

# OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers

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The following questions and responses were provided during the Pre-Proposal meetings held on December 17 and December 18, 2018 in Oakland City Hall, Council Chambers.

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## ELIGIBILITY

- Q Can a national non-profit with a Bay Area chapter apply for funding/eligible to apply?
- **Yes.**
- Q Please confirm that applying providers don't have to be based in Oakland correct? They just must serve Oakland youth + must understand they won't earn preference point. Please confirm.
- **That is correct. You do not need to be Oakland based to apply for funding.**
- Q Do the participants need to live in Oakland or can we count participants who are served in a program located in Oakland?
- **Your program must serve Oakland residents. For your application, only project to serve clients that are living in Oakland.**
- Q Do High School program applications need to also be receiving ASES funding?
- **No.**
- Q If my agency is not a certified local business and we apply as a lead agency with no subcontractors, are we ineligible? We are not certified, so 0% of contractors on our proposal would be S/LBD's. Would we just be losing preference points, or are we flat-out ineligible?
- **You are not flat out ineligible. Your agency would only not be eligible for the additional preference points. OFCY encourages agencies to apply so that the best quality of services can be provided to Oakland's children and youth.**
- Q Is an agency eligible to apply and receive funds if direct services are provided to children and youth that live in Oakland, but the physical address is outside of Oakland?
- **There is a preference to support programming located in Oakland, but there is an understanding that certain specialized services may be located outside the Oakland city limits and may provide valuable services. All services should be directed to serve Oakland children and youth, even if located outside of the city.**
- Q Are programs that take place during the regular school day eligible for funding at Oakland public schools – I see a focus on after school programs.
- **Yes, these services may be eligible for funding, and programming to support students in Oakland public schools are highlighted in two funding strategies (Student Engagement & Success in Elementary and Middle Schools and in High School and Postsecondary Success).**

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- Q My organization is applying as a single/lead agency in one funding strategy area and being included as a subcontractor in another funding strategy area (by a different lead agency). Is this allowed? The proposal/ programs are not substantially different.
- **The proposals need to be substantially different. Agencies cannot apply as a lead agency and be a subcontractor on another proposal for basically the same program, you will need to provide one application as these are not substantially different.**

### NUMBER OF APPLICATIONS

- Q Do we submit one (1) proposal with multiple goal areas versus one proposal per goal area?
- **Submit one proposal per program**
- Q Will submitting two different applications under the same category affect the chances of getting funding?
- **Substantially different applications will be reviewed on their own merits, however the POC may regard the concentration and distribution of funding across agencies as a consideration in their funding recommendation.**
- Q Our organization offers three different programs that are eligible under three different funding categories. Will our applications be negatively affected if we apply to all three categories for three different programs?
- **No**
- Q For school-based after school application, should we submit two separate applications if we have two program sites. One in middle school and the other one in elementary school?
- **Yes, if applying for funding through the Comprehensive Afterschool Programs strategy, you should submit one application per separate school site.**

### REGISTRATION / CITYSPAN

- Q For the “registration” is this specific registration for the RFP response? I already have a username/password since we are currently being funded. So do I need to set up another registration specific to the RFP?
- **All applicants are required to set up a new account in Cityspan, even if you have a current Cityspan account as a current OFCY grant recipient.**
- Q Can more than one person work in Cityspan @ the same time?
- **Yes, more than one person can be working at the same time in Cityspan on one or more agency proposals. You will be required to share your username login and**

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password with others to have more than one individual work on the proposal(s), so be sure to select a username and password that you are comfortable sharing. If there are more than one users in the system working on the same section of the same proposal at the same time, the form will be updated based on the last person to save or submit the form.

Q Can a large agency (OPRYD) have two different people work on different proposals in City Span? (i.e. the science person is working on one grant and the art person working on a completely different grant at the same time)?

- **Yes**

Q Do we need to fully complete one proposal before we start a new one on the proposal page?

- **No, you can share your password with many people in your agency and all can be working at the same time on the system, through the one login.**

Q What happens if some the parents of the students we serve do not want to share their information with the City of Oakland and won't sign the release form? Many of our students are from immigrant families and may be sensitive about releasing personal information to be used for tracking.

- **It is a requirement for OFCY programs to enter client data and track participation in the Cityspan data system. In order to enter client information into the system, it is a requirement that programs gain client consent (or parental consent) to enter their information into the Cityspan data system. This safeguard exists so that programs do not enter client demographic data into Cityspan without their express consent. There are safeguards to the system so City of Oakland staff does not have access to personal information. The system is designed so client participation can be verified. The expectation is that the clients that are projected in the Demographics and Operations will provide consent for their data to be entered into Cityspan. OFCY does recognize that many clients have distrust of the government and data collection, and will work to provide information to programs for improved ways to message the requirement and the protections that will safeguard personal information.**

## NARRATIVE SECTION

Q When we calculate years of services does it have to be concurrent. We provided service in Oakland, then had a few gap years and are now back.

- **In the narrative, under the Agency History and Capacity section, describe your agency's years of services in the best manner that you see fit to explain your work and history.**

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- Q Should we talk about the history of our OFCY- funded projects within our new proposal narrative? Does that help give readers context?
- **It is up to the applicant to determine how best to respond to the narrative questions in describing your history and experience.**
- Q Strategy 7, Question 5 has no character limit in the RFP. What is the character limit?
- **In the online application, it does provide that the character limit for this question is 1,500 characters. OFCY will update the RFP to include this information.**
- Q New agency vs. returning agency to OFCY → we were once funded in the past. Can we call ourselves returning?
- **You can describe your history in narrative section to explain your history of service. In the Agency Information section of the RFP, for the question “Is our agency a current OFCY grantee?” the proper response for your agency will be “No”.**

## ACTIVITIES

- Q As first time applicant, I’m unclear on the requirements for the Activities section mentioned. Could you please expand?
- **Pages 55-58 of the RFP provide instructions on completing the Activities section. If you need further assistance, it is recommended that you participate in a technical assistance training, and can register for the training at [www.ofcy.org/funding-2/request-for-proposals/](http://www.ofcy.org/funding-2/request-for-proposals/).**
- Q If child care is provided as part of a Parent Ed workshop, how do the children get counted?
- **If child care is provided as an incentive for parent participation, you will not need to track participation of the children. If the child care is a core function of your program, and is integrated into the parent education (as with a parent-child playgroup), it can be counted as an activity and children can be included in the Demographic projections. For more support, it is recommended that you register and attend a technical assistance workshop (register at: [www.ofcy.org/funding-2/request-for-proposals/](http://www.ofcy.org/funding-2/request-for-proposals/))**
- Q Our program has an “open door” policy that enables multiple entries & exists. Participants proceed thru @ own pace. How should we reflect this in activity dosage?
- **OFCY does not have enough information regarding your program design to provide a sufficient response. It is recommended that your agency participate in the Technical Assistance trainings provided by OFCY to get more guidance in developing activities. Agencies can register for TA sessions on the OFCY website at [www.ofcy.org/funding-2/request-for-proposals/](http://www.ofcy.org/funding-2/request-for-proposals/)**

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- Q Our current OFCY grant has 10+ activity goals. Is this essential or can those be reduced? What are you looking for in that section?
- **You can provide an overview of the activities to be provided without needing to break activities down to the level of specificity as in your active scope of work. The intention is to have activities reflect the overall work to be accomplished during the grant year, and OFCY is trying to get overall sense of your program design. If programs are selected for funding, OFCY will work with programs to further define a scope of services and activity list during the contracting period.**
- Q Last round, OFCY sought projects that were light touch services touching a large # of participants. Is this what OFCY is seeking to fund again? What if we want to propose intensive services for fewer? What is the "average dosage" you are looking for?
- **There was not a preference last funding cycle for projects that were light touch services reaching a large number of participants. OFCY encourages proposals to support a wide variety of program models, and is receptive to different program models. There is no 'average dosage' required or expected across the nine funding strategies. However, recent OFCY independent evaluation reports provided information on average dosage of clients in different funding strategies, and have identified that in certain funding strategies participants with greater levels of participation or length of participation have reported greater outcome gains. The dosage of service that is being proposed is truly dependent on your program model and the ultimate goal of your program. For more information on OFCY's independent evaluations, visit [www.ofcy.org/evaluation/](http://www.ofcy.org/evaluation/).**
- Q Will OFCY give priority to high touch (high dosage) or high # served?
- **OFCY does not have an established set standard. The projections of dosage and numbers served is dependent upon the program design and intention of the programming.**
- Q Can you go over how activities need to be entered for proposal? How detailed? Hacks for less entries while still being able to track/report as required.
- **Programs can provide detailed activities or a broader estimation, as long as you capture the core categories that are offered. There will be an opportunity to adjust and make more detailed activities during contracting process if selected for funding.**

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### DEMOGRAPHICS & OPERATIONS

- Q We have national presence, but largest region is CA, and Northern CA, largest served county is Alameda – is this Oakland demographics only?
- **Yes, all of the forms you are submitting are for one year projections specific to your proposed program in Oakland, serving only Oakland residents. OFCY funding is not intended to serve non-Oakland residents.**
- Q Demographics – hours of service – per grant cycle? Per day?
- **Projections in the Demographics and Operations section are for one year of programming.**
- Q Should Demographics and Operations numbers only reflect Oakland youth? If you are a current OFCY grantee, should we use statistics from our OFCY surveys – is this preferable?
- **Yes, your demographics should only project services to youth residing in Oakland. It is up to the applicant to determine if statistics from the current OFCY program are applicable to the new proposal.**
- Q If our program takes place at multiple sites, how do we reflect this in the application? Do we need to indicate numbers of youth served by specific site?
- **Only list your core program sites in the Activities section. If you have multiple core program locations, you can list all that are essential program sites in the Activities section. Don't list incidental sites (like locations for field trips). You will be able to describe your program model and service locations in the Narrative section and provide information on numbers of youth served by specific site in that section.**

### PROGRAM BUDGET / FUNDING

- Q Can you speak more on use of funds? Are there specific requirements for use or % breakdowns? Anything we can not use funds for?
- **Please refer to Pages 9-10 of the RFP and the section "Use of Funds".**
- Q To clarify, are the minimum/maximum requests per year, or per 3 years?
- **The minimum/ maximum requests refer to one year of funding. The program budget will be for one year of funding.**
- Q Budget submitted – for 1 year or 3 years?
- **The Program Budget that is submitted is for one year.**

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- Q Will OFCY propose an award at a lower level if recommended for funding but the proposed budget is deemed too high?
- **That is a possibility, but will be determined on a case by case basis. Page 69 of the RFP states that “An applicant recommended for funding should expect that OFCY staff will have recommendations for modifying Scopes of Work and Budgets. During contract negotiation, scopes of work and budgets will be reviewed in detail and negotiated as necessary to ensure that they meet the goals, objectives and policies of OFCY and the POC.”**
- Q This a reimbursable grant? (As in we submit a monthly invoice of our expenses for reimbursement?) What kind of financial back up is needed for each reimbursement?
- **Yes, the grant is reimbursable based on actual expenses as detailed in your program budget. OFCY provides grant organizations with an advance payment, and disburses the remaining funds through quarterly invoicing. Current documentation requirements for OFCY grantees are available on the OFCY website at [www.ofcy.org/grantee/grant-policies/](http://www.ofcy.org/grantee/grant-policies/) and [www.ofcy.org/assets/Grantee-Corner/Supporting-Documentation-for-OFCY-Invoicing.pdf](http://www.ofcy.org/assets/Grantee-Corner/Supporting-Documentation-for-OFCY-Invoicing.pdf)**
- Q For collaboration: do all grant funds go through grantee for other partners?
- **Yes, the lead applicant is the agency entering into contract with the City of Oakland. Page 7 of the RFP states: “The lead agency of a collaborative will be the agency that contracts with the City of Oakland. Collaboratives must choose a lead agency that has the fiscal and management capacity to support the other partners or subcontractors by issuing payments in a timely and professional manner. All partners of a collaborative must have the capacity to provide services according to the activities submitted by the fiscal sponsor for the collaborative. The collaborative should examine how the involvement of other partners will be best coordinated within the model. OFCY will not consider lead agencies that act simply as a fiscal pass through. All agencies, schools, and/or program sites must be active parts of program implementation.”**
- Q Is there any flexibility in budget requirements or minimum requests for smaller, newer orgs. w/ less than \$50K annual budget? If so, are there any strategy areas that are more flexible than others?
- **There is no additional flexibility in budget requirements or minimum requests for smaller or new agencies; the minimum request amount for an OFCY grant is \$25,000. There are no strategy areas that are more flexible than others.**
- Q If providing mental health services, does the clinical supervisor (required by licensing) go in direct or indirect? They don't do front-line work, but it is necessary for front-line providers. How about a portion of a program manager as direct?



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- **It is incumbent upon applicant to put costs into the appropriate budget categories, and provide a budget justification as to why these expenses and costs are reasonable and appropriate for your program design.**

Q For our summer learning program, we do not complete hiring our line staff until around May, so who do we list on our "Personnel Budget list"? (pg 59-62)

- **Put in positions (TBD for name) and explain details in justifications.**

Q Is the per participant cost calculated in the budget and is this a consideration in scoring?

Q Is there a per student/participant rate used to determine how much funding is awarded?

- **There is no calculation in the application. Your costs per student, participant, or level of service may be a consideration for reviewers and the POC in their decisions.**

Q Can subcontractors include 15% indirects (or applicable rate) in their budget?

- **Yes, but the amount that is included in subcontractor's indirect is included in the total indirect allowable for the request.**

Q My agency incorporates evaluation & research into program costs. Would OFCY consider this a direct or indirect expense?

- **These are indirect expenses, not direct costs.**

Q If you're a million dollar agency and you apply for a single agency, can you apply for 3 stands at \$200k each (\$600k total) and be awarded for all three?

- **No, the maximum award for your agency would be \$350,000. Page 9 of the RFP states that "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."**

Q Can you clarify, is the maximum requested grant amount \$200,000 per proposal or per agency?

- **The maximum request amount listed is per proposal for single agency applicants. Be sure to read page 8 of the RFP to be aware that total OFCY requests do not exceed the allowable percentage of your agency's annual budget.**

Q Maximum funds allowed – say for the single/lead agency of \$200k. We are allowed to submit multiple proposals, is the max per grant or per organization total? (i.e. could ask for two 200k grants?)

- **The maximum grant request per proposal for single agency applicants is \$200,000. Agencies can submit multiple grant requests – your agency can submit two grant requests, both requesting \$200,000, for total grant requests of \$400,000. However, page 8 of the RFP states "Single Agency Applicants must limit their total and/or combined OFCY request(s) to no more than 35% of their current year overall**

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**organizational budget excluding current OFCY funding.” An agency would need an annual organizational budget of over \$1,142,857, excluding any OFCY funds that the organization may currently receive, to apply for and receive \$400,000 in total grant funding.**

- Q Is there a range of annual unit (client)/ cost to apply for? Is there a maximum annual unit cost?
- **OFCY doesn't set minimum or maximum client costs. It is incumbent upon applicant to justify the costs of service, and why it is reasonable based on the proposed services.**
- Q Since each strategy has a set/ budgeted granting allocation, if an org has programming that fits into multiple categories is it better to submit in the category with the larger budget/ funding pool – or – in the category with possibly fewer applicants?
- **The decision is up to the applicant. It is recommended to select the funding strategy that is best aligned with the proposed program. OFCY does not know in advance how many applications will be received for each funding strategy.**
- Q How do you define “services schools should already be funding”? If a school does not provide a service (e.g. books) and they should be, can we apply to provide this service?
- **Page 10 of the RFP states that “OFCY does NOT spend limited resources supplanting services that should be provided by school or other public funds.” This is intended that existing, dedicated funding for critical public services is not supplanted by OFCY. It is up to the applicant to justify why the expenses are required and that funding is not supplanting existing public dollars earmarked for those expenses.**
- Q Would you mind repeating → Indirect rate 15% is 15% of total cost of the project, not the ask?
- **The Indirect Rate is a percentage of the OFCY grant request, not the total project cost.**
- Q Does OFCY have a preference between providing general operating vs. project support?
- **OFCY's funding is intended to provide direct program/ project support.**

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### MATCHING FUNDS

- Q Can OUSD ASES funding be included as part of our matching funds?
- **Yes: State of California After School Education and Safety (ASES) funds received by OUSD and distributed through contracts to service providers can be included as matching funds.**
- Q Was the ability to use in kind match as part of the 25% take away? If so, can you explain why?
- **OFCY is requiring a cash match to be able to accurately document and verify supporting program funding.**
- Q Please give examples of what matches can be used for the 25% cash match.
- **OFCY accepts the following types of documentation of the 25% match: Contracts/Service Agreements, Corporate Donations, Individual/Private Donations, Philanthropic Grants, and Program Fees.**
- Q Is agency matching for the total costs of the program or the OFCY ask?
- **The agency is required to provide 25% match of the OFCY award. If your agency receives an OFCY grant of \$100,000, it will be expected to provide at minimum a 25% match of that amount (\$25,000)**

### SUBCONTRACTORS AND CONSULTANTS

- Q Could we include the fees we pay our subcontractors in our ask for funding?
- **Yes, that is included as a section in the total project budget. If subcontractors are also providing resources above the costs of the fees provided by your agency, these can be included to contribute towards the match fund costs.**
- Q Are there any types/ individuals that would not be considered a subcontractor? (Excluding the types of programming already not allowed)?
- **Refer to page 62 of the RFP, which states that “Subcontractors are described as organizations or individuals/sole proprietors that provide specialized services to target populations to help enhance your programs.”**

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## AUDITED FINANCIAL STATEMENTS

- Q Is my non-profit organization eligible to submit as a lead agency if we don't have audited financials? Can we submit CPA reviewed financials (non-audited)?
- **Please review page 9 of the RFP. Single agency and Collaborative applicants must provide audited financial statements with their application submission, and not CPA reviewed financials. The RFP states "If your agency is in the process of obtaining your audited financial statements, but the audit and financial statements will not be complete before the grant deadline, you will be able to submit proof of a contract with a Certified Public Accountant as part of your application submission. In the Agency Information section of the proposal, provide a copy of your contract or engagement letter with a CPA as proof that an audit of your agency will be conducted, and include the expected date of completion as part of proof. All audited financial statements must be completed and delivered to OFCY by June 30, 2019 (both hard copy and electronic copy via email)."**
- Q Our organization operates on a cash-basis. Does our audit need to be converted to an accrual basis?
- **The fact that your organization operates on a cash-basis does not preclude you from applying. However, it is recommended that agencies do practice Generally Accepted Accounting Principles (GAAP).**
- Q Just to clarify, we can engage a CPA to audit our financial AFTER we submit our application, right?
- **You will need to show engagement with a CPA to audit your financials and provide this engagement letter as an upload with your proposal if your agency does not have audited financial statements. Please refer to page 9 of the RFP for more information.**
- Q Can you talk about the audit upload requirements for small & emerging organizations?
- **Page 9 of the RFP states that Small & Emerging applicants must provide "Most recent fiscal year Profit & Loss and Balance Sheet. If the proposal is recommended for funding, submit a CPA Review of Financial Statements no later than June 30, 2019."**
- Q As a small and emerging agency we don't have 2 years of financials to provide. Is there alternative documentation that we can provide?
- **Applicants need to provide financial documentation from within the last two years, and not provide two years of documentation. Small and Emerging applicants are requested to provide their most recent fiscal year Profit & Loss and Balance Sheet**

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as the fiscal upload. If the proposal is recommended for funding, submit a CPA Review of Financial Statements no later than June 30, 2019.

### LETTERS OF AGREEMENT

- Q If we are providing service with a school site, do we need an MOU from every site for the application?
- **Letters of Agreement are required in certain circumstances and are described on page 93 of the RFP in Appendix D: Sample Letters of Agreement**
- Q Are letters of agreement needed for outside workshop facilitators / partners from other organizations at your program?
- **The Letter of Agreement is required for program partners listed in your budget as a subcontractor.**
- Q Do you want letters from agencies that will provide referrals to our program?
- **If those agencies are listed as subcontractors in your budget, yes. If they are only referral partners, you do not need to provide a letter of agreement with those agencies.**
- Q Does our agency need to provide an LOA/LOI? We provide services through other non-profit providers but we're planning on applying for funds directly as a lead agency.
- **There's no LOI (Letter of Intent) requirement. A Letter of Agreement (LOA) is required between a lead agency and any subcontractors, among collaborative partners, and for agencies applying with a fiscal sponsor. It is also required for lead agencies applying in the Comprehensive Afterschool Programs strategy. Refer to page 93 of the RFP: Appendix D: Sample Letters of Agreement for more information.**

### STRATEGIC PLAN

- Q Can you talk a little more about the changes in new strategic plan? (& funding strategies). (General changes or more specific if it's pertinent to applications).
- **OFCY is required to develop a strategic investment plan every three years. It is recommended that you review the 2019-2022 plan for more information. The 2016-2019 plan is available on the OFCY website as well. One theme highlighted by youth, parents and providers in the 2019-2022 plan was the rising costs of living and issue of affordability. OFCY has attempted to address the issue by increasing the maximum funding available through grants and increasing funding allowed as indirect costs.**

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- Q Please go over the concept of funding strategy.
- **OFCY has nine different funding strategies. They provide an overview of expected funding available for services, expected services, programming to be supported, priority populations for services, and intended impact of programming. More information is available on pages 14-30 of the RFP in Section III: Funding Strategies for FY2019-2022. It is also recommended that applicants review the 2019-2022 Strategic Investment Plan for more details on the funding strategies ([www.ofcy.org/about-us/strategic-plan/](http://www.ofcy.org/about-us/strategic-plan/)). Past evaluation reports are also available to provide additional information on current funding strategies ([www.ofcy.org/evaluation/](http://www.ofcy.org/evaluation/)).**

### SELECTION

- Q Are scores & ranking in each strategy published/ public?
- **Historically the average of scores and ranking within strategies has been provided and published as part of the Planning and Oversight Committee (POC) agenda packets, and therefore has been made publicly available. It is the intention to continue to provide this information to the POC to inform their funding selections, and to have this information made publicly available.**
- Q For small and emerging agencies how likely is it to get funded? Is there anything small and emerging agencies can do to strengthen their application?
- **OFCY cannot respond adequately to the question, it depends on the strength of the application and services proposed. We are not able to comment on how likely it is for your proposal to get funded. There is an intention to support small and emerging applications, but it is dependent on the strength of the proposal and proposed programming.**

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## FUNDING STRATEGIES

### *#1 Parent Engagement and Support*

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Q If we are directly serving parents in this category, do we count # of children impacted? (i.e.: how many children for each parent). This is similar to mental health consultations – we include demographics of children even though service is to teachers.

- **Unless you are directly serving the children as part of program design, do not include in your projections.**

Q For apps under Parent Engagement: If we use parents/ caregivers as peer leaders/ coaches, are there restrictions on how we pay stipends to them? Not hourly wage. – Do we list under “youth” stipends, even if stipended caregivers/ parents are over age 21? – Or do we use “Incentives” line item?

- **Agencies must follow all applicable local, state, and federal labor laws, and may need to consult to determine if the positions described would be categorized as employment compared to volunteer work. If it is allowable under applicable labor laws, you can list the stipends in the youth stipends budget line item, and provide a narrative justification and explanation of the expense.**

### *#2 Family Resource Center*

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Q Are Family Resource Centers required to serve all members of the community, or is OK to limit service to your target population (i.e. immigrants)?

- **Please review the strategy description on page 18 of the RFP and detailed in the 2019-2022 Strategic Investment Plan, and provide a response based on your expertise and program model. The RFP does state on page 18 that “FRCs will be welcoming centers in the community that offer comprehensive services and a range of activities and opportunities to meet the needs of families where they live to support the healthy development and learning of young children.”**

Q As per the description on page 18, do applicants under this strategy have to provide all three of the “core set of services” (family navigation, parent ed, + playgroups) or would a subset of this list be eligible for funding?

- **Applicants should best respond to the services identified in the funding strategy. Proposals submitted will be scored and analyzed in comparison to the other applications submitted in the strategy. Page 18 of the RFP does state that “OFCY looks to support collaborative efforts for coordinated services at specific Family Resource Centers that is grounded in the principles of family support and uses the Strengthening Families/Protective Factors Framework, and that explicitly provide**

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the core set of services including family navigation, parent education and support, and early childhood playgroups.”

- Q Can you clarify the differences between the FRC strategy and the Parent Engagement strategy since parent engagement & supports are critical to both?
- **The FRC strategy describes a place-based approach and states in the RFP on page 18 “FRCs will be welcoming centers in the community that offer comprehensive services and a range of activities and opportunities to meet the needs of families where they live to support the healthy development and learning of young children.” It further states “OFCY looks to support collaborative efforts for coordinated services at specific Family Resource Centers that is grounded in the principles of family support and uses the Strengthening Families/Protective Factors Framework, and that explicitly provide the core set of services including family navigation, parent education and support, and early childhood playgroups.” The Parent Engagement and Support strategy states on page 17 of the RFP that “OFCY will support programs that provide family engagement activities that promote attachment and positive parent-child interactions, and provide family supports that are linguistically and culturally competent. Desired activities include playgroups, parent-child activities, and early literacy efforts. Programming to be supported also includes workshops and parent engagement services, parent leadership and community engagement opportunities, home visits, peer connection, and family supportive services such as navigation.**

- Q Can an FRC proposal be submitted under Parent Engagement strategy?
- **It is up to the applicant to decide the best strategic fit for their program. However, staff encourages applicants to consider that the Family Resource Center strategy is new for the 2019-2022 funding cycle, and is explicitly intended to support Family Resource Centers.**

### ***#3 Socioemotional Well-Being in Early Childhood***

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- Q For letters of agreement, do you need to submit separate ones for each preschool, or just one for OUSD or Head Start system? [Regarding strategy 3]
- **UPDATE: It was stated at the meeting that applicants only needed an LOA from the system, and not from each school. However:**
  - **CORRECTION: Applicants for Strategy #3 (*Socioemotional Well-Being in Early Childhood*) are NOT required to provide an LOA with the OUSD or Head Start systems as part of their application if they are not included as a subcontractor in the budget.**
- Q If we are a collaborative serving Head Start, do we need an LOA with Head Start from each subcontractor or can we have one for the whole Collaborative?



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- **If Head Start is part of the collaborative and listed as a subcontractor, you will need a Letter of Agreement (LOA) with the Head Start system. LOAs are required for all subcontractors. If you are a collaboration serving Head Start, but Head Start is not a subcontractor or part of the collaboration, you are not required to have a LOA with Head Start.**

Q In Question #2, for Collaboratives: do we report on staff working on the project just from the lead agency in this question or include information about all staff including subcontractors here?

- **Answer the question to the best of your ability. If your collaborative partners are key direct service staff, you'll definitely want to describe that. Question 2 states: "Describe the staffing plan for your proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. (2,000 Character Limit)"**

Q In question #3, what do you mean by "average length of participation"? Is it the length of each individual consultation session or do you mean that it is for the full school year?

- **This is dependent upon your program model and how you choose to describe expectations for average length of participation. There is space in the response to provide an explanation for how your services are delivered and how participants will interact and engage with the proposed services. Question #3 states: "Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, and how services will be delivered. (4,000 Character Limit)"**

Q Funding Strategy: Mental Health Consultation. Do we need schedules E, O, & W for each subcontractor + an LOA for each subcontractor?

- **You are required to provide an LOA for each subcontractor. You will only need to submit one set of Schedules E, O and W for each proposal submitted. For Schedule E: Project Consultant Team Listing, you will provide information on and list out your subcontractors.**

Q For strategy #3: Can a member of the collaborative be an agency that provides us with TA, training & supervision to do a better job with direct services if they do not provide direct services themselves on this particular project?

- **Please refer to page 6 of the RFP which states, "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**

## OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers

coordinating services, and having equal partnership in decision making around program design and implementation.”

### *#4 Comprehensive Afterschool Programming*

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- Q Are there any additional signatures or other information needed if applying for a charter school site under the Comprehensive Afterschool Programs strategy?
- **There are no additional signatures or information needed that are not included or listed in the RFP. Programs applying for afterschool programming at charter school sites will need to provide a Letter of Agreement between the lead agency and school site leadership.**

### *#5 Student Engagement & Success in Elementary & Middle School*

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- Q We are a school-based literacy intervention. We serve multiple schools with our program – all across Oakland. Would you rather see a proposal focusing only on partnerships in your target neighborhoods? Or can we make a request to support all of our Oakland school partnerships, covering those neighborhoods and a few others?
- **It is for the applicant to determine what to propose. The identification of priority populations and neighborhoods is not designed to exclude all populations and neighborhoods not explicitly identified, but to highlight that there are populations and geographies where data indicates that there is a greater need and where resources should be prioritized.**

### *#6 Summer Programs*

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- Q Summer for OUSD runs June 10 – August 12, spanning two fiscal years. This makes budgeting & reporting more complicated. Is there any way to change reporting requirements for strategy 6?
- **The funding strategy for Summer Programs is designed to capture activities and budgets for the three-month period of June, July, and August, and does span the fiscal years.**
- Q Can a school (charter 501(c)3) apply under strategy 6, summer programming?
- **Non-profit agencies with 501(c)3 status are eligible to apply for OFCY funds. Be advised that OFCY does NOT spend limited resources supplanting services that should be provided by school or other public funds.**

## OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers

### #7 Youth Development and Leadership

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Q Funding Strategy #7: Can this strategy also include academic programming such as tutoring or small literacy classes?

- **Yes, but you may want to review the two strategies that are more closely aligned with supporting students in school through Strategy 5: Student Engagement & Success in Elementary & Middle School and Strategy 8: High School and Postsecondary Student Success to determine the best strategic fit for your program.**

Q I have noticed that all mention of the arts is allocated to strategy #7 (Youth Development & Leadership). When considering how to apply for arts programming in K-8 OAKLAND schools, I assume that we should chose Strategy 7 vs Strategy 5 (Student Engagement & Success in Elementary and Middle Schools), unless we are meaning academic outcomes?

- **It's really incumbent upon applicant to determine the best funding strategy for their program. It is recommended to review the funding strategies in the RFP and the strategic plan to determine the best fit for your program.**

Q For the "Youth Development and Leadership" category, can funded services take place during the school day? (such as leading a student council committee)?

- **Applicants can propose for these services in the strategy, but should refer to the strategy descriptions to determine the best strategic fit for the intended services.**

### #8 High School and Postsecondary Student Success

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Q Priority populations doesn't include refugees/unaccompanied minors. Refugee youth have challenges graduating + entering post-secondary institutions. If refugee youth not a priority does it mean it is likely to not be scored high in this category?

- **Refugees/unaccompanied minors are an identified priority population throughout all strategies and are a priority for services funded through OFCY. See page 14 of the RFP for more information.**

Q Do transition to adulthood programs (High School & Postsecondary Student Success) follow the same / similar ADA + reporting requirements as ASES funded comprehensive After School programs?

- **No**

## OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers

### #9 Career Awareness and Employment Support

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- Q Funding Strategy: Career Awareness & Employment Support: The RFP clearly states that OFCY won't support costs normally paid by schools. Will OFCY support EXTRA in-school services by a third-party provider that the school couldn't pay for?
- **Yes, this may be eligible. For in-school services for high school students, applicants may also want to review funding strategy #8 High School and Postsecondary Student Success to determine the best strategic fit for your program.**
- Q Funding Strategy: Career Awareness & Employment Support If a program primarily serves the target demographic, but some in the program are either not from the target demographic or they are but they are not from the priority neighborhoods, should proposal & budget be limited to only the students from targeted demographics and/or neighborhoods?
- **OFCY looks to the applicant to decide how best to propose their program and what potential youth they are proposing to serve with OFCY funds.**
- Q Would we have to specifically apply for the Career Awareness and Employment Support strategy to participate in the OWDB Summer Youth Employments program? The HS and Post Secondary Success is a better fit for us but some of our youth would benefit from summer employment.
- **It is recommended that you apply under the funding strategy that is the best fit for your program. If you want to be eligible for OWDB to participate in the Summer Youth Employment program, you will need to apply for funding through the Career Awareness and Employment Support – Summer Youth Employment substrategy as well. For more information on the OWDB Summer Youth Employment program and requirements, visit the OFCY website at [www.ofcy.org/assets/Uploads/Oakland-Summer-Youth-Employment-Program-Information-Sheet2.pdf](http://www.ofcy.org/assets/Uploads/Oakland-Summer-Youth-Employment-Program-Information-Sheet2.pdf)**
- Q Internship questions: Has to be Oakland min. wage? Can internships be in summer ONLY? Or is summer need to be "employment".
- **Internships do not necessarily have to be minimum wage, and do not need to be in summer only. Applicants looking to participate in the Summer Youth Employment program under the Career Awareness and Employment Support strategy are required to provide youth with the Oakland minimum wage. It is up to the applicant to ensure that they are following all applicable local, state, and federal labor laws.**
- Q Does Cityspan ask us to commit to year-round vs/ summer? If so, must we select summer to be eligible for WDB funding? Even if we provide employment preparation & placement support prior to summer?
- **Yes, you will need to commit to year-round or summer programming if applying for funding through the Career Awareness & Employment Support strategy. If you**

## OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers

**seek funding for your year-round programming, and also seek potentially to receive funding for summer-specific work funded through the OWDB, please submit two applications.**

Q We receive funding for our summer jobs program (Earn & Learn), and we are a current OFCY recipient for a year-round youth employment program. The total received for these two programs last year exceeds the maximum request for OFCY. Should we apply for these programs separately, even though they are in the same category & share some staff? Or should we submit one request covering both programs & hope additional funding comes later through another agency (OWDB)?

- **You should submit one for year-round programming for OFCY and a separate request for Summer Youth Employment Program and clearly describe how the summer program is separate and distinct, and is integrated into the OWDB program model. It is necessary to submit for the Summer Youth Employment program through this RFP to be considered for funding from OWDB.**

Q Is the OWDB Summer Youth application process the same for the OFCY RFP? Specifically around the budget constrains, RFP questions, review criteria, etc.?

- **The OFCY RFP is the same application. If you want to be considered for OWDB funding, you must apply and submit a proposal through the OFCY RFP process. The OWDB review process will be separate from OFCY's review. OWDB expects to award grants in the range of \$100,000 to \$400,000, depending upon funding available. For more information regarding the OWDB selection process, contact Christina Gutierrez at [CGutierrez2@oaklandca.gov](mailto:CGutierrez2@oaklandca.gov)**

Q What strategy does the summer job fall under?

- **The Summer Youth Employment strategy is located in the Career Awareness and Employment Support, funding strategy number 9. In the Proposal Information section of your application, select the Career Awareness and Employment Support funding strategy and then select the Summer Youth Employment category.**

## OTHER/ MISCELLANEOUS

Q Is the data from the maps on page 18 available online – specifically the Strategic Regional Analysis?

- **The map data are available in the strategic plan and the appendices, and can be accessed at <https://www.ofcy.org/about-us/strategic-plan/>. The Strategic Regional Analysis can be found in the Oakland Profile: Student Success appendix and can be accessed directly from OUSD at <http://ousd.maps.arcgis.com/home/index.html>**

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Q Is your definition of post secondary ed: 1) limited to trades/paraprofessionals OR 2) includes college.

- **Post-secondary education does include college and is not limited to trades/paraprofessional training.**

Q With new funding categories, will there be new reporting process on Cityspan to better capture those categories & activities?

- **The reporting in Cityspan will reflect the new funding categories.**

Q Last round, OFCY was for age up to through 20. This round the RFP states “through age 21”. Is this an error or did the target age increase?

- **Yes, the target age has been expanded to support children and youth from birth through age 21.**

Q How does OFCY view “social enterprise” work? Specifically, a business that offers direct services through fiscal sponsorship & non-profit partners?

- **OFCY does not specify social enterprise work in the RFP. OFCY does not have enough information regarding your question to provide a definitive response. Page 6 of the RFP states in the “Eligibility” section that “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.”**

Q Is there any way OFCY can support potential applicants to find partners among other potential applicants? (e.g. EBMUD is a public agency that would like to partner with community orgs re: internships & career exploration).

- **OFCY is not supporting potential applicants to find partners, but relies on agencies to conduct this outreach to develop their own partnerships.**

# OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers

## CONTRACTS & COMPLIANCE

### *Local and Small Local Business Enterprise Program (L/SLBE)*

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- Q If an applicant goes through the process of becoming an SLBE but are not certified in time for application consideration are points still awarded?
- **Your agency will need to be certified to receive the additional preference points awarded by the Contracts & Compliance Division. It is recommended that your agency start the process now so staff can prioritize OFCY applicants. To assist with the certification, you can contact Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov).**
- Q We have received a copy of our SLEB certification with the county. When we applied for certification, we applied for certification with the county and the City of Oakland. Does our county certification also count as our certification with the City of Oakland?
- **County certification will not count for this project. Please contact Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) to review the possibility of working with the County to forwarding the SLEB certification application documents to the City of Oakland.**
- Q Is there a maximum budget for an organization to apply for the Oakland Small Business Certification?
- **Yes, the budget cannot exceed \$8.5 million. Details are available on the Contracts & Compliance website: [www.oaklandca.gov/departments/contracts-compliance](http://www.oaklandca.gov/departments/contracts-compliance)**
- Q Our organization has been serving Oakland residents for over a decade, but just moved to Oakland in the summer of 2018. Can we get certification?
- **If you've been here for 6 months, yes, you can get certified as a Local and Small Business Enterprise Program (L/SLBE)**
- Q If your fiscal sponsor is not in Oakland, but your program is Oakland based can you get preference pts?
- **The answer is no.**
- Q Are non-profits eligible to receive preference points for being small, local businesses?
- **Yes, you can get preference points based on your participation.**
- Q If you got certified during last OFCY process, does it expire/need to be renewed?
- **Certification lasts two years. If it has expired, it must be renewed.**
- Q What does the certification process require from orgs?
- **Businesses must have a local tax license, substantial business presence (more than just a cubicle in a shared office space, for example), and provide three years of tax**

## OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers

returns to establish business classification based on size of gross receipts. Please contact Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov), or visit the Contracts & Compliance Division website at [www.oaklandca.gov/departments/contracts-compliance](http://www.oaklandca.gov/departments/contracts-compliance) for more information.

- Q Is a national non profit operating a Bay Area chapter in Oakland, serving Oakland youth apply for certification?
- Q If you have multiple sites and Oakland is one of them, can you qualify to getting certification preference pts?
- **Please contact Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) to see if your agency is eligible for certification.**
- Q What certification exactly was she talking about?
- **Vivian Inman discussed the process for L/SLBE certification.**

### *Schedule E-2 – Oakland Workforce Verification*

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- Q Is the "Oakland workforce" requirement for the whole organization? What if we have multiple locations across the Bay? Is local certification new?
- **The certification of Oakland Workforce (Schedule E-2) is optional. If seeking these optional additional preference points, you will need to provide information for your whole organization. The local certification is not new.**
- Q For Schedule E-2 do we need to submit all 3 attachments for each person (photo ID, proof of residency, DE6) or do we just need one or two of these per person?
- **You will only need to submit one valid ID per person. However, if the individual does not have a valid ID, provide two documents for proof of residency for that individual.**
- Q Should/Does Schedule E-2 cover Oak residents who are employees, consultants, & contractors?
- Q Does the E-2 schedule pertain to the program staff or all agency staff?
- **Schedule E-2 is for employees of the organization (all agency staff), and does not cover or include consultants or contractors.**
- Q Can you clarify how employee information is processed and protected? How should we deal with employees who don't want to share residency information?
- **Information held by contracts and compliance in our database is secure. By law employees have the right not to submit their information. Schedule E-2 is not required to submit and OFCY proposal – it is an optional form.**



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- Q If we are not based in Oakland, but provide services in Oakland, we can still submit an E-2 to receive preference points for an Oakland workforce. Correct? Can we also apply pts for years service in Oakland?
- Q Our agency headquarters are located in another state. Are we eligible for S/LBE certification or additional preference points?
- **No, you cannot receive local certification or apply for preference points for a local workforce if your agency is not based in Oakland. These preference points are for certified local Oakland businesses.**
- Q If the e-2 form is optional, what are these extra preference points for? This is confusing...is E-2 only for applications for the Oakland workforce program?
- **E-2 is to verify that your workforce is Oakland residents to receive optional preference points. The City of Oakland has prioritized using Oakland funds to support Oakland workers. E-2 is not only for applications for the Oakland workforce program, but is available for all qualified applicants. Please refer to pages 68 and 72 of the RFP for more information on the preference points, and refer to the handout provided by the Contracts and Compliance Division and available on the OFCY website at [www.ofcy.org/assets/Uploads/Program-Incentives.pdf](http://www.ofcy.org/assets/Uploads/Program-Incentives.pdf).**
- Q Do De-6 or DE-9 reports need to be submitted with Schedule E-2? If yes, what happens if significant staffing changes have been made since the previous DE-6/9 was generated?
- **Please contact Vivian Inman to discuss this question ([vinman@oaklandca.gov](mailto:vinman@oaklandca.gov))**

### *Public Agencies & Additional Preference Points*

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- Q How do preference points work if you are a city of Oakland agency like OPRYD?
- Q Are City of Oakland departments (i.e. fire department) certified grant applicants?
- **Public agencies cannot be certified and will receive no preference points.**
- Q For SSB grants, public agencies are not required to submit Schedule O. Are we required to submit Schedule O for OFCY? Can public agencies get pref. points if we subcontract to a L/S/V5 business? Please clarify if public agencies can be certified?
- **Public entities are not required to submit Schedule O, and public agencies cannot receive preference points.**
- Q Please clarify which attachments are applicable to public agencies (such as the county). IRS Letter of tax exempt status; IRS Form 990; Audit – County audit or just link/ proof that it exists?; I though Schedule O was not applicable?

## **OFCY RFP 2019-2022 – Pre-Proposal Meeting Question & Answers**

- **Yes, the IRS Letter of Tax Exempt Status and IRS Form 990 is not required of public agencies; please upload a short document that states that these forms are not applicable to your public agency’s application. Page 9 of the RFP states “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.” Schedule O is not applicable for public agencies.**

### *Schedules E, O, and W*

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Q Where do you find Schedule E, O, and W?

- **Page 83 of the RFP: Appendix B: Stand-Alone Schedules**

Q We went over the “E” with E, O, W... Can you speak more on the “O” & “W”?

- **Refer to page 83 for information on the schedules.**