



Oakland Fund for Children and Youth

FY2016 – 2019

Request for Proposals

EARLY CHILDHOOD

Parent Support and Education
Early Childhood Mental Health Consultations

STUDENT SUCCESS IN SCHOOL

Student Engagement in Learning
School Based After School (see separate RFP)

YOUTH DEVELOPMENT AND EMPOWERMENT

Year-Round Youth Development and Empowerment
Summer Youth Development and Empowerment

TRANSITION TO ADULTHOOD

Career Awareness and Academic Support for Older Youth

**For School-based After School Services – See Separate RFP*

RFP Released: November 13, 2015

Bidders Conference by Goal Area

- **Early Childhood and Student Success in School:**
Wednesday, November 18, 2015 from 3:00 p.m. to 5:00 p.m.
1 Frank Ogawa Plaza, Oakland City Hall, Council Chambers
- **Youth Leadership & Empowerment and Transition to Adulthood:**
Friday, November 20, 2015 from 10:00 a.m. to 12:00 p.m.
1 Frank Ogawa Plaza, Oakland City Hall, Council Chambers

Online Proposal Due: January 13, 2016, Before 5:00 p.m.

Hard Copy Submission Due: January 14, 2016 – Before 5:00 p.m.

Oakland Fund for Children and Youth
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OVERVIEW

INTRODUCTION

The Oakland Fund for Children and Youth (OFCY) is pleased to release the 2016-2019 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 six funding strategies outlined in the 2016-2019 Strategic Investment Plan, which can be found on OFCY's website (www.ofcy.org). Applicants for School Based After School programs will apply through a separate RFP. All applicants are strongly encouraged to read the 2016-2019 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, 2016 to June 30, 2017, which can be renewed up to two additional one-year periods contingent on past year's grant performance. The total projected amount available for FY2016-2017 grant awards through this RFP is approximately \$13.5M.

OFCY seeks to award funds to programs and collaborations that propose to address the goals and objectives outlined in each of the eleven funding strategy areas in order to best support children and youth from birth to twenty 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. The current *OFCY 2016-2019 Strategic Investment Plan* can be downloaded from the Oakland Fund for Children and Youth website at www.ofcy.org.

OFCY VISION, MISSION, AND VALUES STATEMENTS

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: We provide strategic funding to support Oakland's children and youth from birth to 20 years of age to become healthy, happy, educated, engaged, powerful and loved community members. Leveraging our efforts with partners for greater collective impact towards social and economic equity, we build the capacity of community agencies to work together to fully develop each child's potential, achieve positive outcomes, and promote the positive contributions of children and youth to Oakland's greatness.

VALUES:

Social and Economic Equity – All children and youth have a fundamental right for a safe and healthy life and a quality education. 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 and to instill individual and community pride and leadership. We believe that youth development requires the collective responsibility of the community and the active engagement of family and caregivers for children and youth to achieve their full expression of potential.

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. We see that the wellbeing of our youth is dependent on the strength of their families, and the strength of the families is dependent upon the strength of the community. Strong communities can provide stability in a time of change in the lives of children and youth and help them grow into loving and powerful adults.

OFCY 2016-2019 STRATEGIES FUNDING ALLOCATION

The following chart provides a summary of projected allocations for all strategy areas. based on an estimated \$13.5 million in total available grant funding for FY 2016-2017. For more comprehensive strategy summaries and guidelines, please refer to the Funding Strategies section (pages 14-24) and the 2016-2019 Strategic Plan which can be found on OFCY's website (www.ofcy.org).

	estimated % of total funds
Goal Area 1: Early Childhood	16%
1) Parent Support and Education	11%
2) Early Childhood Mental Health Consultations	5%
Goal Area 2: Student Success in School	42%
3) School Based After School*	37%
4) Student Engagement in Learning	5%
Goal Area 3: Youth Development and Empowerment	28%
5) Year-Round Youth Development and Empowerment	21%
6) Summer Youth Development and Empowerment	7%
Goal Area 4: Transition to Adulthood	14%
7) Career Awareness and Academic Support for Older Youth	14%
<i>Total estimated annual funding:</i>	
\$13.5M	

*See separate RFP for details on the School Based After School strategy.

APPLICATION PROCESS

WHO IS ELIGIBLE?

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) dated **2013** or later. 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).

Applicants must also demonstrate proof of "Active" status with the Office of the California Secretary of State, and that they are authorized to carry out business activities in the state of California. Information on status with the Office of the California Secretary of State can be found at <http://kepler.sos.ca.gov/>.

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 Applicants

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.

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/or to strengthen linkages 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 schedule of the Activities List 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 subcontractors or 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 Applicant

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 two years of service in the program 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 organizational budget is under \$350,000, you must apply as a Small and Emerging Applicant. However, if the organization is a current OFCY grantee in good standing and have 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.

If the organization does not have a 501(c)(3) status, it has to apply using a fiscal sponsor. If the organization has 501(c)(3) status, it may still choose to use a fiscal sponsor.

An applicant applying as a Small and Emerging Applicant cannot be a public agency.

Number of Applications

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 to different strategies.

Applicants may submit two or more proposals to one or more OFCY strategy areas for significantly different programs only. Significantly different programming is defined as having a different program design, staffing, program location, or target population receiving services.

HOW MUCH CAN I APPLY FOR?

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 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 \$150,000.
- No more than 11% may be allocated to indirect costs, as a percentage of total direct costs.
- 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. This includes any requests submitted by the agency through the separate OFCY 2016-2019 RFP for all other funding strategies to support programming in addition to school based after school.

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

Collaborative Applicant

- Collaboratives may apply for between \$50,000 and \$300,000. Applicants for the early childhood consultation and support services may apply for up to \$350,000.
- No more than 15% may be allocated to indirect costs, as a percentage of total direct costs.
- 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 \$75,000.
- No more than 20% may be allocated to indirect costs, as a percentage of total direct costs.
- Small and Emerging Applicants must limit their total and/or combined OFCY requests to no more than 50% of their overall, organizational budget. This includes any requests submitted by the agency through the separate OFCY 2016-2019 RFP for all other funding strategies to support programming in addition to school based after school.

Example: An organization with an annual budget of \$300,000 could request one or more grants for a maximum funding of \$150,000.

Summary Table by Application Type

Application Type	Minimum Match Requirement	Total OFCY Request as % of Org. Budget	Minimum Grant Request	Maximum Grant Request	Maximum Indirect Rate	Audit Upload Requirements*
Single/Lead Applicant	25% of OFCY grant request (up to 5% in-kind and minimum 20% cash match)	35% of Budget	\$25,000	\$150,000	11%	Audited Financial Statements as part of application
Collaboratives	25% of OFCY grant request (up to 5% in-kind and minimum 20% cash match)	35% of Lead Agency Budget	\$50,000	\$300,000**	15%	Audited Financial Statements of lead agency as part of application
Small and Emerging	25% of OFCY grant request (up to 15% in-kind and minimum 10% cash match)	50% of Budget	\$25,000	\$75,000	20%	If applying without a fiscal sponsor, upload the most recent fiscal year Profit & Loss and Balance Sheet and IRS Form 990 dated within the past two years. If the proposal is recommended for funding, submit a CPA Review of Financial Statements no later than July 1, 2016.

*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.

** Programs applying as Collaboratives in the Early Childhood Mental Health Consultation strategy may apply for up to \$350,000

HOW CAN FUNDS BE USED?

1. The proposed program must provide direct services to children and youth, ages 0 to 20, who live in Oakland.
2. Funds may NOT be used for:
 - a. Any service that merely benefits children and youth incidentally.
 - b. Acquisition of any capital item not for primary and direct use by children and youth.
 - c. Acquisition, other than by lease for a term of 12 months or less, of any real property.
 - d. 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).
 - e. 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.
 - f. Housing costs
 - g. Child care slots
 - h. 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 (ALL APPLICANTS)

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 25% of the program match (25% of the OFCY grant award). This minimum 25% match may be contributions of cash and/or in-kind services and must support the cost 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, which is \$25,000.

2. **Single/Lead Agency & Collaboratives:** In-kind match can be no more than 5% of the OFCY Grant Request and a minimum 20% dollar match is required.
3. **Small and Emerging Applicants:** Direct costs such as Volunteer Hours (In-kind) can be no more than 15% of the program cost, used towards documenting match funds. Minimum 10% match must be contributions of cash.

4. Grantees may **NOT** use one OFCY grant as a match for another. For example, if a grantee has a \$150,000 grant from OFCY directly and subcontracts on another OFCY grant for \$15,000, the subcontractor dollars may not be used as a match for the direct grant. Further, a collaborative may not use an OFCY grant received by one of its partners or subcontractors as a match.
5. 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, 2016 through June 30, 2017) 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, 2017 through June 30, 2018 and July 1, 2018 through June 30, 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.

HOW TO APPLY?

STARTING YOUR PROPOSAL

The OFCY online application process is through Cityspan. The system requirements for Cityspan are:

- Internet connection
- Turn off your pop-up blocker

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 Mon-Fri, 8AM-5PM, PST. DO NOT call Cityspan about the RFP content related questions.

You may begin your online application on November 13, 2015. Please refer to Proposal Instructions Section on page 25 for more detailed instructions. **Step 1 - Registration and Login** and **Step 2 - Cover Page** should be completed in order. Until you complete and submit the Cover Page, the Narrative, Budget and Uploads sections will not be available to you. The other steps can be entered in any order you choose after completing the registration and Cover Page.

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.

SUBMITTING YOUR PROPOSAL

The final step is to click "submit" for each form. Please review the elements of your application including all uploads. Excluding the Cover Page, we recommend 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.

Print and save your receipt of submission. Cityspan will not accept proposals after 5:00 p.m. on January 13, 2016. This will be strictly enforced. Do not wait until the last minute to submit your proposal to avoid any unforeseen technical issues.

You will also need to deliver two copies of your submitted proposal by January 15, 2016, to the OFCY office (150 Frank Ogawa Plaza, Suite 4216 Oakland CA 94612) before 5:00 p.m. For more information, please refer to section **Step 8 –Submit**.

BIDDERS' CONFERENCES, TRAINING SESSIONS & TECHNICAL ASSISTANCE

BIDDERS' CONFERENCES

To provide general information and guidance to all potential applicants, OFCY will hold Bidders' Conferences by strategy area. All potential applicants are strongly encouraged to attend the Bidders' Conferences. Please RSVP for the bidder's conference at <http://www.ofcy.org/request-for-funding-proposals/>. Register through the Google Forms link on the OFCY website.

TRAINING SESSIONS: APPLYING ONLINE THROUGH CITYSPAN

To provide assistance in navigating the Cityspan online application process, OFCY will offer multiple Training Sessions. All locations will be at 150 Frank Ogawa Plaza, 2nd Floor. Seating availability is based on a first come first serve basis (only 1-2 staff per agency). Please see "Important Dates" below. To sign-up for a training session, visit <http://www.ofcy.org/request-for-funding-proposals/>. Register through the Google Forms link on the OFCY website.

GENERAL TECHNICAL ASSISTANCE BY EMAIL

General Technical Assistance (TA) by e-mail begins Monday November 16, 2015, EXCEPT no TA during the Thanksgiving holiday (November 26 & November 27) and Winter holiday (December 21, 2015 through January 1, 2016). TA ends the week before proposal deadline, on Thursday, January 7, 2016 at 5:00 p.m. E-mail TA questions to Scott Kim, sskim@oaklandnet.com. This assistance answers questions about eligibility, funding parameters, and required information and documents for online submission, including Activities and Budget. 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.**

IMPORTANT DATES

Item	Date
Request for Proposals (RFP) Released	November 13, 2015 Check www.ofcy.org or call (510) 238-2209
Bidders' Conferences by Strategy Area	<ul style="list-style-type: none"> ♦ Early Childhood and Student Engagement in Learning: Wednesday, November 18, 2015 from 3:00 p.m. to 5:00 p.m., 1 Frank Ogawa Plaza, City Hall, Council Chambers ♦ Youth Leadership & Empowerment and Transition to Adulthood: Friday, November 20, 2015 from 10:00 a.m. to 12:00 p.m., 1 Frank Ogawa Plaza, City Hall Council Chambers
General Technical Assistance by E-mail Available	November 16 to January 7 th , 2016. ➤ No TA questions will be reviewed over Thanksgiving holiday (November 26 and 27, 2015) and Winter holiday break (December 21 2015 through January 1, 2016)
Full Online Application Open	November 20, 2015 The full online application will be available on CitySpan one week after RFP release date.
Online Training Sessions (all locations will be at 150 Frank Ogawa Plaza, 2 nd Floor, Lab A. Register through www.ofcy.org)	December 3, 2015, 10am-12pm December 4, 2015, 10am-12pm December 8, 2015, 10am-12pm December 9, 2015, 10am-12pm
General Technical Assistance by E-mail Ends	January 7, 2016, 5:00p.m.
Online Proposals Due	January 13, 2016 BEFORE 5:00 p.m. through Cityspan An online receipt will be produced upon submission. Proposals submitted after the deadline will not be considered for review. This deadline will be strictly enforced.
Hard Copy Proposals Due	January 14, 2016 BEFORE 5:00 p.m. Must be hand delivered to OFCY located at: 150 Frank Ogawa Plaza, 4 th Floor Oakland, CA 94612
List of Programs Recommended for Funding Emailed to Applicants	March-April 2016 <i>Exact Date TBA</i>
Written Appeals from Applicants Due	April 2016 <i>Exact Date TBA</i>
City Council Approves Recommendations for Funding	May/June 2016
Grant Contracting Begins	June 2016
Program Year Begins	July 1, 2016

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. Reviewers will be selected for their 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. Please see **Proposal Instructions: Step 3: Narrative** on page 27 for more information on the rating 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 **Contract Compliance Division – Additional Preference Points** on page 42 for more information on applying for the additional preference points.

The ad-hoc POC Review Subcommittee will consider proposals for funding based on the ranking of proposals along with additional criteria, including but not limited to service location, service to specific populations, strategic alignment, past performance, and reasonableness of budget and activities, when making funding recommendations. The Review Subcommittee will forward recommendations to the full Planning and Oversight Committee for review and approval. Funding recommendations will then be presented to the Oakland City Council for approval and adoption.

FUNDING STRATEGIES for FY2016-2019

OFCY is soliciting proposals to implement six funding strategies under four main strategic categories. These strategic categories are aligned to OFCY's four main goals.

OFCY FY2016-2019 Strategic Areas:

- 1) **Early Childhood**
- 2) **Student Success in School**
- 3) **Youth Leadership and Empowerment**
- 4) **Transition to Adulthood**

For further information and details on program strategies please refer to the OFCY FY2016-2019 Strategic Investment Plan

GOAL AREA I: EARLY CHILDHOOD

OFCY is seeking to support programs through two funding strategies within the goal area of Early Childhood. OFCY will direct investments toward engaging parents in enhancing the healthy development of their children in their neighborhoods and communities and toward supporting preschool quality through early childhood mental health consultation to early childhood educators in formal and informal settings.

#1: Parent Support and Engagement

OFCY will support programs that are designed to meet the holistic needs of young children by building parenting skills and knowledge and providing services and supports in community locations that are accessible, safe, and desired by families. OFCY supports parent engagement, parent leadership, home visiting, and peer connection opportunities for parents to learn from and connect with other families in their communities, including Family Resource Center development or programming in high-priority neighborhoods. This strategy supports efforts to increase the school readiness of children, including summer pre-kindergarten and early literacy efforts.

TARGET POPULATION:

Young children and their parents/families/caregivers who reside in high-priority neighborhoods.

PRIORITIES:

OFCY will invest in services and supports that do the following:

- Deliver services in the community or neighborhood where parents of young children live
- Utilize a strengths-based or "Strengthening Families" approach

- Design and deliver services based on a partnership with parents and staff
- Capitalize on and leverage existing community resources and assets
- Support parents and children to develop kindergarten readiness among young children
- Operate in and serve children in high stress neighborhoods as identified by the Measure Z Stressor map (Appendix A). Services and supports delivered in schools and community locations, or at Family Resource Centers, that are accessible, safe, and frequented by parents

OVERALL PROGRAM GOALS:

- Young children learn social skills and develop emotional literacy
- Young children are ready for kindergarten
- Young children receive the services, supports, and treatments they need to participate fully in learning
- Parents have access to information about and understand early childhood development and have the skills and capacity to support their child's social and emotional well-being
- Parent-and-child relationships, attachments, and interactions are strengthened
- Parents are connected with their peers and access to available community resources
- Parents experience less parental stress and isolation
- Parents take on leadership roles

POSSIBLE ACTIVITIES:

- Parent and child interactive activities or playgroups
- Peer connection and supports and parent leadership
- Home visiting services and collaborations for children's healthy development
- Coordinated services to strengthen family supports
- Conduct developmental screenings and/or enrollment of families in Help Me Grow Developmental Screening programs
- Linkage to county or community resources, such as screening and referral, mental health services, or services for special-needs children and children with disabilities.
- Access to Family Navigation services supporting the basic needs of families, including child care and education, health, housing, medical or legal resources
- Information and education about parenting and child development provided in accessible locations (including community sites, family resource centers, schools, medical offices)
- Summer pre-kindergarten camp for children
- Early literacy and school readiness activities for young children and their families
- Parent skill building, including curriculum based approaches to support parents in children's healthy development and long term outcomes, including a financial skills and planning to support children's access to college

#2: Early Childhood Mental Health Consultations and Support Services

This strategy seeks programs to strengthen the capacity of early childhood educators and parents to meet young children's behavioral, social-emotional, and developmental needs through the delivery of mental health and developmental consultations by licensed mental health professionals. OFCY will investment in programs that promote the social-emotional well-being of parents and young children through the delivery of trauma-informed and culturally relevant services and supports. This strategy continues support for services at Head Start, Early Head Start, and OUSD Childhood Development Centers, and expands eligible sites to include informal settings.

TARGET POPULATION:

Young children participating in Head Start, Early Head Start, Childhood Development Centers, or other informal settings.

PRIORITIES:

- Programs which demonstrate collaboration with First Five of Alameda County, neighborhood school sites and Oakland Unified School District, Head Start and Early Head Start sites, and/or linkages to other services and supports for families. Programs with services delivered at OUSD Child Development Centers, Head Start, or Early Head Start sites must demonstrate school site and system collaboration by submitting a Letter of Agreement between lead agency and OUSD Early Childhood or Head Start department.
- Programming that promotes the well-being of early childhood educators, parents/caregivers and young children through the delivery of trauma-informed and culturally relevant services and supports.
- Priority is for programs that operate in and serve children in high stress neighborhoods as identified by the Measure Z Stressor map (Appendix A).

OVERALL PROGRAM GOALS:

- Early childhood educators have access to information and understand early childhood development, trauma-informed approaches, and early childhood mental health.
- Early childhood educators have the skills and capacity to address developmental, social-emotional, and behavioral challenges in the classroom.
- Parents have access to information about and understand early childhood development.
- Parents have the skills and capacity to support their child's social and emotional well-being.
- Young children receive the services, supports, and treatments they need to participate fully in learning.
- Young children learn social skills and develop emotional literacy.
- Young children are ready for kindergarten.

POSSIBLE ACTIVITIES:

- Early Childhood mental health and developmental consultations to early childhood educators
- Coaching and professional development services related to trauma informed services and social emotional learning
- Support for implementation of social emotional teaching strategies
- Targeted social emotional supports for individual child or small group of children
- Assessment of individualized supports and interventions
- Participate in class team meetings to discuss individualized behavioral supports and interventions
- Parent/family group sessions/workshops
- Services to connect families to community resources and support developmental screening and linkages to the Help Me Grow Developmental Screening program
- Child and/or family centered direct therapeutic services supporting child's development and socio-emotional health

GOAL AREA II: STUDENT SUCCESS IN SCHOOL

OFCY's investments in this goal area ensure that children and youth ages 5 to 20 are connected to and engaged at school, attend high-quality schools, and have access to safe spaces and enriching experiences during out-of-school time. At a community level, OFCY investments contribute toward students' academic and social development across their educational journey to ensure that they meet key academic milestones along the way, such as reading at grade level, coming to school regularly, and graduating from high school ready for college or a career.

#3: School-Based After School

Please see the separate OFCY 2016-2019 RFP for School Based After School.

#4: Student Engagement in Learning

OFCY will support programming designed to support children and youth's attachment to school and achievements in learning in coordination with the school site and school district. The strategy includes investments in culturally responsive and targeted models to meet the needs of specific populations, including youth who are at risk of not graduating or who are experiencing disparities in academic outcomes.

TARGET POPULATION:

- Children and youth enrolled in grades K–12 in Oakland.
- Targeted populations: boys of color, youth transitioning to high school, and other specific populations.

PRIORITIES:

- Programs that support students successful transition from 8th to 9th grade, focusing on student populations most at risk for dropping out and not succeeding in high school.
- Programs that support students that exhibit early warning indicators of chronic absence, school suspension, and/or failing a core course work.
- Programs that demonstrate strong school site and district support for efforts in alignment with OUSD's Pathway to Excellence 2015–2020 strategic plan and the goals of Oakland Reads 2020. Programs should demonstrate school site and system collaboration of services by submitting a Letter of Agreement between lead agency, site leadership, and the OUSD Community School & Student Service Department, if operating at an OUSD school site.
- Programming that provides culturally relevant services and promotes caring relationships between youth and adults to help youth develop protective factors that support success in school.

OVERALL PROGRAM GOALS:

- Children and youth feel safe and connected to their school.
- Children and youth form caring relationships with peers and adults.
- Children and youth attend school regularly.
- Students and school staff solve conflicts using restorative justice techniques.
- Children and youth exhibit fewer early warning indicators (chronic absence, suspension, and academic performance issues) over time.

POSSIBLE ACTIVITIES:

- Meet the needs of targeted groups that experience barriers to engaging in school
- Restorative justice or other programming that creates inclusive learning environments for all students (especially middle and high school youth)
- Promote successful transition to ninth grade
- Engage young people in learning and/or address early warning indicators, such as chronic absences, suspensions, and academic performance issues
- Engage families in supporting literacy during the elementary school years and support literacy of school-age youth
- Services and supports aligned with school-site and OUSD priorities to strengthen children, youth and families

GOAL AREA III: YOUTH LEADERSHIP AND EMPOWERMENT

OFCY will support programs that promote the social, emotional, physical, and cognitive development of children and youth. Youth thrive when they feel safe, develop supportive relationships with adults and peers, have meaningful opportunities for involvement and leadership, and access challenging and engaging activities and learning experiences. Support for positive youth development, youth leadership and empowerment programming is based on a wide body of research showing that access to these services promotes the healthy development and academic success of young people and is an effective strategy for reducing violence. Programs supported in this strategy area will deliver year-round and summer programming that builds on youth interests and assets delivered in community-based or school settings.

#5: Year-Round Youth Development and Empowerment Programs

OFCY will support programs providing access to year-round activities that empower children and youth to develop leadership skills, build on their strengths, improve their connections to adults and peers, and contribute to their communities through arts, technology, entrepreneurship, sports, and other enrichment programming. Programs promote the social-emotional, cultural, physical, and cognitive development of young people. This strategy supports access to comprehensive services and trauma-informed supports that meet the needs of specific populations, such as LGBTQ youth, boys of color, unaccompanied minors, and youth exposed to violence.

TARGET POPULATION:

Oakland children and youth who are ages 5–20 from high-priority neighborhoods. Specific populations for prioritization of services include LGBTQ youth, boys of color, unaccompanied minors, and youth exposed to violence.

PRIORITIES:

- Programs that operate in and serve Oakland children and youth in high stress neighborhoods as identified by the Measure Z stressor map (Appendix A).
- Programs aligned to citywide goals and initiatives.
- Comprehensive services and supports to children and young people who are impacted by trauma in their families or communities or have population-specific needs, such as LGBTQ youth, boys of color, unaccompanied minors, and youth exposed to violence.
- Supports and services that are culturally relevant, asset based, and trauma informed, including mental health services and supports, positive youth development and empowerment opportunities, family engagement, and advocacy.

OVERALL PROGRAM GOALS:

- Children and youth form caring relationships with peers and adults.
- Children and youth have meaningful opportunities for involvement and membership.
- Children and youth participate in challenging and engaging activities and learning experiences.
- Children and youth develop new skills.
- Children and youth are healthy, active, and fit.

POSSIBLE ACTIVITIES:

- *Academic and Literacy Support:* Programming that promotes positive attachment to school, provides youth with academic support, and develops literacy in alignment with the broader goals of Oakland Reads 2020
- *Arts and Enrichment:* Programming that provides youth with opportunities to develop their voice through arts, literature, sports, or other forms of expression
- *Youth and Peer Leadership:* Peer mentoring, community advocacy, or other youth leadership activities in which youth receive targeted training and development and hold roles of responsibility and/or are empowered to participate in the design and delivery of programming to grow their leadership skills and experience
- *Innovation and Technology:* Programming that provides experiences and exposure to STEM (science, technology, engineering, and math), coding, and computer science, or that provides project-based or hands-on learning opportunities such as maker projects or do-it-yourself (DIY) projects, and promote skills and interests in technology, innovation, and entrepreneurship

#6: Summer Youth Development and Empowerment Programs

OFCY will support programs that provide enrichment and academic opportunities for children and youth during the summer months to help them stay engaged in learning, retain academic skills and knowledge, develop their voice and leadership skills, and make meaningful contributions to their communities. Supported programming prevents children and youth from losing academic knowledge and skills over the summer and leaves them more prepared for a successful start to the new school year.

TARGET POPULATION:

Oakland children and youth who are ages 5–20 from high-priority neighborhoods. Specific populations include LGBTQ youth, boys of color, unaccompanied minors, and youth exposed to violence.

PRIORITIES:

- Programs that operate in and serve Oakland children and youth in high stress neighborhoods as identified by the Measure Z stressor map (Appendix A)

- Programs that serve specific populations that have need for services, including LGBTQ youth, boys of color, unaccompanied minors, and youth exposed to violence
- Summer programs that incorporate academic support and enrichment programming to motivate children and youth to attend school regularly by building on their interests, while supporting the retention of skills and content learned during the school year.
- Access to academic programming that can help to offset summer learning loss and strengthen literacy.
- Activities and experiences that build on youth interests, strengths, and assets, including academic and literacy support, arts and enrichment, youth and peer leadership, and innovation and technology.
- Services are delivered in the community and may range from small and emerging programs to larger community collaborations. Services leverage available community and City assets, providing youth with access to high-quality summer activities and new experiences.

OVERALL PROGRAM GOALS:

- Children and youth retain academic skills and knowledge.
- Children and youth form caring relationships with peers and adults.
- Children and youth have meaningful opportunities for involvement and membership.
- Children and youth participate in challenging and engaging activities and learning experiences.
- Children and youth develop new skills.
- Children and youth are healthy, active, and fit.

POSSIBLE ACTIVITIES:

- *Academic and Literacy Support:* School-based services and programming that provide academic support and enrichment to promote positive attachment to school, support reading and literacy, and prevent summer learning loss.
- *Arts and Enrichment:* Programming that provides youth with opportunities to develop their voice through arts, literature, sports, or other forms of expression
- *Youth and Peer Leadership:* Peer mentoring, community advocacy, or other youth leadership activities in which youth receive targeted training and development and hold roles of responsibility and/or are empowered to participate in the design and delivery of programming to grow their leadership skills and experience
- *Innovation and Technology:* Programming that provides experiences and exposure to STEM (science, technology, engineering, and math), coding, and computer science, or that provides project-based or hands-on learning opportunities such as maker projects or do-it-yourself (DIY) projects, and promote skills and interests in technology, innovation, and entrepreneurship

GOAL AREA IV – TRANSITION TO ADULTHOOD

OFCY will support programming that supports older youth in their transition to adulthood and contributes to the broader community goal that older youth graduate from high school ready for college and a career.

#7: Career Awareness and Academic Support for Older Youth

This strategy supports programming that provides older youth (ages 15–20) with career awareness, exploration, and preparation within high-priority industries, as well as college and career advising and other academic supports to facilitate the transition to and persistence in college and to a career. The core activities supported by this strategy include the provision of academic support and career-development programming that builds on older youth's strengths and interests.

TARGET POPULATION:

Youth ages 15–20 in high priority neighborhoods in need of academic and career support, including opportunity youth (i.e., those who are disconnected from school and employment)

PRIORITIES:

- Programs that provide exposure to the workplace, entry-level work-readiness training, and work experience which enhance employability skills and raise awareness of careers or potential employment opportunities for youth
- Programs that help youth successfully graduate high school, navigate college enrollment and financial aid, and provide support for students to persist in college education
- Programming through re-engagement centers that help opportunity youth (disconnected from both school and employment) to gain employment experience while also working to achieve academic milestones
- Programs providing work-based learning and experience in high-priority industries in Oakland and that engage young people in key industries and career pathways supported by the City of Oakland and Oakland Unified School District
- Programming that provides youth with wages, stipends, or other financial incentives that incorporate financial literacy as a program component.
- Programs that connect with middle school students to engage them in career exploration through speaker panels, job shadowing, internships and other opportunities
- Applicants must be able to obtain the required work permits for all Oakland students employed during the school year or in the summer. Information about work permit rules can be obtained at www.ousd.org/Page/157

OVERALL PROGRAM GOALS:

- Youth are aware of job and career options
- Youth access and complete internships and other work-experience opportunities, and achieve work-based skills and job readiness
- Youth graduate from high school, receive a GED, and enroll and persist in postsecondary training or college

POSSIBLE ACTIVITIES:*Career Development Activities:*

- Providing opportunities for employment and career exploration through job shadowing, short-term paid work experience, soft-skill development, youth entrepreneurship, internships, and other career-development activities that provide exposure to the world of work and broaden their awareness of career options and possibilities
- Providing young people with career-exposure and career-exploration experiences that foster their interest in postsecondary training or educational opportunities
- Programming that incorporate job readiness, financial-literacy education, and employer support as program components

Academic Support Activities:

- Providing learning opportunities designed to help youth persist in and graduate from high school; attain a GED or diploma; continue on to college by helping youth complete high school prerequisites; navigate college enrollment; obtain assistance with the college and financial aid application process; and obtain skills that allow them to persist and succeed in college
- Providing academic supports and programming offered in tandem with career exposure/employability opportunities and dropout-recovery programs, including reengagement centers that reach youth who are not currently enrolled in school or working

PROPOSAL INSTRUCTIONS

STEP 1 – REGISTRATION AND LOGIN

The RFP will be accessible on Cityspan Friday, November 20, 2015.

REGISTERING

Register for an OFCY RFP account at www.youthservices.net/ofcy/registration.asp. If you are currently an OFCY grantee, you **cannot** use your current username and password. You must create a unique user name and password for each application you intend to submit.

Identify a contact person for the proposal. The contact person is the individual that we will contact if we have questions regarding your submission. 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.

In order to register you will need to know your tax ID Number. If you are applying with a fiscal sponsor, you must use their Tax ID number.

LOGGING IN

When you come back to work on your application, go to: www.youthservices.net/ofcy. Enter your user name and password and click the log in button. If you have forgotten your account information, call the Cityspan Help Desk: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, PST.

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

STEP 2 – COVER PAGE

Start off your application by completing and submitting the Cover Page. Until you complete and submit the Cover Page, the Narrative, Demographics, Budget and Uploads sections will not be available to you.

Goal Area and Funding Strategy

Select the appropriate Goal Area and Funding Strategy under which the proposal is being submitted for funding consideration.

Applicant/Fiscal Sponsor

The applicant is the organization or agency that will sign the contract if the grant is awarded. Therefore, if this is a project with a fiscal sponsor, the fiscal sponsor will be the applicant. The Sponsored Entity Information must also be entered.

Contact Name and Title

Enter the name and job title of the person at your agency that will be the primary point of contact for the grant submission. This person should be someone that can be responsive to questions and communication from OFCY during the review and selection process.

Total Agency Budget for Current Fiscal Year (FY2015-2016)

List the total agency budget for lead applicant for the current fiscal year.

Program Name

Provide the name of the program requesting funding.

Program Description

Summarize the proposal for which funding is requested. (600 character limit including spaces.)

The summary should describe the program in terms of the number served, who will be served (age and other identifying characteristics), with which services, when, where, and for what purpose or outcome.

This Program Description will be used to describe the proposed program throughout the review process. Applicants are strongly encouraged to write clear, concise, and comprehensive summaries.

Designation

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 designations, please refer to sections **Who is Eligible?** and **How Much can I apply for?**

When finished, click "Save and Return" to return to the main menu. Once finalized, return to the Cover Page and click "Submit" to finish the Cover Page and unlock the Narrative, Budget, and Upload sections of the RFP

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

STEP 3 – 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.** The character limits are provided only to serve as the maximum limit. Succinct responses that accurately portray your proposed program are appreciated.

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:

<u>Narrative Element</u>	<u>Points</u>
Agency History and Capacity	15
Demonstration of Need & Outcomes	15
Target Population and Service Area	10
Program Design	35
Staffing Qualifications	10
Required Resources and Budget Request	15
TOTAL	100

AGENCY HISTORY AND CAPACITY (15 POINTS)

1. Describe the organization(s) applying for funds, including history and types of services provided. (1,000 character limit)
2. Describe similar work in current or past projects, services and accomplishments that relate to the type of work proposed. Provide specific details on target population served, services provided, outcomes achieved, and funding sources. (1,500 character limit)
3. Describe the organization's history and relationship with other partners, including subcontractors and consultants, which will work to deliver the proposed services. What is the extent of these partnerships, and what has been accomplished? (1,000 character limit)
4. Describe your organization's financial and administrative staffing and procedures to ensure sufficient financial control of City funding. Provide the resume for your Chief Financial Officer/ Fiscal Manager in the **Uploads** section. (1,000 character limit)

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 specific populations, strategic alignment, past performance, and reasonableness of budget and activities, when making funding recommendations.

DEMONSTRATION OF NEED & OUTCOMES (15 POINTS)

1. Describe the needs that your program will address. Cite relevant public data, program-level data, evaluation reports, and/or research from the field to describe the needs of the population you propose to serve that relate to and will justify your proposed programming. (1,500 character limit)
2. Describe how your program's particular outcomes and activities will meet the needs identified above. (1,500 character limit)
3. 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)

TARGET POPULATION AND SERVICE AREA (10 POINTS)

1. Identify the target population for your program and, if applicable, your outreach and recruitment strategy. (1,500 character limit)
2. Identify the neighborhoods the program will serve, and/or the communities from which your participants will come from, if applicable. Describe where program services will be provided. (1,500 character limit)

PROGRAM DESIGN (35 POINTS)

1. Describe your overall program design and structure. Provide details on the key activities to be undertaken, where the activities will take place, and the number of participants projected to be served for each of those activities in a session and over the course of one year. Describe the key stages of your program design, including the numbers of children and youth reached in each stage and average hours of participation. Your narrative response should correspond to the online **Activities** you create for the RFP proposal. If working in partnership, describe the specific roles that partners will fulfill and how you will integrate your services based on your respective strengths. (5,000 character limit)
2. Describe how your program design effectively responds to a particular age range targeted for service. Include how the program design addresses the developmental stage of participants to meet their interests, capacities, and needs. If applicable, include how the program provides relevance to youth based on their gender, sexual orientation, and cultural identification. (2,000 character limit)
3. How do you plan to 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)

4. Describe how your program is operating in partnership with other community-based organizations, public agencies, or systems of care to address key community needs. Provide details on the extent of your partnerships. (2,000 character limit)

STAFFING QUALIFICATIONS (10 POINTS)

1. Describe your organization's staffing and management structure. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Show where any new positions funded by this RFP would fit. (1,250 character limit)

(NOTE: you will be required to upload résumés/job description for key staff in the section **Uploads**)

2. For the proposed program, identify key personnel and direct service staff, and discuss the areas of responsibility, qualifications, and credentials for key staff. Identify all staff including consultants, subcontractors and community-based organizations and public agency partners working on this program, including their expected roles, and estimated percentage of time. Show where any new positions funded by this RFP would fit. (1,750 character limit)

(NOTE: you will be required to upload résumés/job description for key staff in the section Uploads)

REQUIRED RESOURCES AND BUDGET REQUEST (10 POINTS)

1. Provide a short description of your **Program Budget** and how funds requested are reasonable to support the proposed numbers of children to be served and program design. (1,500 character limit)
2. Describe the other resources of revenue that are secured or anticipated to support the program during the proposed funding period. List the funding agency, amount of funds, start and end date of funds, and whether the funds have been received, are committed, or pending. (1,500 character limit)
3. Describe your plan to sustain the program and secure additional resources. (1,500 character limit)

STEP 4 – BUDGET

The budget is an important component of your proposal. This section links the funding requested with specific elements of the proposed program. Therefore, the budget proposed should be an appropriate and accurate projection of the program expenses for FY2016-2017.

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.

Provide a complete justification for each line item in the budget. In general, each narrative statement should describe, in as much detail as possible, the following regarding direct and administrative/ indirect costs:

- What the specific item is and how the amount shown in the budget was calculated
- Why the specific item is important to the program

DIRECT COSTS

Personnel

Personnel is constituted as all of the program's direct service staff members. Enter a separate line item for **EACH** individual staff to be supported through OFCY and matching funds for the program. Under **Lead Agency Positions**, list the staff title for each staff on the program. Under **Staff Name**, list the first and last name of the staff that is supported in the line item.

Volunteer Hours (In-Kind)

This line item represents the total value of volunteer hours used towards documenting matching funds.

- **Single/Lead Agency & Collaboratives:** The total projected in-kind match (including volunteer hours) can be no more than 5% of the OFCY grant request. A minimum 20% dollar match is required.
- **Small and Emerging Applicants:** Volunteer Hours (In-kind) can be no more than 15% of the program cost, used towards documenting match funds. Minimum 10% match must be contributions of cash.

Fringe and Benefits

This line item represents benefits (health, dental, 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.

OTHER DIRECT COSTS

Duplicating/Copying

Must directly benefit and support the operation of the proposed program.

Equipment Lease Agreement(s)

Must directly benefit and support the operation of the proposed program.

Equipment/Furniture Purchase

Any single item costing \$500 or more is considered a capital expenditure and the City retains title of all such items and reserves the right to exercise its ownership. Grantees will be required to provide the City with a list and description of any and all items costing \$500 or more that are purchased by OFCY funds.

Itemize the equipment requested and include a statement outlining the ways in which the equipment will be used primarily and directly by children and youth to fulfill program goals. You should explore the option of purchasing vs. leasing/rental, and explain your choice. Generally, OFCY will support only a portion of high-cost equipment line items. Therefore, you should explore whether other sources of funds can be obtained for equipment.

Facility Rental

These are the pro-rated costs of space rental, utilities, building maintenance and other occupancy costs that are directly used to provide services for young people.

General Office Supplies/Software

Must directly benefit and support the operation of the proposed program.

Postage

Must directly benefit and support the operation of the proposed program.

Professional Development

You may add in a line item for professional development. It will be limited to 2% of your total grant amount requested. Please justify how you intend to use this amount in the narrative text box.

Program Materials and Supplies

This category should include all items that your program requires in order to operate, such as recreational equipment, art supplies, workbooks, etc.

Telephone/Internet/Communications

Please be specific on how this cost was calculated and how it relates to the proposed program.

Travel/Transportation

This item is focused on student travel, and transportation for trips, and access to programs. The basis for the calculation as well as the purpose for all travel should be

provided. 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.

Travel expenses for staff are allowed when directly benefiting children and youth. Funds cannot be used for travel to trainings or professional development conferences.

Youth Wages

This line item is for programs that offer youth an hourly wage for employment. Please enter a separate line item for each unique hourly wage and the projected number of youth associated with that 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

Please 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 can be used to support the youth enrolled in your program through work in internships or as incentives for program participation. Please enter a separate line item for each unique stipend amount and the projected number of youth associated with that stipend. Do NOT enter a stipend range. Provide a description of what the internship is and how the cost was calculated.

Youth Incentives

Enter the projected amount to cover all incentives for youth to participate in programming including gift cards, travel passes, food, etc. Please enter a separate line item for each unique incentive type and the projected number of youth associated with that incentive. Please detail the type, amount and frequency of incentives in the narrative.

ADMINISTRATIVE/INDIRECT COSTS

Administrative/Indirect costs by applicant designation are:

- Single Agency Applicants: Up to a total of 11% may be included.
- Collaborative Applicants: Up to a total of 15% may be included.
- Small & Emerging Applicants: Up to a total of 20% may be included.

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

Collaborative Applicants may charge up to an additional 4% of the total grant amount for collaborative-building costs for a total indirect cost of 15% of the subtotal of direct costs. This collaborative-building costs portion of indirect costs must be itemized in the budget narrative of the **Proposal Narrative** section.

Small and Emerging applicants may charge up to 20% for indirect expenses to support increased overhead, auditing, and fiscal sponsorship costs. These costs must be itemized in the budget narrative of the **Proposal Narrative** section.

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). The cap on administrative/indirect costs is calculated using the subtotal of direct costs for the proposed program.

Example:

Direct Costs (subtotal):	\$48,000
Indirect maximum:	$\$48,000 \times .11$ (maximum rate for Single Agency) = \$5,280
Total grant award:	\$53,280

SUBCONTRACTORS AND CONSULTANTS

Subcontractors are described as organizations that provide specialized services to target populations to help enhance your programs. If an applicant subcontracts out services, it is OFCY's expectation that all subcontractors written into the proposal and budget will remain in the partnership for the duration of the 2016-2019 grant cycle period. Any potential changes in scope of work and budget 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.

Consultants are described as individuals who provide special services in order to help you operate your program, but who are not your employees. Consultant fees paid by OFCY are not to exceed \$700/day for a full day of work. If the daily rate charged by any particular consultant is more than \$700, you will need to identify other sources of support. For each and every consultant, enter the consultant's full name and provide a detailed budget narrative for their services, costs, and duration of activities to clearly indicate that the request amount does not exceed OFCY guidelines.

STEP 5 – DEMOGRAPHICS

Please estimate the total clients your program projects to enroll for individual and/or group services during the period July 1, 2016 and June 30, 2017 if funded by OFCY.

If awarded OFCY funding, programs will be required to enroll all clients into the Cityspan database system. All individuals (youth and adults) enrolled as clients in the program will be required to provide First Name, Last Name, Date of Birth, Gender, Race/Ethnicity, and ZIP code to enter into Cityspan. If awarded OFCY funding, grantees will be required to have every enrolled client (and their parent, guardian, or other legally authorized representative if a minor) sign a Release of Information Form giving consent to being evaluated by the City and the designated evaluation consultant.

➤ **Total Unduplicated Youth Participants**

- The totals of **Race and Ethnicity, Ages to be Served, Gender** and **Geographic Distribution** must each equal the **Total Unduplicated Youth Participants**.
- The total for **Specific Populations** does not necessarily have to equal the **Total Unduplicated Youth Participants**. It is possible that one client may fit more than one of the specific populations identified. If your program does not explicitly target children or youth within these categories, then leave blank.

➤ **Total Unduplicated Adult Participants (Applicable only for programs applying under Early Childhood Mental Health Consultations and Parent Support and Education strategies)**

For Early Childhood Mental Health 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.

STEP 6 – LOCATIONS & ACTIVITIES

SETTING UP LOCATIONS

Prior to creating activities, go to the locations tab on the left side of your screen and enter each site from which your proposed activities and events will take place. The sites you enter will populate a drop down list for you to choose from when creating activities. When naming the location sites, please use the proper name of the location. Each activity must be linked to one location. If you are proposing to conduct the same activity at more than one site, you must create a separate activity per unique location.

SETTING UP PROGRAM ACTIVITIES

Using the Individual and Group Activities tabs on the left side of your screen, enter each of the program activities and events to be funded by this grant. If you have activities serving multiple sites, create a unique activity for each of the sites.

NOTE: The projected Units of Service for each group activity will calculate automatically based on your projected number of participants, # of sessions and average hours per session. Units of Service = (# of participants) X (# of sessions) X (average hours per session).

For Strategy #2: Early Childhood Mental Health Consultations (ECMHC)

This strategy will have an additional method of tracking total consultation hours per service site. Please use this new form to project out the number of consultation hours per service site per quarter.

To track **ECMHC consultation hours** per service site:

1. Click on **ECMHC** on the left side of your screen on the Cityspan homepage.
2. Choose from the drop down list of service sites created in the Locations tab. Click **Add Line** to list each and every service site.
3. Project out the number of consultation hours per service site per quarter.
4. Provide a description of the services provided at the site and the projected number of educators, children and parents/caregivers served. If there are collaborative partners or subcontractors, please specify in the service description the agency that will be providing the services for the activity.

ECMHC proposers may also create individual and group activities to capture work with enrolled children and parents/caregivers in their program such as parenting workshops and individual consultations with parents, caregivers and/or children.

For Strategy #7: Career Awareness and Academic Support for Older Youth

This strategy will have a separate method of tracking **Internships & Subsidized Employment (ISE)**. A separate Internship and Subsidized Employment activity must be created for each unique service location, wage or stipend amount. 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.

To create **Internships and Subsidized Employment (ISE)** activities:

1. Click on **ISE** on the left side of your screen on the Cityspan homepage.
2. Click the Add Activity tab to create a new Internships and Subsidized Employment (ISE) Activity.
3. Respond to all prompt questions.
4. Project out the total number of participants that will participate in this activity and the total # of hours worked by all participants per quarter.

Proposers may create Group and Individual Activities to reflect other parts of their program design.

Individual Activities

Individual Activities require that participants are entered into the database so that their individual service time can be entered each time the activity takes place. These activities are services provided to individual participants that your program is tracking closely throughout a period of time and can occur only one time, or may occur many times, on an on-going basis, and are services that occur one-on-one between participants and OFCY funded program staff. Examples include services such as mentoring, case management and counseling.

To create Individual Activities:

1. Click on Individual Activities on the left side of your screen.
2. Click the Add Activity tab to create a new Group Activity.
3. Proceed through each step of the wizard, clicking 'Save & Proceed' with each step.
4. Note that every field in Individual Activities must contain a selection in order for group activity entry to be complete.

Group Activities

Group Activities are activities or services that involve a group of participants that your program is tracking closely throughout a period of time. A group can be a service that occurs only one time, or it may occur on an on-going basis. All participants must be entered into the database so they can be counted for attendance.

To create Group Activities:

1. Click on Group Activities on the left side of your screen.
2. Click the Add Activity tab to create a new Group Activity.
3. Proceed through each step of the wizard, clicking 'Save & Proceed' with each step.
4. Note that every field in Group Activities must contain a selection in order for group activity entry to be complete.

Program Activities Category

You must choose the most appropriate category for each of your individual and group activities.

Program Activities Category
Academic Programming
Arts, Dance, Music and Culture
Assessment, Intervention, and Referrals
Career Readiness
Case Management & Mentorship
College Prep Support
Community Building
Community Service & Project Based Learning
Conflict Resolution & Restorative Justice
Cooking and Nutrition
Early Learning
Family Engagement & Parent Education
Field Trips
Financial Literacy
Gardening
Health Education & Supportive Services
Legal Services/Advocacy
Literacy
Mental Health Services
Outreach, Registration & Intake
Science, Technology, Engineering & Math
Shelter
Sports & Recreation
Violence Prevention Services
Youth Leadership & Peer Led Activities

Projected Participants per Session

Enter the average number of children or youth to receive the service per session that the service is offered, i.e. average daily attendance.

Schedule

Enter the regular days and times of the proposed activity.

Projected Number of Sessions

Enter the number of sessions per quarter that the proposed activity will take place.

Projected Hours Per Session

Indicate the average number of hours in a session (e.g. 30 minutes = 0.5 hrs).

Projected Total Units of Service

The projected Units of Service for each group activity will calculate automatically based on your projected number of participants, # of sessions and average hours per session. Units of Service = (# of participants) X (# of sessions) X (average hours per session).

STEP 7 – UPLOADS

The documents listed below **MUST** be uploaded online to complete your online submission. Each document can be uploaded in any format (e.g. word, pdf, excel, etc.,) but cannot be over 20GB in size. You can also upload multiple documents under a subheading. For example, you can upload multiple résumés under **Résumés/Job Description for Key Staff**.

1. **Copy of IRS Letter Certifying Tax Exempt Status. (from 2013 or later).** See note on page 6 under “**Who Is Eligible?**” on how to obtain an updated letter from the IRS.
2. **Proof of “Active” status with the Office of the California Secretary of State** - The applicant must demonstrate they have filed its formation document and is authorized to carry out its business activities in the state of California. This information can be found at <http://kepler.sos.ca.gov/>. Upload a copy of the Business Entity Detail as proof of status.
3. **Current Year Organizational Budget (FY 2015-2016)** - Fiscal Sponsors (applicant) must upload Overall Agency Budgets for themselves and their Sponsored Organization. The organizational budget must clearly list sources of income/revenue, and detail personnel, direct, and indirect expenses.
4. **Organizational Chart** - Upload the organizational chart which should indicate how this program fits into the structure of the organization including staffing, reporting lines, and governance. The chart should show the relationships of staff within the agency delivering services. If there is a Fiscal Sponsor or there are partner agencies, the relationships between the agencies should be indicated. This chart will help reviewers to assess the applicant's capacity.
5. **Board Roster** - Upload the current active board roster indicating officers and affiliations.
6. **Signed Letters of Agreement if applicable** – 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.

- b) Lead applicants and subcontractors.
- c) Any partner named on the **Activities List**, or in the **Program Budget** as subcontractor or consultant.
- d) Provide a letter of agreement between the applicant and required partners, as listed in the strategy sections. Programming operating at an OUSD school or Child Development Center, Oakland Park and Recreation Center, Oakland Public Library, or City of Oakland Head Start or Early Head Start facility must obtain a letter of agreement with the department contacts listed below.

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.

The following table lists contacts for their respective departments/organizations:

Oakland Head Start and Early Head Start Alisa Burton aburton@oaklandnet.com (510)238-2323	Oakland Parks and Recreation Rich Bolecek rbolecek@oaklandnet.com
Oakland Public Library Winifred Walters wwalters@oaklandlibrary.org (510) 238-6932	OUSD Early Childhood Department Ray A. Mondragon Ray.Mondragon@ousd.k12.ca.us (510) 879-3687
OUSD Community School & Student Service Department Curtiss Sarikey curtiss.sarikey@ousd.k12.ca.us	

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.

- 7. Résumés/Job Description for Key Staff** - Attach résumés of current key staff, including managers and staff working directly with children and youth, who are responsible for program implementation and delivery of services. If staff is not yet hired, provide general job descriptions with language abilities and minimum qualifications of staff that will be hired to respond to the contractual requirements of this RFP. Include the

resume(s) of the person(s) who will be responsible for the fiscal management of the grant.

8. Most recent audited financial statements

- Applicants with a budget at or over \$350,000 must submit a completed signed Audited Financial Statements with Cover and/or Management Letter. (Audit must contain any findings).
- 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.
- All Audited Financial Statements must have been completed within the past two years.
- Small and Emerging Applicants: If you are applying as a 501(c) 3 Small and Emerging Applicant without a fiscal sponsor you must provide your most recent fiscal year Profit & Loss and Balance Sheet and IRS Form 990 dated within the past two years. If you are recommended for funding you must submit a CPA Review of Financial Statements with Cover Letter and/or Management Letter no later than July 1, 2016.

PLEASE **DO NOT** UPLOAD LETTERS OF SUPPORT. THEY WILL NOT BE REVIEWED.

STEP 8 – SUBMIT

The final step is to click "submit" for each form. Please review the elements of your application including all uploads. Excluding the Cover Page, we recommend 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.

ONLINE PROPOSAL DUE: JANUARY 13, 2016, 5:00 P.M.

You must have completed and submitted all forms and uploads by 5:00 p.m., January 13, 2016. Cityspan will not accept proposals after 5:00 p.m. on January 13, 2016. 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.**

Print and save your receipt of submission. This will be included in the hard copy submission of your application.

HARD COPY SUBMISSION DUE: JANUARY 14, 2016, BEFORE 5:00 P.M.

TWO hard copies of each completed proposal package(s) must be received at the OFCY office (150 Frank Ogawa Plaza, Suite 4216 Oakland CA 94612) **before 5:00 p.m.** Both completed proposal packages must include the following elements in the order listed below:

- 1) Receipt of submission from Cityspan

- 2) Cover Page
- 3) Narrative
- 4) Budget
- 5) Demographics
- 6) Activities Summary
- 7) UPLOADS: All documents uploaded into the online application including, in the following order:
 - IRS Letter Certifying Tax Exempt Status. (from 2013 or later)
 - Proof of "Active" Status from the Office of the California Secretary of State
 - Organizational Budget
 - Organizational Chart
 - Board Roster
 - Letter/s of Agreements (if applicable)
 - Resumes of Key Staff
 - Audited Financial Statements - NOTE: Only one hard copy is required.

If submitting more than one proposal, please print the above items accordingly for each proposal.

Hand deliver **two (2) printed copies** of the proposal package and receipt as listed above to the Oakland Fund for Children and Youth office at 150 Frank H. Ogawa Plaza, 4th floor, Suite 4216 (across from City Hall). **Late applications will not be accepted and will not be eligible for funding, even if applications are successfully submitted online.** Proposals that are mailed, e-mailed, or faxed will not be accepted.

If you would like to submit hard copies prior to January 14th, 2016, please come to the OFCY office during regular business hours of 8:30 a.m. to 5:00 p.m.

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. 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.

CONTRACT COMPLIANCE – REQUIRED SCHEDULES AND ADDITIONAL PREFERENCE POINTS

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:

- **Schedule E** - Project Consultant Team
- **Schedule O** – Campaign Contribution Limits

See the full list of additional forms that will be required post-award.

Electronic copies of these documents and the full list of additional forms that will be required post-award can be found at:

<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/>

Submit **Schedule E and O** before **5:00 pm January 13** proposal due date to **the City of Oakland, Contracts and Compliance Division** by emailing Compliance Officer: Vivian Inman at vinman@oaklandnet.com.

Include “**OFCY RFP**” in the email subject line when submitting required forms, and clearly state your **Agency Name** and **Program Name** in the email and the forms.

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). For more information on the L/S/VSLBE program, go to: <http://ec2-54-235-79-104.compute-1.amazonaws.com/oak/groups/contracting/documents/form/oak029719.pdf>

Additional Preference Points may be earned for having an Oakland resident workforce. Applicants seeking additional preference points for having an Oakland resident workforce must submit a completed **Schedule E-2** (“Oakland Workforce Verification Form”) no more than 4 days after the proposal due date. A copy of Schedule E-2 is found on:

<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm>.

Submit documentation for preference points no more than 4 days after the proposal due date directly to the **City of Oakland, Contracts and Compliance Division** by emailing to Ernestine Nettles at enettles@oaklandnet.com.

Include “**OFCY RFP**” in the email subject line when submitting required forms and attachments for consideration of preference points from the Contract Compliance Division, and clearly state your **Agency Name** and **Program Name** in the email and the forms.

APPEALS AND POST AWARD PROCESS

WHAT IF I DON'T GET FUNDED?

APPEALS PROCESS PROCEDURES

Any applicant may appeal the POC's funding recommendations to the Appeals Committee providing the appeal is made by the designated deadline. 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. ***Please note that 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.

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.

WHAT IF I DO GET FUNDED?

An applicant recommended for funding should expect that reviewers and staff will have recommendations for modifying Scopes of Work and Budgets and that this is negotiated with OFCY staff in the contracting process beginning approximately in June 2016. Negotiation is necessary to ensure that grantees meet the goals, objectives, and policies of OFCY.

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 evaluation process so that meaningful data may be gathered to report to all parties interested in OFCY. Participation includes attending trainings and workshops, gathering adequate data on effort and results at the evaluator's request, and hosting site visits.

Organizations are also required to attend OFCY grantee convening 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 or members of the review panel may conduct site visits, interviews, and/or undertake other means to verify Applicants' provision of services.

All grantees must be able to comply with the City of Oakland's Declaration of Compliance with Living Wage to pay employees a living wage. The current rate is **\$12.53 with health benefits and \$14.40 without health benefits**. Since the living wage is adjusted yearly (on July 1, based on the Bay Region Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor) for cost of living increases, these amounts are likely to change by the time the contracts begin.

Upon request, grantees must submit a revised Activities List & Budget.

CONTRACT AND COMPLIANCE

Please review **Appendix D** for 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.
5. During the contracting period City of Oakland Contract and Compliance documents to be completed are:
 - Signed Grant Agreement

- Revised agreed-upon scope of work and budget with accompanying narratives entered into Cityspan
- Combined Contract Schedules
 - ✓ Schedule B-1 - Declaration of Compliance with the Arizona Resolution
 - ✓ Schedule C-1 - Compliance With The Americans With Disabilities Act
 - ✓ Schedule D - Ownership, Ethnicity and Gender Questionnaire
 - ✓ Schedule K – Pending Dispute Disclosure Form
 - ✓ Schedule M - Part A - Independent Contractor Questionnaire
 - ✓ Schedule N - Declaration Of Compliance With Living Wage Ordinance
 - ✓ Schedule N-1 - Equal Benefits Declaration Of Nondiscrimination
 - ✓ Schedule P - Nuclear Weapons Proliferation Ordinance
 - ✓ Schedule U - Compliance Commitment Agreement
 - ✓ Schedule V - Affidavit Of Non-Disciplinary Or Investigatory Action
- EBO Certificate – Equal Benefits Declaration of Non Discrimination
- Schedule E – Project Consultant Team Form
- Schedule O – Disclosure of Campaign Contributions Form
- Schedule Q – Insurance Requirements
 - ✓ ACORD
 - ✓ Additional Insured Endorsement
 - ✓ Workers Compensation
 - ✓ Automobile Insurance (or waiver request letter)
 - ✓ Waiver of Subrogation
- Oakland Minimum Wage Law
- IRS W-9
- Oakland Business Tax License
- Schedule N Forms for all sub-contractors

6. All Businesses who wish to do business or apply for certification with the City of Oakland are required to register with the City of Oakland's Oracle iSupplier Portal. This is an online interface where suppliers can be notified of upcoming opportunities, view their purchase orders, invoices and payment status.

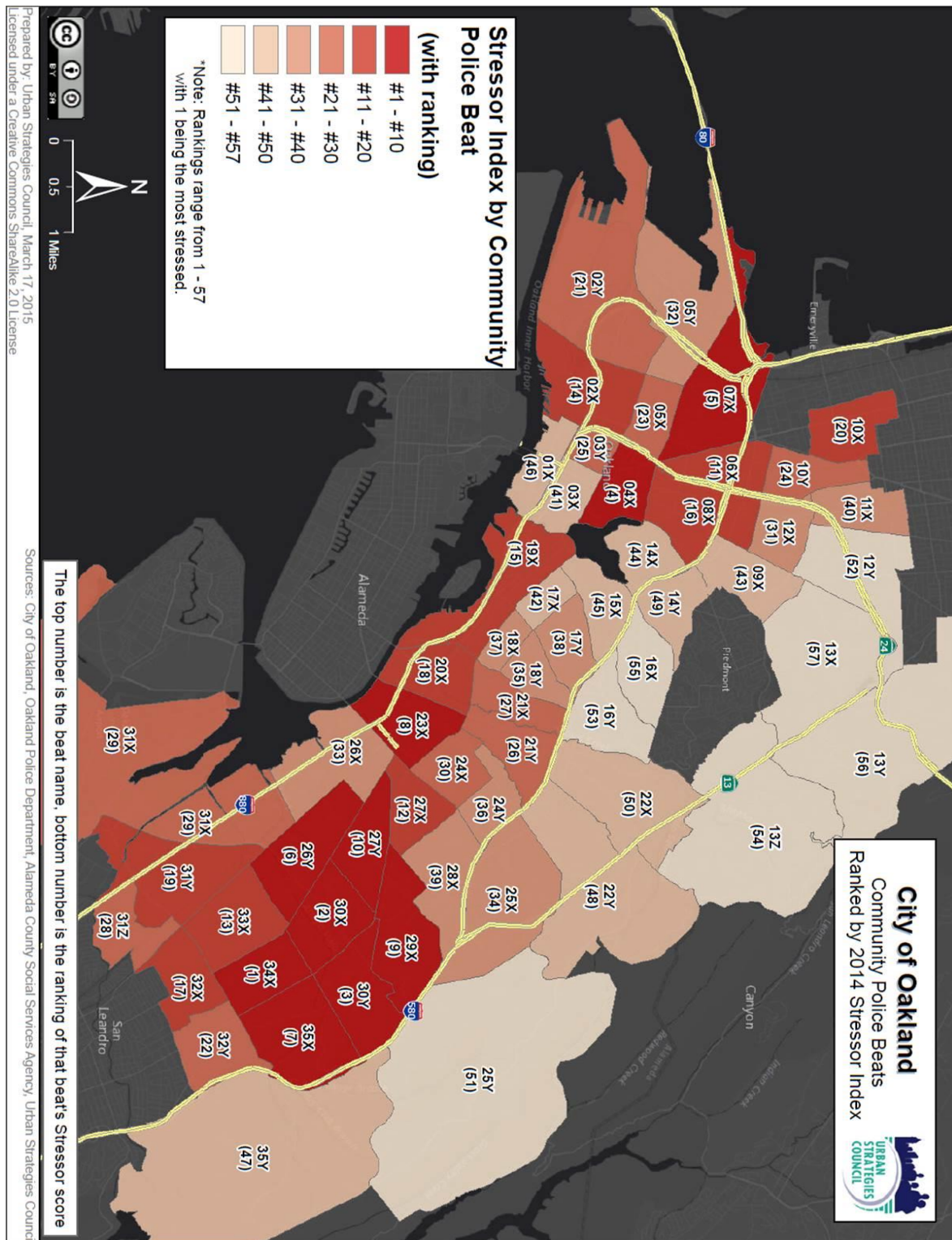
City of Oakland Contract and Compliance documents to be completed during the contracting period can be found at:

www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/

7. Questions about Contract Compliance may be directed to Vivian Inman at Vinman@oaklandnet.com

Grant Agreements will not be considered complete until the required Contract Compliance documents and assurances are submitted.

APPENDIX A: Measure Z Stressor Map



To find your police beat, type in your address and check off "Public Safety" at:

<http://gismaps.oaklandnet.com/ouroakland/> or go to

<http://mapgis.oaklandnet.com/PoliceDistricts/>

APPENDIX B: Measure Z Stressor Map Ranking List

Beat	Rank by Z-Score (1 = most stressed)	Z-Scores*	# of Indicators scoring in top 10†
34X	1	1.75	8
30X	2	1.40	7
30Y	3	1.35	7
04X	4	1.15	6
07X	5	1.03	5
26Y	6	1.01	7
35X	7	0.94	6
23X	8	0.87	4
29X	9	0.84	3
27Y	10	0.83	5
06X	11	0.70	2
27X	12	0.65	2
33X	13	0.54	3
02X	14	0.53	3
19X	15	0.51	3
08X	16	0.45	3
32X	17	0.44	1
20X	18	0.38	2
31Y	19	0.31	2
10X	20	0.26	2
02Y	21	0.25	1
32Y	22	0.23	2
05X	23	0.16	0
10Y	24	0.10	2
03Y	25	0.10	2
21Y	26	0.03	0
21X	27	0.00	0
31Z	28	-0.03	2
31X†	29	-0.14	1
24X	30	-0.17	0
12X	31	-0.17	2

Beat	Rank by Z-Score (1 = most stressed)	Z-Scores*	# of Indicators scoring in top 10†
05Y	32	-0.20	2
26X	33	-0.22	0
25X	34	-0.23	0
18Y	35	-0.24	0
24Y	36	-0.28	0
18X	37	-0.29	1
17Y	38	-0.35	0
28X	39	-0.36	0
11X	40	-0.39	1
03X	41	-0.40	1
17X	42	-0.47	0
09X	43	-0.65	1
14X	44	-0.65	1
15X	45	-0.65	0
01X	46	-0.71	1
35Y	47	-0.72	0
22Y	48	-0.74	0
14Y	49	-0.82	1
22X	50	-0.84	0
25Y	51	-0.84	0
12Y	52	-0.90	0
16Y	53	-1.10	0
13Z	54	-1.10	0
16X	55	-1.14	0
13Y	56	-1.21	0
13X	57	-1.25	0

For further information on rankings, z-scores and indicators, please visit:

<http://oaklandunite.org/about/research-and-reports/>

Appendix C: Letter Of Agreement General Template

Please use this template as a general guideline. If your organization has its own template, feel free to use it as long as it contains the key features of the LOA template. The LOA must 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.

Letter of Agreement for Oakland Fund for Children and Youth (OFCY)

This Letter of Agreement establishes the intention of [ORGANIZATION 1] and [ORGANIZATION 2] to work together if OFCY funds are awarded for [Program Name]. [Give a brief description of program and any past collaboration history and successes].

[ORGANIZATION 1] will fulfill the following responsibilities:

List out responsibilities detailing administrative and operational duties including staffing, targeted numbers of clients to be served, length of services, nature of services, facility space, data management, evaluation, etc.

[ORGANIZATION 2] will fulfill the following responsibilities:

List out responsibilities detailing administrative and operational duties including staffing, targeted numbers of clients to be served, length of services, nature of services, facility space, data management, evaluation, etc.

JOINT RESPONSIBILITIES

List out any joint responsibilities including regular meetings to align, coordinate and review services and partnerships.

COMPENSATION AND TERM

Detail any funds being exchanged. Specify the length of time for the agreement.

NOTE: It is OFCY's expectation that all partners written into the proposal and budget will remain in the partnership for the duration of the 2016-2019 grant cycle period because your grant was reviewed and awarded based on these partnerships. If there needs to be any potential changes in scope of work and budget, these need to be brought to OFCY's attention for approval of modification in scope of work prior to implementation.

[ORGANIZATION 1]

Date

[ORGANIZATION 2]

Date

Appendix D: Compliance with City Council Policies

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) 50% 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/sub consultant 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) *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.
 - c) 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.
 - d) 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.
 - e) 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:**
<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm>.
 - f) 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.

- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) 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. Certification: **All potential proposers are encouraged to apply for certification as a not-for-profit L/SLBE. Please consider applying before the proposal due date.**

The City of Oakland issues certificates to firms meeting the minimum requirements for operating a business with a substantial presence in the Oakland geographic region.

a) Certification Categories for profit and not-for profit entities:

In addition to Local Business Enterprise (LBE) and Small Local Business Enterprises (SLBE), the City of Oakland added two new certification categories to enhance opportunities for small emerging firms and firms that produce goods locally.

(1) Very Small Local Business Enterprise (VSLBE) and

(2) Local Produced Goods Local Business Enterprise (LPG-LBE)

The following "Certifications at a Glance", provides a general overview of certification criteria for each certification category.

b) Certifications at a Glance:

CERTIFICATION CATEGORIES	CERTIFICATION CRITERIA
(1) Local Business Enterprise (LBE)	<ul style="list-style-type: none"> substantial presence in Oakland operational for at least twelve (12) consecutive months valid business tax license for twelve (12) consecutive months fixed office space employees in fixed office permits and fines and fees are current documents certifying the existence of the business (contracts, leases bills, etc) registration in the City's iSupplier system
(2) Small Local Business Enterprise (SLBE)	<p>All of the above plus:</p> <ul style="list-style-type: none"> Documentation of 3 years average annual gross receipts that are less than 30% of the SBA's size standard for the firm's industry sector. Home office headquartered in Oakland
(3) Very Small Local Business Enterprise (VSLBE)	<p>All of the above except:</p> <ul style="list-style-type: none"> Fully operational for six consecutive months Average annual gross receipts at or below \$375,000 Headquartered in Oakland
(4) Local Business Enterprise –Locally Produced Goods (LBE-LPG)	<p>Same as LBE except:</p> <ul style="list-style-type: none"> Business must manufacture goods within the Oakland geographic boundaries Business must present proof of sales
(5) Not for Profit Local Business Enterprise (NPLBE)	<p>Same as LBE plus:</p> <ul style="list-style-type: none"> Business must produce documentation of nonprofit status
(6) Not for Profit Small	Same as SLBE plus:

Local Business Enterprise (NPSLBE)	<ul style="list-style-type: none"> • Business must produce documentation of nonprofit status
(7) Joint Venture Certification	<p>Same as L/SLBE certification plus:</p> <ul style="list-style-type: none"> • The certified LBE/SLBE partner of the joint venture is responsible for a clearly defined portion of the work to be performed and shares in the ownership, control, management responsibilities, risks and profits of the joint venture. • Must be approved by the City Attorney

c) Certification criteria apply to both for profit and not-for-profit organizations as follows:

- i. An established operation with a substantial presence located and doing business or operating within the geographical boundaries of the City of Oakland.
- ii. Fully operational for at least twelve (12) consecutive months prior to applying for certification. (or six (6) consecutive months for VSLBE)
- iii. A valid City of Oakland Business Tax certificate issued no less than twelve (12) consecutive months prior to applying for certification. All payments must be current and the certificate must reflect the address of the local business.
- iv. A fixed office that reflects a substantial presence in the geographical boundaries of the City of Oakland. Post Office boxes, temporary locations, and moveable work sites will not establish status as a local business. In the case of trucking firms, the truck inventory must be located within the city limits. A fixed office is a dedicated office space, owned or leased by the local business, in an established, non-portable building where regular work pertinent to the contract is conducted. For all levels of SLBE certification, the fixed office shall be the primary business location of the business. A residence may qualify as a fixed office provided the following conditions are met: (a) the business conducted in the residence complies with Oakland Zoning Regulations relating to Home Occupations; and (b) the residence is the primary business location of the business and contributes not less than 51% of the gross receipts of business. A fixed distribution point is a non-portable warehouse or an outside shipping yard owned or leased by the local business, where shipping, receiving and the owner and employees regularly and exclusively conduct distribution of goods and commodities on behalf of the business.
- v. The owner or employees (person hired and paid directly by the local business to conduct work solely on behalf of the business at its fixed office or distribution point) shall be available during normal operating hours.

- vi. The business must comply with all applicable Federal, State and local regulations, including, but not limited to the City of Oakland Zoning Regulations.
- vii. All taxes, fees, permit fees, and fines shall be current.
- viii. Upon request by the City's certifying officer, the business must possess and make available for inspection the following documentation citing the Oakland business street address:
 - Executed (i.e. signed by all parties) copies of past/current contracts;
 - Oakland Business Tax Certificate and federal tax identification number;
 - Executed lease or other written agreement for occupancy of the Oakland office;
 - Business cards and Utility bills (including but not limited to telephone, gas, electric, or water bills)
- ix. A business requesting certification shall supply the City with all such additional information, as the City may deem relevant to make a determination on its eligibility for certification. The City may wish to review additional documents that may include, but may not be limited to:
 - Commercial advertising
 - On-site signage
 - Letterhead
 - Previous Lease Agreements
 - Marketing materials
 - Listing in the telephone book.
- x. Small local businesses must present or make available copies of federal tax returns showing gross revenues for the three most recent fiscal years in order for the City to determine compliance with established business size standards.

d) Certification Eligibility Standards

Ownership and Control for Small Local Business Enterprise. The following standards shall be used by the City to determine if a firm is owned and controlled by one or more owners or businesses and eligible for certification as a Small Local Business Enterprise:

An eligible small local business shall be an independent business. The ownership and control of the SLBE shall be real, substantial and continuing and shall go beyond the pro forma ownership of the firm as reflected in its ownership documents. The small local business owner shall enjoy the customary incidents of ownership and shall share in the risks and profits commensurate with their ownership interests, as demonstrated by an examination of the substance rather than form of arrangements. Recognition of the business as a separate entity for tax, corporate or local status purposes is not necessarily sufficient for recognition

as an SLBE. In determining whether a potential SLBE is an independent business, the City shall consider all relevant factors, including the date the business started, the adequacy of its resources for the work of the contract, and the degree to which financial, equipment leasing and other relationships with non-local firms.

The owner(s) of the small local business must also possess the power to direct or cause the direction of the management and policies of the firm. Also, the owner shall make the day-to-day, as well as major decisions on matters of management, policy and operations. The firm shall not be subject to any formal or informal restrictions, which limit the customary discretion of the owners. There shall be no restrictions that would prevent the local business owners, without the cooperation or vote of any non-local owners, from making a business decision of the firm. (i.e. bylaws provisions, partnership agreements or charter requirements for cumulative voting rights)

Where the actual management of the firm is contracted out to individuals other than the owners, those persons who have the ultimate power to hire and fire the managers are, for the purposes of this part, considered controlling the business. The contribution of capital or expertise by the local owner(s) to acquire their interests in the firm shall be real and substantial. Newly formed firms and firms whose ownership and/or control have changed since the date of the advertisement of the contract are closely scrutinized to determine the reasons for the timing of the formation of or change in the firm.

A previous and/or continuing employer-employee relationship between or among present owners are carefully reviewed to ensure that the employee-owner has management responsibilities and capabilities. Any relationship between a SLBE and non-SLBE, which has an interest in the SLBE, is carefully reviewed to determine if the interest of the non-SLBE conflicts with the ownership and control requirements.

SLBEs will be considered bona fide if the ownership interests are real and continuing, and not created solely to meet the City goals for SLBEs participation. The SLBEs included in the contract must perform commercially useful services and/or supplies and not merely act as a passive conduit. In the event the City has reason to question the ownership of SLBEs, the burden of proof is on the claimant and/or contractor to provide documentation to substantiate the SLBE business enterprise status.

e) Certification Process:

Step 1 – The Application:

Applicants may apply for certification on-line or request a hard copy from Contracts and Compliance. For the on-line process, download the application from the website maintained by Contracts and Compliance through the City's website. Go to <http://www.oaklandnet.com>. Select Contracting Opportunities under the "Jobs and Contracts" link. Then click on "Certification" and select the

form and appropriate supporting document. Requests for certification applications can be made by phone, facsimile, electronic mail, in writing or in person. When submitting the application, remember to attach a copy of the most recent Business Tax Certificate and have the application notarized. If you are applying as a small business, remember to attach the last three most recent business tax returns. These are essential in determining if your business meets the small business size standard.

Step 2 – The Review Process:

100 percent site visits and desk audits are conducted for all first time certification applications. Re-certifications may be subject to site visits based on factors such as change in address, ownership and/or size.

The site visits will be scheduled within 10 working days of receipt of all required documentation. Pending no further questions or changes in status or conditions, a determination will be rendered within 10 working days of the site visits.

All applicants are asked to participate fully with the certification process. Failure or refusal to furnish requested information or to participate in the process will void the application. During the process of certification, the City may review any documentation or information necessary to determine eligibility.

To ensure timely processing of certification applications, it is strongly suggested that all applicants submit an application for certification and re-certification a minimum of four (4) weeks prior to a bid opening or proposal submittal due date.

Please remember that all certified firms must have a valid certificate and/or a signed certification letter in order to receive credit for participation. Certifications must be current and valid prior to the submittal due date in order for the local participation to count toward meeting the 50% businesses participation requirement.

Certification status is confirmed during the compliance evaluation process and businesses will only earn credit for business participation if there is a valid certification in place. If a certification has lapsed, a business will not earn credit for local Oakland business participation.

Certifications with another agency do not constitute certification with the City of Oakland. The City enjoys a collaborative relationship with other agencies and as such may be able to reduce paper work, but the City reserves the right to approve LBE/SLBE status from other government or City agencies and request additional documentation.

Firms or individuals who knowingly submit false information concerning their certification status are subject to actions for fraud under the State and Federal False Claims Act and will be debarred from bidding on future City work for a period of three (3) years.

Re-Certification: A City of Oakland certification is valid for a period of two years, unless otherwise specified. At the end of the certification period the business must apply for re-certification. Notwithstanding the above, the City may require re-submittal of current documentation and information in the event a LBE/SLBE certification is challenged.

To ensure timely processing of re-certifications, even if a site visit may not be necessary, it is strongly suggested that you re-apply a minimum of four (4) weeks prior to a bid opening or proposal submittal due date.

5. The City's Living Wage Ordinance (LWO)

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 \$12.53 with health benefits or \$14.40 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. **Rates are adjusted effective July 1st of each year.**
- 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 **\$1.87 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 <http://www.irs.gov/individuals/article/0,,id=96466,00.html>
 - 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.
6. Minimum Wage Ordinance (MEASURE FF)

Pursuant to the Oakland Municipal Code Chapter 5.92, the New Minimum Wage Law became effective March 2, 2015.

Oakland employers are subject to the federal, state and Oakland minimum wage laws. When there are conflicting requirements in the laws, the employer must follow the stricter standard. In the case of minimum wage, Oakland employers must pay employees the rate that is most beneficial to the employee. Thus, since Oakland's current law requires a higher minimum wage rate than does the state and federal law, all employers that have employees who perform work in Oakland who are subject to the laws must pay at least the City's minimum wage rate.

The Measure: (1) establishes a \$12.25 per hour minimum wage (2) requires paid sick leave and (3) requires payment of service charges to hospitality workers. For further information, please go to the following website: <http://www2.oaklandnet.com/Government/o/CityAdministration/d/MinimumWage/OAK051451>

7. Equal Benefits Ordinance (EBO)

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#TOP_TITLE

8. 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: <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm> 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.

9. 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.

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. Pending Dispute Disclosure Policy:

Contractors are required to disclose pending disputes with the City of Oakland or Redevelopment Agency when they are involved in submitting bids, proposals or applications for a City or Agency 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.

11. 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.

12. 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.

13. Sample Professional Service Agreement

This Agreement is subject to the attached Sample Professional Service Agreement.

14. 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 <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm> (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.

15. 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.

16. 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.

17. 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.

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

Contract Analyst: Paula Peav, ppeav@oaklandnet.com

Compliance Officer: Vivian Inman, vinman@oaklandnet.com