying for Funding

STARTING YOUR PROPOSAL

The OFCY application process is entirely online through the Cityspan data management system. All proposals must be completed and submitted through the online application system to be considered for funding.

- **Step 1 – Registration and Login** – create a unique Cityspan account for your agency.
- **Step 2 – Agency Information** – provide information specific to your agency.
- **Step 3 – Proposal Information** – provide information on the program requesting funding and OFCY funding strategy aligned to your program.
- **Step 4 – Narrative** – provide written responses to a set of questions aligned to the OFCY funding strategy selected.
- **Step 5 – Demographics and Operations** – provide an estimate of the individuals projected to be served annually by your program and the hours of operation.
- **Step 6 – Activity Projections** – provide a summary of expected programming by projecting the types of activities to be delivered by the program requesting funding.
- **Step 7 – Budget** – provide a detailed program budget showing OFCY funding requested and total budget costs.
- **Step 8 – Proposal Signoff** – verify that the information is complete, all forms have been submitted, and submit the online proposal.

Applicants must **Register** and complete the **Proposal Information** form to access **the Narrative, Demographics and Operations, Activity Projections, and Budget** sections of the RFP. The other steps can be entered and completed in any order you choose after completing the registration and Proposal Information.

You may enter your application over multiple sessions. Remember to save often and log out when you have finished a session. Cityspan will log you out automatically after 90 minutes of inactivity. All changes that have not been saved when logging out will be lost.

Please review the elements of your application including all uploads before submitting. It is recommended that you wait until the entire application is complete before submitting each form. Once you submit, you will not be able to edit any of your work. If for any reason you need your submitted form unlocked, please contact Cityspan Help Desk at 1-866-469-6884.

The **Proposal Instructions** on pages 31 to 66 will provide detailed instructions on completing the Cityspan application, and the additional submission of forms required by the City of Oakland – Contract Compliance Division. Be sure to read these instructions carefully.

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

Pre-Proposal Meetings, Training, & Technical Assistance

PRE-PROPOSAL MEETINGS (BIDDERS CONFERENCES)

To provide general information and guidance to all potential applicants, OFCY will hold two Pre-Proposal Meetings (Bidders' Conferences). All potential applicants are strongly encouraged to attend one of the two Pre-Proposal Meetings.

TRAINING SESSIONS: APPLYING ONLINE THROUGH CITYSPAN

For assistance in navigating the Cityspan online application process, OFCY will offer training sessions to apply online. The training sessions will be at 150 Frank Ogawa Plaza, 2nd Floor in the City of Oakland Computer Lab. Seating availability is based on a first come first serve basis (only 1-2 staff per agency). Please see "**Important Dates**" below. To register for a training session, visit www.ofcy.org/funding-2/request-for-proposals.

GENERAL TECHNICAL ASSISTANCE BY EMAIL

General Technical Assistance (TA) by e-mail begins December 7, 2018, and concludes January 11th, 2019 at 5:00 p.m. E-mail TA questions to Scott Kim, sskim@oaklandca.gov. This assistance answers questions about eligibility, funding parameters, and required information and documents for online submission. The assistance is not intended to provide professional advice on program design, feasibility, or other program development and implementation issues. This TA is provided by email only. **All questions received and responses will be publicly posted to the OFCY website. No phone or in-person technical assistance will be provided.** OFCY will aim to provide a response within five business days to TA requests.

Important Dates

These dates are tentative and subject to change:

	Date
Request for Proposals (RFP) Released	December 7, 2018
Pre-Proposal Meetings (1 Frank Ogawa Plaza, Oakland City Hall, Council Chambers)	December 17, 2018, 10:00 a.m. - 12:00 p.m. December 18, 2018, 10:00 a.m. - 12:00 p.m.
General Technical Assistance by E-mail Available	December 7 – January 11, 2019
Training Sessions to Apply Online (150 Frank Ogawa Plaza, 2nd Floor, Lab A)	December 20, 2018, 10:00 a.m. - 12:00 p.m. January 9, 2019, 10:00 a.m. - 12:00 p.m.
General Technical Assistance by E-mail Ends	January 11, 2019, 5:00 p.m.
Online Cityspan Proposals Due	Friday, January 25, 2019 <u>BEFORE</u> 5:00 p.m. An online receipt will be produced upon submission. Proposals submitted after the deadline will not be considered for review.
Schedules E, O, and W Due (hand-delivered)	Monday, January 28, 2019
Schedule E-2 (optional)	Tuesday, January 29, 2019
List of Programs Recommended for Funding Emailed to Applicants	April 2019
Written Appeals from Applicants Due	April 2019
City Council Approves Recommendations for Funding	May/June 2019
Contracting and Negotiations Begins	June 2019
Program Year/ Contract Begins	July 1, 2019 (June 1 for Summer Programs)

Additional OFCY Resources

The following documents can be found on the OFCY website at www.ofcy.org:

OFCY 2019-2022 Strategic Investment Plan	www.ofcy.org/about-us/strategic-plan
OFCY Planning and Oversight Committee	www.ofcy.org/about-us/planning-oversight-committee
OFCY Evaluation Reports	www.ofcy.org/evaluation
OFCY Contract Documents	www.ofcy.org/grantee/contract-documents

III. Funding Strategies for FY2019-2022

OFCY funding strategies were developed through an extensive community process in 2017-2018, and are detailed in the OFCY FY2019-2022 Strategic Investment Plan. The 2019-2022 funding strategies are built on OFCY's long history of supporting key services in the community and reflect current concerns and realities for Oakland's children and youth. The following strategies were developed based on input gathered during the community engagement process, research that supports these strategies as important interventions, and OFCY's own evaluation of its programming and providers.

Priority Populations

OFCY is a citywide fund with the vision that all children and youth in Oakland will thrive and have the support of the entire community to lead safe, healthy and productive lives. The mission is to provide strategic funding to support Oakland's children and youth from birth to 21 years of age to become healthy, happy, educated, engaged, powerful and loved community members.

A guiding value for the Fund is **Social and Economic Equity**, and the intention to direct resources towards those youth in greatest need. Over the years and through the latest strategic planning process, OFCY has identified specific populations to prioritize for support based on inequities in outcomes and need. The Fund seeks to support programs through the nine funding strategies that effectively engage and provide services to specific populations that face the greatest disparities in positive outcomes, with an intentional focus on addressing racial equity. African American children, youth and families are identified as a priority population for services, and Latino, Native American, and Asian/ Pacific Islander children, youth and families are identified for services through the strategies to achieve positive outcomes at different ages and stages. More information on priority populations is provided within the description of each funding strategy in the following section.



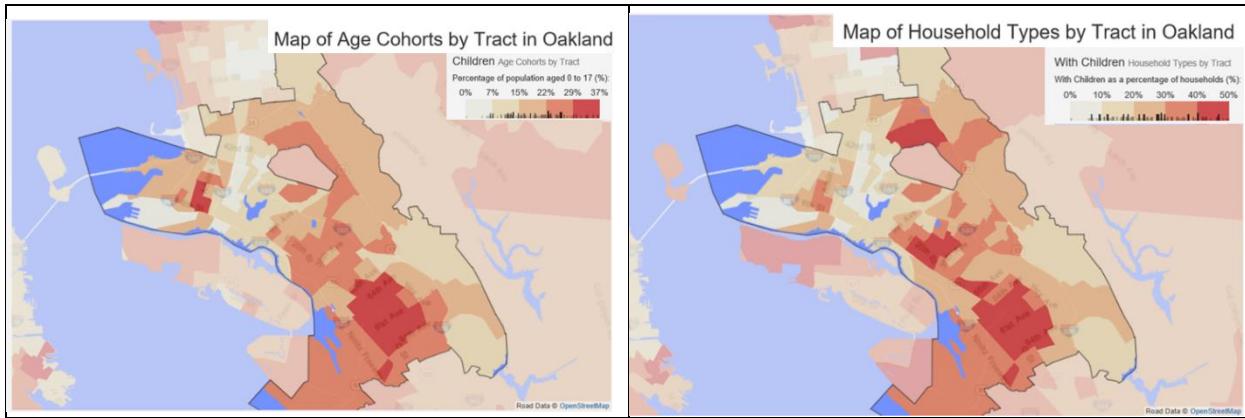
Oakland Children and Youth
from birth to 21 years of age

- Low-income neighborhoods
- Low-income children, youth and families
- Children attending schools with high levels of stress
- African American children and youth

- Latino, American Indian, and Asian/ Pacific Islander children and youth
- Immigrants and Refugees
- Unaccompanied Minors
- LGBTQ Youth
- Commercially-Sexually Exploited Children (CSEC)
- Homeless Youth
- Youth with Disabilities
- Foster Youth

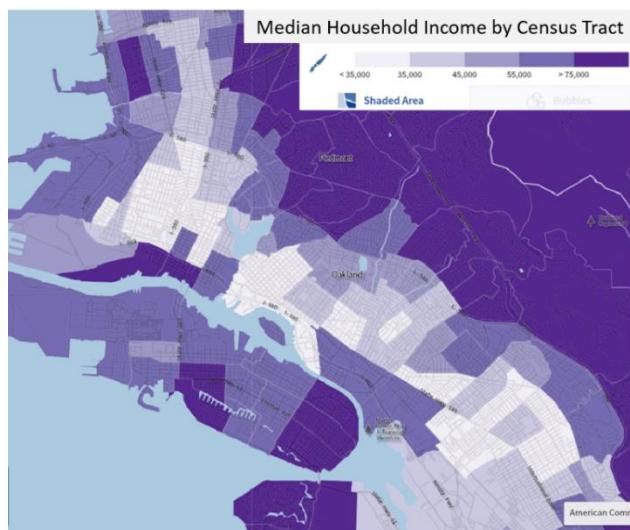
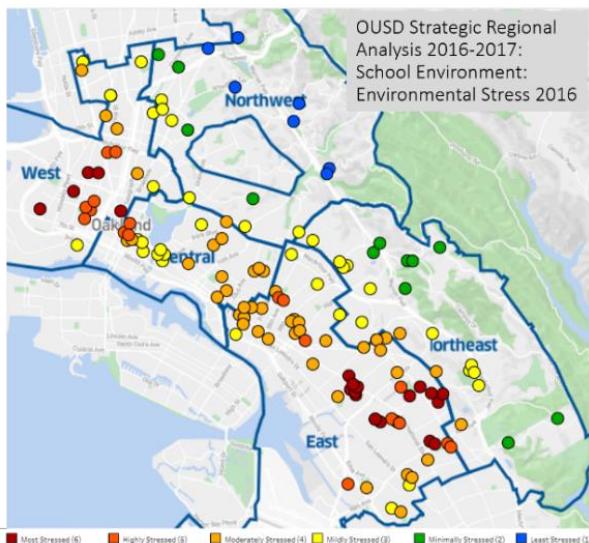
Priority Geographies

OFCY seeks to support programming and services that reaches children and youth with the greatest needs in their neighborhoods, communities, and schools. Current data indicates that Oakland children, youth, and families reside in greater numbers in West Oakland, Central Oakland/ Fruitvale District, and have the highest concentration in East Oakland.



Neighborhoods in West, Central, and East Oakland located below the 580 freeway are home to more households with lower median household incomes than households located in North Oakland and in the Oakland hills, indicating a greater need for resources for children and families residing in the flatland neighborhoods.

These neighborhoods also face higher levels of environmental stress and experience higher rates of violent crime, have higher rates of unemployment, experience lower air



quality, and have limited access to fresh food. Oakland Unified School District has monitored the environmental stress in neighborhoods and have identified schools that operate in communities that face disproportionate outcomes. OFCY seeks to support programming at schools that face higher levels of environmental stress and programs that serve children and youth that attend schools with higher levels of environmental stress, recognizing that schools are key institutions engaging with children and families from the early years through to young adulthood.

Shared Goals for Children and Youth

As a unique City of Oakland investment, OFCY's funding has impact through the direct services provided by nonprofit providers and through strategic alignment with other system and funding initiatives working toward community-wide goals for the well-being of Oakland's children. These goals include that families are supported in their children's health and development; children are able to attend quality preschool and are ready for kindergarten; school-aged children have safe places to go after school and in the summer for expanded learning and enrichment; youth experience positive outcomes and benefit from positive youth development programming and reduced risk of exposure to violence; and that older youth are supported in their goals for learning, including high school graduation and progress toward postsecondary education, and have opportunities for career exposure and employment in the transition to adulthood.

OFCY's strategies support collaborative efforts by focusing resources on the social and emotional well-being of children and youth; creating safe spaces for children, youth and families; funding more programming to support youth's healing, learning, enrichment, leadership development and employment opportunities; and by strengthening communities through building provider capacity to deliver services that affirm the cultures, worth and dignity of all children, youth, and families in Oakland.

OFCY funding addresses these goals from within an equity framework aligned with system partners and key stakeholders through a process of community engagement that supports the overall vision that all children and youth will thrive.

- ↑ kindergarten readiness
- ↑ school attendance
- ↑ 3rd grade literacy
- ↑ opportunities for youth development, learning, and enrichment
- ↑ high school graduation
- ↓ juvenile arrest rate
- ↑ youth summer employment
- ↑ youth employment particularly for opportunity youth

EARLY CHILDHOOD STRATEGIES

OFCY's investments in early childhood programming support young children from birth to 8 years of age. Recognizing that the earliest years of life are critical to the healthy physical, socio-emotional, and cognitive development of young children, OFCY supports programs that engage parents, families and caregivers to provide a caring and supportive foundation for positive growth.

1) Parent Engagement and Support

OFCY will support programs that strengthen the capacity of parents and caregivers for the healthy development of their children through services offered in community-based settings. The strategy and supported programming is aligned with the family engagement initiatives of Oakland Head Start, First 5 of Alameda County, OUSD, Alameda County and community organizations across Oakland. Community members emphasized the need for safe spaces and quality family support services, especially in high-need neighborhoods and communities.

Supported programming

OFCY will support programs that provide family engagement activities that promote attachment and positive parent-child interactions, and provide family supports that are linguistically and culturally competent. Desired activities include playgroups, parent-child activities, and early literacy efforts. Programming to be supported also includes workshops and parent engagement services, parent leadership and community engagement opportunities, home visits, peer connection, and family supportive services such as navigation.

Priority populations

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.

Intended impact

Supported programming will help parents and caregivers through:

- Increased knowledge of child development
- Improved skills to support academic and socioemotional development
- Increased family involvement
- Increased confidence in managing children's behavior
- Increased access to resources and support

Programming will support the citywide goal of increasing the percentage of young children who are ready for kindergarten success.

2) Family Resource Centers

OFCY will invest in expanding community use of and access to Family Resources Centers (FRCs). FRCs will be welcoming centers in the community that offer comprehensive services and a range of activities and opportunities to meet the needs of families where they live to support the healthy development and learning of young children. The strategy seeks to increase investment in neighborhood-based programming to coordinate and strengthen the growing network of FRCs in Oakland.

Supported programming

Neighborhood-based Family Resource Center funding will support comprehensive programming in support of children and families. 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. Additional services to be offered may include food and clothing assistance; healthcare benefits assistance; health and wellness workshops; developmental screenings for children; parent and caregiver workshops; parent leadership and engagement opportunities; computer access; literacy workshops; legal rights assistance services and classes; case management and linkages to resources; and culturally and linguistically responsive services in the neighborhood and larger community.

Priority populations

Family Resource Centers are intended to primarily serve parents and caregivers with young children, birth to age 8. OFCY will prioritize funding for programs that provide services of low-income families, African American and Latinx parents, immigrants, and refugees. 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.

Intended impact

Programming will help parents and caregivers through:

- Increased access to resources and support
- Increased knowledge of child development
- Improved skills to support academic and socioemotional development
- Increased family involvement
- Increased parent leadership
- Increased access to mental health and trauma-informed care support services
- Increased confidence in managing children's behavior

Programming will support the citywide goal of increasing the percentage of young children who are ready for kindergarten success.

3) Socioemotional Well-Being in Early Childhood

OFCY funding through this strategy will 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. Early childhood education consultants support preschool teachers on how to work with children who have high needs, respond appropriately to behavioral issues, and prevent, identify, and reduce the impact of trauma affecting mental health and developmental challenges among young children. Consultants are trained in trauma informed and culturally competent approach to partner with family members and caregivers to develop family-centered strategies to support the socio-emotional development of children. Partnering with OUSD Child Development Centers and Oakland Head Start sites, this strategy promotes quality preschool and early learning and supports children's readiness for kindergarten.

Supported programming

OFCY will support programming that provides consultations from early childhood mental health professionals to early childhood educators and parents and caregivers of young children. Effective services will promote the effective integration of trauma-informed practices within early childhood settings. Activities may include development of individualized plans for children with early childhood educators and parents or caregivers, to address how to support the child in group settings and with the aim of strengthening the capacity of parents and early childhood educators to support children's socioemotional development. Consultants will work with teachers, parents and caregivers to build linkages to community resources for special needs, mental health services, and individual therapy or treatment for young children. Programming may also include workshops, organization of social groups, and provision of educational resources for parents to help them understand developmental milestones and child behavior.

Priority populations

Services are intended to reach young children (ages 3–5), their families and caregivers, and early childhood educators through OUSD Child Development Centers and Oakland Head Start sites.

Intended impact

Supported programming will help parents, caregivers and early childhood educators through:

- Increased access to resources and support
- Increased knowledge of child development
- Improved skills to support academic and socioemotional development
- Increased access to mental health and trauma-informed care support services
- Increased confidence in managing children's behavior

Programming will support the citywide goal of increasing the percentage of young children who are ready for kindergarten success.

STUDENT SUCCESS IN SCHOOL STRATEGIES

OFCY supports children and youth from kindergarten through eighth grade attending Oakland public schools by dedicating funding through two specific strategies. The Comprehensive Afterschool Programming supports high quality afterschool programs to provide children and youth with a safe, supportive, and enriching experiences from the time school ends to 6:00 pm every day. The Student Engagement and Success in Elementary and Middle School strategy seeks to support specific efforts to boost school attendance, literacy and numeracy, and participation in STEM/ STEAM programming to support student's development in early years to provide a strong foundation for continued success in high school and post-secondary years.

4) Comprehensive Afterschool Programming

OFCY seeks to fund a lead agency to coordinate comprehensive afterschool academic and enrichment activities at Oakland public elementary and middle school sites, which will serve as a single-point-of-access to programming for students in grades K-8. 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. OFCY funding will also complement state and federal afterschool funding to provide sufficient resources to address staffing and program capacity needs at school sites that serve a higher number of students in their afterschool programs as evidenced by average daily attendance.

The lead agency will coordinate the after-school programming at each school site, including working with subcontractors to provide additional enrichment, academic, and supportive programming to students at the school. The lead agency will work in partnership with the school site leadership, the school district afterschool programs office, and OFCY to best support students. This strategy emphasizes the strong partnership between OUSD's Community Schools and Student Services Department and OFCY around providing comprehensive academic and enrichment opportunities to youth in Oakland's public elementary and middle schools that serve a majority of students who qualify for free and/or reduced lunch to increase positive youth development, educational outcomes, and enriching experiences.

Funding is intended to reduce costs of afterschool programming to reduce barriers to high quality enrichment and academic support for low income families by reducing the need for high program fees. Afterschool programs that receive state funding are required to allow participants who cannot afford fees to participate free of charge. OFCY's complementary funding for these programs helps to reduce this barrier and provide resources that support low-income students.

OFCY funding is also intended to provide lead agencies with sufficient resources to hire, train, and retain quality afterschool staffing to meet average daily attendance benchmarks.

Supported programming

- OFCY funding will ensure that afterschool programs provide high-quality enrichment programming, such as music and arts, health and wellness, science and technology, and sports and recreation.
- Positive youth development and leadership opportunities that engage youth and recognize their strengths and assets.
- Programming that is designed to address the specific needs of children and youth at their age and stage, including providing increased leadership opportunities and diverse programming for students in later grades to develop their strengths and interests.
- Funds support academic and literacy programming as required by state and federal funding and as requested as a citywide need by parents, educators, and administrators.

Priority populations

Students in kindergarten through 8th grade attending Oakland public elementary and middle schools where more than half of the students qualify for free and/or reduced price meals. Priority enrollment should be for students that qualify for free or reduced price meals, youth experiencing homelessness, foster youth, and other students prioritized by OUSD for afterschool services. No students that qualify for free or reduced price meals should be expected to pay fees for participation in a program.

Intended impact

Comprehensive afterschool programs support elementary and middle school students by:

- Improving school-day attendance
- Reducing rates of chronic absenteeism
- Improving sense of school connectedness
- Increasing caring relationships with peers and adults.
- Providing expanded access to literacy, arts, technology, and other enrichment.

Funding available

Programs operating at public elementary school sites are eligible for base grant funding of \$85,000. Programs operating at public middle school or K-8 sites are eligible for base grant funding of \$100,000.

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. Programs that serve over 100 students daily may request \$95,000 for elementary sites and \$110,000 for sites serving middle school-age students.

Elementary Schools (K-5)

- Base Grant Amount: **\$85,000**
- Sites Serving 100 students or more on average per day: **\$95,000**

Middle Schools (including K-8 schools)

- Base Grant Amount: **\$100,000**
- Sites Serving 100 students in grades K-8 or more on average per day: **\$110,000**

5) Student Engagement & Success in Elementary & Middle School

OFCY will support the academic achievement of elementary and middle school students through literacy and through science, technology, engineering, arts and math (STEAM) programming. Successful programming will specifically address student attachment to school, school-day attendance, and improved literacy and numeracy outcomes. While the strategy addresses disparities in academic outcomes, programming will be delivered through an asset-based, positive youth development approach that provides students with interesting and enriching activities in a safe and supportive environment. Programming that is delivered at school sites during will demonstrate effective coordination with the school leadership and with other entities responsible for school-site activities during school and out-of-school time hours.

Supported programming

Programs designed to improve attendance, school connectedness, and academic performance (literacy and numeracy). Programs can be delivered at community-based locations or school sites and should engage elementary and middle school students, along with their parents, in any or all of the following:

- Addressing attendance-related issues, such as chronic absences and/or suspensions.
- Offering programming to enhance and boost literacy or numeracy.
- Offering STEM/ STEAM programming intended to inspire creativity, problem solving, experimentation and interest in STEM/ STEAM fields.

Priority populations

Programs working with K-8 students who attend schools that are in East Oakland, Fruitvale, and West Oakland and that have high demonstrated need as evidenced by high levels of school environmental stress and higher rates of chronic absenteeism.

Intended impact

- Improved school-day attendance
- Reduced rates of chronic absenteeism
- Improved sense of school connectedness
- Improved grade-level literacy rates
- Improved grade-level numeracy rates

POSITIVE YOUTH DEVELOPMENT STRATEGIES

OFCY sees positive youth development as a core principal and value, and as a foundation for a variety of successful program models that see youth as assets that contribute to the current and future success of the city. OFCY supports positive youth development programming year-round and in summer months to engage children and youth ages 5 to 21 in programs that recognize their strengths, develops their skills and interests, and supports their positive growth and development.

6) Summer Programming

OFCY supports high quality summer programming by funding school- and community-based programs with an asset-based youth development approach to promote learning and peer and social connections. During summer months, programming will provide opportunities for enrichment, exploration, and new experiences that build confidence, self-esteem, and other important life skills in a safe and supportive environment. By providing children and youth interesting and enriching programming at safe and supportive spaces, OFCY helps keep children engaged in learning and improves community safety.

Supported programming

OFCY supports school-based summer programs that delivers enriching programming at school sites and that promotes socioemotional skills development, culture, health and wellness, and cognitive development. Programs that complement and enhance the enrichment provided at Oakland Unified School District summer school programs is encouraged. OFCY also supports community-based summer programs that provide opportunities for learning and provide youth with new experiences in areas such as the arts, STEM/STEAM, and youth and community development, as well as field trips and explorations of nature. Programming builds youth assets and personal development by promoting culture, cognitive development, socioemotional skills, and health and wellness.

Priority populations

Children and youth (ages 5–14) in Oakland. Prioritization for low-income African American, Latinx, Asian/ Pacific Islander, and Native American children and youth, and for programming located in East Oakland, Fruitvale, and West Oakland.

Intended impact

- Retaining academic skills and knowledge
- Increasing caring relationships with peers and adults
- Increasing access for low-income children and youth to challenging and engaging activities and learning experiences
- Expanding access to literacy, arts, technology, and other enrichment.
- Improving youth activity levels, fitness, and overall physical wellness

7) Youth Development and Leadership

OFCY supports youth development and leadership programming that takes place year-round, during the school year, and in summer. Funding will support activities that encourage youth to develop leadership skills, engage in their communities, participate in arts programming to support personal and cultural identity and growth, and participate in enrichment activities including sports, technology, nature exploration, and other activities that build on youth's strengths to build positive peer and adult relationships and develop problem-solving skills. 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.

Supported programming

Programs will provide youth with enriching activities, skill building, connections to caring adults, and opportunities for direct mentorship. OFCY is interested in supporting programs that offer a range of different types of skill-building opportunities while promoting youth development to engage youth of all ages, including older youth. Particular focus may be given to:

- **Arts, music, and recreation enrichment programs** that provide youth with opportunities to explore personal and cultural identity through arts, literature, or other forms of expression, sports, gender specific or cultural programming, and to build their socioemotional, cultural, physical, and cognitive skills.
- **Population-specific programming** that is culturally relevant, asset-based, and trauma-informed, and provide social, emotional, and physical support for vulnerable populations such as LGBTQ youth, African American, Latinx, Asian/ Pacific Islander, and Native American children and youth, immigrants and refugee youth, and youth experiencing homelessness or other populations facing disparate health, academic, and social outcomes. Through the delivery of comprehensive services and supports to young people, programming will provide positive youth development, empowerment opportunities, and family support.
- **Youth and peer leadership programming** that provides youth with leadership skills and experiences such as peer mentoring, community advocacy, or other opportunities to practice leadership and hold roles of responsibility. Investments will focus on programming that includes youth in program design and delivery, empowering them to experience leadership that can boost their self-efficacy, educational achievements, and sense of community.

Priority populations

The strategy looks to support a range of children and youth ages 5–21 in Oakland, with a priority for low-income African American, Latinx, Asian/ Pacific Islander, and Native American children and youth, and for programming located in East Oakland, Fruitvale, and West Oakland. OFCY also seeks to prioritize services for programming that is designed intentionally for hard-to-serve populations including youth experiencing homelessness, foster youth, commercially sexually exploited minors, LGBTQ and immigrant youth and other vulnerable groups.

Intended impact

Programming supports children and youth by:

- Increasing caring relationships with peers and adults
- Increasing opportunities for leadership and connection to community
- Increasing access for low-income children and youth to challenging and engaging activities and learning experiences
- Expanding access to literacy, arts, technology, and other enrichment.
- Improving youth activity levels, fitness, and overall physical wellness
- Increasing the number of safe, supported spaces for vulnerable, high priority youth populations

TRANSITION TO ADULTHOOD STRATEGIES

OFCY supports older youth ages 14 through 21 years of age in their transition to a healthy and productive adulthood through funding for programs that help youth successfully navigate and graduate high school; gain entrance, persist and graduate from postsecondary institutions; and allow youth to explore and experience possible career options.

8) High School and Postsecondary Student Success

OFCY will support school-based and community-based programming designed to support achievements in learning, increase youth attachment to school, and facilitate older youth transitions into high school and postsecondary education. Funding will support culturally responsive strategies that address the needs of older youth by helping to strengthen their skills to support their academic success and well-being.

Supported programming

- High school success programming that provides peer leadership, mentoring, community building, and other academic and social supports to engage youth in school.
- Transition programming that focuses on students moving from Grade 8 to Grade 9, with the goal of improving incoming high school students' connections to their new school through early and targeted interventions, case management, and engagement in social, enrichment, and academic programming.
- Postsecondary access and success programming that provides college and postsecondary preparation, such as college application support, course enrollment and advising, and financial planning assistance; as well as persistence support such as college remediation courses, academic planning, mentoring, and other supportive services.
- Conflict resolution and restorative justice programming that works to address and reduce student conflict, provide life coaching and case management, service learning, offer healing circles and healing centered approaches to conflict, build community organizing skills of youth and advance positive school culture and community. (Conflict resolution and restorative justice programming is not restricted to high school environments and may be offered in middle schools as well.)

Priority populations

Programming is focused on older Oakland youth ages 14–21, with priority for African American, Latinx, Native American, and Pacific Islander youth and for programming situated in East Oakland, Fruitvale, West Oakland and at school sites with high levels of environmental stress.

Intended impact

The strategy will support older youth by:

- Increasing supports for youth in high school and in transition to high school to connect their school community.
- Increasing access to programming that supports college readiness and post-high school planning
- Improving high school graduation rates
- Improving postsecondary matriculation and persistence

9) Career Awareness and Employment Support

OFCY supports programs that build career awareness and provide employment support for older youth ages 14-21. Through career exploration, work readiness training, and employment, programs will provide youth with on-the-job experience, skill-building supports, and exposure to career options and pathways. This strategy will support year-round programs for students in school and for opportunity youth not connected to school or employment, and will support summer programs that are coordinated with broader city efforts to boost youth employment experiences during the summer school break. The strategy will support programs that incorporate financial literacy into their program design and provide participants with access to financial services and resources.

OFCY will support three models of programming:

- **High School Youth: Year-Round.** Programs for youth enrolled in high school that provide youth with career exposure, internship opportunities, and/or work experience during the school year and in summer months. Programming that focuses on helping youth learn about various occupations and industry sectors as well as acquire real, on-the-job experience as a means of encouraging and motivating students to complete high school and pursue postsecondary training. Applicants must be able to obtain the required work permits for all Oakland students under 18 years of age employed during the school year or in the summer. Information about work permit rules can be obtained at www.ousd.org/Page/157.
- **Opportunity Youth: Year-Round.** Programming for opportunity youth ages 16-21 who are not in school and not employed that offers comprehensive, supported work experiences for youth who face high barriers to self-sufficiency. Programming that includes employment experience along with support for academic achievement and wraparound supportive services.
- **Summer Youth Employment:** OFCY is partnering with the Oakland Workforce Development Board (OWDB) Summer Youth Employment Program/ Mayor's Summer Jobs to increase the number of summer youth employment opportunities. Awarded programs will align with the Oakland Summer Youth Employment program model, including the goal of providing youth ages 16 through 21 years of age with 100 hours of employment, compensation at the City of Oakland minimum wage, job readiness training, case management support for both youth and employer partners, and financial literacy training and access. Applicants must be able to obtain the required work permits for all Oakland students under 18 years of age employed during the school year or in the summer. Information about work permit rules can be obtained at www.ousd.org/Page/157.

Applicants applying for Summer Youth Employment may select to be considered for future OWDB funding. The OFCY RFP will serve as a request for qualifications for future funding from the Oakland Workforce Development Board. The OWDB will review proposals submitted through this sub-strategy for additional funding consideration. The OWDB and may request additional information from applicants prior to their summer employment funding determinations.

Note: if your agency is interested in participating in the Oakland Summer Youth Employment Program and receiving funding distributed through the OWDB, you must apply through the OFCY RFP in the Summer Youth Employment sub-strategy to be considered eligible for OWDB-distributed funding.

For further information on the intended program design and elements for a successful Summer Youth Employment program aligned to the Oakland Workforce Development Board's (OWDB) Youth Summer Employment Program can be found at:

www.oaklandca.gov/boards-commissions/oakland-workforce-development-board

Priority populations

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).

Intended impact

- Youth will increase awareness of job and career options
- Improved access and connection to internships and other work-experience opportunities that offer tangible work-skills and job readiness
- Increased number of youth participating in the City's summer youth employment program
- Improved employment outcomes for opportunity youth
- Improved high school graduation rates
- Improved postsecondary matriculation and persistence

IV. Proposal Instructions

All applications must be completed and submitted online through the OFCY RFP portal on Cityspan. The online application will consist of the following elements:

- 1) Registration**
- 2) Agency Information**
- 3) Proposal Information**
- 4) Narrative**
- 5) Demographics and Operations**
- 6) Activity Projections**
- 7) Budget**
- 8) Proposal Signoff**

After completing your online submission, you will be required to also submit and hand-deliver Schedules E, O, and W to the Contracts & Compliance Division. See **page 66** for instructions on submitting these documents.

More information is provided on each of these elements in the Steps on the following pages.

Step 1: Registration and Login

REGISTERING

Register for an OFCY RFP account at <https://ofcyrfp.cityspan.com/registration.asp>. All applicants must create a new account, even if your agency currently receives funds from OFCY and uses the Cityspan system for grant management.

Applicants will create a unique user name and password for their agency. You will only need to create one username and account for your agency, even if your agency is submitting multiple proposals. To create an account for your agency, you must provide the organization's name, identify an agency contact, and provide the organization's tax identification number.

For the 2019-2022 RFP, applicants will use one single account to submit one or more program proposals. For each agency, a single user account should be shared between users at your agency. If multiple staff at your agency will work on proposals, please enter a password you are comfortable sharing.

LOGGING IN

When you come back to work on your application, go to <https://ofcyrfp.cityspan.com>. Provide your username and password to enter the Cityspan application system.

If you have forgotten your account information, call the Cityspan Help Desk for assistance at: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, PST.

Questions about the content of the RFP can be directed by email to Scott Kim at sskim@oaklandca.gov. Questions by phone or in person will not be taken.

Step 2: Agency Information

Begin your application by completing the **Agency Information** section. Organizations may submit one or more program proposals under their agency account, and will only need to complete the **Agency Information** section once per organization.

To complete the **Agency Information**, provide your location, annual agency budget, mission statement, years in operation, staffing, and contact information for key leadership.

In the **Agency Profile**, you will **upload the following required attachments:**

Copy of IRS Letter Certifying Tax Exempt Status.

- Refer to the Eligibility section on **page 6** for information on how to obtain a letter from the IRS. For Public Agencies, submit a blank document as an attachment.

Fiscal Audit

- Agency Audited Financial Statements or other required fiscal documents. See **page 9** for guidance regarding submission of financial statements.

IRS Form 990

- Provide a copy of your agency's most recently submitted IRS Form 990.

Organizational Budget

- Provide your agency's current year organizational budget for the current fiscal or calendar year (FY 2018-2019). The organizational budget must clearly list sources of income/revenue, and detail personnel, direct, and indirect expenses. Fiscal Sponsors (applicant) must upload Overall Agency Budgets for themselves and their Sponsored Organization.

Board Roster

- Upload the current active board roster indicating officers and professional affiliations.

Fiscal Sponsorship Letter of Agreement (LOA)

- If applying with a fiscal sponsor, provide a letter of agreement between the fiscal sponsor and the sponsored organization. Among other responsibilities, the LOA must state that the Fiscal Sponsor or contractor is aware of their responsibility both fiscally and programmatically for all grant requirements if funds are awarded. The Fiscal Sponsor will be the applicant and will be the responsible party for the contract if the application is successful.

All **Letters of Agreement** should include:

- Description of the nature, history and extent of the partnership including past successes and accomplishments of the partnership.
- Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.
- Any funds being exchanged.
- Signature of director level person or someone who has the organizational authority to enter their respective organizations into an agreement.

Each document can be uploaded in any format (e.g. word, pdf, excel, etc.) but cannot be over 20GB in size. **You may upload only one document per section.**

Tip: Be sure to **save your progress**. You can save your proposal by clicking the yellow '**Save**' button on the top of each page of Cityspan. Be sure to **Submit** only when you are completely sure that the information is accurate and ready for submission to OFCY. You do not need to submit your Agency Profile to be able to work on your proposal.

Once you have entered the information into the **Agency Information** section, you can navigate to your **Agency Proposals** by clicking the "**Agency Proposal**" tab on the left side of the Cityspan page.

Step 3: Proposal Information

Enter the **Program Name** for the program you are applying for funding. Click “**Add New Proposal**” to save this as a new Program Application. Please be sure to use the most accurate program name that will be used to identify your proposal throughout the review and selection process. If applying under the **Comprehensive Afterschool Programs** strategy, please enter the exact school name as listed by the California Department of Education (www.cde.ca.gov/SchoolDirectory) as the name of your afterschool program.

Once you have created a Program Application with a new Program Name, click on the Program Name to complete the **Proposal Information**.

TYPE OF APPLICANT

Select whether the organization is applying as a “Collaborative” or “Single Agency”, or “Small and Emerging Applicant.” For collaborations, list the agency name for all collaborative partners for the proposed program. For more information on types of applicants, please refer to the **Eligibility** section of this RPF.

OFCY FUNDING STRATEGY

Select the appropriate strategy under which the proposal is being submitted for funding consideration. You must select a funding strategy and submit the **Proposal Information** to be able to access the Narrative, Demographics and Operations, Activities Summary, and Budget sections of the RFP. These sections are different for applicants depending on the funding strategy selected. Applicants applying under the **Career Awareness and Employment Support: Summer Youth Employment** sub-strategy may select to be additionally considered for funding from the Oakland Workforce Development Board (OWDB). Please refer to page 29 for more information.

PROPOSAL CONTACT

Identify the main contact person for your proposal. Be sure that the contact person is someone in your agency that can be responsive to questions from OFCY during the proposal review and selection process.

Tip: During the course of preparing your application, you may find a need to edit information in your application after submitting. Instead of starting a new application, contact Cityspan Help Desk at 866-469-6884 to unlock the to make edits, and then click “**Submit**”.

When you have finished with the **Proposal Information** section, click “**Save and Return**” to return to the main menu. Once finalized, return to the **Proposal Information** page and click “**Submit**” to unlock the Narrative, Demographics and Operations, Activities Projections, and Budget sections of the RFP.

Step 4: Narrative

The Proposal Narrative must include the following elements, presented in the order listed below. Each question will have its own text box with a character limit. **Cityspan will count spaces toward the character limit.**

Reviewers will score the Proposal Narratives based upon the adequacy and thoroughness of the response to the RFP requirements and according to the following point system¹:

Narrative Element	Points
Program Summary	(no points)
Agency History and Capacity	15
Program Design	50
Outcomes and Impact	15
Required Resources and Budget Request	20
TOTAL	100

The questions in the Narrative section will vary depending upon the funding strategy selected. This section provides the questions for each of the funding strategies. For more information regarding scoring of the application, see the **Evaluation of Proposals** section on **page 68**.

Tip: OFCY recommends that programs first draft responses to the Narrative section in a word processing document, and then cut & paste completed responses into the Cityspan system. Be sure to review your submissions in Cityspan for accuracy, formatting, and character spacing.

Letter of Agreement Upload

For programs that are proposing services with a subcontractor, you will be prompted to upload a Letter of Agreement or Memorandum of Understanding for any organizations or individuals listed in the Subcontracts section of the Budget at the conclusion of the **Narrative** section.

Programs applying for funding under the **Comprehensive Afterschool Programs** strategy will upload their Letter of Agreement between the applicants, school site leadership, and the OUSD After School Programs Office. Programs applying for funding at charter school sites need to complete a letter of agreement with only the school site leadership.

All Letters of Agreement should include:

- Description of the nature, history and extent of the partnership including past successes and accomplishments of the partnership.
- Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.
- Any funds being exchanged.
- Signature of director level person or someone who has the organizational authority to enter their respective organizations into an agreement.

¹ This point system applies only to the scoring of the narrative section. The OFCY Planning and Oversight Committee (POC) will use this score along with other criteria, including but not limited to service location, service to priority populations, strategic alignment, past performance, and reasonableness of budget and activities, when making funding recommendations.

Strategy 1) Parent Engagement and Support

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services, and how services will be delivered. (4,000 Character Limit)
- 4) 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)
- 5) 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)
- 6) Who are the other partners that will support the program? Does the proposed program include subcontractors or consultants, and if so, what will they provide for the program, and what are their qualifications? What are the other partners not included in the program budget that are critical to the success of your program, and how do you propose to work with them on the proposed program? (1,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 7) What are the needs that your program is designed to address? How will parents and children directly benefit from the proposed services? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 8) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? How will you know that your program is successful? (1,500 Character Limit)
- 9) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 10) 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? (1,500 Character Limit).
- 11) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 12) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. (1,500 Character Limit)

Strategy 2) Family Resource Centers

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the comprehensive services to be offered at the Family Resource Center. Provide information on the program design, type of services, average length of participation, and how services will be delivered. (4,000 Character Limit)
- 4) Describe the neighborhood your FRC is in and the population you intend to reach. How long you have been serving families in this neighborhood and how has your relationship with the community evolved over the years. If serving diverse multicultural families, how do you plan on engaging various constituents with differing needs and preferences? (1,500 Character Limit)
- 5) Is the Family Resource Center located in a permanent space which your organization owns or on a long-term lease? Is the space welcoming and appropriate to families with young children? (1,000 Character Limit)
- 6) Who are the other partners that will support the program? Does the proposed program include subcontractors or consultants, and if so, what will they provide for the program, and what are their qualifications? What are the other partners not included in the program budget that are critical to the success of your program, and how do you propose to work with them on the proposed program? (1,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 7) What are the needs that your program is designed to address? How will parents and children directly benefit from the proposed services? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 8) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? (1,500 Character Limit)
- 9) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 10) 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? (1,500 Character Limit).
- 11) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 12) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. (1,500 Character Limit)

Strategy 3): Socioemotional Well-Being in Preschool and Early Childhood Education Settings

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, and how services will be delivered. (4,000 Character Limit)
- 4) Describe how your program will coordinate with the proposed early childhood program site staff to plan and deliver direct services for children, parents and caregivers, and educators. (1,500 Character Limit)
- 5) Describe how your program will integrate with the existing site programming to best serve participants. What are challenges that you anticipate, and how do you plan to address the challenges? (1,500 Character Limit)
- 6) Identify the population that will be served in your program. How do you plan on engaging educators and parents and children enrolled in early childhood programming in the proposed direct services? (1,500 Character Limit)
- 7) Who are the other partners that will support the program? Does the proposed program include subcontractors or consultants, and if so, what will they provide for the program, and what are their qualifications? What are the other partners not included in the program budget that are critical to the success of your program, and how do you propose to work with them on the proposed program? Address specifically how your

program partners with Oakland Head Start and the OUSD Early Child Education Department at the system level for coordination and the site level for service delivery. (2,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 8) What are the needs that your program is designed to address? How will early childhood educators benefit from your program? How will parents and children directly benefit from the proposed services? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 9) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? How will you know that your program is successful? (1,500 Character Limit)
- 10) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 11) 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? (1,500 Character Limit).
- 12) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 13) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. (1,500 Character Limit)

Strategy 4): Comprehensive Afterschool Programs

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, and how services will be delivered. Describe the enrichment programming that will be delivered, and the qualifications of staff or subcontractors delivering the services. (4,000 Character Limit)
- 4) How will your program serve as lead agency to manage all after school programming at the school site? What steps will you take to coordinate with the school and other potential service providers at the site? What challenges do you anticipate, and how do you plan to address these challenges? (2,000 Character Limit)
- 5) Do you have a contract to manage ASES or 21st Century Learning funds in this current year at the proposed school site? Describe the length of your partnership with the school site and administration. Who is the principal at the site, and how long have they been employed at that school site? If you will be a new provider, describe your qualifications to serve the school community. (1,500 Character Limit)
- 6) What are the total state and federal afterschool funds dedicated for the school site for the current year? What is the expected average daily attendance (ADA) in 2018-2019 for students in kindergarten through eighth grade based on the current funds? How many students per day do you expect to serve next year? Explain how your program will maintain sufficient staffing to meet the daily attendance targets. (2,000 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 7) What are the needs that your program is designed to address? How will children and youth specifically benefit from your program? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 8) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? (1,500 Character Limit)
- 9) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 10) 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? (1,500 Character Limit).
- 11) Provide an overview of the proposed program expenses, and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. Note: the program budget will require line-item narrative justifications for each proposed expense. Use this section to provide a summary of major program expenses, including direct staffing, direct expenses, and subcontractor expenses, and indirect expenses. (2,000 Character Limit)
- 12) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. State whether your program will collect fees for participation or if it will be free of charge to all students, and describe your fee structure, estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee. (2,000 Character Limit).

Strategy 5): Engagement and Success for Elementary and Middle School Students

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services, and how services will be delivered. (4,000 Character Limit)
- 4) What schools will you work with, and how will you engage with the school leadership at those sites? (2,000 Character Limit)
- 5) Identify the population that will be served in your program. How do you plan to recruit, engage, and retain children and youth in your services to reach your program's goals? How do you keep youth engaged in programming? (1,500 Character Limit)
- 6) Who are the other partners that will support the program? Does the proposed program include subcontractors or consultants, and if so, what will they provide for the program, and what are their qualifications? What are the other partners not included in the program budget that are critical to the success of your program, and how do you propose to work with them on the proposed program? (1,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 7) What are the needs that your program is designed to address? How will children and youth specifically benefit from your program? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 8) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? (1,500 Character Limit)
- 9) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 10) 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? (1,500 Character Limit).
- 11) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 12) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. State whether your program will collect fees for participation or if it will be free of charge to all participants. If collecting fees, describe your fee structure, estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee. (1,500 Character Limit)

Strategy 6): Summer Programming

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services, and how services will be delivered. (4,000 Character Limit)
- 4) How will you provide meaningful and enriching experiences to children, so they have opportunities to participate in new and exciting activities over the summer? (1,500 Character Limit)
- 5) How many children do you project will be served daily through your summer program? (1,500 Character Limit)
- 6) Identify the population that will be served in your program. How do you plan to recruit, engage, and retain children and youth in your services to reach your program's goals? How do you keep youth engaged in programming? (1,500 Character Limit)
- 7) Who are the other partners that will support the program? Does the proposed program include subcontractors or consultants, and if so, what will they provide for the program, and what are their qualifications? What are the other partners not included in the program budget that are critical to the success of your program, and how do you propose to work with them on the proposed program? (1,500 Character Limit)

- 8) Will your program be offered as part of the OUSD summer program? If so, please specify whether it is the A+B or six-hour program model and the expected average daily attendance? How many weeks will you offer your program? What does your program offer to enhance or complement the work that is provided through OUSD? (1,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 9) What are the needs that your program is designed to address? How will children and youth specifically benefit from your program? What are the short-term outcomes, and what are the long-term impacts? How does your summer program support broader goals shared by the city and school district? (2,500 Character Limit)
- 10) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? How will you know if you are successful in your work? (1,500 Character Limit)
- 11) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 12) 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? (1,500 Character Limit).
- 13) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 14) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. State whether your program will collect fees for participation or if it will be free of charge to all children and youth, and describe your fee structure, estimated annual fee revenue, and estimated percent of students participating for free compared to students paying a fee. (1,500 Character Limit)

Strategy 7): Youth Development and Leadership

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services, and how services will be delivered. (4,000 Character Limit)
- 4) Describe how your program is designed to provide programming that is appropriate for the ages and stages of your children and youth participants. How do you provide positive youth development and leadership programming that meets the particular needs of your target population? (1,500 Character Limit)
- 5) Identify the population that will be served in your program. How do you plan to recruit, engage, and retain children and youth in your services to reach your program's goals? How do you keep youth engaged in programming? Describe programmatic elements and incentives that keep your participants engaged. (2,500 Character Limit)
- 6) How will you provide meaningful and enriching experiences to children and youth, so they have opportunities to participate in new and exciting activities? (2,000 Character Limit)

- 7) Who are the other partners that will support the program? Does the proposed program include subcontractors or consultants, and if so, what will they provide for the program, and what are their qualifications? What are the other partners not included in the program budget that are critical to the success of your program, and how do you propose to work with them on the proposed program? (2,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 8) What are the needs that your program is designed to address? How will children and youth specifically benefit from your program? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 9) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? How will you know if you are successful in your work? (1,500 Character Limit)
- 10) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 11) 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? (1,500 Character Limit).
- 12) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 13) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. State whether your program will collect fees for participation or if it will be free of charge to all participants. If collecting fees, describe your fee structure, estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee. (1,500 Character Limit)

Strategy 8): High School and Postsecondary Student Success

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services, and how services will be delivered. (4,000 Character Limit)
- 4) What schools will you work with, and how will you engage with the school leadership at those sites? (2,000 Character Limit)
- 5) Identify the population that will be served in your program. How do you plan to recruit, engage, and retain children and youth in your services to reach your program's goals? How do you keep youth engaged in programming? (1,500 Character Limit)
- 6) Who are the other partners that will support the program? Does the proposed program include subcontractors or consultants, and if so, what will they provide for the program, and what are their qualifications? What are the other partners not included in the program budget that are critical to the success of your program, and how do you propose to work with them on the proposed program? (1,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 7) What are the needs that your program is designed to address? How will children and youth specifically benefit from your program? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 8) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? How is your program addressing specific city and district goals? How will you know if you are successful in your work? (1,500 Character Limit)
- 9) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 10) 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? (1,500 Character Limit).
- 11) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 12) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. (1,500 Character Limit)

Strategy 9): Career Awareness and Employment Support

PROGRAM SUMMARY (NOT SCORED)

Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

AGENCY HISTORY AND CAPACITY (15 POINTS)

- 1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care. (1,500 Character Limit)
- 2) Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)

PROGRAM DESIGN (50 POINTS)

- 3) Describe the program and proposed services including work readiness training, work experience opportunities, financial education and access, and post placement support. Provide information on the program design, type of services, average length of participation, and how services will be delivered. (4,000 Character Limit)
- 4) 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? (1,500 Character Limit)
- 5) For each of the last three program years, please list a) employers you have placed youth with, and b) the number of youth placed at each employer. (1,500 Character Limit)
- 6) Identify the population that will be served in your program. How do you plan to recruit, engage, and retain youth in your services to reach your program's goals? How do you keep youth engaged in programming? (1,500 Character Limit)
- 7) Describe how your program coordinates with the broader ecosystem of youth career awareness and employment support in Oakland? Describe any collaborative relationships with government agencies, workforce development boards, nonprofit organizations, school districts, colleges and universities, training providers and private sector employers? (1,500 Character Limit)

OUTCOMES AND IMPACT (15 POINTS)

- 8) What are the needs that your program is designed to address? How will children and youth specifically benefit from your program? What are the short-term outcomes, and what are the long-term impacts? (2,500 Character Limit)
- 9) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? (1,500 Character Limit)
- 10) List your program's annual outcomes and performance for the past three years. Explain any fluctuations in outcome and performance year-to-year. (1,500 Character Limit)

REQUIRED RESOURCES AND BUDGET REQUEST (20 POINTS)

- 11) 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? (1,500 Character Limit).
- 12) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. (2,000 Character Limit)
- 13) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. (1,500 Character Limit)

Step 5: Demographics and Operations

Please estimate the total number of unique clients your program projects to enroll and serve during the period July 1, 2019 and June 30, 2020 if funded by OFCY. For programs operating only in summer, estimate for the period June 1, 2019 – August 31, 2019. If awarded OFCY funding, programs will be required to enroll all clients into the Cityspan database system. All individuals (youth and adults) enrolled as participants in the program will be required to provide First Name, Last Name, Date of Birth, Gender Identity, Race/Ethnicity, and residential Zip code to enter into Cityspan. Enrolled clients are required to provide (and their parent, guardian, or other legally authorized representative if a minor) a Release of Information Form giving consent to being entered and their participation tracked in Cityspan and agreeing to participate in an annual evaluation of the funded program by the City and/or its evaluation consultant.

TOTAL UNDUPLICATED YOUTH PARTICIPANTS

- Youth participants must be Oakland residents age 0-21.
- The totals of **Race/Ethnicity, Ages to be Served, Gender Identity, Residential, and Dosage** must each equal the **Total Unduplicated Youth Participants**.
- The Dosage table is a projection of how many hours of programming you expect each participant to receive in a program year.
- Do not include in your projections participants that only receive ancillary services such 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.

TOTAL UNDUPLICATED ADULT PARTICIPANTS

- Projections for Adult participants are for programs applying under Parent Engagement and Support, Family Resource Centers, and Socioemotional Well-Being in Preschool and Early Childhood Education Settings strategies.
- Adult participants must be parents or caregivers of children residing in Oakland.
- Do not include projected number of participants reached in outreach efforts; outreach will not be tracked through Activities.

For Socioemotional Well-Being in Preschool and Early Childhood Education Programs:

For **Total Unduplicated Youth Participants**, project the total unduplicated child participants that will benefit from mental health consultations at the proposed early childhood education sites or other locations receiving services.

PROGRAM OPERATIONS DATES

Provide information on the months that the program will be active, projected number of weeks the program will be active over the course of one year, and the projected days and hours of operation.

Step 6: Activity Projections

In the **Activity Projections** section, you will provide an overview of the total expected activities to be supported during the first year of funding support. Provide an estimate on the overall activities in this section that correspond to the detailed activities you will provide throughout the year. Do not provide a detailed list of each and every expected activity that would constitute a completed Scope of Work. If selected for funding, applicants will be required to translate their Activity Projections into a detailed Scope of Work and set of specific activities prior to entering into contract with the City of Oakland.

The activity types that are available are dependent upon the OFCY funding strategy selected. There are four activity types that are available:

- **Individual Activities**
- **Group Activities**
- **Consultation Hours**
- **Internships and Employment**

Select the appropriate type of activity based on your services. For each activity category, you will be able to enter one or more activities.

Example: A program proposes to provide summer camp for four weeks for 100 students. Each day the program provides youth with three hours of arts and enrichment, and three hours of academic programming. Select “**Group Activities**” and complete *one activity* to capture the arts and enrichment programming, and *a second activity* to capture the academic programming.

For **Individual** and **Group Activities**, you will be required to provide the following information:

- **Activity Name**
- **Activity Category**
 - Select the most appropriate activity category from the drop-down list.
- **# of Sessions by quarter**
 - Enter the number of sessions that this activity is projected to occur by quarter. The quarters follow the City of Oakland’s fiscal year July 1st – June 30th. For programs operating solely in summer, the system will prompt you to complete the # of Sessions for June, July and August.
- **Average # of Participants per session**
 - Project the number of youth expected to be present per session on average.
- **Average Length of Session (hours)**
 - Project the average length of each activity session. Make sure to project out in hours, not minutes. For example, a 30-minute session should be entered as 0.5.
- **Service Description**
 - Provide a short summary of the activity to provide information on the type of activity proposed.

Note: The **Service Hours** per activity will auto-calculate based on your projected number of participants, number of sessions, and length of sessions.

$$\text{Service Hours} = (\# \text{ of participants}) \times (\# \text{ of sessions}) \times (\text{average hours per session}).$$

PROGRAM ACTIVITIES CATEGORY

Select the most appropriate category for each of your **Individual** and **Group** activities.

- Academics – includes literacy, math, STEM and STEAM programming
- Arts, Dance, Music and Culture
- College and Career Readiness
- Community Building
- Early Learning
- Family Engagement and Parent Education
- Field Trips
- Health Education and Wellness – includes gardening, cooking and nutrition
- Internships and Employment
- Leadership and Civic Engagement – includes community service
- Sports and Recreation
- Supportive Services – includes mental health services, case management, mentoring, resource referrals, legal services, housing support, restorative justice

CONSULTATION HOURS ACTIVITY

Programs applying through the **Social Emotional Well-Being in Early Childhood Education Settings** funding strategy will project services through **Consultation Hours**. The Consultation Hours activity type will capture projections of hours of service to be provided for each identified service site. To complete an activity, you will provide the following information:

- **Site Name**
 - Provide the name of the early childhood setting location. Provide a clear name for the site (do not use acronyms).
- **Projected Consultation Hours by Quarter**
 - Enter the projected number of consultation hours that will be provided at the Site location during each quarter. The quarters follow the City of Oakland's fiscal year July 1st – June 30th.
 - Q1 – July, August, September
 - Q2 – October, November, December
 - Q3 – January, February, March
 - Q4 – April, May, June
- **Service Description**
 - Provide a short summary describing the activity to provide information on the type of activity proposed. If there are collaborative partners or subcontractors, please specify in the service description the agency that will be providing the services for the activity.

INTERNSHIPS AND EMPLOYMENT

Programs applying through the **Career Awareness and Employment Support** funding strategy will be able to project services through the **Internships and Employment** activity type in addition to projections of Individual or Group activities. Create a separate **Internship and Employment** activity for each unique wage or stipend amount projected. Do NOT enter a range for hourly wage or stipend amount. These activities should align with the information entered in the **Budget** under Youth Wages and Stipends.

Example: Program XYZ is applying for funding to support 50 youth in internships. 25 youth will earn an hourly wage of \$15/hour, and 25 youth will be placed in employment earning \$17.50/hour. Program XYZ will create *one Internship and Employment activity* for 25 youth at \$15/hour, and *a second Internship and Employment activity* for 25 youth at \$17.50/hour, for a total of two Internship and Employment activities for the full 50 youth.

To complete an activity, provide the following information:

- **Activity Name**
 - Provide a short name to describe the activity.
- **Projected # of Hours per Quarter**
 - Enter the projected number of internship and employment hours for all participants by quarter. The quarters follow the City of Oakland's fiscal year July 1st – June 30th.
 - Q1 – July, August, September
 - Q2 – October, November, December
 - Q3 – January, February, March
 - Q4 – April, May, June
- **# of Participants**
 - Provide the number of youth participants participating in the specific activity.
- **Length of Internship or Employment per youth (hours)**
 - Provide an estimate of the total number of hours that a participant is expected to complete in an internship or employment during the year.
- **Amount of Stipend or Hourly Wage**
 - Provide the hourly wage or stipend amount that each participant will receive.
- **Service Description**
 - Provide a short summary describing the activity to provide information on the type of activity proposed.

SERVICE LOCATIONS

To complete the **Activities Projections**, provide information on the service site location. If your program is operating at multiple locations, provide information for each program site location. Do not include service site locations where only brief activities will take place, such as field trips or showcase event locations.

For each **Service Location**, provide the following information:

- **Location Name:** Provide a clear name for the site (do not use acronyms).
- **Address:** Including Street Address, City, and ZIP code.
 - **Note:** OFCY uses this information to inform the Planning and Oversight Committee and Oakland City Council of potential program locations and to determine locations of services throughout the city of Oakland. Please be sure to include accurate information in this section to be able to map potential service locations.
- **Oakland City Council District:** Provide the Oakland City Council district. To find the Council District of your site location, visit:
<http://gisapps.mapoakland.com/councildistricts/>
- **Type of Site:** Select from the drop-down list the most appropriate category for the proposed service site location.

Step 7: Budget

The program budget is an important component of your proposal that should be clearly linked to support the proposed program, with reasonable and justifiable expenses for staffing and program costs. The budget proposed should be an appropriate and accurate projection of the program expenses for one program year: FY2019-2020 (July 1 2019 to June 30 2020). Summer programs should project a three-month budget from June 1 2019 to August 30 2019).

This section also allows you to show the cost effectiveness of your program and demonstrate how you will leverage other funds for the programs you are proposing. This online budget should be reflective of what was written in the Narrative section and your proposed Activities.

The budget section is organized in three columns:

- **Total Program Budget**
 - The total cost of funding a line item to operate the proposed program.
- **OFCY Funds Requested**
 - The portion of the total program cost for which you are requesting OFCY funds.
- **Projected Match**
 - This column is auto-calculated by the formula:
 - Total Program Budget (-) OFCY Funds Requested (=) Projected Match
 - If awarded, grantees must provide detail on how this projected match was achieved annually. Each budget must have matching funds of at least 25% of OFCY Funds Requested.

Provide a narrative justification for each line item in the budget. In general, each **Budget Justification and Calculation** statement should describe, in as much detail as required for clarity, what the specific item is and how the amount shown in the budget was calculated, and why the specific item is important to the program.

DIRECT COSTS

PERSONNEL

Please list all direct service staff including line staff, supervisory staff that supervises line staff, and support/clerical staff that work directly on the proposed program.

- Create a separate line item for **EACH** individual staff working directly on the program including Lead Agency Position, First Name, Last Name, Total Annual Salary/Wages.
- Please list all direct program staff responsible for the success of the project, even if their salaries or wages are being covered by other matching funds, and not OFCY funds. This will help OFCY better understand the total cost of operating your program.
- Do not include administrative staff not providing direct supervision of line staff, subcontractors, interns, or volunteers.

FRINGE AND BENEFITS

This line item represents benefits (health, dental, retirement, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, and unemployment taxes. Enter in a numerical total for all fringe benefit costs paid by OFCY and by your match. The total fringe amount is only for those personnel receiving benefits from your agency. In the **Budget**

Justification and Calculation, provide a clear response of how your agency is calculating the Fringe and Benefits.

OTHER DIRECT COSTS

All items listed must directly benefit and support the operation of the proposed program. Direct costs that support the program include:

Equipment/Furniture

- Durable goods such as computers and furniture.

Facility Rental

- Pro-rated costs of space rental, utilities, building maintenance and other occupancy costs.

Food

- Meals, snacks and food for regular programming and special events.

General Office Supplies

- Paper, pens, toner, and other reasonable office supply expenses.

Participant Incentives

- Monies or other non-cash incentives, such as gift certificates, provided to a program participant as a reward for completing a program or achieving a programmatic milestone. Detail how many participants are projected to receive incentives, amount of incentive, and the reason for receiving the incentive.

Professional Development

- Please justify how you intend to use this amount in the narrative text box to support the professional development and training of your direct service staff.

Program Supplies

- Art supplies, workbooks, sports equipment, and other reasonable program supply expenses that are required for the proposed program.

Telephone/Internet/Communications

- May include mobile phone, telephone, internet and postage. Please be specific on how this cost was calculated and how it relates to the proposed program.

Travel/Transportation

- This item includes expenses for field trips and access to programs. The basis for the calculation as well as the purpose for all travel should be provided. Travel expenses for staff are allowed when directly benefiting children and youth. Funds cannot be used for travel to trainings or professional development conferences. Local travel estimates should be based on your organization's current policies, for example, 55.5 cents per mile or for AC Transit or BART. Any non-local travel needs to be carefully itemized and justified.

YOUTH WAGES AND STIPENDS

Youth Wages

This line item is for programs that offer youth an hourly wage or stipend for internships or employment experiences. Please enter a separate line item for each unique hourly wage. Do **NOT** enter a range for wages. Provide a description of what the employment is and how the cost was calculated.

Youth Wages Fringe

- Enter the total amount of fringe benefits associated with employing youth including any benefits youth may receive and mandatory employment costs such as FICA, SDI, and UI.

Youth Stipends

Stipends are used to support youth participants enrolled in your program in limited duration work experiences and internships. Please enter a separate line item for each unique stipend profile and stipend amount. Do **NOT** enter a stipend range. Provide a description of what the internship is and how the cost was calculated. Do **NOT** include incentives for program participation in this line item. These should be included in the line item **Participant Incentives** under **Other Direct Costs**.

ADMINISTRATIVE/INDIRECT COSTS

Administrative/Indirect costs by applicant designation are:

- **Single Agency:** Up to a total of 15% of total grant request may be requested.
- **Collaborative Applicants:** Up to a total of 15% of total grant request may be requested.
- **Small & Emerging:** Up to a total of 20% of total grant request may be requested.

Administrative/ indirect costs cannot exceed the limits stated above, including subcontractors.

Examples of allowable expenses in the administrative/indirect line item include: audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (Executive Director's time or any other staff who works minimally on the funded program).

Example: Indirect Costs are calculated as a percentage of the total OFCY Funds requested. A Single Agency applicant can request up to 15% of the total grant as **Indirect Costs**. If the agency applies for a grant requesting \$100,000 from OFCY, the maximum indirect costs that can be requested is \$15,000.

SUBCONTRACTORS

Subcontractors are described as organizations or individuals/sole proprietors that provide specialized services to target populations to help enhance your programs. Each subcontractor must operate under a signed contract, MOU, or Letter of Agreement (LOA).

Any potential changes in subcontractors, scopes of work and budgets should be brought to OFCY's attention before implementation. Subcontractors should meet the same contracting requirements of the City of Oakland that are required of lead contracting agency. When there is a subcontractor in the contract, it is the legal obligation of the lead agency to monitor the subcontractor's progress and to ensure accountability. However, OFCY staff has the right to conduct file reviews of subcontractor agencies and program observations of the subcontractor.

For this section, you will list the organization or individual name of each subcontractor or consultant. For each and every subcontractor, enter a line item budget using the same guidelines as the lead applicant budget.

Step 8: Proposal Submission & Signoff

The final step to complete your online proposal is to click “**Submit**” for each form. Please review the elements of your application including all uploads. OFCY recommends that you wait until the entire application is complete before submitting each form. Once you submit, you will not be able to edit any of your work. If for any reason you need your submitted form unlocked, please contact Cityspan Help Desk at 1-866-469-6884.

After all the forms are submitted, enter the **Proposal Signoff** form for the final confirmation of submission for your proposal. The form requires the applicant to verify the following:

- I understand that by clicking 'Submit', I am submitting this proposal to OFCY for review and may only edit the proposal by contacting the Cityspan help desk before the proposal submission deadline. I verify that all information in this proposal is accurate, that I have read all RFP sections related to this strategy, and that I have carefully reviewed all parts of my proposal before submitting.

Once you click “Submit”, your application will be submitted to OFCY. Cityspan will generate a **Receipt of Submission** to verify proof of submission, which will include your Agency Name, Program Name, and the date and time of your submission. Save the PDF copy of your receipt for your records and to attach with forms to be submitted to the Office of Contracts & Compliance as part of the final step in your submission: **Step 9: Required Schedules and Additional Preference Points**.

ONLINE PROPOSAL DUE: JANUARY 25, 2019, BY 5:00 P.M.

You must have completed and submitted all Cityspan forms and uploads by 5:00 p.m., January 25, 2019. Cityspan will not accept proposals after 5:00 p.m. on January 25, 2019. This will be strictly enforced. **We strongly encourage you not wait until the last minute to submit your proposal to avoid any unforeseen technical issues.**

All proposals must be submitted online through the Cityspan system. Proposals that are mailed, e-mailed, or faxed will not be accepted.

CITY OF OAKLAND/ OAKLAND FUND FOR CHILDREN AND YOUTH RIGHTS AND RESERVATIONS

By submitting a proposal, an applicant authorizes OFCY to verify any information the proposal contains. At any time before a contract is issued, OFCY may conduct site visits, interviews, and/or undertake other means to verify applicants' provision of services before making a final determination of grant awards. OFCY has the right to disqualify applicants whose proposals present false, inaccurate, or incorrect information or are incomplete in any fashion.

Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. To withhold financial and proprietary information, please label each page as "confidential" or "proprietary". Although a document may be labeled "confidential" or "proprietary", information is still subject to disclosure under the Public Records Act or Sunshine Ordinance, and is, at the City's discretion, based on the potential impact of the public's interests whether or not to disclose "confidential" or "proprietary" information. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act or the City of Oakland Sunshine Ordinance.

If an inadequate number of proposals is received or the proposals received are deemed nonresponsive, not qualified, or not cost effective, the City may at its sole discretion reissue the RFP.

Step 9: Required Schedules and Additional Preference Points

Once you have completed and submitted your proposal through Cityspan, there are three additional City Schedules required of all applicants seeking funding from the City of Oakland, as well as an option to seek additional preference points. This section provides guidance on completing and submitting the required and optional schedules to the City of Oakland – Contract Compliance Division for their review. Please note that these documents need to be delivered in-person, and will not be accepted by mail or electronically via email.

REQUIRED SCHEDULES

The City of Oakland requires all contractors to fill out several forms to ensure they are in compliance with a variety of ordinances and laws. The following forms are required at submission and can be accessed through links provided in **Appendix B: Stand Alone Schedules Required with Proposal:**

- **Schedule E:** Project Consultant Team
- **Schedule O:** Campaign Contribution Limits
- **Schedule W:** Border Wall Prohibition Form

Submit Schedules E, O and W by the due date of **Monday, January 28th, 2019 by 5:00 p.m.** to the City of Oakland, Contracts & Compliance Division. Hard copies of the schedules must be hand-delivered to the Contracts & Compliance Division:

Contracts & Compliance Division
250 Frank H Ogawa Plaza
3rd Floor, Suite 3341
Oakland CA 94612
Re: OFCY RFP 2019-2022 – Schedules E, O, W

You must submit schedules E, O, and W for each proposal submitted to OFCY. Provide a separate packet for each OFCY proposal submitted by your agency. To help ensure your submissions can be matched to your online proposal, include the PDF receipt verifying your submission from Cityspan through the **Proposal Signoff**. This receipt is critical to matching your submissions to Contracts & Compliance Division to your proposal submitted via Cityspan.

ADDITIONAL OPTIONAL PREFERENCE POINTS

While not a requirement, applicants may receive preference points from the City of Oakland, Contract Compliance Division by receiving certification as a Local, Small and Very Small Local Business Enterprise (L/S/VSLBE). Additional Preference Points may also be earned for having an Oakland resident workforce. Refer to **Appendix A, Section A:3:c-f** on **page 72** for more information, or refer to the **Program Incentives** information provided on the OFCY website at www.ofcy.org/funding-2/request-for-proposals/.

Applicants seeking additional preference points for having an Oakland resident workforce must submit a completed **Schedule E-2** ("Oakland Workforce Verification Form") by **Tuesday, January 29th by 5:00pm** (no more than 4 days after the proposal due date).

A copy of Schedule E-2 is available at www.oaklandca.gov/documents/schedule-e2-form

Submit Schedule E-2 and required documentation no later than **Tuesday, January 29th by 5:00pm** directly to the City of Oakland, Contracts & Compliance Division. Hard copies must be hand-delivered to the Contracts & Compliance Division:

Contracts & Compliance Division
250 Frank H Ogawa Plaza
3rd Floor, Suite 3341
Oakland CA 94612
Re: OFCY RFP 2019-2022 – Schedule E-2

You may submit one Schedule E-2 and documentation for your agency. If your agency is submitting multiple proposals, you will still only need to submit one copy of the Schedule E-2 and supporting documents in support of your agency.

To help ensure your submissions can be matched to your agency and online proposal(s), include the PDF receipt verifying your submission from Cityspan through the **Proposal Signoff**. If submitting Schedule E-2 and documentation in support of multiple proposals, include copies of the PDF receipt for each completed OFCY proposal submission. Providing the Cityspan receipt indicating proof of proposal submission is critical to matching your submissions to Contracts & Compliance Division to your proposal(s) submitted via Cityspan.

More information on the Contracts & Compliance Division, including office hours, can be accessed here: www.oaklandca.gov/departments/contracts-compliance.

V. Funding Recommendations, Appeals, and Contract Negotiation

Rejection of Proposal Elements

The City reserves the right to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP/RFQ without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. **A proposal may be rejected for any of the following reasons:**

- Proposal received after designated time and date.
- Proposal not in compliance with the City of Oakland Local/Small Local Business Enterprise Program.
- Proposal not containing the required elements, exhibits, nor organized in the required format.
- Proposal considered not fully responsive to this RFP.

Proposal Review Process

OFCY staff will review proposal submissions to ensure that the required proposal elements have all been provided according to the directions included in this RFP by submission deadlines. Applications that are complete and comply with the RFP requirements will then be reviewed and scored by outside readers with expertise in early childhood and youth development programming. Reviewers will score proposals based on responses provided to the proposal narrative according to a 100-point scale. The average of reviewer scores will be used to provide a ranking of submissions by funding strategy. Optional preference points awarded by the Contract Compliance Division will be considered. Please see **Step 9: Required Schedules and Additional Preference Points** on page 66 for more information on applying for the additional preference points.

City of Oakland staff will provide the Planning and Oversight Committee (POC) with the average scores and ranking of proposals within each funding strategy to assist in their selection of programming. In addition to the ranking and scoring, the POC will make funding determinations with consideration to location of services, services to priority populations, strategic alignment, past performance, and reasonableness and feasibility of budget and activities. The POC will make their funding recommendations to support programming aligned with their vision, mission, values and strategic objectives as detailed in the 2019-2022 OFCY Strategic Investment Plan, and will then present their funding recommendations to Oakland City Council for approval and adoption.

Evaluation of Proposals

The City has allocated approximately eight weeks for review for the proposals. The following specific criteria and the points for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals:

1) AGENCY HISTORY AND CAPACITY 15 POINTS

- Past, recently completed, or on-going projects to substantiate experience.
- Demonstration of ability and experience in working with diverse communities and youth. Agency has achieved success and accomplishments demonstrate capacity for effective delivery of proposed services.
- Professional background and qualifications of team members proposed to deliver direct services and manage the program; quality and appropriateness of proposed project personnel, including subcontractors. Racial, ethnic, cultural and linguistic characteristics of staff reflect communities proposed to be served.

2) PROGRAM DESIGN 50 POINTS

- A clear and specific outline of the proposed services, including frequency of programming, average number of clients to be served daily and over the course of the year, location of services, and extent of proposed services to be delivered.
- Awareness of the community and target population, and identification of potential problems and providing possible solutions.
- Special resources the team offers that are relevant to the successful completion of the project, including partnerships and subcontractors.

3) OUTCOMES AND IMPACT 15 POINTS

- Clearly describes the needs of the intended participants that the program is designed to address, providing accurate, current, and specific data to demonstrate need.
- Program provides clear outcomes that have been achieved through past services, with outcomes clearly linked to intended impacts identified in the funding strategies.
- Ability to clearly articulate outcomes and impact, with reasonable demonstration of ability to account for impact.

4) REQUIRED RESOURCES AND BUDGET REQUEST 20 POINTS

- Program provides a clear budget that describes staffing and associated direct costs required for successful program implementation. Expenses are reasonable and commensurate with the scale of services proposed.
- Additional resources are identified to support the program, with reasonable plan for securing matching funds. Total program budget of OFCY funding and additional matching funding is realistic and reasonable for proposed level of services.

NOTE: Additional Preference Points may be awarded by the City of Oakland – Contracts and Compliance Division. These points will be awarded above the 100-points scale and will be considered by the OFCY Planning and Oversight Committee (POC) in their funding determinations. Refer to **Appendix A, Section A:3:c-f** on **page 72**, and to the document **Program Incentives** at www.ofcy.org/funding-2/request-for-proposals for more information on how points are awarded.

The OFCY Planning and Oversight Committee (POC) will convene to approve funding decisions at their public monthly meeting in Spring 2019, and will subsequently forward the funding recommendations to the Oakland City Council for adoption. The POC meetings are held monthly on the first Wednesday of the month, and are hosted in Hearing Room #4 at Oakland City Hall, located at 1 Frank H. Ogawa Plaza. OFCY staff will email applicants with the funding decisions within three working days of the action. The POC will base funding recommendations upon the ranking of proposals according the point system described above for the narrative section of the proposal 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, and reasonableness of budget and scope of services.

Contract Negotiations

An applicant recommended for funding should expect that OFCY staff will have recommendations for modifying Scopes of Work and Budgets. During contract negotiation, scopes of work and budgets will be reviewed in detail and negotiated as necessary to ensure that they meet the goals, objectives and policies of OFCY and the POC. Revisions to scopes of work include completing detailed activity projections and updating projected client demographics.

Should the City and the applicant not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the next most qualified applicant within the funding strategy, as identified and selected by the Planning and Oversight Committee, and proceed down the list of qualified applicants as necessary until an agreement is reached or the list is exhausted.

All grantees must use the Cityspan online reporting system to report scope of work activities, demographics, budget, program activities, enrollment, attendance, and invoices. Grantees are also required to submit quarterly progress reports in a timely manner.

All grantees must participate fully in the OFCY independent evaluation process so that meaningful data may be gathered to report to all parties interested in OFCY. Participation includes attending trainings and workshops, collection of participant survey data, gathering adequate data on effort and results at the evaluator's request, and hosting site visits. Organizations are also required to attend OFCY grantee convenings and other OFCY informational, technical assistance, training and service coordination meetings.

At any time during or before a grant agreement is issued, City of Oakland staff may conduct site visits, interviews, and/or undertake other means to verify Applicants' provision of services.

Contract Award

- 1) The contract amount (including reimbursements) shall be a not to exceed amount, to be established based upon a mutually agreeable Scope of Services and fee schedule.
- 2) The City will withhold the final 10% of contract amount pending successful completion of work.
- 3) Upon successful completion of the negotiations, the City Administrator will award the contract to the selected contractor.
- 4) A sample City standard professional services agreement is provided on the OFCY website as a reference and is available at www.ofcy.org/funding-2/request-for-proposals.
- 5) The selected contractor will be required to enter into a contract that contains similar terms and conditions as in the standard agreement. Please note that the City Attorney's Office is typically not inclined to make any modifications to the standard agreement terms and provisions.
- 6) Upon award the City will issue a Notice to proceed.
- 7) The selected contractor and its other members will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the contractor and its other members may be required to undergo an evaluation to demonstrate that the contractor uses recognized accounting and financial procedures.

CONTRACT AND COMPLIANCE

Please review **Appendix C: City Schedules and Policies** for details on the City policies that are required of funded agencies.

1. Grantees must provide the services projected in the proposal and Scope of Work, subject to contract negotiations. Failure to provide these services may result in reduced payments or suspension of payment.
2. Grantees must provide evidence of in-kind and cash matches at the end of the third quarter, e.g. through letters, copies of checks, grants, or records of volunteer or donated services.
3. After a contract is awarded, OFCY and the City reserve the right to amend it as needed throughout the term of the contract to best meet the needs of all parties.
4. The City Auditor and the City department administering this Contract shall have the right to audit this Contract and all books, documents and records relating thereto.

Appeals Process for Applicants Not Recommended

Any applicant may appeal the POC's funding recommendations to an Appeals subcommittee. An appeal must be based on one or more of three criteria:

- **Unfair process** (e.g., the appellant's proposal was treated differently than others)
- **Material error** (e.g., the appellant's proposal was reviewed under the wrong funding strategy or some other mistake of fact occurred), or
- **Conflict of interest** potentially leading to financial gain by a POC member or reviewer or members of these individuals' immediate families.

The appellant must clearly state the facts that establish one of these bases for appeal and how, as a result, the appellant's proposal was affected negatively. ***A substantive disagreement with the funding recommendations is not grounds for appeal.***

The deadline for filing an appeal is two weeks after the list of recommended programs is approved by the POC at their public meeting. Written appeals shall be hand delivered to the Manager of Children and Youth Services Division at the following address:

Sandra Taylor, Manager
City of Oakland, Human Services Department
150 Frank H. Ogawa Plaza, 4th Floor
Oakland, CA 94612-2092

Appellants will receive written notice of the outcome of their appeal. In the event of one or more successful appeals, the POC will submit the successful appeal(s) as funding recommendations to the Oakland City Council, which has the authority to accept or reject the entire package.

Appendix A: Compliance with City Council Policies

A. GENERAL INFORMATION

1. The successful proposer selected for this service shall obtain or provide proof of having a current City of Oakland Business Tax Certificate.
2. The City Council reserves the right to reject any and all bids.
3. Local and Small Local Business Enterprise Program (L/SLBE)
 - a) *Requirement* – For Professional Services, **50% Local and Small Local Business Enterprise Program (L/SLBE)**: there is a 50% minimum participation requirement for all professional services contracts over \$50,000. Consultant status as an Oakland certified local or small local firm and subcontractor/subconsultant status as an Oakland certified local or small local firm are taken into account in the calculation. The requirement may be satisfied by a certified prime consultant and/or sub-consultant(s). A business must be certified by the City of Oakland in order to earn credit toward meeting the fifty percent requirement. The City has waived small local business enterprise (SLBE) subcontracting requirements for Oakland certified local businesses that apply for professional services contracts as the prime consultant with the City. The SLBE requirements still applies for non-certified LBEs and non-local business enterprises.
 - b) Good Faith Effort - In light of the fifty percent requirement, good faith effort documentation is not necessary.
 - c) Preference Points – Preference points are earned based on the level of participation proposed prior to the award of a contract. Upon satisfying the minimum fifty percent requirement, a consultant will earn two (2) preference points. Three additional preference points may be earned at a rate of one point for every additional ten percent participation up to eighty percent participation of the total contract dollars spent with local Oakland certified firms.
 - d) A firm may earn up to five (5) preference points for local Oakland business participation and additional preference points for being a long term certified business in Oakland regardless of size and for having an Oakland workforce.
 - e) In those instances where Very Small Local Business Enterprise (VSLBE) participation is evident, the level of participation will be double-counted towards meeting the requirement.
 - f) Additional Preference Points for Request for Proposals (RFP) and Request for Qualifications (RFQ) may be earned for having an Oakland resident workforce. **Prime consultants seeking additional preference points for having an Oakland resident workforce must submit a completed Schedule E-2 titled the “Oakland Workforce Verification Form” no more than 4 days after the proposal due date.**

A copy of Schedule E-2 is found on

<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

- g) Earning extra preference points for having an existing work force that includes Oakland residents is considered added value. The Request for Proposal "evaluation" process allows for additional preference points over and above the number of points earned for technical expertise. Typically 100 points may be earned for the technical elements of the RFP. Preference points are awarded over and above the potential 100 points.
- h) The Exit Report and Affidavit (ERA) – This report declares the level of participation achieved and will be used to calculate banked credits. The prime consultant must complete the Schedule F, Exit Report and Affidavit for, and have it executed by, each L/SLBE sub consultant and submitted to the Office of the City Administrator, Contracts and Compliance Unit, along with a *copy* of the final progress payment application.
- i) Joint Venture and Mentor Protégé Agreements. If a prime contractor or prime consultant is able to develop a Joint Venture or "Mentor-Protégé" relationship with a certified LBE or SLBE, the mentor or Joint Venture partners will enjoy the benefit of credits against the participation requirement. In order to earn credit for Joint Venture or Mentor-Protégé relationships, the Agreement must be submitted for approval to the Office of the City Administrator, Contracts and Compliance Unit, prior to the project bid date for construction, and by proposal due date for professional services contracts. Joint Venture Applications and elements of City approved Mentor Protégé relation are available upon request.
- j) Contractor shall submit information concerning the ownership and workforce composition of Contractor's firm as well as its subcontractors and suppliers, by completing Schedule D, Ownership, Ethnicity, and Gender Questionnaire, and Schedule E, Project Consultant Team, attached and incorporated herein and made a part of this Agreement.
- k) All affirmative action efforts of Contractor are subject to tracking by the City. This information or data shall be used for statistical purposes only. All contractors are required to provide data regarding the make-up of their subcontractors and agents who will perform City contracts, including the race and gender of each employee and/or contractor and his or her job title or function and the methodology used by Contractor to hire and/or contract with the individual or entity in question.
- l) In the recruitment of subcontractors, the City of Oakland requires all contractors to undertake nondiscriminatory and equal outreach efforts, which include outreach to minorities and women-owned businesses as well as other segments of Oakland's business community. The City Administrator will track the City's MBE/WBE utilization to ensure the absence of unlawful discrimination on the basis of age, marital status,

religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.

- m) In the use of such recruitment, hiring and retention of employees or subcontractors, the City of Oakland requires all contractors to undertake nondiscriminatory and equal outreach efforts which include outreach to minorities and women as well as other segments of Oakland's business community.

4. The City's Living Wage Ordinance

This Agreement is subject to the Oakland Living Wage Ordinance. The Living Wage Ordinance requires that nothing less than a prescribed minimum level of compensation (a living wage) be paid to employees of service Contractors (contractors) of the City and employees of CFARs (Ord. 12050 § 1, 1998). The Ordinance also requires submission of the Declaration of Compliance attached and incorporated herein as Declaration of Compliance – Living Wage Form; and made part of this Agreement, and, unless specific exemptions apply or a waiver is granted, the contractor must provide the following to its employees who perform services under or related to this Agreement:

- a) Minimum compensation – Said employees shall be paid an initial **hourly wage rate of \$13.75 with health benefits or \$15.78 without health benefits**. These initial rates shall be upwardly adjusted each year no later than April 1 in proportion to the increase at the immediately preceding December 31 over the year earlier level of the Bay Region Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor. Effective July 1st of each year, Contract shall pay adjusted wage rates.
- b) Health benefits – Said full-time and part-time employees paid at the lower living wage rate shall be provided health benefits of at least **\$2.03 per hour**. Contractor shall provide proof that health benefits are in effect for those employees no later than 30 days after execution of the contract or receipt of City financial assistance.
- c) Compensated days off – Said employees shall be entitled to twelve compensated days off per year for sick leave, vacation or personal necessity at the employee's request, and ten uncompensated days off per year for sick leave. Employees shall accrue one compensated day off per month of full time employment. Part-time employees shall accrue compensated days off in increments proportional to that accrued by full-time employees. The employees shall be eligible to use accrued days off after the first six months of employment or consistent with company policy, whichever is sooner. Paid holidays, consistent with established employer policy, may be counted toward provision of the required 12 compensated days off. Ten uncompensated days off shall be made available, as needed, for personal or immediate family illness after the employee has exhausted his or her accrued compensated days off for that year.
- d) Federal Earned Income Credit (EIC) - To inform employees that he or she may be eligible for Earned Income Credit (EIC) and shall provide forms to apply for advance

EIC payments to eligible employees. For more information, web sites include but are not limited to: (1) <http://www.irs.gov> and <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>.

- e) Contractor shall provide to all employees and to Contracts and Compliance, written notice of its obligation to eligible employees under the City's Living Wage requirements. Said notice shall be posted prominently in communal areas of the work site(s) and shall include the above-referenced information.
- f) Contractor shall provide all written notices and forms required above in English, Spanish or other languages spoken by a significant number of employees within 30 days of employment under this Agreement.
- g) Reporting – Contractor shall maintain a listing of the name, address, hire date, occupation classification, rate of pay and benefits for each of its employees. Contractor shall provide a copy of said list to the Office of the City Administrator, Contracts and Compliance Unit, on a quarterly basis, by March 31, June 30, September 30 and December 31 for the applicable compliance period. Failure to provide said list within five days of the due date will result in liquidated damages of five hundred dollars (\$500.00) for each day that the list remains outstanding. Contractor shall maintain employee payroll and related records for a period of four (4) years after expiration of the compliance period.
- h) Contractor shall require subcontractors that provide services under or related to this Agreement to comply with the above Living Wage provisions. Contractor shall include the above-referenced sections in its subcontracts. Copies of said subcontracts shall be submitted to Contracts and Compliance.

5. Minimum Wage Ordinance

Oakland employers are subject to Oakland's Minimum Wage Law, whereby Oakland employees must be paid the current Minimum Wage rate. Employers must notify employees of the annually adjusted rates by each December 15th and prominently display notices at the job site. The law requires paid sick leave for employees and payment of service charges collected for their services.

For further information, please go to the following website:
<https://www.oaklandca.gov/topics/minimum-wage-paid-leave-service-charges>

6. Equal Benefits Ordinance

This Agreement is subject to the Equal Benefits Ordinance of Chapter 2.32 of the Oakland Municipal Code and its implementing regulations. The purpose of this Ordinance is to protect and further the public, health, safety, convenience, comfort, property and general welfare by requiring that public funds be expended in a manner so as to prohibit discrimination in the provision of employee benefits by City Contractors (contractors)

between employees with spouses and employees with domestic partners, and/or between domestic partners and spouses of such employees. (Ord. 12394 (part), 2001)

The following contractors are subject to the Equal Benefits Ordinance: Entities which enter into a "contract" with the City for an amount of twenty-five thousand dollars (\$25,000.00) or more for public works or improvements to be performed, or for goods or services to be purchased or grants to be provided at the expense of the City or to be paid out of moneys deposited in the treasury or out of trust moneys under the control of or collected by the city; and Entities which enter into a "property contract" pursuant to Section 2.32.020(D) with the City in an amount of twenty-five thousand dollars (\$25,000.00) or more for the exclusive use of or occupancy (1) of real property owned or controlled by the city or (2) of real property owned by others for the city's use or occupancy, for a term exceeding twenty-nine (29) days in any calendar year.

The Ordinance shall only apply to those portions of a Contractor's operations that occur (1) within the City; (2) on real property outside the City if the property is owned by the City or if the City has a right to occupy the property, and if the contract's presence at that location is connected to a contract with the City; and (3) elsewhere in the United States where work related to a City contract is being performed. The requirements of this chapter shall not apply to subcontracts or sub-contractors.

The Equal Benefits Ordinance requires among other things, submission of the attached and incorporated herein as **Schedule N-1**, Equal Benefits-Declaration of Nondiscrimination form. For more information, see
http://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.32EQBEOR.html#TOPTITLE

7. Prompt Payment Ordinance OMC Section 2.06.070 Prompt Payment Terms Required in Notices Inviting Bids, Requests for Proposals/Qualifications and Purchase Contracts

This Agreement is subject to the Prompt Payment Ordinance of Oakland Municipal Code, Title 2, Chapter 2.06. The Ordinance requires that, unless specific exemptions apply. Contractor and its subcontractors shall pay undisputed invoices of their subcontractors for goods and/or services within twenty (20) business days of submission of invoices unless the Contractor or its subcontractors notify the Liaison in writing within five (5) business days that there is a bona fide dispute between the Contractor or its subcontractor and claimant, in which case the Contractor or its subcontractor may withhold the disputed amount but shall pay the undisputed amount.

Disputed payments are subject to investigation by the City of Oakland Liaison upon the filing of a compliant. Contractor or its subcontractors opposing payment shall provide security in the form of cash, certified check or bond to cover the disputed amount and penalty during the investigation. If Contractor or its subcontractor fails or refuses to deposit security, the City will withhold an amount sufficient to cover the claim from the next Contractor progress payment. The City, upon a determination that an undisputed invoice or payment is late, will release security deposits or withholds directly to claimants for valid claims.

Contractor and its subcontractors shall not be allowed to retain monies from subcontractor payments for goods as project retention, and are required to release subcontractor project retention in proportion to the subcontractor services rendered, for which payment is due and undisputed, within five (5) business days of payment.

Contractor and its subcontractors shall be required to pass on to and pay subcontractors mobilization fees within five (5) business days of being paid such fees by the City. For the purpose of posting on the City's website, Contractor and its subcontractors, are required to file notice with the City of release of retention and payment of mobilization fees, within five (5) business days of such payment or release; and, Contractors are required to file an affidavit, under penalty of perjury, that he or she has paid all subcontractors, within five (5) business days following receipt of payment from the City, The affidavit shall provide the names and address of all subcontractors and the amount paid to each.

Contractor and its subcontractors shall include the same or similar provisions as those set forth above in this section in any contract with a contractor or subcontractor that delivers goods and/or services pursuant to or in connection with a City of Oakland purchase contract.

Prompt Payment invoice and claim forms are available at the following City of Oakland website: <https://www.oaklandca.gov/resources/prompt-payment-forms> or at Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612. Invoice and claim inquiries should be directed to Vivian Inman, City of Oakland Prompt Payment Liaison, 510-238-6261 or email vinman@oaklandnet.com.

8. Non-Discrimination/Equal Employment Practices

Contractor shall not discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal, state or local laws. During the performance of this Agreement, Contractor agrees as follows:

- a) Contractor and Contractor's sub-contractors, if any, shall not discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability. This nondiscrimination policy shall include, but not be limited to, the following: employment, upgrading, failure to promote, demotion or transfer, recruitment advertising, layoffs, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b) Contractor and Contractor's Sub-contractors shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that all qualified applicants will receive consideration for employment without regard to age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.
- c) Contractor shall make its goods, services, and facilities accessible to people with disabilities and shall verify compliance with the Americans with Disabilities Act by

executing Declaration of Compliance with the Americans with Disabilities Act, attached hereto and incorporated herein.

- d) If applicable, Contractor will send to each labor union or representative of workers with whom Contractor has a collective bargaining agreement or contract or understanding, a notice advising the labor union or workers' representative of Contractor's commitments under this nondiscrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e) Contractor shall submit information concerning the ownership and workforce composition of Contractor's firm as well as its sub Contractors and suppliers, by completing the Ownership, Ethnicity and Gender Questionnaire.
- f) The Project Contractor Team attached and incorporated herein and made a part of this Agreement, Exit Report and Affidavit, attached and incorporated herein and made a part of this Agreement.
- g) All affirmative action efforts of Contractors are subject to tracking by the City. This information or data shall be used for statistical purposes only. All Contractors are required to provide data regarding the make-up of their sub-Contractors and agents who will perform City contracts, including the race and gender of each employee and/or Contractor and his or her job title or function and the methodology used by Contractor to hire and/or contract with the individual or entity in question.
- h) The City will immediately report evidence or instances of apparent discrimination in City or Agency contracts to the appropriate State and Federal agencies, and will take action against Contractors who are found to be engaging in discriminatory acts or practices by an appropriate State or Federal agency or court of law, up to and including termination or debarment.
- i) In the recruitment of sub Contractors, the City of Oakland requires all Contractors to undertake nondiscriminatory and equal outreach efforts, which include outreach to minorities and women-owned businesses as well as other segments of Oakland's business community. The City Administrator will track the City's MBE/WBE utilization to ensure the absence of unlawful discrimination on the basis of age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.
- j) In the use of such recruitment, hiring and retention of employees or sub Contractors, the City of Oakland requires all Contractors to undertake nondiscriminatory and equal outreach efforts which include outreach to minorities and women as well as other segments of Oakland's business community.

9. Arizona and Arizona-Based Businesses

Contractor agrees that in accordance with Resolution No. 82727 C.M.S., neither it nor any of its subsidiaries, affiliates or agents that will provide services under this agreement is

currently headquartered in the State of Arizona, and shall not establish an Arizona business headquarters for the duration of this agreement with the City of Oakland or until Arizona rescinds SB 1070.

Contractor acknowledges its duty to notify Contracts and Compliance Division, Office of the City Administrator if it's Business Entity or any of its subsidiaries affiliates or agents subsequently relocates its headquarters to the State of Arizona. Such relocation shall be a basis for termination of this agreement.

10. Border Wall Ordinance

This contract is subject to the Border Wall Ordinance of Oakland Municipal Code (Ordinance 13459 C.M.S, passed November 28, 2017) and effective immediately upon adoption. The purpose of the ordinance is to mandate and direct the City Administrator- in instances where there is no significant additional cost, to be defined in regulations, or conflict with law- to refrain from entering into new or amended contracts to purchase professional, technical, scientific or financial services, goods, construction labor and materials or other services, or supplies from businesses that enter into contracts to provide such services, goods, materials or supplies to build the U.S.-Mexico border wall;

The City of Oakland shall be prohibited from entering into any contractual agreement for the purchase of services, goods, equipment, *cyber network or cloud computing, internet, or cloud-based computer technology or* services with any "*BORDER WALL ENTITY*" individual, firm, or financial institution who provides any services, goods, equipment or information technology or cloud- based technology or services, to construction of the a wall along any part of the United States - Mexico border.

All vendors seeking to do business with the City of Oakland must are complete and sign "Schedule W" as a statement of compliance with Ordinance 13459 C.M.S.

11. Pending Dispute Disclosure Policy:

Contractors are required to disclose pending disputes with the City of Oakland when they are involved in submitting bids, proposals or applications for a City contract or transaction involving professional services. This includes contract amendments.

Contractor agrees to disclose, and has disclosed, any and all pending disputes to the City prior to execution of this agreement. The City will provide a form for such disclosure upon Contractor's request. Failure to disclose pending disputes prior to execution of this amendment shall be a basis for termination of this agreement.

12. City of Oakland Campaign Contribution Limits

This Agreement is subject to the City of Oakland Campaign Reform Act of Chapter 3.12 of the Oakland Municipal Code and its implementing regulations if it requires Council approval. The City of Oakland Campaign Reform Act prohibits Contractors that are doing business or seeking to do business with the City of Oakland from making campaign contributions to Oakland candidates between commencement of negotiations and either

180 days after completion of, or termination of, contract negotiations. If this Agreement requires Council approval, Contractor must sign and date an Acknowledgment of Campaign Contribution Limits Form.

13. Nuclear Free Zone Disclosure

Contractor represents, pursuant to the combined form Nuclear Free Zone Disclosure Form that Contractor is in compliance with the City of Oakland's restrictions on doing business with service providers considered nuclear weapons makers. Prior to execution of this agreement, Contractor shall complete the combined form, attached hereto.

14. Sample Professional Service Agreement

This Agreement is subject to the Sample City of Oakland Professional Service Agreement, which can be accessed at www.ofcy.org/funding-2/request-for-proposals.

15. Insurance Requirements

The Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract, including copies of the Contractor's insurance policies if and when requested. Failure to provide the insurance proof requested or failure to do so in a timely manner shall constitute grounds for rescission of the contract award.

The Contractor shall name the City of Oakland, its Council members, directors, officers, agents, employees and volunteers as additional insured in its Comprehensive Commercial General Liability and Automobile Liability policies. If Contractor submits the ACORD Insurance Certificate, the additional insured endorsement must be set forth on a CG20 10 11 85 form and/or CA 20 48 - Designated Insured Form (for business auto insurance).

Please Note: A statement of additional insured endorsement on the ACORD insurance certificate is insufficient and will be rejected as proof of the additional insured requirement.

Unless a written waiver is obtained from the City's Risk Manager, Contractors must provide the insurance as found at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (Schedule Q). A copy of the requirements are attached and incorporated herein by reference. Liability insurance shall be provided in accordance with the requirements specified.

When providing the insurance, include the Project Name and Project Number on the ACORD form in the section marked Description of Operations/Locations.

When providing the insurance, the "Certificate Holder" should be listed as: City of Oakland, Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612.

16. City Contractor Performance Evaluation

At the end of the project, the Project Manager will evaluate the Contractor's Performance in accordance with the City Contractor Performance Evaluation program.

17. Violation Of Federal, State, City/Agency Laws, Programs Or Policies:

The City or Agency may, in their sole discretion, consider violations of any programs and policies described or referenced in this Request for Proposal, a material breach and may take enforcement action provided under the law, programs or policies, and/or terminate the contract, debar contractors from further contracts with City and Agency and/or take any other action or invoke any other remedy available under law or equity.

18. Contractor's Qualifications

Contractor represents that Contractor has the qualifications and skills necessary to perform the services under this Agreement in a competent and professional manner without the advice or direction of the City. Contractor's services will be performed in accordance with the generally accepted principles and practices applicable to Contractor's trade or profession. The Contractor warrants that the Contractor, and the Contractor's employees and sub-contractors are properly licensed, registered, and/or certified as may be required under any applicable federal, state and local laws, statutes, ordinances, rules and regulations relating to Contractor's performance of the Services. All Services provided pursuant to this Agreement shall comply with all applicable laws and regulations. Contractor will promptly advise City of any change in the applicable laws, regulations, or other conditions that may affect City's program. This means Contractor is able to fulfill the requirements of this Agreement. Failure to perform all of the services required under this Agreement will constitute a material breach of the Agreement and may be cause for termination of the Agreement. Contractor has complete and sole discretion for the manner in which the work under this Agreement is performed. Prior to execution of this agreement, Contractor shall complete the Independent Contractor Questionnaire, Part A, attached hereto.

19. The following City staff are available to answer questions:

RFQ and Project related issues: Scott Kim, (510) 238-2209

Contract Analyst: Paula Peav, (510) 238-3190

Compliance Officer: Vivian Inman, (510) 238-6261

20. All responses to the RFQ become the property of the City.

21. The RFQ does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal.

22. The City reserves the sole right to evaluate each proposal and to accept or reject any or all proposals received as a result of the RFQ process.

23. The City reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFQ and/or RFQ process, to obtain further information from any and all Contractor teams and to waive any defects as to form or content of the RFQ or any responses by any contractor teams
24. The City may require a service provider to participate in negotiations and submit technical information or other revisions to the service provider's qualifications as may result from negotiations.
25. Once a final award is made, all RFQ responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act or the City of Oakland Sunshine Ordinance.
26. The Fair Political Practices Act and/or California Government Code Section 1090, among other statutes and regulations may prohibit the City from contracting with a service provider if the service provider or an employee, officer or director of the service providers' firm, or any immediate family of the preceding, or any sub-contractor or contractor of the service provider, is serving as a public official, elected official, employee, board or commission member of the City who will award or influence the awarding of the contract or otherwise participate in the making of the contract. The making of a contract includes actions that are preliminary or preparatory to the selection of a Contractor such as, but not limited to, involvement in the reasoning, planning and/or drafting of solicitations for bids and RFQs, feasibility studies, master plans or preliminary discussions or negotiations.

Appendix B: Stand-Alone Schedules

The following Schedules E, O, and W are **required with submission of the proposal**. Please refer to **Step 9: Required Schedules and Additional Preference Points** on page 66 for instructions on submission of these forms. More information on the Contract Compliance Division and required forms can be found at:

www.oaklandca.gov/departments/contracts-compliance

www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules

Schedule E

Project Consultant Team Listing

An interactive version of this form can be downloaded from Contracts and Compliance website

<https://cao-94612.s3.amazonaws.com/documents/OAK023379.pdf>

or you can request for a copy from Paula Peav at ppeav@oaklandca.gov or phone number 510-238-3190. You must complete and submit this form, even if you have no subcontractors / consultants on your project. Enter both your Agency Name and Program Name in the field "Company Name".

AND

Schedule O

Campaign Contribution Limits

An interactive version of this form can be downloaded from Contracts and Compliance website

<https://cao-94612.s3.amazonaws.com/documents/OAK023287.pdf> or request for a copy from

Paula Peav at ppeav@oaklandca.gov or phone number 510-238-3190.

AND

Schedule W

Border Wall Prohibition Form

An interactive version of this form can be downloaded from Contracts and Compliance website

<https://cao-94612.s3.amazonaws.com/documents/Schedule-W-Form-Border-Wall-Prohibition.pdf>

or request for a copy from Paula Peav at ppeav@oaklandca.gov or phone number 510-238-3190.

The following **Schedules E-2 and Q** are **required prior to Contract Award**. Schedule E-2: Oakland Workforce Verification can be submitted in conjunction with your proposal for additional preference points awarded by the Contracts and Compliance Division. Please refer to **Step 9: Required Schedules and Additional Preference Points** on **page 66** for instructions on submission of these forms.

Schedule E-2

Oakland Workforce Verification

An interactive version of this form can be downloaded from Contracts and Compliance website

<https://cao-94612.s3.amazonaws.com/documents/oak043692.pdf>

or request for a copy from Paula Peav at ppeav@oaklandca.gov or phone number 510-238-3190

AND

Schedule Q

Insurance Requirements

This document provides an overview of the insurance that is required of applicants selected for funding in order to enter into a contract with the City of Oakland. The form does not need to be submitted with your application, but is intended to inform applicants of the insurance requirements necessary to enter into contract with the City of Oakland.

An interactive version of this form can be downloaded from Contracts and Compliance website

<https://cao-94612.s3.amazonaws.com/documents/OAK023255.pdf>

or request for a copy from Paula Peav at ppeav@oaklandca.gov or phone number 510-238-3190.

Appendix C: City Schedules and Policies

PLEASE READ CAREFULLY: It is the prospective primary proposer's/bidder's/grantee's responsibility to review all listed City Schedules, Ordinances and Resolutions.

If you have questions regarding any of the schedules, Ordinances or Resolutions, please contact the assigned Contract Compliance Officer listed on the Request for Proposals (RFP), Notice Inviting Bids (NIB), Request for Qualifications (RFQ) and Grant announcements.

By submitting a response to this RFP/Q, NIB, or Grant opportunities, to the City of Oakland the prospective primary participant's authorized representative hereby certifies that your firm or not-for profit entity has reviewed all listed City Schedules, Ordinances and Resolutions and has responded appropriately.

Note: additional details are available on our website as follows:

<https://www.oaklandca.gov/documents/contracting-policies-and-legislation>

1. Schedule B-2 - (Arizona Resolution) – Applies to all agreements and is part of the “Combined Contract Schedules”.

- i. This Agreement is subject to Resolution No. 82727 C.M.S. For full details of the Resolution please go to the City's website
<https://www.oaklandca.gov/documents/contracting-policies-and-legislation>
- ii. *Excerpt:* (Resolution #82727) RESOLVED: That unless and until Arizona rescinds SB 1070, the City of Oakland urges City departments to the extend where practicable, and in instances where there is no significant additional cost to the city or conflict with law, to refrain from entering into any new or amended contracts to purchase goods or services from any company that is headquartered in Arizona.
- iii. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule B-2 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see Combined Schedules)

2. Schedule C-1 - (Declaration of Compliance with the Americans with Disabilities Act) – Applies to all agreements and is part of the “Combined Contract Schedules”.

- i. This Agreement is subject to the Americans with Disabilities Act (ADA). It requires that private organizations serving the public make their goods, services and facilities accessible to people with disabilities. Furthermore, the City of Oakland requires that all of its Contractors comply with their ADA obligations and verify such compliance by signing this Declaration of Compliance.
 - (1) You certify that you will comply with the Americans with Disabilities Act by:
 - (2) Adopting policies, practices and procedures that ensure non-discrimination and equal access to Contractor's goods, services and facilities for people with disabilities;

- (3) Providing goods, services and facilities to individuals with disabilities in an integrated setting, except when separate programs are required to ensure equal access;
 - (4) Making reasonable modifications in programs, activities and services when necessary to ensure equal access to individuals with disabilities, unless fundamental alteration in the nature of the Contractor's program would result;
 - (5) Removing architectural barriers in existing facilities or providing alternative means of delivering goods and services when removal of barriers is cost-prohibitive;
 - (6) Furnishing auxiliary aids to ensure equally effective communication with persons with disabilities;
 - (7) If contractor provides transportation to the public, by providing equivalent accessible transportation to people with disabilities.
- ii. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule C-1 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

For Declaration of ADA compliance for facility and other special events agreements please reference C-2 on the above web site.

3. Schedule D – (Ownership, Ethnicity, and Gender Questionnaire) – **Applies to all agreements and is part of the “Combined Contract Schedules”. Please be advised that ethnicity and gender information will be used for reporting and tracking purposes ONLY.**

This agreement is subject to the reporting of Ownership, Ethnicity and Gender questionnaire form. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule D form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

4. Schedule E – (Project Consultant or Grant Team). **Applies to Non-Construction agreements and is a “stand alone Schedule²” and must be submitted with proposal.**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule E form, this form is required to be submitted with the proposal.
- ii. The form can also be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
- iii. This form is use for establishing level of certified local Oakland for profit and not for profit participation and calculating compliance with council's 50% local participation policy.

² Stand Alone Schedule is not part of the “Combined Schedule”.

- iv. In response to this RFP/Q or grant opportunity, the prime shall be a qualified for profit or not-for profit entity.
- v. Sub-Consultants (if used) or sub-grantees must be listed to include: addresses, telephone numbers and areas of expertise/trace category of each. Briefly describe the project responsibility of each team member. Identify if contractors are certified MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE), Locally Produced Goods or Very Small Local Business Enterprise. Additionally, for LBEs/SLBEs, please submit a copy of current business license local business certificate and date established in Oakland.

5. Schedule E-2 (Oakland Workforce Verification Form) – **Referenced in Attachment B. Applies to Non-Construction agreements and is a “stand alone Schedule”, and must be submitted with proposal if seeking extra preference points for an Oakland Workforce.**

- i. All prime consultants, contractors, or grantees seeking *additional preference* points for employing an Oakland workforce must complete this form and submit with "required attachments" to Contracts and Compliance no later than four (4) days after the proposal due date. For questions, please contact the assigned Compliance Officer named in the RFP/Q, NIB, and competitive grant opportunity.
- ii. The Schedule E-2 form can be found on our website at
<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

6. Schedule F – (Exit Report and Affidavit) – **Applies to all agreements and is a “stand alone Schedule”.**

- i. This Agreement is subject to the Exit Reporting and Affidavit form. The Schedule F form can be found on our website at
<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
- ii. The Prime Contractor/Consultant/Grantee must complete this form as part of the close-out process. Each LBE/SLBE sub-contractor/sub-consultant and sub-grantee (including lower tier LBE/SLBE sub-contractors/sub-consultants, sub-grantees, suppliers and truckers). The Exit Report and Affidavit must be submitted to Contracts and Compliance with the final progress payment application. (Remember to please complete an L/SLBE Exit Report for each listed L/SLBE sub-contractor/sub-consultant or sub-grantee).

7. Schedule G – (Progress Payment Form) – **Applies to all agreements and is a “stand alone Schedule”.**

This Agreement is subject to the reporting of subcontractor progress payments on a monthly basis. The Schedule G form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.

8. Schedule K – (Pending Dispute Disclosure Policy) – **Applies to all agreements and is part of the “Combined Contract Schedules”.**

- i. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule K form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)
- ii. Policy – All entities are required to disclose pending disputes with the City of Oakland when they submit bids, proposals or applications for a City contract, contract amendments or transaction involving:
 - (1) The purchase of products, construction, non-professional or professional services, Contracts with concessionaires, facility or program operators or managers, Contracts with project developers, including Disposition and Development Agreements, lease Disposition and Development Agreements and other participation agreements Loans and grants, or acquisition, sale, lease or other conveyance of real property, excluding licenses for rights of entry or use of city facilities for a term less than thirty (30) consecutive calendar days.
 - (2) Disclosure is required at the time bids, proposals or applications are due for any of the above-described contracts or transactions when an entity is responding to a competitive solicitation and at the commencement of negotiations when bids, proposals or applications are solicited by or submitted to the City in a non-bid or otherwise non-competitive process.
 - (3) The disclosure requirement applies to pending disputes on other City and Agency contracts or projects that: (1) have resulted in a claim or lawsuit against the City of Oakland (2) could result in a new claim or new lawsuit against the City of Oakland or (3) could result in a cross-complaint or any other action to make the City of Oakland a party to an existing lawsuit. “Claim” includes, but is not limited to, a pending administrative claim or a claim or demand for additional compensation.
 - (4) Entities required to disclose under this Disclosure Policy include (1) any principal owner or partner, (2) any business entity with principal owners or partners that are owners or partners in a business entity, or any affiliate of such a business entity, that is involved in a pending dispute against the City of Oakland or Agency.
 - (5) Failure to timely disclose pending disputes required by this policy may result in (1) a determination that a bid is non-responsive and non-responsible for

price-based awards, or (2) non-consideration of a bid or proposal for a professional service contract or other qualification-based award. The City may elect to terminate contracts with entities that failed to timely disclose pending disputes and/or initiate debarment proceedings against such entities.

9. Schedule M – (Independent Contractor Questionnaire, Part A). – **Applies to all agreements and is part of the “Combined Contract Schedules”.**

Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule M form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

10. Schedule N - (LWO - Living Wage Ordinance) – **Applies to Non-Construction agreements and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to the Oakland Living Wage Ordinance. The full details of the Living Wage Ordinance can be found on the City's website (https://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.28LIWAOR.htm#TOPTITLE).
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule N form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

11. Schedule N-1 - (EBO - Equal Benefits Ordinance) – **Applies to Non-Construction agreements over \$25,000 and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to the Equal Benefits Ordinance of Chapter 2.32 of the Oakland Municipal Code and its implementing regulations. The full details of the Equal Benefits Ordinance can be found on the City website at http://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.32EQBEOR.htm#TOPTITLE.
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule N-1 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

12. Schedule O – (City of Oakland Campaign Contribution Limits Form) - **Applies to all agreements and is a “stand alone Schedule”, and must be submitted with proposal.**

- i. This Agreement is subject to the City of Oakland Campaign Reform Act of Chapter 3.12 of the Oakland Municipal Code and its implementing regulations if

it requires Council approval. The City of Oakland Campaign Reform Act prohibits Contractors that are doing business or seeking to do business with the City of Oakland from making campaign contributions to Oakland candidates between commencement of negotiations and either 180 days after completion of, or termination of, contract negotiations. If this Agreement requires Council approval, Contractor must sign and date an Acknowledgment of Campaign Contribution Limits Form attached hereto and incorporated herein as Schedule O.

- ii. The form is also available on our website at
<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

13. Schedule P – (Nuclear Free Zone Disclosure) - Applies to all agreements and is part of the “Combined Contract Schedules”.

- i. This agreement is subject to the Ordinance 11478 C.M.S. titled “An Ordinance Declaring the City of Oakland a Nuclear Free Zone and Regulating Nuclear Weapons Work and City Contracts with and Investment in Nuclear Weapons Makers”. The full details of the Ordinance 11478 C.M.S. can be found on our website at <https://www.oaklandca.gov/documents/contracting-policies-and-legislation>
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule P form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

14. Schedule Q - (Insurance Requirements) - Applies to all agreements and is a “stand alone Schedule”, and evidence of insurance must be provided.

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule Q Insurance Requirements. Unless a written waiver is obtained from the City’s Risk Manager, Contractors must provide the insurance as found at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> Schedule Q.
- ii. A copy of the requirements are attached and incorporated herein by reference. Liability insurance shall be provided in accordance with the requirements specified.
- iii. When providing the insurance, include the Project Name and Project Number on the ACORD form in the section marked Description of Operations/Locations.

- iv. When providing the insurance, the "Certificate Holder" should be listed as: City of Oakland, Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612.

15. Schedule R – (Subcontractor, Supplier, Trucking Listing) – **applies to Construction agreements only and is a "stand alone Schedule".**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule R form. The form can also be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>
- ii. For establishing level of certified local Oakland for profit and not for profit participation and calculating compliance with council's 50% local participation policy.
- iii. In response to this Notice Inviting Bids (NIB) opportunity, the prime shall be a qualified for profit or not-for profit entity.
- iv. The contractor herewith must list all subcontractors and suppliers with values in excess of one-half of 1 percent of the prime contractor's total bid or ten thousand dollars (\$10,000) whichever is greater regardless of tier and all trucking and dollar amount regardless of tier to be used on the project. The contractor agrees that no changes will be made in this list without the approval of the City of Oakland. Provide the address, type of work, dollar amount and check all boxes that apply. Bidders that do not list all subcontractors and suppliers with values greater than one half of one percent and all truckers regardless of tier and dollar amount shall be deemed non-responsive.
- v. Identify if contractors are certified MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE), Locally Produced Goods or Very Small Local Business Enterprise.

16. Schedule V – (Affidavit of Non-Disciplinary or Investigatory Action) - **Applies to all agreements is part of the "Combined Contract Schedules".**

This Agreement is subject to the Schedule V - Affidavit of Non-Disciplinary or Investigatory Action. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see Combined Schedules)

17. Schedule W – (Border Wall Prohibition) - Applies to all agreements and is a “stand alone Schedule”, and must be submitted with proposal.

This Agreement is subject to the Ordinance #13459 C.M.S. and its implementing regulations. The full details of the Border Wall Ordinance are located on the City website at
<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

PLEASE NOTE: *By submitting an RFP/Q, NIB or Grants to the City of Oakland the prospective primary participant's authorized representative hereby obligates the proposer(s) to the stated conditions referenced in this document.*

Appendix D: Sample Letters of Agreement

Two sample Letters of Agreement (LOA) can be accessed at www.ofcy.org/funding-2/request-for-proposals.

In order to ensure coordination of services, a signed **Letter of Agreement** between the following parties must be uploaded:

- a. **Fiscal Sponsors and Sponsored Organization** – Among other responsibilities, must state that the Fiscal Sponsor or contractor is aware of their responsibility both fiscally and programmatically for all grant requirements if funds are awarded. The Fiscal Sponsor will be the applicant and will be the responsible party for the contract if the application is successful. This is uploaded in the **Agency Information** section of your proposal.
- b. **Lead applicants and subcontractors.** This is uploaded in the **Narrative** section of your proposal.
- c. For programs applying as a **Comprehensive Afterschool Program**, provide a letter of agreement between the applicant, school site leadership, and OUSD After School Programs Office. Programs applying for funding at charter school sites need to complete a letter of agreement with only the school site leadership. Please initiate any agreement conversations with other entities as early as possible. These agreements can take a long time to come to mutual understanding and review. This is uploaded in the **Narrative** section of your proposal.