

OFCY 2022-2025 RFP Technical Assistance Emails

posted January 21, 2022

Activity

Q) Given the unpredictability of the virus right now, to what extent will you review partially virtual programming proposals?

A) OFCY will review all proposals received based on the scoring and review process described on pages 20 and 21 in the RFP.

Q) Is OFCY interested in funding summer academic programs that generate excellent academic results but offer less in terms of enrichment?

A) Refer to page 37 of the RFP for Strategy 8: Summer Academic and Enrichment programs for information on intended outcomes and impact.

Budget

Q) Is there a budget template we can access? Can we not see the full budget until the previous sections are completed and entered?

A) The budget is accessible in the online application once the Program Information form is submitted. There is not a template included in the RFP. You do not need to complete all previous sections of the RFP to review the budget section. Please note that applicants have the ability to unlock any submitted form except for the final Proposal Signoff form.

Q) Page 7 states that "Agencies are designated as Small and Emerging if the annual organizational budget is under \$500,000." What will you look at to determine an organization's budget size: last year's budget including its 990 or the projected budget for the current fiscal year?

A) OFCY looks at current fiscal year agency budget as provided by the applicant in the online application under the Agency Information section.

Q) I have a question regarding the budget portion of the OFCY RFP. We are a department within a large public agency and utilize the agency's budget information in the OFCY proposal. When calculating the 35% of the current year overall budget, do we utilize our department's budget or the agency's?

A) Use the agency's budget to calculate the 35% maximum allowable grant.

Q) Under the category "Agency Financial and Staffing," it asks to list up to 5 main funding sources for our agency. Our agency is a hospital system and our top 5 main funding sources are: net patient revenue, capitation revenue, other government programs and other revenue. Should I list those as the main funding sources?

A) Yes, list the specific 5 main sources of your agency's revenue. Do not include "other government programs" as a line item; rather detail which specific government program provides the funds. This also applies to "other revenue" - be specific on sources of revenue.

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Cityspan

Q) Do the PDF versions of the questions in Cityspan reflect ALL of the questions in the section?

A) Yes. The entire narrative question set can also be found on pages 16-17 of the RFP.

Q) Last cycle we had to complete an extensive document called Activities, Demographics, Budget- is that task/table being replicated somewhere in this RFP?

A) The online application contains tables and questions related to Population and Geography, Program Design, and Budget. Refer to pages 13 and 14 of the RFP for information regarding these sections. Log-in to the application system to see how the sections are laid out.

Q) we are applying for the recently released RFP and it asks for a login to apply. Can I use my login to enter or do I need something else? We tried my login but I couldn't find the new RFP.

A) Refer to page 12 of the RFP - Step 1: Registration and Login - for instructions on how to apply online.

Q) I am trying to access the OFCY RFP for FY22-25 by completing steps 1-3 of the RFP, but cannot complete step 1. I am unable to create an RFP account here: <https://ofcyrfp22-25.cityspan.com/Web/sms3/Site.asp> I am told I already have an account. We do have an OFCY account for compliance. Should I use that? We also have a Cityspan account for our RFQ to the City of Oakland's Violence Prevention grant. When I use that account to log in here here: <https://ofcyrfp22-25.cityspan.com/> I am not directed to the OFCY RFP. I can only see our DVP RFQ application. I have tried to contact Cityspan's helpdesk but no one is answering. I can only leave a voicemail and no one has called me back.

A) You will need to set up a new unique account for the OFCY 2022-2025 RFP at <https://ofcyrfp22-25.cityspan.com/registration.asp>. Please contact the Cityspan help desk for assistance, and refer to page 12 of the RFP: Registration and Login.

Contract Compliance

Q) Is it no longer required for applicants to demonstrate proof of insurance with their applications?

A) Applicants must attest at Step 9: Proposal Signoff that they have read and reviewed the insurance requirements, and are able to comply with the City of Oakland's policies and insurance requirement if selected for funding. Proof of insurance is not required with the proposal submission.

Q) After reviewing Appendix A of the RFP I was unsure whether to include these forms in the submittal: L/SLBE Program, Schedule D, Ownership, Ethnicity, and Gender Questionnaire, Schedule E, Project Consultant Team Living Wage: Schedule N, Declaration of Compliance – Living Wage Form?

A) Refer to page 15 of the RFP for "Required Schedules" needed with submission of your application. These are: Schedule E: Project Consultant Team, Schedule I: Sanctuary City

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Contracting and Investment Ordinance, Schedule O: Campaign Contribution Limits, Schedule W: Border Wall Prohibition Form.

Q) Is there a max number of LOAs per proposal?

A) Refer to pages 14-15 regarding LOAs / MOUs for clarification. There is not a maximum number of LOAs per proposal.

Eligibility

Q) In 2018, our proposal was denied because our programming was not considered direct-to-student services. We provide after-school and summer literacy programming to students in grades preK-3. Our programming includes literacy instruction for students, workshops for parents, and training for teachers on our programming. While professional development is an element of our program, it is not the core, but rather an element that ensures a high-quality program for students. Are we eligible to respond to this opportunity?

A) On page 6 of the RFP under "Use of Funds" it states that "OFCY does not provide general operating support, and does not fund capacity building, training, professional development, curriculum development or dissemination, or other similar services that provide indirect support for children and youth.

Fiscal/Audit

Q) We are applying for the Direct Services for Children and Youth program. Last year our annual budget was \$510,000 however for 2022 our budget is \$810,000 so we will be submitting as a single agency applicant. We have begun the process of identifying a CPA to complete a financial audit. However, we received guidance from a few CPA's that in California organizations are required to get an audit if revenue is over \$2M. Being under that threshold, the CPA's guidance is that we conduct a financial review as an alternative. Would this meet the RFP requirement for audited financials?

A) OFCY requires agencies with annual budgets exceeding \$500,000 to provide audited financial statements. Refer to pages 8-10 of the RFP for Funding Parameters and Audited Financial Statement Requirements for OFCY's requirements.

Q) In the previous 2 RFP cycles for OFCY, we were informed that we did not have to submit a 501c3 letter of tax-exempt status because we are a public hospital authority governed by the state. I wanted to confirm that this still holds true and that we could submit a document for upload that states "N/A."

A) Government / public agencies do not need to submit proof of 501c3 status. You may submit a document that states N/A in lieu.

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Q) Under the “City of Oakland Funding” category, do we input current OFCY funding that we receive? If yes, do we input the total funding amount we receive as a collaborative or only the dollar amount that we receive as the lead agency?

A) Yes, provide current City of Oakland funding, including current OFCY funding. Provide the full amount awarded to your agency and collaboration.

Miscellaneous

Q) Do the character counts include spaces?

A) Yes.

Q) Do you happen to know if next week's convening will be recorded?

A) A recording of the Pre-Proposal Meeting will be made available on <https://www.ofcy.org/funding/rfp/> after the meeting.

Q) I am the Executive Producer and Host of WEE POETS, a 501(c)(3) non profit, cable television, literacy program for disadvantaged children and youth in the East Bay Area. I have produced WEE POETS continuously for the past 38 years. WEE POETS would like to apply for a grant from the Oakland Fund for Children and Youth starting July 1, 2022. I was not able to pull up the Request for Proposals form on my computer. There was not a telephone number given for your office. What is your telephone number? Can you please send me a paper form proposal by U.S. Postal Service, or email me an on-line proposal so that WEE POETS can submit a proposal before February 22, 2022?

A) A PDF copy of the RFP can be accessed on the OFCY website at: <https://www.ofcy.org/funding/rfp/>. OFCY's phone number is 510.238-6379.

Q) thanks for the confirmation [Zoom registration]. it actually looks like i may have a schedule conflict for the preproposal meeting. will a recording be made that can possibly be shared?

A) There will be a recording posted to <https://www.ofcy.org/funding/rfp/> after the meeting.

Q) We were unsure if the LOAs needed to have wet signatures or if e-signatures were suffice.

A) E signatures will suffice.

Strategies

Q) For the Intended Outcomes and Impact bullet points under each section- does the program design need to address every point? If a program meets 3 of those, does it meet requirements?

A) Programs do not need to address every bullet point; rather the strategy is intended to support all of the intended outcomes and impact.

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Q) This one is about Strategy 7. On page 36, there is an emphasis on academic development under Intended Outcomes & Impact ("Expanded access to literacy...") and Contributing Towards Citywide Goals ("Children and youth retain academic skills and knowledge over summer months"). However, the written paragraphs of Strategy 7 don't make direct mention of academic development. If something is included in the bullets but not mentioned in the paragraphs, is it less of an emphasis?

A) No, it does not mean that there is less emphasis if it is stated in bullet form and not in paragraphs.

Q) If a school is K-8 and applying for funding in a strategy that separates elementary from middle, which category should be used?

A) If you are applying for Comprehensive Afterschool at a K-8 site, select strategy #4: Comprehensive Afterschool in Middle School.

Q) Once in the portal, do any of the questions vary by strategy? In other words, if we've reviewed the portal thoroughly based on one funding category, have we seen all the questions that will appear, even if later applying for a different type?

A) The narrative questions do not vary based on strategy, and are available on pages 16-17 of the RFP.

Q) Does Strategy 7 include in-school programming for elementary and middle school programs or just after school?

A) Strategy 7: Youth Leadership and Development is described on pages 35 and 36 of the RFP, and supports children and youth ages 5-21. The strategy supports youth programming at community-based locations, schools, parks and recreation centers, and homes to serve children and youth where services are best suited.