

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 10, 2022

## Activity Projections

Q) Is the expectation that different activities funded within the same program have to produce the same results? Example: would they expect for after school workshops to have similar impact metrics around attendance, number of youth engaged, and outcomes as in-school residencies if they are both funded by the strategy funding middle school activities? For us, these distinct activities offer different outcomes and levels of development for youth and they are synergistic components to how we are able to engage youth over a long period of time.

**A) No, there is not an expectation that all activities funded within the same program produce same results. You may create more than one Service Hours Projection in Program Design to reflect your program's services with different projections including youth served and average participation hours.**

## Budget

Q) Are we allowed to build in Admin Assistants to the budget if they support data collection for OFCY?

**A) The role you are describing is not direct service, and would not be an allowable expense in your program budget. The role can be supported with the Indirect rate that is allowable in the program budget.**

Q) If we hire 1 staff member to manage compliance and reporting for the OFCY award, should we include them as "Adult Staff" or "Administrative Expenses" in the budget?

**A) No, you should not ask for funding for administrative staff in your budget, as program staff need to provide direct services. You can use the 15% admin indirect to support your administrative costs.**

Q) Is it appropriate if our budget consists only of Adult Staff and Administrative expenses? Or is it preferable for organizations to utilize every budget category?

**A) Your budget should reflect all costs that are needed to support your program, with funds requested from OFCY plus matching funds your agency will bring to the program.**

Q) When adding the CEO time for the RFP in the budget, the percentage of time allocated should go on Indirect Costs, correct?

**A) Yes, that is correct.**

## Cityspan

Q) Trying to create a new city span account however it is telling me I cannot use the tax i.d. because it already exists for our after school. Higher Ground is a current city span user through our after school

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 10, 2022

programs. We use our federal I.D. number for accounts so I am not sure what the next steps should be as that is the non profit number.

**A) Someone else has created a user account for that tax ID for the FY22-25 RFP already. OFCY will provide you the contact person that registered with that tax ID.**

Q) Additionally, are you able to share what type of data is required for compliance reporting during and after the grant term?

**A) Per the RFP p.13, "If awarded OFCY funding, programs will be required to enroll all clients into on online Grant Management System. Participants will be required to provide First Name, Last Name, Date of Birth, Gender Identity, Race/Ethnicity, and Zip code. Enrolled clients and their legal guardians are required to a consent giving consent to being entered and their participation tracked in the Grant Management System." Additionally participation will be tracked by creating services and their corresponding schedules and entering actual service participation data. Quarterly progress reports are also required including narrative responses, reviewing projected vs actual service data and projected vs actual participants served, and invoicing.**

R) We submitted our Agency info yesterday and are moving on to filling out the rest of the RFP. If there were any issues on the Agency profile will we hear about those prior to submitting the entire RFP?

**A) No, the Agency Information section will be reviewed with submission of your full application.**

S) Are organizations supposed to submit their applications virtually. We can't get access to a website or portal to submit our answers.

**A) All proposals must be submitted online via Cityspan. Visit <https://www.ofcy.org/funding/rfp/> for information about the RFP, including the RFP PDF which includes the steps to apply.**

## Contract Compliance

Q) I am emailing to ask about Oakland Genesis's certification status. I recently requested to re-register as an Oakland business but wanted to see if we could expedite things so there isn't any trouble with the OFCY application. Please let me know if there is anything else I still need to do.

**A) Please contact Senior Compliance Officer Vivian Inman ([vinman@oaklandca.gov](mailto:vinman@oaklandca.gov)).**

R) On the schedule attachments there is a request for signature by "business owner." As a nonprofit we do not have a business owner- is it appropriate to have the CEO or Board Chair sign these documents? Or someone else? Which does the department prefer?

**A) Yes, that is appropriate, and it could be either your CEO or Board chair, there is no preference.**

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 10, 2022

Q) If our agency is currently undergoing the process of getting our L/SLBE certification but does not yet have it, can we still get the L/SLBE preference points?

**A) Please contact Senior Compliance Officer Vivian Inman (vinman@oaklandca.gov).**

Q) Can you confirm what the % of participation means? I believe that the below slide is indicating that 50-80% of the application budget is going to Oakland L/SLBEs (so this is inclusive of the lead applicant and subcontractors).

**A) Please contact Senior Compliance Officer Vivian Inman (vinman@oaklandca.gov).**

Q) Do we need proof of residency (Drivers Licenses, etc.) for all of the Oakland resident employees?

**A) Please contact Senior Compliance Officer Vivian Inman (vinman@oaklandca.gov).**

Q) Where does the number of years in Oakland show up in the application?

**A) Please contact Senior Compliance Officer Vivian Inman (vinman@oaklandca.gov).**

Q) In the Schedules part- Schedule O is confusing to me. Does this get filled out IF we have contracts for this project/program? If we have a consultant, Schedule E, does Schedule O then get filled out? Thanks.

**A) All required schedules listed in the RFP p.15 must be submitted as part of the application.**

Q) If my agency is a LBE with the City of Oakland, and we are the prime contractor and service provider for direct services to youth, am I correct in understanding that we are required to allocate 25% of our award dollars (if over \$50,000) to an SLBE or 12.5% to a VSLBE subcontractor in order to qualify for this opportunity?

**A) Please contact Senior Compliance Officer Vivian Inman (vinman@oaklandca.gov).**

Q) I'm looking at completing Schedule E-2. My supervisor is asking a lot of questions about confidentiality and how the information will be stored/used. What is the procedure or mechanism at work here? Does this completed form become part of the public record when organizations apply for City of Oakland funding/contracts?

**A) Regarding Schedule E2, information reported on Schedule E2 is not public information, since it is personal information and not subject to public requests. Just one thing when you submit E2 make sure that you submit the most recently filed DE6/DE9 listing all employees of your organization. The first 5 number of the SS number may be redacted, please do not redact any other information. Just one more thing regarding Schedule E2 and the DE6/DE9 submittal, do not include them in the actual proposal, since a number of copies will be required. These items are to be submitted separately and apart from the proposal submittals. Please verify with Project Manager for this project regarding submittal of this confidential information.**

Q) I had a quick question about our current L/SLBE. How can I update the NAICS codes. I need to add more given the range of services we provide in Oakland.

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 10, 2022

**A) Regarding your current L/SLBE certification - a copy of this email is being forwarded to Dasco Munoz and Ernestine Nettles, they can assist you in this regard. Both Dasco and Ernestine are being copied on this email. Dasco can be reached at [dmunoz@oaklandca.gov](mailto:dmunoz@oaklandca.gov) and Ernestine can be reached at [enettles@oaklandca.gov](mailto:enettles@oaklandca.gov).**

Q) We are planning to submit Schedule E-2 ("Oakland Workforce Verification Form") with our application. As the packet will be a very large file including attachments with employee information, I am wondering if there may be an option to upload rather than send via email? If not, we will go ahead and submit by email.

**A) Please contact Vivian Inman ([vinman@oaklandca.gov](mailto:vinman@oaklandca.gov)), compliance officer, regarding questions about submitting Schedule E-2 and attachments.**

## Fiscal/Audit

Q) We founded our organization and started serving students and teachers in Oakland in July 2018 with the National Equity Project (NEP) as our fiscal sponsor. We applied for our own 501(c)(3) status in June 2019. We received 501(c)(3) status for our organization in July 2020, which dates to December 2018 when we were officially incorporated in the state of CA. We continued with NEP as our fiscal sponsor through June 30, 2021. We officially launched as an independent organization on July 1, 2021. Our business tax certificate was issued less than 12 months ago. Given our launch date and tenure under fiscal sponsorship, we haven't quite yet reached the threshold for a 12mo. financial audit. Our current revenue exceeds the \$375K threshold for VSLBE, currently at \$9M annually. Here are my questions: Category - Which business category do we best qualify for (referring to pages 21-23 here). Tenure - Does the business tenure criteria (business certificate, length of conducting business) disqualify our candidacy? Audit - What are options here given we won't audit until later this year - can we submit the audit(s) of our previous fiscal sponsor (National Equity Project), which will include ours (and their info as well)?

**A) For all questions related to the City of Oakland Local and Small Local Business Enterprise Program, contact senior compliance officer Vivian Inman ([vinman@oaklandca.gov](mailto:vinman@oaklandca.gov)). Regarding the audit, you may upload your previous fiscal sponsor's audit which is inclusive of your financials given your unique situation.**

R) Can the fiscal sponsor organization reside outside of Oakland? Meaning, if we have programs that serve Oakland residents, can we apply for the funding with an organization that is in Fremont? All the programs are going to be in Oakland, we only need a fiscal agency.

**A) Yes, you may apply with a fiscal sponsor that is not based in Oakland.**

## Miscellaneous

Q) Can service sites (specifically schools, and venues for after school activities) be changed post-award, or should what we submit in the proposal be final?

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 10, 2022

**A) You should project the actual sites that your services where your services will be provided. In general, OFCY does not look to fund programs that change service sites between the time of application and start of contract.**

Q) Will performance as a former OFCY grantee (2016-2019) be considered when we submit our proposal? If so, what specific performance indicators will be reviewed?

**A) Past performance is a consideration in funding. OFCY looks at the ability of programs to perform the work they were funded to complete, and ability to successfully manage the terms of the grant contract.**

Q) Does OFCY require agencies to collect parent permission slips? Even if we have an MOU with OUSD? Are agencies required to have an MOU with OUSD?

**A) Yes, you need to obtain consent from parents of children participating in programs. Programs are not required to have an MOU with OUSD.**

Q) Does OFCY want to see iterative outcomes each year of the 3 year funding cycle that build upon each outcomes of the previous year or a consistent set of outcomes each year? For instance, in our first year, one outcome for a program would be for youth to perform on stage and for the next year, the outcomes for returning students would be to become leaders that help others at their school perform on stage.

**A) No. The application is for one year of funding.**

Q) In reference to reporting if an agency is awarded during the 2022-2025 funding cycle, have the measures for success shifted to meet evolving needs of grantees and students? If so, how?

**A) Please review the RFP and funding strategies for information on intended outcomes and impact.**

Q) Our agency does not have a physical location in Oakland to host a weekly OST activity. If we allocate funds to rent a space in Oakland (whether a CBO, nonprofit, private office or retail business), will we still be required to submit an LOA /MOU?

**A) You do not need to submit an LOA/MOU for facility rentals.**

Q) Is an LOA/MOU required for venues/event spaces for one-time events? For monthly culminating events? ie) In the past, we had monthly performance events and a portion of our budget was allocated to venue rental.

**A) You do not need to submit an LOA/MOU for facility rentals.**

Q) In regards to letters of support, I heard they are not required but can be uploaded. Is there a max on how many letters of support can be submitted? For example, we work with quite a few schools, should OUSD provide one letter in whole or should we check in with each school partner?

**A) Please refer to RFP p. 14-15 regarding required and optional but recommended LOAs/MOUs. A letter of support is acceptable only with OUSD. There is no limit to the number of optional but recommended letters of support with OUSD in the online application system.**

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 10, 2022

Q) Are we able to submit Letters of Support in lieu of MoU/Letters of agreement for agencies other than OUSD? This would be for partnerships without any exchange of grant funding.

**A) No, a letter of support is acceptable only with OUSD. Please refer to RFP p. 14-15 regarding required and optional but recommended LOAs/ MOUs.**

R) I assume we just make up what we think the school year start/end date would be? unless you know it by chance?

**A) If you need the dates to project your services, use your best judgement on most likely dates for school opening or closing.**

S) Under staffing is there a difference between the program staffing section (where we name staff and their roles) and then in the narrative section you ask for key staff and their roles...? Am I missing a difference or is this just redundant?

**A) In Staffing Qualifications and Experience, the first section allows you to list up to five key staff and their experience and roles in the program. The narrative questions that may be used to expound on the previously listed staff or other program staff. The question also asks about staff's community connections and cultural competence.**

T) The RFP says to use the school name that CDE uses. We run a program at RISE Community School which is how it is referred to by OUSD and the website/school everyone. Even OFCY uses this name, but the CDE name is RISE Community Elementary. Do you still suggest we use the CDE name?

**A) You can choose to use either school name.**

## Strategies

Q) For projects in the Strategy of Social Emotional Well-being in Early Childhood is staffing by developmental specialists/OTs, whose expertise is relevant to social emotional well-being, acceptable in addition to mental health staffing?

**A) Yes, developmental specialists/OTs with expertise in social emotional well-being of children would be acceptable.**