

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 4, 2022

## Budget

Q) The Agency Information portion of the OFCY application asks for an upload of a "Fiscal Sponsorship Budget." Please explain what you want here. Do you mean the Fiscal Sponsor's Annual Budget? Or the amount we pay to our fiscal sponsor (which isn't a "budget" -- just a calculated fee)? Or is there something else you want? Also, I'm assuming I should apply as "Youth Beat" even though we will be using the Oakland Ed Fund as our fiscal sponsor. But please confirm.

**A) Fiscal Sponsor's Annual Budget. Yes, Youthbeat should be the agency and Oakland Ed Fund information be completed for the Fiscal Sponsor fields.**

Q) I had a question about the budget for the Single Orgs for this RFP. Is \$250,000 for the full three year cycle or is that for year 1? Just wanted to clarify how we should prepare the budget (year 1 or all three combined).

**A) \$250,000 is the annual maximum award for single agency applicants.**

Q) Beginning July of 2022, we will be expanding our service at McClymonds High School by assuming responsibility as an OUSD Lead Agency and all enrichment programs. Therefore our organizational budget will increase more than 100% as the number of students we serve will also increase at this rate. Given these developments, are we still prohibited from keeping our RFP requests at 35% of our current year's budget?

**A) Yes, if you are applying as a single agency or collaborative applicant, your total funding from OFCY cannot exceed 35% of your agency's annual budget.**

Q) If we ask for a certain amount and OFCY cannot meet that amount, will OFCY reject the app or respond with what you can fund?

**A) OFCY may recommend programs at a lower funding amount than requested.**

## Cityspan

Q) Regarding the service hour projections in cityspan- for an FRC or a summer program- can we just have ONE service name listed which captures the timeframe and projections of the whole program? For instance we would put 'Family Resource Center' or the name of the program and the days of the week it operates and time frame, projected participants etc? Or do we need to go line by line and enter every service that we offer and that we list out in the narrative? This will make a big difference in how we enter.

**A) You are correct that you can have just one service name and do not need to go line by line to enter every service that you offer.**

Q) I'm writing the proposal for funding from OFCY. We have 2 elementary schools. I did the program info for one school but don't know how to do the second school. Do I complete all the info under Program design, Population, geography, staffing, etc. then go back and see if I have access to get another form for the second school? Can you tell me exactly what to do?

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 4, 2022

**A) Click on the ADD NEW PROPOSAL + button at the bottom of the Agency Home page to start a second proposal for your second comprehensive afterschool program.**

## Contracts Compliance

Q) 2. I'm confused about the Workplace employment standards portion. Did Vivian Inman say you have to plan to SPEND 50% of your awardee funds within the city of Oakland or did she say you can only apply for 50% of your fiscal year budget?

**A) Please contact Vivian Inman directly for clarification to your question at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov).**

Q) Subcontractors/Schedule E: What is the definition of a subcontractor

**A) The response provided by Contracts Compliance Division states: "Subcontractors references Construction projects. For RFP, it would be subconsultants".**

Q) I understand which forms are required from the list of required schedules. It is unclear to me if other forms are required for optional preference points related to the SLBE program, as mentioned on p.18 of the RFP. For organizations which are SLBE certified, which additional forms are needed to receive the preference points?

**A) Please refer to the City of Oakland's Local and Small Local Business Enterprise Program Guide, which can be accessed at [www.ofcy.org/rfp/funding/](http://www.ofcy.org/rfp/funding/).**

Q) I have a question about compliance - We are a small Bay area non-profit in our 10th year of existence, but our second year of delivering services in Oakland. We have one South bay site, and two Oakland sites and 100% of our Oakland staff live in Oakland. We have a fiscal sponsor, also based in Oakland, with mostly Oakland staff, but they sponsor hundreds of projects (who have staff) all around the country, thus cannot qualify for any local business certification. If our fiscal sponsor can not qualify for the local business certification - and our organization doesn't qualify either because we have other sites and employees outside of Oakland, what does this mean. Does this mean we a) don't get the bonus points on the OFCY application, or is it b) we don't qualify for OFCY funding?

**A) Please contact Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) for clarification.**

Q) While certification as an LBE or SLBE is not required to submit a proposal for this RFP, is it recommended that organizations go through the process for future RFPs? I don't think there is sufficient time to get certified prior to 2/22, but if we start the process now, could we potentially receive preference points if we are certified shortly after the application deadline?

**A) Certification is recommended. Please email Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) for clarity regarding receiving preference points if you are certified after the application deadline.**

Q) We are in the middle of an office move (will most likely be moved out of our current office at the end of February), and into a new space by mid-March. When getting certified for LBE or SLBE status, should we put our current address, and update the Department of Workplace and Employment Standards when we establish our new address? Or wait until we move to apply?

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 4, 2022

**A) Please email Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) for questions regarding contracts compliance and LBE SLBE status.**

Q) To obtain preference points for an Oakland Workforce (E2), do all employees listed need to remain Oakland residence for the duration of the entirety of the grant period?

**A) Please email Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) for questions regarding Schedule E-2.**

Q) I see that we should submit the required Schedules (E, I, O, and W) in the Uploads section of CitySpan, but where do we submit the Schedules listed in Appendix C?

**A) The schedules in Appendix C are required when entering into contract with the City of Oakland, and not required upon submission of an application. The appendix states that 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), which is listed as Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov).**

## Demographics

Q) If the priority age range for a strategy is 16-21 and we serve young people ages 16-24, is funding restricted to participants ages 16-21 and do we only report on participants that fall into the priority age range? More simply, can funding and reporting include participants, ages 21-24 if they are part of our organizational target demographic?

**A) Yes, OFCY is restricted to funding programs serving Oakland children and youth from birth to 21 years of age. OFCY cannot provide funding to support your programming for young adults ages 21-24 and therefore should not be included in reporting.**

Q) Is it possible to find out the zip codes of the targeted neighborhoods in East and West Oakland that are shown in the Oakland Community Stressors Index map? Also, what % of staff must be Oakland residents to qualify for Oakland resident workforce points?

**A) You will need to look at an Oakland Zip Code map and compare it with the Oakland Community Stressor Index for the information that you seek. Refer to the City of Oakland's Local and Small Local Business Enterprise Program Guide ([https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines\\_Revised.5.4.21.pdf](https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf)) regarding Oakland resident workforce points. Contact Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) for any questions.**

## Eligibility

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 4, 2022

Q) On Page 6 of the RFP, it states "funds may NOT be used for...child care slots..." What does that mean? Would "tuition assistance" in a package of services/assistance to a low-income family with a young child be considered a child care "slot" under this RFP?

**A) OFCY does not provide funding for agencies for child care. It would depend on how you are proposing 'tuition assistance' if it would be deemed an unallowable expense.**

## Fiscal/Audit

Q) Question about our OFCY agency profile. Main agency funder- what should we list, OUSD has many. CDE?

**A) Use your discretion to list the top 5 main sources of funding for OUSD.**

Q) Thank you for answering our question about Financial Review versus Audits for RFP applicants. As a follow up question: I was not able to find information on a Financial Review requirement for Small and Emerging applicants within the RFP document. Are there specific years that would be asked for for the Financial Review (such as 2019-22 or 2021-22)? Additionally, I wanted to clarify the maximum request for Small & Emerging applicants. Is the \$125,000 cap per proposal or per applicant organization? For example, I see stipulations on pages 7-8 that multiple applications may be allowed if an organization is applying different services/programs for different funding strategies. If multiple proposals are submitted, would the maximum request be \$125,000 total sum for all proposals, or only no more than 50% of the organization's budget?

**A) A CPA Review of Financial Statements would be for one fiscal year, ideally your most recently completed fiscal year. However OFCY will accept past CPA Review from July 1, 2019 and beyond. Pages 9 and 10 of the RFP describe the Audited Financial Requirements for single agency and collaborative applicants, and requirements for Small & Emerging applicants to submit a Profit & Loss sheet and Balance sheet upon submission. The maximum amount per application is \$125,000 for Small & Emerging applicants. The total amount requested from OFCY cannot be more than 50% of your agency's annual budget.**

## Miscellaneous

Q) I wanted to know whether or not a new site being acquired for the following school year would require an LOA or MOU. Girls Inc is acquiring a high school program next year and we were unclear which document to submit.

**A) Applicants may submit a Letter of Support from OUSD school site leadership in lieu of a LOA/ MOU. The Letter of Support may provide information on how the school would work with the agency to identify space, coordinate meetings, support enrollment, and other efforts, if the applicant was awarded a grant by OFCY.**

Q) The RFP states that 1. All programs applying to provide services based at a school site are highly encouraged to submit a LOA/MOU between the lead applicant and the school site leadership. HOWEVER- OUSD legal has informed us that administrators cannot sign LOAs - so we are not

## OFCY 2022-2025 RFP Technical Assistance Emails

posted February 4, 2022

sure how we are to accomplish this item. We have multiple school based programs that we are applying for. Please advise.

**A) Applicants may submit a Letter of Support from OUSD school site leadership in lieu of a LOA/ MOU. The Letter of Support may provide information on how the school would work with the agency to identify space, coordinate meetings, support enrollment, and other efforts, if the applicant was awarded a grant by OFCY.**

Q) We received funding through the previous FY19-22 RFP and for our LOA requirement, secured a signed LOA from the ED of Early Learning at OUSD for all the school sites we would be working in. Would this approach (one letter signed from OUSD for all OUSD-affiliated schools sites) be sufficient in this round, as well?

**A) Yes, one Letter of Support from OUSD would be sufficient.**

Q) Is the narrative for a collaborative different in structure? Do we have the same character counts given that each partner in the collaborative needs to be woven into each response in most cases?

**A) The narrative for collaborative applicants is not different in structure, and the character limits are the same.**

Q) When entering service projections, how do we enter single/one time events? There would not be an end and start date- just one date.

**A) Do not project single, one-time events in service projections.**

Q) When filling out Agency Financial and Staffing, are you looking for our National Organization Budget and Main Agency Funders for 2022/2023? Or are you looking for the Oakland Chapter specifically?

**A) OFCY is looking for information on your main agency.**

Q) Is the narrative for a collaborative different in structure? Do we have the same character counts given that each partner in the collaborative needs to be woven into each response in most cases?

**A) The narrative for collaborative applicants is not different in structure, and the character limits are the same.**

Q) Question re: RFP narrative question #2 in Agency history and capacity section: "Describe your agency's senior leadership and management, and the role of the board of directors" Does only lead agency fill in this question, or partner agencies as well?

**A) Yes, the question should be for the lead agency that would be entering into contract with the City of Oakland.**

Q) There is a question re: # of volunteers. We do not have traditional volunteers for our program however we do have a Leadership In Training program for teenagers. Would that qualify as volunteers? They do have to pay a small fee to participate.

**A) These do not appear to be volunteers as traditionally defined, and should not be entered as such.**

# OFCY 2022-2025 RFP Technical Assistance Emails

posted February 4, 2022

Q) I was wondering if you could help us with the following question in the application: "Will you provide services remotely?" We are unsure of how to answer this question since we will provide services virtually if needed, but our plan is to provide in-person programming. Checking yes could imply that our services will only be virtual, and checking no may make it seem like we would not adapt if needed. Can you please advise us as to how to best answer this question?

**A) All projections in the program proposal is your best estimation of what your program will look like in FY22-23. If your program is planning to provide all in-person services in FY22-23, select "no" for the question ""Will you provide services remotely?"**

## Strategies

Q) At 1:38:13 OFCY RFP Pre-Proposal Meeting - Zoom, Mike answered my question about FRCs. This is a bit of a follow-up. We are not an "official" FRC but we have services that are similar ("Supported Programming" on page 29 of the RFP). Would we be eligible to apply for Strategy 2?

**A) You will have to use your discretion as OFCY is unfamiliar with the particular program that you would propose. From your questions it does appear that you are eligible and OFCY encourages your application.**

Q) I just want to clarify that we can choose more than 1 funding strategy in City Span to apply for? For example we can apply for funds to support: Middle School Engagement, Wellness and Transitions, Comprehensive School based After School Program in Elementary School

**A) Agencies can submit more than one application, in more than one funding strategy. Please review the funding strategies, specifically the Comprehensive Afterschool Programs strategies that limit applicants to the lead agency at the school site who will be administering ASES state funds.**

Q) Our organization would like to apply under the Transition to Adulthood Strategy (11 and 11a) to revive our Youth Crew internship program. We last ran Youth Crew in 2016. (YC is a youth development based job skills training program teaching youth 14-21 about sustainable agriculture and getting hands-on experience building gardens with neighbors throughout the city, in 2016. I know that the RFP stipulates that our org has to have run the program for at least a year, but does it have to be the immediately preceding year or does our prior experience count?

**A) Your past experience counts.**

Q) Question re: RFP strategy 2: Might this strategy include direct services for children age 5-8? Context: example on page 8 states: "Agency ABC operates multiple programs for children and youth in Oakland. Agency ABC submits one proposal for a Family Resource Center in East Oakland to serve children 0-8 years of age and their parents." Does this mean that the family resource center programming can include services for children 5-8?

**A) Yes, the strategy may include direct services for children ages 5-8.**