

LOCAL AND SMALL LOCAL BUSINESS ENTERPRISE PROGRAM

1. Is the 50% L/SLBE requirement for all applicants, or only applicants applying under the Small and Emerging category?
 - a. For all applicants. Also, the City of Oakland does not have a Small and Emerging category (this is an OFCY designation). The City has Local Business, Small Local, and Very Small Local Business Enterprises. These categories are also applicable to Non-Profit Organizations.
2. SLBEP Question: 50% of WHAT must be SLBEP? 50% of the work being done needs to be done by certified orgs? 50% of the budget needs to be allocated toward their work? Thank you very much.
 - a. 50% of the budget should be allocated towards a small local business. You can split it, 25% + 25%, meaning 25% Local and 25% Small local or you can use a Very Small Local Business for 12.5 times two = 25%. The entire 50% can be split between subconsultants but at a minimum you must have 25% Small Local Business participation.
 - b. 50% of the contract dollars shall be awarded to small local businesses.
3. Will you please explain what the % refers to in L/SLBE for those of us who are new to this concept?
 - a. In other words, the project budget is \$100, 50% or \$50 must be awarded to certified L/SLBE firms. This can be done by a 25%/25% split. 25% to a certified LBE firm and 25% to a certified SLBE firm. If a Very Small Local firm is used the amount allocated to the VSLBE firm is double counted, i.e., 12.5% of the contract dollars will be 25%. In order to be compliant, there must be at a minimum 25% SLBE participation. The VSLBE % will be counted towards the SLBE requirement.
4. This process about % participations is not clear to me.
 - a. 50% of contract dollars shall be awarded to small local businesses. (See above response)
5. SLBE Program Certification: Oakland Kids First has gone through the <https://www.oaklandca.gov/services/local-business-certification> website and iSupplier portal to request to reapply to be certified as a SLBE and has not had any response to move forward with submitting required documents. What do we do next to complete this process?
 - a. Contact Vivian Inman at vinman@oaklandca.gov. Anyone who is in this situation should do the same.
6. Why isn't an employee's official record sufficient for proof of residency.
 - a. The employee's official employment record with employer is fine. The city needs some kind of proof; California ID or utility bills are often used but we will do our best to work with the evidence the applicant has.
7. Also... we haven't hired all our personnel — and will do so if our project is funded.
 - a. We must go by the most recent DE9; you receive credit for who has already been employed.
8. Do govt agencies based in Oakland qualify as Oakland-based businesses?
 - a. Government agencies will be listed as a government agency and are not subject to the City's L/SLBE Program requirement and will provide no credit towards meeting the L/SLBE participation requirement.

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9. Is OUSD an LBE?
 - a. Yes, it is listed as governmental agency.
10. Is a school a “Not for Profit Local Enterprise”?
 - a. It is a governmental agency.
11. Oakland Workforce: My organization has a national scope but we have a local site based in Oakland. Is the calculation based on the number of employees at our local site or all employees at our national organization?
 - a. That is determined on a case-by-case basis. In the past the calculation has been based on the Oakland site.
12. If you have only 25% lbe status, can you still submit documentation to access the preference points for local presence and Oakland workforce (E2)?
 - a. No, you must at a minimum have 25% SLBE participation, and meet the total 50% in order to receive any preference points.
13. to confirm - L/SLBE is not actually required to apply for the funding correct? We're talking about requirements for achieving an optional certification?
 - a. Certification is not required to apply for funding or submitting a proposal on any project. It is required to meet the L/SLBE program’s 50% L/SLBE participation requirement.
14. LBS Are the local businesses supposed to be our subcontractors?
 - a. The LBE/SLBE firms may be a subconsultant or a prime.
15. You haven’t made clear what our obligation is. 50% of what??
 - a. 50% of the contract dollars.
16. So you're encouraging pass-through arrangements in order to get SLC points?
 - a. No we do not recognize pass through arrangements. There was never any mention of pass through arrangements.
17. Is there a minimum number of employees required for the workforce points?

TABLE VI – Preference Points Award Based on Tenure and Workforce Composition

Years in Oakland		Oakland Resident Workforce	
Years in Oakland	Additional Points	Workforce	Additional Points
5 yrs	.50 pt	Up to 24%	1.00 pt
10 yrs	1.00 pt	25%- 49%	2.00 pts
15 yrs	1.50 pts	50% -74%	3.00 pts
20 yrs	2.00 pts	75%-99%	4.00 pts
25 yrs	2.50 pts	100%	5.00 pts

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- a. TABLE VI – Preference Points Award Based on Tenure and Workforce Composition Mentor-Protégé Agreements The City of Oakland strongly supports
 - b. TABLE VI – Preference Points Award Based on Tenure and Workforce Composition. Mentor-Protégé Agreements. The City of Oakland strongly supports “Mentor-Protégé” relationships because they help to build capacity in underutilized service areas. On a case-by-case basis, the City will allow a 10% preference for Mentor-Protégé teams on construction and professional services contracts. If a prime contractor or prime consultant is able to develop a “Mentor-Protégé” relationship with a certified LBE or SLBE, the mentor will enjoy the benefit of credits against City goals particularly under circumstances where availability is zero. In order to earn credit for Mentor-Protégé relationships, the Mentor-Protégé Agreement must be submitted for approval to DWES prior to the project bid date for construction, and by proposal due date for professional services contracts. A written mentor-protégé agreement must be completed by both parties and executed before a notary public. The agreement must delineate the rights and responsibilities of each mentor and protégé. The terms of the agreement must ensure that there is a genuine opportunity for capability and capacity building/expansion of the mentee, including at least 30% participation of the protégé, and a commitment to a 3rd party review of the effectiveness of SLBEs participation in the relationship. The parties must agree to enter into the relationship for the life of the project.
- 18.** If we are a public agency with over 5,000 employees, do you need the unredacted list of all employees?
- a. Public Agencies are not required to submit a DE9/DE6, they are government agencies and are not subject to the City’s L/SLBE Program requirements.
- 19.** Small Business: How can we check if we are registered as a Small/Very small business with the city
- a. You may check on the City’s website or you can contact Ernestine Nettles via email at Enettles@oaklandca.gov or Vivian Inman at Vinman@oaklandca.gov.
- 20.** What % of staff must be Oakland residents to qualify for Oakland resident workforce points?
- a. Refer to Table VI - Preference Points Award Table Based on Tenure and Workforce Composition
- 21.** About compliance/Schedule E: We are a small local non-profit not yet certified with the City of Oakland (we are certified as a SLEB with Alameda County, however). What if we are allocating more than 50% of our proposed budget to rent, salaries internally, though we’re not certified yet? Must we contract out more than 50% to external organizations that are certified small business with the city already? Or will we qualify, via being certified ourselves, if we begin the certification process now?
- a. You can start the certification process yourself, but in order to be counted towards the L/SLBE program requirements your firm has to be certified for one year prior to the closing of a competitive process, if your firm is applying for Small Local Business.
 - b. If applying for LBE certification the firm’s lease must be in place for a period of one year prior to the close of the competitive process. (Refer to page 21 of the most recent L/SLBE Program attached).
- 22.** What form should be completed to indicate years operating in Oakland?

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- a. There is no form to be submitted, the years in Oakland points are calculated based on the number of years the certified business/not for profit has operated within the City's boundaries.
- 23.** A speaker mentioned they could provide support for SLBE certification. Can their name and contact information be shared?
 - a. Vivian Inman, vinman@oaklandca.gov
- 24.** HIFY is not currently certified as an Oakland L/SLBE (although we have previously had an Oakland office, have about half of our staff from Oakland, still do significant work in Oakland.) Does this mean that 50% of our proposed grant (assuming a grant over \$50,000) from OFCY would have to go to a L/SLBE for the grant to be considered for funding? (Or 25% of our grant to a VSLBE. Or does it mean that that we will only get preference points if 50% of budget goes to a L/SLBE? (Or 25% of our grant to a VSLBE.)
 - a. The best way to illustrate achievement of preference points is to direct all firms to page 15 of the most recent L/SLBE Program (attached).

ADDITIONAL PREFERENCE POINTS

- 25.** Additional Optional Preference Points: Schedule E-2 ("Oakland Workforce Verification Form"). What if we have employees do not feel comfortable providing social security number? Also what if our staff have various documentation statuses and might not have a social security number?
 - a. Will have to take the second part of the question to legal.
 - b. We will only look at the last 4 digits, you can redact the other digits in the social security number.
 - c. On your DE9 and DE6, do not redact employees.
- 26.** The iSupplier and preference points presentation was very unclear for many, many participants. Can your published responses use concrete examples of non-profits at different budget levels to illustrate the specific considerations of preference points?
 - a. The best way to illustrate achievement of preference points is to direct all firms to page 15 of the most recent L/SLBE Program (attached).

iSUPPLIER

- 27.** How can you change or retrieve your iSupplier log-in information, if you already have an account?
 - a. Ask iSupplier; Vivian Inman or Ernestine Nettles might get back to you. You can email Ernestine at Enettles@oaklandca.gov, if you lose your password or need it reset.
- 28.** Does OUSD need to register with isupplier? Didn't need to last round.
 - a. No.
- 29.** If we are set up with iSupplier do we need to do anything specific for this RFP?
 - a. No, if you already have iSupplier account you do not need to set up anything, as long as you are already certified. Any organizations that are not certified or are having issues with certification, email Vivian Inman at vinman@oaklandca.gov.

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- 30.** i supplier question: if an agency is applying for funding in multiple areas, do we have one isupplier account, or one for each part of the proposal?
 - a. One account.
- 31.** Dept of Workplace and Employment Standards: if we registered in iSupplier in a previous year for our organization (and did not receive OFCY funding) do we need to register again or is our organization profile still there?
 - a. Your profile will still be there, check your contact info and data to make sure it is accurate.
- 32.** If you already have an I-supplier number do you need a new one for this grant?
 - a. No.
- 33.** ISupplier: if we have received grants from OFCY in the past do we need to re register again for this RFP?
 - a. No.
- 34.** can you repeat the rfp number for isupplier?
 - a. RFQ 267744
- 35.** NFP/SLBE: If you are planning to submit a joint-application with multiple organizations do all of them need to be registered under isupplier?
 - a. No

REQUIRED SCHEDULES & FORMS

- 36.** Is it no longer necessary to show proof of insurance/insurance schedules as part of the application?
 - a. Applicants must attest at Step 9: Proposal Signoff that they have read and reviewed the insurance requirements, and are able to comply with the City of Oakland's policies and insurance requirement if selected for funding.
- 37.** Dept of Workplace and Employment Standards: Is schedule E required for public schools in Oakland?
 - a. Yes, put public school name at the top of schedule E.
- 38.** Compliance - Does Schedule N min wage apply to stipends paid to students
 - a. Schedule N is the living wage form. And it does not apply to youth stipends, they are an exemption.
- 39.** Is it legal to send employee information without their consent or knowledge?
 - a. We recommend that all employees be advised of the City's request prior to release of any information.
- 40.** Schedules/forms: Do all forms need wet ink signatures or are electronic signatures acceptable?
 - a. Electronic signatures are fine for DWES schedules.
- 41.** Schedule O: the schedule linked in the RFP indicates the form must be signed by City Representative prior to distribution to Contractor. How do we have the form signed?
 - a. This refers to distribution once the contract is fully executed.
- 42.** For Fiscal sponsors: On the Schedule E and E2 - should we provide our CORE agency staff lists OR should we provide the fiscally sponsored project staff lists?
 - a. Core Agency staff.

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- 43.** Should Schedule N, Living Wage Ordinance Declaration of Compliance, be included in the application?
- a. Not at this time.

ELIGIBILITY

- 44.** On pg 7 of RFP, could you please define the "...must have completed at least one year of programming..."? does that mean the general service/program in operation to low-income families and/or individuals? or the same dedicated only to children and youth? thank you
- a. RFP p7 states that applicants "must have completed at least one year of programming related to services described in the funding strategy for which they are seeking support by the time they apply to OFCY."
- 45.** Use of funds: how do you define "direct services"? We provide literacy programming for students and families, delivered by teachers that we hire from the community.
- a. An organization's employees or its subcontractors directly providing services to youth and their families for an intended outcome. Per RFP p6, OFCY does not provide general operating support, and does not fund capacity building, training, professional development, curriculum development or dissemination, or other similar services that provide indirect support for children and youth.
- 46.** Page 7 states that "Agencies are designated as Small and Emerging if the annual organizational budget is under \$500,000." What will you look at to determine an organization's budget size: last year's budget including its 990 or the projected budget for the current fiscal year?
- a. OFCY looks at current fiscal year agency budget as provided by the applicant in the online application under the Agency Information section.
- 47.** Can a fiscally sponsored program apply through 2 separate organizations?
- a. Fiscally sponsored initiatives should apply under one fiscal sponsor.
- 48.** Are we eligible to apply if we are fiscally sponsored by the Oakland Public Education Fund?
- a. Yes, as long as you are not a for-profit organization or a public agency.

POPULATION & GEOGRAPHY

- 49.** Are youth who are homeless at intake eligible under Strategy 10: Career Access & Employment for Opportunity Youth?
- a. Yes.
- 50.** In our cohort of youth, 100% are experiencing multiple barriers making them vulnerable youth. The RFP targets youth who have multiple barriers. Two of the main barriers our participants have are housing and transportation. Because of this we have several subgroups - the majority who reside in Oakland, a smaller group who reside nearby but attend Oakland schools, and a group with split residences who reside part of the time with one household and part of the time in another. We have many who are "couch surfing". As a matter of social justice and equity we would like to include them all. Could you please speak to this?

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- a. OFCY is guided by Oakland City Charter to direct funding in support of Oakland residents. We understand that there are many youth and families with strong ties to Oakland that are no longer residents; however the funds must be dedicated to support Oakland residents.
- 51.** If our programs serve youth 15-21yo, are we still eligible? We don't serve younger children from birth.
 - a. Yes, you do not have to serve the full 0-21 age range in order to apply. Review the strategies and their target populations to select the appropriate strategy.
- 52.** Eligibility: In the past, we were allowed to include participants that were homeless at baseline as Oakland resident if they were receiving services in Oakland. Is this the same this year?
 - a. Yes.
- 53.** Programs that support Blacks and Latinos were mentioned as priority. What about Chinese?
 - a. Chinese is not specified as a priority population.

PARTNERSHIPS

- 54.** Can you define program partners? We have many agency collaborators (not necessarily program-specific) and are unsure of how to discern program partners for the purposes of this RFP.
 - a. Partners can be both formal (MOU or contract) as well as informal partnerships that are key to your program's operations and success.
- 55.** Partners: What is meant by "partners" in the narrative question? Are these formalized (MOU or contract) partnerships?
 - a. Partners can be both formal (MOU or contract) as well as informal partnerships that are key to your program's operations and success.
- 56.** Can you define program partners? We have many agency collaborators (not necessarily program-specific) and are unsure of how to discern program partners for the purposes of this RFP.
 - a. In the Program Design section, the question states "Provide information on the program partners. What are their roles and what will they provide? (4,000 Character Limit)". Partners can be both formal (MOU or contract) as well as informal partnerships that are key to your program's operations and success.
- 57.** Can we partner with other organizations for program activities?
 - a. Yes.

NUMBER OF APPLICATIONS

- 58.** Strategies: I know you may have answered this, but just to be clear, if we decide to apply under two different strategies, because our programming may cover both, then we should be submitting two separate proposals?
 - a. You should only submit one program proposal under the most appropriate strategy, even if the program may fit into multiple strategies. Only submit more than one proposal if your programs are substantially different. Refer to RFP p. 8

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- 59.** If we have two distinct but connected programs that both fall under the youth development strategy, one for younger ages (13-18) and one for older (18-21), do we need to submit two separate applications under youth development, or can we submit one that addresses both programs?
- a. You should only submit one program proposal under the most appropriate strategy. Only submit more than one proposal if your programs are substantially different. Refer to RFP p. 8
- 60.** If an applicant can apply for multiple programs, is there a maximum number of applications we can do? or a maximum number of programs per Goal section?
- a. Applicants are limited to submitting one proposal per unique program. Applicants are also limited to a cumulative OFCY request up to 35% of agency budget for single agency and collaboratives, and 50% for small & emerging applicants.
- 61.** Can the same agency submit multiple applications for different parts of the grant?
- a. Only submit more than one proposal if your programs are substantially different. Refer to RFP p. 8
- 62.** Can more than one proposal come from different programs within the same organization? (submitted by an org with early childhood programs and with programming for older youth)
- a. Yes, as long as your programs are substantially different. Refer to RFP p. 8
- 63.** If your program fits more than one category is it suggested that we apply for all in one application or submit separate applications?
- a. You should only submit one program proposal under the most appropriate strategy, even if the program may fit into multiple strategies. Only submit more than one proposal if your programs are substantially different. Refer to RFP p. 8
- 64.** Is there a maximum number of separate program applications 1 organization can do? or a maximum number of programs per Goal section?
- a. There is no stated limit but only submit more than one proposal if your programs are substantially different. Refer to RFP p. 8. Applicants are also limited to a cumulative OFCY request up to 35% of agency budget for single agency and collaboratives, and 50% for small & emerging applicants.
- 65.** Do we need to apply twice for different programs under the same organization? And create two different OFCY user accounts?
- a. Yes, you would submit two proposals for two distinct programs (refer to the RFP page 8 for information on substantially different programs). You only need to create one OFCY user account for your agency.

HEALTHY DEVELOPMENT OF YOUNG CHILDREN

- 66.** Is the requirement for Early Childhood strategies that we only serve parents of children 0-8 and children who are 0-5 gone?
- a. No, early childhood strategies may serve both children and parents/caregivers of children residing in Oakland.
- 67.** For FRCs- kids 0-8 and their parents are both the target population?
- a. Yes.

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- 68.** Early Childhood Development. What ages are considered 'early childhood'? What is the intended age range as defined for young children in the first category?
- a. The priority population listed for Socio-emotional Well-being in Early Childhood is ages 0-5. There is no specified age range listed in the Family Resource Centers and Parent Engagement strategy but it states "Children and families with very young children and/or children – especially those who are not enrolled in formal early childhood or preschool programs" and is intended to support children ages 0-8 years of age.
- 69.** For Family Resource Centers, is that an official or formal definition? or can it refer to orgs/programs that may function as a FRC?
- a. Please refer to the strategy for OFCY's definition of the Family Resource Center.
- 70.** Hi, for the ECE strategy is that on a year-round schedule or summer cycle?
- a. The two strategies in the Healthy Development of Young Children are on a year round schedule.
- 71.** Traditionally mental health consultation has been heavily funded under this strategy, I wanted to confirm that mental health consultation is still a service being funded.
- a. Yes, mental health developmental consultations is listed as a Supported Programming on page 27 of the RFP.
- 72.** The funding amount in the strategy Social-emotional Well-Being in Early Childhood is the smallest one, I'm curious when we will know if the available amount will be 500K or 600K
- a. This is a projected allocation range. All strategies have a projected allocation range, and funding per strategy will be dependent on the quality of proposals received and determination of the Planning and Oversight Committee.
- 73.** Can one agency under a collaborative ask or the entire amount in the strategy Social-emotional Well-Being in Early Childhood?
- a. The maximum grant request for a collaborative applicant is \$500,000. There is no guarantee that agencies will be awarded their full request.
- 74.** For Healthy Development of young Children - this slide says "must" provide services to parents and caregivers of young children. Programs can also provide direct services to children 0-5, right?
- a. Yes. The slide was referencing that adult participants served and tracked by early childhood programs must be parents/caregivers of children residing in Oakland.

STUDENT SUCESS IN SCHOOL

- 75.** For the afterschool program opportunities, do those only apply to schools or are educational nonprofits also eligible for that category?
- a. Educational nonprofits can apply for a specific school to the Comprehensive Afterschool programs at Elementary Schools and Comprehensive Afterschool programs at Middle Schools if they are the lead agency that receive ASES funding for that school site through OUSD or charter schools.
- 76.** Are K-8 schools meant to apply as elementary or middle?
- a. If you are applying for Comprehensive Afterschool at a K-8 site, select strategy #4: Comprehensive Afterschool in Middle School
- 77.** For afterschool programs, is an OUSD signature no longer required on the school letters?

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- a. For both Comprehensive Afterschool programs at Elementary Schools and Comprehensive Afterschool programs at Middle Schools, an LOA with school site leadership is required. Page 15 of the RFP states “For programs applying in either Comprehensive Afterschool in Elementary Schools or Comprehensive Afterschool in Middle Schools strategies, provide a LOA/MOU between the applicant and the school site leadership.”
- 78.** Eligibility Question: For the comprehensive afterschool strategy, must the organization be a strictly afterschool program? If the program also occurs during school and has programming after school, is the organization still eligible to apply?
- a. Programs must be the lead agency providing comprehensive afterschool at the school site to apply under the two comprehensive afterschool funding strategies.
- 79.** Strategy question: If a program falls under 2 different strategies/ 2 different goals, can we include elements from both strategies: example: combining academic (under goal 2) and leadership and mentorship (goal 3) under just one strategy?
- a. Yes.
- 80.** Eligible participant question: p16 asks us to describe where majority of the population lives. p34 strategy 6 specifically states Oakland Unified high schools only. Strategy 7 doesn't specify. We work with 17 high schools, many in Oakland that are not part of Oakland Unified I don't think. For example, several charter schools and RISE Academy, etc. Can we include those? Again, a matter of social justice and equity for our participants. We don't want to exclude specific youth because of the school they attend.
- a. Yes, you may include non OUSD schools and their students residing in Oakland as part of your proposal.
- 81.** If we're submitting under MS Wellness, we would also incorporate the other parts of our program that address the HS strategy in our one proposal?
- a. Strategy 5: Middle School Engagement, Wellness and Transitions is intended to support students in middle school (grades 6-8). Strategy 6: High School and Post-Secondary Student Success is intended to support students in high school (grades 9-12).
- 82.** Are OUSD charter schools supported by this opportunity? If you are at different locations doing the same program, do we submit for each location separately or together?
- a. If applying under the Comprehensive Afterschool in Elementary Schools or and Comprehensive Afterschool in Middle Schools, submit one program proposal per school site. If applying under a different strategy, you may propose one program at multiple school sites. Charter schools can be supported in these strategies but priority will be for OUSD public (non-charter) school sites.
- 83.** Can you please clarify who is eligible for the middle school after program? Only lead agencies who receive ASES funding or is it open to others? For example, we are a nonprofit that has after school programs in Oakland already and have some state funding through CA Arts Council but not ASES.
- a. Only the lead agencies who receive the ASES funds for a school site can apply on behalf of that school site for both the Comprehensive Afterschool at Elementary Schools and the Comprehensive Afterschool at Middle Schools strategies.
- 84.** Can you please explain the ASES funding aspect/ how applicants would need to work with them? Will be applying for the middle-school after school programs focus area and am a little confused by that relationship.

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- a. Only the lead agencies who receive the ASES funds for a school site can apply on behalf of that school site for both the Comprehensive Afterschool at Elementary Schools and the Comprehensive Afterschool at Middle Schools strategies.

YOUTH LEADERSHIP AND VIOLENCE PREVENTION

- 85.** Is there a specific model that OFCY requires (or desires) for implementation of Youth Leadership and Development programming?
 - a. There is no prescribed program design for the implementation of Youth Leadership and Development programming other than what is provided in the strategy description.
- 86.** Is there specific timing for programs under Youth Leadership and Development? Do programs need to be year-round? School-year? Can we propose summer programming?
 - a. You may propose programming for all or part of the July 1, 2022-June 30, 2023 grant period.
- 87.** Also for Youth Leadership and Development, if we have a program that reaches middle school and high school youth, can that be one proposal or do proposals have to be age-specific?
 - a. It should be one proposal.
- 88.** As a summer program we won't know with 100% certainty who our staff or students will be for this summer? Should we just include numbers based on our numbers from previous summers?
 - a. Propose your best estimation of what your summer 2022 program will look like.
- 89.** Under Youth Development & Violence Prevention, what if we have both school year programming plus Summer enrichment programming? Can we combine both under one strategy? Strategy 7?
 - a. Yes.

TRANSITIONS TO ADULTHOOD

- 90.** Strategy 11 says it is for high school students in the first line of the description, but the age range goes to 21. Can youth enrolled in community college fit under this category?
 - a. Yes.

BUDGET

- 91.** Budget: In the budget narrative bullet 1, is this question for current OFCY funded projects only and referring to the OFCY funded line items?
 - a. The question "What were the total program expenses in the most recently completed calendar or fiscal year? What is changing from the current year to what is proposed for 2022-2023?" applies to all applicants. It refers to all program expenses, not just OFCY funded line items.
- 92.** Budget: In the budget narrative bullet 1, is this question for current OFCY funded projects only and referring to the OFCY funded line items?
 - a. The question "What were the total program expenses in the most recently completed calendar or fiscal year? What is changing from the current year to what is proposed for

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2022-2023?” applies to all applicants. It refers to all program expenses, not just OFCY funded line items.

- 93.** Will there be a work plan template and a budget template as part of the RFP?
a. There are tables and charts to be completed in the online application system.
- 94.** Is there a budget template?
a. No. Please log into the online application system to see the budget module.
- 95.** Budget - Can agencies submit applications with the maximum grant requests for both single and collaborative applications?
a. Yes, as long as the program proposals are distinct and substantially different and the cumulative sum of OFCY request does not exceed 35% of agency’s annual budget.
- 96.** Budget: if we are renewed, would we be able to be renewed for progressively increased amounts?
a. Future OFCY funding depends on the City’s general purpose fund. There is no guarantee of increased funding amounts in year two and three.
- 97.** Can funds be used to pay for leasing of space?
a. Yes, but it should be specific to the proposed program. There is a budget line item called Occupancy. The Budget Calculation and Justification line should detail how the amount requested was calculated for the proposed program.
- 98.** Budget question: what costs are eligible? We have 3 residential camps during school breaks that have meal, transportation (mileage reimbursement), van rentals and facility rental fees. Are these eligible costs in the grant?
a. Yes. Please see the online budget for all budget line items available.
- 99.** LOA/MOU: All subcontractors listed in the budget must upload LOA/MOU - would last year’s signed MOUs work in the interim if we are unable to complete them by the RFP deadline?
a. No, it needs to reference FY22-23 time period for which you are proposing.
- 100.** Budget: Is the maximum request of \$250K the max for each separate application submitted or for the total ask?
a. That is the maximum for each separate program proposal. Your combined requests cannot exceed 35% of your agency’s total annual budget.
- 101.** If we include 1 staff to manage compliance and reporting for the OFCY award, would they count as adult staff or administrative expenses in the budget?
a. This would count as an administrative expense, as they are not providing direct services or managing direct service staff.
- 102.** Budget: Is out of state travel allowed with participants? We have visited tribal locations in 3 states in the past to learn about sovereignty and gratitude.
a. Yes, there is a line item called field trip. Please detail all expenses in the budget calculation and justification line.
- 103.** Is there no requirement to submit a budget narrative?
a. There are budget narrative questions. See RFP p17.
- 104.** Match: Should our single agency match funding documentation include only restricted dollars for this specific RFP program, or can we include documentation of general operating funding received?
a. Applicants may include general operating support as match funding but only the portion used to directly support the proposed program, as detailed in your proposal budget.

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- 105.** If we're applying for funds in another City of Oakland application (i.e. DVP), and we receive those funds, can we use that as match?
- a. Yes, as long as it is clear that both funds are required to support the level of programming proposed and numbers of individuals to be served
- 106.** Do in-kind funds from CBO's unrestricted funding count as matching funds?
- a. Single Agency and Collaborative applicants are required to provide only cash matching funds. Only Small & Emerging Applicants can include in-kind sources of match funding.

CITYSPAN ONLINE APPLICATION

- 107.** Form Question: Is there an Activities, Demographics & Budget Template this round? If not, in which section will we address activities, and in which will we address demographics?
- a. Services will be projected in the Program Design section. Demographics will be addressed in the Population and Geography section.
- 108.** Do any questions in the portal vary by funding category/strategy?
- a. The narrative questions do not differ by funding category/strategy. A common set of narrative questions is provided in the RFP p 16-17.
- 109.** If you are an existing city span user do you need a new account?
- a. Yes, you need to create a new cityspan account for the 2022-2025 RFP. Please refer to page 12 for Step 1: Registration and Login.
- 110.** RFP APPLICATION - Is it possible to download the application to view then entire inputs? Is it possible to change the Program Name after starting an application (to be able to access the next sections of the RFP).
- a. There is not a way to download the application. You will need to log into the online application system. The program name can be changed since all forms can be that are submitted can be unlocked by the applicant except for the Final Proposal Sign Off form.
- 111.** Apologies if this was specifically stated, but if you already have a Cityspan account, do you still need to create a new one or just update as needed?
- a. Yes.
- 112.** Applications: Are there any text versions of the program applications/narrative questions that can be shared with applicants?
- a. Yes, page 16 of the RFP.
- 113.** What will the required workplan look like/where will that go within the proposal submission?
- a. The workplan is interspersed throughout the online application.
- 114.** Can we make changes to the first section of the proposal in Cityspan after we submit that section but before we submit the entire proposal?
- a. Yes, applicants have the ability to unlock any submitted form except for the final Proposal Signoff. Once the Proposal Signoff is submitted, you will not be able to edit any of your work.
- 115.** Can you go a bit deeper into how you simplified the activities?
- a. In the past, applicants had to detail out separate activities they were providing throughout the year. For example, a summer camp that ran 7 hours a day for six weeks might have created 8 separate activities with projections for each activity. In this RFP, there is a Service Hours Projections table for which you can provide information for the

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entire summer camp in one table. If you have distinct program models and/or cohorts that you serve during the fiscal year with varying start and end dates, enrollment, and average hours of service, you may add more than one Service Hours Projections table to reflect your program model. You do not need to provide detailed service information for each activity within the program.

- 116.** Can links to videos be included in the application?
- a. No, OFCY is not requesting videos as part of the application and links to videos will not be reviewed.
- 117.** Are audits due 4 days after or with proposal?
- a. Audited Financial statements are due with submission. Refer to RFP p9-10 for Audited Financial Statements requirements for what is required with application submission. There are varying requirements depending on applicant type.
- 118.** Does OFCY accept programmatic goals and proposals tailored to specific years of the funding cycle (i.e. programmatic goals for year 2 that build on the goals of year 1)?
- a. Proposals should be tailored and focused on services to be provided annually during FY 22-23. However, you may use the Program Design narrative questions to describe your program's tiered goals for the three-year grant cycle.

PREPROPOSAL MEETING

- 119.** Greetings. Will we receive a copy of this recording?
- a. A copy of the recording will be posted to the OFCY website at www.ofcy.org/funding/RFP
- 120.** Will this presentation be available in written form post webinar?
- a. A recording of the webinar, meeting slides, Q&A, and registration list will be posted to the OFCY website at www.ofcy.org/funding/RFP.
- 121.** Is there a contact list for today's participants? Would love to connect on other Oakland project?
- a. The registration list has been posted to www.ofcy.org/funding/RFP.

MISCELLANEOUS

- 122.** Submission deadline "the 22nd" of January? February?? Submission deadline is the 22nd of what month?
- a. Proposals are due by 5pm on February 22, 2022.
- 123.** Given all the illness and personnel outages and closures now, is there a chance that the deadline to submit will be delayed?
- a. No, there is not an intention to delay the deadline.
- 124.** Can service sites and partners be changed later?
- a. Changes are discouraged as your proposal will be reviewed based on factors including service location and partners. If funded, all future changes will have to be discussed and approved by your assigned OFCY grant manager.

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- 125.** Within the strategies, if something is included in the bullets but not mentioned in the paragraphs, is it less of an emphasis? On page 36, there is an emphasis in Strategy 7 on academic development under Intended Outcomes & Impact ("Expanded access to literacy...") and Contributing Towards Citywide Goals ("Children and youth retain academic skills and knowledge over summer months"). However, the written paragraphs of Strategy 7 don't make direct mention of academic development.
- a. No, it does not mean that there is less emphasis if it is stated in bullet form and not in paragraphs.
- 126.** Student Success in School - Middle School. Can someone please provide us with a working definition of "place based?"
- a. Place based approach is understanding the unique circumstances that residents of a particular neighborhood live under and tailoring services and strategies to address the unique needs of that target population. RFP p26 OFCY will target funding by place. Given the dramatic disparities that exist between different neighborhoods, a place-based approach is crucial to ensure that resources are reaching the target populations.
- 127.** Please advise regarding the audit and if you have never been audited before.
- a. Refer to RFP p9-10 for Audited Financial Statements Requirements for all applicant types.
- 128.** Is it possible to have private conversation or email to better understand if our organization would be a good fit?
- a. OFCY is not holding private conversations with potential applicants. Please review the RFP for 2022-2025 to determine if your organization would be a good fit.
- 129.** Is past success as an OFCY funded program considered when reviewing applications?
- a. Yes, it will be a consideration.
- 130.** Why are organizations, if awarded funding, required to reapply each year instead of funding being secure for 3 years?
- a. Organizations are not required to reapply annually. Funding for year two and three will be renewed based on satisfactory program and contractual performance.
- 131.** Scoring questions: Do you have additional criteria specific to the scoring of categories that would give us a clearer indication what is included in the points counting in each category? Eg what would get full points vs partial points? Do you weight quantitative elements more than qualitative?
- a. No further criteria will be provided other than RFP p21: Reviewer Scoring of Proposals for information.
- 132.** During the last RFP we were told we needed to get consent from our program participants/families for sharing their demographic info with City of Oakland if we receive funding. Is that required this year?
- a. Yes. Having client consent for their participation is required. RFP p 13 states "If awarded OFCY funding, programs will be required to enroll all clients into on online Grant Management System. Participants will be required to provide First Name, Last Name, Date of Birth, Gender Identity, Race/Ethnicity, and Zip code. Enrolled clients and their legal guardians are required to a consent giving consent to being entered and their participation tracked in the Grant Management System."
- 133.** Scoring question: Do you have any suggestion of # of participants or participant hours that make a proposal competitive?

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- a. No, this should be based on your program's capacity and design.
- 134.** RFP Priority of affect - Which would be a higher priority for a grant - Childhood obesity prevention or improving behavioral health relating to new covid realities?
 - a. Please see the strategies for which you are applying for its intended impacts and outcomes.
- 135.** How does the \$18 million annually compare to the last funding cycle?
 - a. In the current OFCY FY2019-2022 grant cycle, OFCY grants totaled \$19.8M in FY19-20, \$18.1M in FY20-21 and \$17.6M in FY21-22.

STRESSOR MAP

- 136.** Do you have a version of stressor map with an overlay of school locations?
 - a. No.
- 137.** How are we to interpret the Oakland Stressor map? Are the parts on the map that are more saturated (redder) more or less of a priority?
 - a. The darker red areas are deemed to be more "stressed". Please visit the interactive map at <https://public.tableau.com/app/profile/rda2020/viz/2019OaklandStressorsIndexRDA/2019> or more information.
- 138.** Is the Oakland Stressor map being used to prioritize resources based on where the school is located or where the students that attend the school are coming from? I am thinking of a school like Skyline that is located in the hills but has many students that do not live in that area. Same with Oakland Tech, which has many students coming from West Oakland.
 - a. Both the service location and participant residences will be considered.

COVID-19

- 139.** What kind of flexibility does OFCY give service providers when disasters like COVID-19 occur and disrupt programming and/or the health and safety of youth and providers would be put in danger by continued programming?
 - a. OFCY has been flexible with current grantees' scopes of work during this unprecedented pandemic and recognizes that all applicants are facing the similar sets of challenges.
- 140.** How should we best project numbers for hours and clients served while still in the COVID landscape? School sites still have restrictions about nonstudents on campus which will impact numbers, as well as the virtual service delivery impact on numbers served.
 - a. Base your projections on your best estimate for how programming will take place starting next Fiscal Year 2022-2023
- 141.** Scope of Work: The RFP says that 'Failure to provide these services may result in reduced payments or suspension of payment' – what if COVID impacts our services?
 - a. OFCY has been flexible with current grantees' scopes of work during this unprecedented pandemic. At this stage in the pandemic, OFCY expects that programs will have COVID contingencies addressed in their program design.