



OFFICE OF THE CITY ADMINISTRATOR

Jestin Johnson, City Administrator

OAKLAND FUND FOR CHILDREN AND YOUTH

**Human Services Department
Children and Youth Services Division**

REQUEST FOR PROPOSALS (RFP)

For Children, Youth, and Family Services

Fiscal Years 2026 – 2028

RFP released: Friday, October 24, 2025, at 8:00 am

Pre-Proposal Conference: Thursday, October 30, 2025, 11:00 am – 12:30 pm

Question Period ends: Friday, November 7, 2025, at 5:00 pm

Applications due: Friday, December 12, 2025, at 11:59 pm



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Overview

The Oakland Fund for Children and Youth (OFCY) was established in November 1996 by a voter approved ballot measure. In March 2020, the Oakland City Council adopted an amendment ([Ordinance No. 13588 C.M.S](#)) approving the extension of OFCY for an additional twelve years (July 1, 2021 – June 30, 2033).

The legislation requires that 3% of the City's actual unrestricted General-Purpose Fund is appropriated to Kids First! Oakland Children's Fund. 90% of the fund is available for grants. The OFCY Three-Year Strategic Investment Plan (SIP) outlines how funds should be distributed to meet the four OFCY foundational goals:

1. Support the healthy development of young children
2. Help children and youth succeed in school and graduate high school
3. Prevent and reduce violence, crime and gang involvement among children and youth
4. Help youth transition to a productive adulthood

City Council adopted OFCY's Three-Year Strategic Investment Plan (SIP) for Fiscal Years 2025–2028 through [Resolution No. 90580 C.M.S.](#) on December 17, 2024.

Using Oakland's demographic data and a community needs assessment, the SIP outlines priorities, estimated funding allocations, focus populations, strategies, and intended outcomes for grant making. The SIP also explains how each funding strategy aligns with other public and private resources to maximize service performance and positive outcomes for youth. The SIP is available on OFCY's website here: www.ofcy.org/strategic-planning/strategic-plan/.

For the FY 2026-2028 funding cycle, eight Funding Strategies were identified to support the four OFCY foundation goals:



Strategy 1: Family Resource Centers & Parent Engagement

Strategy 2: Elementary School-Based Expanded Learning

Strategy 3: Middle School-Based Expanded Learning

Strategy 4: Youth Development & Leadership

Strategy 5: Career Access & Employment

Strategy 6: Youth Summer Jobs/Mayor's Summer Youth Employment Program

Strategy 7: Independent Living

Strategy 8: Placed-Based Innovations for Safety

OFCY is committed to furthering the goals of equitable delivery service. As outlined in the City of [Oakland's Municipal code 2.29.170.1](#), *"the City of Oakland will intentionally integrate, on a Citywide basis, the principle of 'fair and just' in all the City does in order to achieve equitable opportunities for all people and communities"* ([Ordinance 14-0457, OMC](#)). [Administrative Instruction 580](#) clarifies roles and responsibilities for City Departments and staff to implement the Department of Race and Equity's goals.

Embracing a data driven and outcome focused approach, OFCY funding is intentionally structured to address systemic gaps by investing in communities that have experienced chronic and historic divestment. Recognizing that inequities are deeply rooted and persistent, OFCY prioritizes greater investment in programs that serve those furthest removed from access to power and resources. This RFP aims to fund programs located in neighborhoods identified as "highest" or "high" priority by [the City of Oakland Department of Transportation Geographic Equity Toolbox](#).

OFCY will continue to build on the previous work that culminated in the OFCY 2024 Community Needs Assessment and Racial Equity Analysis Report to channel funds to programs that support the specific needs and experiences of youth – especially those facing the most exorbitant challenges. These include:

- Transition Age Youth disconnected from school and/or work
- Youth in the Child Welfare system and/or Juvenile Justice system
- Children and youth experiencing homelessness
- Children and youth with disabilities
- Newcomer and immigrant children, youth, and their families
- LGBTQ+ children and youth
- Youth with past or current experience with Commercial Sexual Exploitation (CSE).



Timeline and Key Dates

Timeline and key dates are tentative and subject to change.

Step	Date
Request for Proposals (RFP) Released	October 24, 2025
Technical Assistance by E-mail Available	October 24 – November 7, 2025
Pre-Proposal Conference	October 30, 2025, 11:00 am – 12:30 pm Registration link: https://oaklandca.zoom.us/webinar/register/WN_ZffpfM8pQ-iWFmLDUIBz7A
Technical Assistance Workshops: Applying Online	November 7, 2025. 10:00 am – 11:30 am November 12, 2025. 2:00 pm – 3:30 pm November 19, 2025, 10:00 am – 11:30 am December 4, 2025. 10:00 am – 11:30 am
Questions Due:	November 7, 2025, 5:00 pm
Applications Deadline: Proposals Due	December 12, 2025, by 11:59 pm
Proposal Review	January 2026
POC Recommendations for Funding Made	March 2026
Programs Recommended for Funding Emailed	April 2026
City Council Approval	May 2026
Contracting and Negotiations Begins	June 2026
Program Year/ Contract Begins	July 1, 2026 (June 1, 2026, for Summer Service Term)



Submission Information

Cityspan

All RFP proposals must be submitted through Cityspan at <https://ofcyrfp.cityspan.com>.

iSupplier

Though the submissions will be accepted through Cityspan, the City of Oakland **requires** that all applicants still register in iSupplier.

All proposals from applicants not registered in iSupplier at the time of submission will be considered incomplete and therefore rejected.

Link to iSupplier registration: <https://www.oaklandca.gov/services/register-with-isupplier>

Update your agency's primary email address and contact information regularly and periodically. Confirm that the "Products and Services" section fully represents the scope of products and services provided. If you have any questions, please email isupplier@oaklandca.gov.

New registrants can email isupplier@oaklandca.gov for registration instructions.

RFP Addendum- 1: Question-and-Answer Document

The City of Oakland Contract Administration Division defines the traditional Question-and-Answer document provided to grantees as an addendum to the Request for Proposals (RFP).

As such, this addendum must be acknowledged by the applicant for a submission to be complete. ***The Contract Administration Unit will reject all applications that have not signed and acknowledged this addendum.*** The addendum will be published in Cityspan after the close of the Question submission period on Friday, November 7, 2025, at 5:00 pm. **Once published, all applicants will be able to access and sign the addendum so they can submit their complete proposal.**



Contact Information

Questions regarding the contents of this RFP should be directed to the Contract Administration Division: contractadmin@oaklandca.gov.

I. SCOPE OF SERVICES

The City releases the 2026-2028 Request for Proposals (RFP) to solicit program proposals from non-profit organizations and public agencies to provide services to children, youth, and their families in Oakland.

OFCY will fund programs that are prevention and early intervention oriented. Programs should be culturally responsive, age-appropriate, and child, youth, and family-centered. Investments are designed to support all children in Oakland, particularly those who experience the greatest disparities in the city.

Funding Term and Availability

Through this RFP, OFCY intends to award agencies a two-year grant cycle and may extend the grant cycle for additional fiscal years based on annual fund balance, satisfactory evaluation, grant monitoring, program administration, and overall grant performance, subject to approval by the Planning and Oversight Committee and the Oakland Kids First Fund.

- Summer programs will be offered Summer 2026 and Summer 2027 with the program period beginning June 1st and ending September 30th.
- Year-Round programming will be offered from July 1, 2026, to June 30, 2027, and from July 1, 2027, to June 30, 2028.
- The City reserves the right to modify the grant period and/or extend the grant terms, subject to the requirements of the Oakland Kids First Fund.



Total OFCY Funding Availability for Fiscal Years 2026 - 2028

In FY 2025-2026, an estimated \$22 million has been allocated to Kids First! Oakland Children's Fund, of which 90%, or an **estimated maximum of \$20 million**, must be used for grants to programs providing direct services to children, youth, and their families.

The following table provides a summary of projected allocations across each funding strategy, based on an estimated \$20 million available annually in grant funding for FY 2026-2027 and FY 2027-2028.

Funding Strategy	Projected Funding Allocation	Age Group Served
Strategy 1: Family Resource Centers & Parent Engagement	8% - 13%	Ages 0 - 5
Strategy 2: Elementary School-Based Expanded Learning	8% - 13%	Elementary school age
Strategy 3: Middle School-Based Expanded Learning	10% - 15%	Middle school age
Strategy 4: Youth Development & Leadership	30% - 35%	Middle & high school age
Strategy 5: Career Access & Employment	12% - 17%	Ages 15 - 21
Strategy 6: Youth Summer Jobs / Mayor's Summer Youth Employment Program	6% - 11%	Ages 14 - 21
Strategy 7: Independent Living	3% - 8%	Ages 15 - 21
Strategy 8: Placed Based Innovations for Safety	10% - 15%	Middle, high school, and TAY age



Program Descriptions by Strategies

Strategy 1: Family Resource Centers and Parent Engagement

This funding strategy supports Family Resource Centers (FRCs) and other family engagement programs that build caregivers' knowledge and skills about early childhood development and increase their involvement as their children's "first teachers." Programs support early learning through playgroups and parent/caregiver workshops, offer opportunities for engagement in their local community and neighborhood, and connect families to services that help them thrive. Programs supported by this strategy may be provided in the community, at home, or at existing FRCs. Services must be culturally specific and appropriate for the communities that are most in need of access to these types of parent/caregiver support services. Programs will serve communities in which young children are less likely to enroll in preschool or have disproportionately low kindergarten readiness scores.

OFCY has identified the following intended outcomes and impact:

- Improved access to culturally sensitive, trauma-informed family support services for families with young children
- Increased parent/caregiver confidence, leadership, and knowledge of early childhood development
- Increased parent/caregiver abilities to help children and families experiencing stress, developmental challenges, or other issues
- Improved parent/caregiver knowledge of and access to early childcare and education resources for their children
- Families of young children can access family resource centers in their local communities

Agencies that offer the following programming are encouraged to apply:

- Linguistically and culturally relevant family support
- Resource navigation
- Peer support groups
- Parenting workshops
- Play and learn groups
- Basic needs distribution
- Economic supports and services
- Child & family friendly events or activities

Priority Population & Geography

- Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).
- Children ages 0-5
- Parents, caregivers, and youth who have children ages 0-5 in their families





Strategy 2: Elementary School-Based Expanded Learning

The Elementary School-Based Expanded Learning strategy aims to support student success in elementary school. Under this strategy, school-based afterschool and summer programming will be provided at OUSD elementary schools where most students qualify for a free/reduced lunch. OFCY and OUSD have a longstanding Oakland Expanded Learning partnership that has created access to free school-based afterschool and summer programs for families whose children attend Title 1 schools. This strategy funds programs providing extended learning days for elementary school students that offer a variety of diverse academic and enrichment programs.

OFCY has identified the following intended outcomes and impact:

- Increased access to safe places and spaces at school
- Increased access to arts, enrichment, athletics, recreation, and cultural activities at school
- Increased sense of belonging and trust with caring adults
- Increased connection to and engagement with school
- Every child living in Oakland has access to free school-based after-school programs in elementary school.

Agencies that offer the following programming are encouraged to apply:

Elementary school-based expanded learning programming that include one or more of the following activities:

- Arts
- Enrichment
- Athletics
- Recreation
- Academic support
- Mentoring
- Social emotional learning
- Culturally specific programming

Priority Population & Geography

- Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).
- Elementary school age youth



Strategy 3: Middle School-Based Expanded Learning

The Middle School-Based Expanded Learning strategy aims to support student success in middle school. Under this strategy, school-based afterschool and summer programming will be provided at OUSD middle schools where most students qualify for a free/reduced lunch. OFCY and OUSD have a longstanding Oakland Expanded Learning partnership that has created access to free school-based afterschool and summer programs for families whose children attend Title 1 schools. This strategy funds programs providing extended learning days for middle school students that offer a variety of diverse academic and enrichment programs.

OFCY has identified the following intended outcomes and impact:

- Increased access to safe places and spaces at school
- Increased access to arts, enrichment, athletics, recreation, and cultural activities at school
- Increased sense of belonging and trust with caring adults
- Increased connection to and engagement with school

- Every child living in Oakland has access to free school-based after-school programs in middle school.

Agencies that offer the following programming are encouraged to apply:

Middle school-based expanded learning programming that includes one or more of the following activities:

- Arts
- Enrichment
- Athletics
- Recreation
- Academic support
- Mentoring
- Social emotional learning
- Culturally specific programming

Priority Population & Geography

- Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).
- Middle school age youth





Strategy 4: Youth Development and Leadership

This strategy ensures access to free, community-based and culturally relevant enrichment, recreation and leadership development opportunities for middle and high school-aged youth. This strategy will support organizations that offer year-round or summer-specific programs in community-based settings. Funded programs can also host youth and family-friendly events that celebrate young people, foster spaces for joy and fun, and create a sense of belonging.

OFCY has identified the following intended outcomes and impact:

- Expanded access to leadership and enrichment opportunities for youth
- Increased affinity for community building, cultural awareness, leadership, and recreation
- Increased sense of self, belonging, connectedness, and community
- Youth living in East Oakland, Fruitvale, and West Oakland have access to free, high quality youth development programs in the summer and year-round

Agencies that offer the following programing are encouraged to apply:

- Recreation
- Athletics
- Arts
- Culturally specific programming
- Leadership development
- Youth-led and youth-focused programming
- Youth and family friendly events
- Scholarships or subsidies to summer or year-round programs offered through OPRYD

Priority Population & Geography

- Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).
- Middle and high school age youth



Strategy 5: Career Access & Employment

This funding strategy supports employment programming for youth ages 15-21. Programming focuses on connecting youth to job training, employment, and internships. In addition, funded programs should provide wraparound support services to reconnect youth by addressing barriers such as housing instability, immediate financial needs, family, system involvement, and mental health and substance dependency.

OFCY has identified the following intended outcomes and impact:

- Increased experience and awareness of job and career options for youth
- Increased numbers of youth in Oakland who have paid work experiences
- Increased youth knowledge and comfort with basic life skills
- Increased youth confidence that they can be self-sufficient as they transition to adulthood
- Improved financial stability for youth
- Youth living in East Oakland, Fruitvale, and West Oakland have increased access to paid work opportunities and jobs.

Agencies that offer the following programing are encouraged to apply:

- Comprehensive, supported work experiences (apprenticeships, subsidized employment, internships, and direct job placement).
- Pre-employment and life skills training
- Wrap-around supportive services to address broad personal needs to help youth engage in school and work, including mental health, substance abuse, legal services, family services, financial assistance, housing assistance, and academic guidance.
- Programs that teach youth the academic and employment skills needed for careers or professions explored.
- Financial literacy and financial access.

Priority Population & Geography

- Youth ages 15-21
- Youth who are disconnected from school and employment
- Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).





Strategy 6: Youth Summer Jobs (Mayor's Summer Youth Employment Program – MSYEP): OFCY Inter-Department Collaboration

The Mayor's Summer Youth Employment Program (MSYEP) is administered through a partnership between OFCY, the Oakland Workforce Development Board (OWDB), and the Oakland Children's Initiative (OCI). OWDB will execute the grants for awarded proposal respondents under this strategy.

The MSYEP provides youth ages 14-21 with first job experience. Funded programs provide job readiness training, up to 100 hours of paid (no less than minimum wage) work experience, and financial literacy support. Programs should deliver high-quality work experiences for youth that build their experience and knowledge of possible careers and industries. Given the dramatic disparities that exist between different neighborhoods, MSYEP will fund programs using a place-based approach to ensure that resources are reaching the target populations.

Investments are directed to the neighborhoods and schools where these youth live and attend.

OFCY has identified the following intended outcomes and impact:

- Increased number of youth in Oakland who participate in summer jobs and gain first time work experience
- Increased experience and awareness of job and career options for youth
- Improved financial stability for youth
- Youth living in East Oakland, Fruitvale, and West Oakland have increased access to paid work opportunities and jobs over the summer

Agencies that offer the following programing are encouraged to apply:

- 100 hours of paid work experience during summer months.
- Pre-employment / job readiness and soft skills training
- Financial literacy and financial access.
- Career and workplace exposure through job-shadowing or on-the-job experience.
- Exposure to priority industries identified by OWDB, including climate sector, construction, creative economy, information technology, healthcare, and transportation logistics.
- Programs that teach youth the academic and employment skills needed for careers or professions explored.

Priority Population & Geography

- Oakland youth ages 14-21
- Youth living in East Oakland, Fruitvale, and West Oakland



Strategy 7: Independent Living

This strategy funds programs to increase young people's sense of connection to caring adults and resources they need to live independently. Programs should offer referral pathways for young people to receive career access and employment services and create supportive adult and/or peer connections for young people. Programs may offer basic income support or other incentives that increase youth access to income, establish a financial safety net, and promote retention in the programs.



OFCY has identified the following intended outcomes and impact:

- Increased experience with and awareness of job and career options for youth
- Increased youth knowledge of and comfort with basic life skills
- Increased youth confidence that they can be self-sufficient as they transition to adulthood
- Improved financial stability for youth through wages, incentives, and basic income supports
- Youth have increased access to income, benefits, and supportive services

Agencies that offer the following programing are encouraged to apply:

- Financial education and literacy
- Mentoring
- Life skills
- Training and education
- Basic income support
- Navigation of services and public benefits

Priority Population & Geography

- Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).
- Youth ages 15-21 seeking financial stability
- Youth disconnected from school and employment
- Youth who may be at various stages of employment, including youth who are unemployed/seeking employment, or underemployed
- Newcomer and immigrant youth
- Youth who have been impacted by the foster care and/or criminal justice systems
- Children and youth experiencing homelessness
- Children and youth with previous or current experience of commercial sexual exploitation (CSE)



Strategy 8: Place-Based Innovations for Youth Safety

This strategy will fund summer and year-round comprehensive programs that promote safety, social cohesion, and belonging for young people and families in specific neighborhoods. Funded pilots will focus on one of two target populations: youth who are at risk of future involvement in criminal activity or families with children who live in neighborhoods experiencing disparate rates of community violence or crime.

Funded programs will offer prevention and early intervention supports to youth who are demonstrating early warning indicators of further involvement in groups, gangs, gender-based violence, commercial sexual exploitation, and other community violence. Programs will implement community-based, culturally competent mentoring, life coaching or other early interventions to help young people build prosocial relationships with peers and caring adults, access employment and educational opportunities, and avoid future criminal justice system involvement.



OFCY has identified the following intended outcomes and impact:

- Youth reduce risk behaviors related to violence
- Youth and families have safe, youth-friendly spaces to play, celebrate, connect, and have fun
- Youth feel an increased sense of belonging and safety in their communities
- Youth demonstrating early warning indicators have improved engagement in school, work, and community activities

Agencies that offer the following programing are encouraged to apply:

- Early intervention and prevention programming
- Youth life coaching
- Basic income supports and incentives
- Mentoring
- Family support
- Social emotional learning and mental health

Priority Population & Geography

- Programs located in neighborhoods listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).
- Youth who are at risk of future involvement in criminal activity
- Children and youth with previous or current experience of commercial sexual exploitation (CSE)
- Families with children who live in neighborhoods experiencing disparate rates of community violence or crime
- Middle school, high school, and transition-age youth





II. PROPOSAL INSTRUCTIONS

Application Guidance

Eligibility

An applicant must be either a non-profit agency or a public agency. **For-profit agencies are not eligible for funding.**

Non-profit agencies that cannot meet the City's contracting requirements must apply using a fiscal sponsor. The fiscal sponsor is the presumed applicant and, if a grant is awarded, the organization that contracts with the City of Oakland.

Government agencies, including City of Oakland departments and Oakland Unified School District programs, must apply on their own behalf and may not use a fiscal sponsor.

Eligible organizations 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.

Type of Applicants

OFCY will accept three types of applicants: **Single Agency**, **Collaborative**, and **Small & Emerging**.

Single Agency Applicant

A Single Agency Applicant is an individual agency seeking to apply for OFCY funding and contract with the City of Oakland. The Single Agency applicant shall receive the majority of funds requested through the application and provide the majority of direct services. A Single Agency Applicant may use subcontractors for a portion of the proposed work and must have the fiscal and management capacity to support subcontractors by issuing payments in a timely and professional manner. Applicants in this category have an annual organizational budget over \$500,000.



Collaborative Agencies Applicant

A Collaborative Applicant must consist of three or more agencies, each contributing substantial participation toward a mutual goal and receiving OFCY funds. Substantial participation includes providing direct services, planning and coordinating services, and having equal partnership in decision making around program design and implementation. To create parity and fairness within the collaborative, no one agency should receive more than sixty percent (60%) of the funding.

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. OFCY will not consider lead agencies that act simply as a fiscal pass through – the lead agency must provide direct services as part of the collaboration.

Small and Emerging Agency Applicant

The Small and Emerging designation focuses on smaller and emerging agencies. Agencies are designated as Small and Emerging if the annual organizational budget is under \$500,000.

If the agency cannot meet the City's contract requirements, it must apply using a fiscal sponsor. Small and Emerging agencies that *do* have non-profit status may still choose to use a fiscal sponsor. **An organization designated as Small and Emerging may choose to apply as a Single Agency applicant.** However, the applicant must follow all the requirements of Single Agency applicants, including the audited financial statements requirement (see Audited Financial Statement Requirement section below).

Number of Applications

Applicants may submit more than one proposal to a strategy for distinct and substantially different programs operated by the agency. **Applicants may not receive funds as Single Agency and as part of a Collaborative for the same program and set of services.** Distinct and substantially different programming is defined as having a different program design, staffing, program location, or target population receiving services.

Example: Agency ABC operates multiple programs for children and youth in Oakland. Agency ABC submits one proposal for a Family Resource Center program in East Oakland for youth ages 0-3 and a second proposal to support youth ages 5-12 through an elementary school expanded learning program. Agency ABC has two distinct and substantially different programs and can submit two applications.

Agency XYZ provides leadership and development in Oakland to teens ages 14-18 on Wednesdays and Saturdays at their community site. Agency XYZ submits one proposal to OFCY leadership and development services on Wednesdays, and a second proposal for leadership and development services on Saturday. Both programs propose to serve the same group of youth, within a shared program model, and would not be considered distinct and substantially different.



Narrative

Tip: OFCY recommends that programs first draft in a word processing document and cut and paste completed responses into the Cityspan system. Be sure to review your submissions in Cityspan for accuracy, formatting, and character spacing.

Agency History and Capacity (15 points)

Narrative Questions	Completed
<ul style="list-style-type: none"> Describe your agency's experience providing direct services for children, youth, and their families in Oakland, including pertinent history and accomplishments. (2,000 characters limit). 	
<ul style="list-style-type: none"> Describe your agency's senior leadership and management, and the role of the board of directors (2,000-character limit). 	
<ul style="list-style-type: none"> <i>For Applicants with Fiscal Sponsors only:</i> Describe the relationship between the proposed program and the fiscal sponsor agency, and the roles of both in the success of the proposed program (2,000 characters limit). 	

Population and Geography (20 points)

Narrative Questions	Completed
<ul style="list-style-type: none"> Describe the population that will be served in your program. What is your experience working with your target population? (2,000-character limit). 	
<ul style="list-style-type: none"> Briefly describe your methods of outreach to the community you propose to serve. (1,000-character limit). 	
<ul style="list-style-type: none"> Describe how you plan to engage and retain participants. Describe the average length of time that your population participates in the program. (2,000-character limit). 	
<ul style="list-style-type: none"> Explain how you have determined the needs and priorities of the neighborhood and community/focus population you propose to serve. What strengths, resources, and assets within the community and among your focus population can be leveraged to support them? Please describe how you know this information. (2,000-character limit) 	

Program Design (25 points)

Narrative Questions	Completed
<ul style="list-style-type: none"> Provide a brief, high-level summary of your program. The summary should include the number of participants served, who will be served, the type of services, duration, location, and goal. This Program Summary will be used to describe the proposed program throughout the review process. (600-character limit). 	
<ul style="list-style-type: none"> Describe the program and proposed services. Provide information on the program design, type of services, and how services will be delivered. (6,000-character limit). 	
<ul style="list-style-type: none"> Describe how the program aligns with the funding strategy selected. In what ways are the services designed to implement the goals and outcomes outlined within the funding strategy? (2,000-character limit). 	
<ul style="list-style-type: none"> Provide information on the program partners you collaborate with to wholistically support the children, youth, and their families participating in your program. (2,000-character limit). 	

Outcomes – Results Based Accountability – Is Any One Better Off? (5 points)

Narrative Questions	Completed
<ul style="list-style-type: none"> Based on your program design, select all that apply (with a minimum of two) of the following outcome measurement categories that apply to your program. <i>[select from the dropdown options within Cityspan]</i> 	
<ul style="list-style-type: none"> Briefly describe why you selected the outcome measurement categories above. (1,000-character limit). 	
<ul style="list-style-type: none"> Please describe how your agency is well positioned to capture, compile, and report on OFCY - identified outcomes. Demonstrate your capacity to deliver, collect and report on the data we are requesting. (2,000-character limit). 	
<ul style="list-style-type: none"> By checking the box below, you acknowledge that if awarded, you will work with OFCY and a third-party evaluator to finalize outcomes data points you will be required to report. <i>[Checkbox]</i> 	
<ul style="list-style-type: none"> Do you collect outcomes for other funders for delivery of this program? <i>[Select Yes or No]</i> If yes, can you provide them below? 	

Staffing Experience and Qualifications (15 points)

Narrative Questions	Completed
<ul style="list-style-type: none"> Describe the key program staff that are responsible for delivering the direct services. Describe key duties and roles and time devoted to the proposed program. Include information on staff experience, community connections, and cultural competence. (2,000-character limit). 	
<ul style="list-style-type: none"> Describe the key knowledge, skills, and abilities possessed by your staff or needed in the roles for your program to be successful. How does your agency support staff to acquire and develop their knowledge, skills and abilities? (2,000-character limit). 	

Budget (20 points)

Narrative Questions	Completed
<ul style="list-style-type: none"> What were the total program expenses in the most recently completed calendar or fiscal year? 	
<ul style="list-style-type: none"> Describe additional funding sources, matching funds and other contributions that support the program. (1,000 Character Limit). 	
<ul style="list-style-type: none"> Explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design. Include funding for basic needs, incentives, stipends, and/or wages for program participants (2,500 Character Limit). 	
<ul style="list-style-type: none"> If programs collect fees: Describe your fee structure, estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee. (2,000 Character Limit). 	
<ul style="list-style-type: none"> Describe how your organization ensures long-term financial and organizational stability in areas <i>(such as program continuity, staff and leadership transitions, and community partnerships)</i> to maintain program impact beyond the scope of this grant. If not awarded funding in this upcoming grant cycle, what would be the impact to current programming? (3,000-character limit). 	





III. PROPOSAL INSTRUCTIONS AND SUBMISSION GUIDANCE

Proposal Submission and Deadline

Drafting a proposal before the Question-and-Answer document generated from the Pre-Proposal Conference is published may result in missing important information that could affect your responses. **OFCY requires that you review and sign the Question-and-Answer document prior to submitting your proposal.** The Question-and-Answer document will be considered Addendum-1 for the RFP.

Proposals will be accepted through Friday, December 12, 2025. Proposals are due by 11:59 pm Pacific Standard Time (PST).

All proposals must be submitted via Cityspan at <https://ofcyrfp.cityspan.com>.

Proposals that are mailed, e-mailed, or faxed will not be accepted. Proposals not received by the Proposal Submittal Deadline are late and will not be considered responsive to this RFP.

Pre-Proposal Conference

OFCY will hold a voluntary Pre-Proposal Conference on Thursday, October 30, 2025: 11:00 am to 12:30 pm to provide information and guidance. Topics to be discussed at this meeting include proposal overview, application process, selection process and timeline, and the City of Oakland Contract requirements.

All potential applicants are strongly encouraged to attend. The meeting will take place virtually via the Zoom webinar platform. Applicants must register in advance at https://oaklandca.zoom.us/webinar/register/WN_ZffpfM8pQ-iWFmLDUIBz7A to receive the webinar link information.

The meeting will be recorded and made available on <https://www.ofcy.org/rfp/>.

Technical Assistance: Questions via Email

Respondents may request clarification or ask questions about this RFP by emailing contractadmin@oaklandca.gov. The Contract Administration Division will respond to all questions and will consult with OFCY staff as needed. **City will receive questions through Friday November 7, 2025, at 5:00 pm.** The City will only take questions submitted by email through this email address: no phone or



in-person technical assistance will be provided. All questions will be answered directly.

Responses will also be publicly posted on <https://www.ofcy.org/rfp/>.

The Question-and-Answer document (Addendum-1) is intended to help applicants answer questions about eligibility, funding parameters, and required information and documents. The assistance is not intended to provide professional advice on program design, feasibility, or other program development and implementation issues.

Technical Assistance: Applying Online

OFCY will also offer four optional training workshops to help prospective applicants navigate the online Cityspan RFP system and answer questions related to the online application process. Workshops will take place virtually via Zoom platform. Applicants must register in advance for the training workshops.

- Friday, November 7, 2025: 10:00 am to 11:30 am
Registration link:
<https://oaklandca.zoom.us/j/85237658628?pwd=MRrLaUdLQR7mTHbxVnEZaCpF9OGeGG.1>
- Wednesday, November 12, 2025: 2:00 pm to 3:30 pm
Registration link:
<https://oaklandca.zoom.us/j/83420671524?pwd=RIswYKXr4mE4dKlErWw9VW0bLlXyHT.1>
- Wednesday, November 19, 2025: 10:00 am to 11:30 am
Registration link:
<https://oaklandca.zoom.us/j/81431087236?pwd=1MoMIF6mUmLFRLOfz7ibtBKbxM4Pno.1>
- Wednesday, December 4, 2025: 10:00 am to 11:30 am
Registration link:
<https://oaklandca.zoom.us/j/84517771707?pwd=HGhzvaVaEcdWX7OBNoJXhMIZa98IK8.1>



Applying for Funding: Proposal Instructions

The OFCY application process is administered entirely online through the Cityspan data management system. All proposals must be submitted through Cityspan to be considered for funding.

There are ten steps for the online application:

- **Step 1: Registration and Login:** create a Cityspan account for your agency.
- **Step 2: Agency Information:** information specific to your agency.
- **Step 3: Program Information:** program name and funding strategy.
- **Step 4: Population and Geography:** demographic estimates and location of services.
- **Step 5: Program Design:** proposed activities and services.
- **Step 6: Outcomes:** intended positive program impact for participants.
- **Step 7: Staffing Experience and Qualifications:** key staff leading direct services.
- **Step 8: Program Budget:** for costs of services in the first fiscal year.
- **Step 9: Uploads:** LOAs or MOUs for partnerships and City- required schedules: Schedule N, Schedule N-1, and Schedule Q
- **Step 10: Proposal Signoff:** verify information and final submission of proposal.

Applicants must complete their **Registration, Agency Information** and the **Program Information** sections identifying their program name and selected funding strategy to access the remaining sections of the RFP.

The **Population and Geography, Program Design, Outcomes, Staffing Experience and Qualifications** and **Program Budget** sections can be entered into and saved in any order you choose. You must complete the **Uploads, Contract Documents** and **Proposal Signoff** sections last.



You may enter your application over multiple sessions. Remember to save often and log out when you have finished a session. Cityspan will log you out automatically after 90 minutes of inactivity. All changes that have not been saved when logging out will be lost.

Applicants will 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.

Contact the Cityspan Help Desk at 1-866-469-6884 for all technical issues and questions regarding the online application system. Cityspan Help Desk is available Monday through Friday, 8:00 am to 5:00 pm PST.

Step 1: Registration and Login

Registering

Register for an OFCY RFP account at <https://ofcyrfp.cityspan.com>. All applicants must create a new RFP account, even if your agency has applied in the past, currently receives funds from OFCY, or uses the Cityspan system for grant management.

Applicants will create a unique username and password for their agency. You will only need to create one username and account for your agency, even if your agency is submitting multiple proposals. To create an account for your agency, you must provide the organization's name, primary agency contact, and the organization's tax identification number.

The single user account should be shared between all users at your agency involved in the online application process. If multiple staff at your agency will work on proposals, please enter a password you are comfortable sharing.

Logging In

Log in to the OFCY RFP system at <https://ofcyrfp.cityspan.com>. Provide your username and password to enter the Cityspan application system.

If you have forgotten your account information, call the Cityspan Help Desk for assistance at: 866-469-6884, Monday through Friday, 8:00 am to 5:00 pm PST.



Step 2: Agency Information

Begin your application by completing the **Agency Information** section. Organizations may submit one or more program proposals under their agency account and will complete the **Agency Information** section only once per organization.

To complete the **Agency Information**, provide information on your agency location, annual agency budget, primary agency funding, years in operation, executive leadership, and fiscal sponsorship (if applicable). Applicants will also provide narrative information on their agency's history, accomplishments, and key leadership.



Nonprofit agencies will be required to upload the following attachments:

- IRS Nonprofit Letter of Tax-Exempt Status
- Current Oakland Business Tax Certificate
- Most Current Filed IRS Form 990
- Organizational Budget- including revenues and expenses for current year
- Board of Directors Roster with affiliations, roles and terms

Note: If awarded funding, your agency must comply the [California Attorney General Charitable Trust](#) and the [Secretary of State](#) registration and reporting requirements as well as have a current [Oakland Business Tax Certificate](#) to contract with the City.

Fiscally sponsored initiatives must also upload the fiscal sponsor agreement with their fiscal sponsor and their fiscal sponsor's annual budget.

The audited financial statements are also included in this section. Applicants are expected to acknowledge the OFCY audit policy and upload the appropriate audit documentation based on the guidance provided below in the **Audited Financial Statements Requirement** section.

Once you have submitted the **Agency Information** section, you can start one or more program proposals by clicking “**Add New Proposal**” button.

Step 3: Proposal Information

Enter the **Program Name** for the program you are applying for funding and select the appropriate strategy under which the proposal is being submitted for funding consideration. You must select a **funding strategy** and submit the Proposal Information to be able to access the remaining sections of the application. You will also select if your Program Service Term is Summer (June 1, 2026 – September 30, 2026) or Year-round (July 1, 2026 – June 30, 2027).

Identify the main contact person for your proposal. **Be sure that the main contact person is someone in your agency that can be responsive to OFCY during the review and selection process.**



Step 4: Population and Geography

Estimate the **total number of individuals** served using the funding provided to this program, including estimated demographic data. Only provide estimates for participants that would receive direct services through programming funded by the OFCY grant award.

Enter information on the program's **service site(s)**, providing the location name, address, and location type. Applicants only need to provide service site information for their primary locations (not for field trips or other similar activities).

Applicants will be asked to provide narrative responses about who will be served in the program, the applicant's experience serving the population, and knowledge of the community and area where programming will take place.

If awarded OFCY funding, programs will be required to enroll all participants into Cityspan. 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 give consent to being entered and their participation tracked in Cityspan.

Note: Cityspan has configured the OFCY Grants Management System to prohibit City of Oakland staff and contracted evaluators from accessing personally identifiable information about the youth and adults served by OFCY programs. Participant information will be protected by Cityspan and the City of Oakland data security and participant confidentiality protocols.

Step 5: Program Design

In the **Program Design** section, you will provide a high-level overview of program services and a detailed narrative description of services offered. In the **Service Intensity** section, you will estimate the number of participants that will receive the number of service hours using the hour-ranges provided. The total number of participants should equal the number entered as the projected Unduplicated Participants to be served in the **Populations and Geography** section.

Service Hours Projections will include a projection of the expected start and end dates, days of service, and estimated hours of average participation, including how you calculated the average hours of participation. 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.

Step 6: Outcomes

To measure and report on the impact of your program, OFCY has identified outcome measurement categories relevant for each funding strategy. The **Outcomes** section directs applicants to select all the outcome measurement categories that apply to your program, with **a minimum of at least two**. In this section, applicants will also include information on data collected and narrative responses on their plan to report out on outcomes.

The following outcome measurement categories will be listed for all Strategies:

- Outcome Measurement 1: Belonging, Community, and Support
- Outcome Measurement 2: Knowledge Acquisition & Skill Development
- Outcome Measurement 3: Connections and Access to Resources / Service Navigation Support
- Outcome Measurement 4: Leadership Development
- Outcome Measurement 5: Client Satisfaction
- Outcome Measurement 6: Engagement in School

There are also two strategy-specific outcome measurement categories:

- Outcome Measurement 7: Violence Prevention
- Outcome Measurement 8: Employment and Financial Stability

Outcome metrics that programs can select to demonstrate impact are listed below by Funding Strategy:

**STRATEGY 1: FAMILY
RESOURCE CENTERS &
PARENT ENGAGEMENT**

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Parent)
- Client Satisfaction
- Engagement in School (kindergarten readiness)
- Violence Prevention

**STRATEGY 2: ELEMENTARY
SCHOOL- BASED
EXPANDED LEARNING**

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Child)
- Client Satisfaction
- Engagement in School

**STRATEGY 3: MIDDLE
SCHOOL- BASED
EXPANDED LEARNING**

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Youth)
- Client Satisfaction
- Engagement in School

STRATEGY 4: YOUTH LEADERSHIP AND DEVELOPMENT

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Youth)
- Client Satisfaction
- Engagement in School (kindergarten readiness)
- Violence Prevention

STRATEGY 5: CAREER ACCESS AND EMPLOYMENT

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Youth)
- Client Satisfaction
- Engagement in School
- Employment and Financial Stability

STRATEGY 6: MAYOR'S SUMMER YOUTH EMPLOYMENT PROGRAM

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Youth)
- Client Satisfaction
- Engagement in School
- Employment and Financial Stability

STRATEGY 7: INDEPENDENT LIVING

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Youth)
- Client Satisfaction
- Engagement in School
- Violence Prevention
- Employment and Financial Stability

STRATEGY 8: PLACE-BASED INITIATIVES FOR YOUTH SAFETY

- Belonging, Community, and Support
- Knowledge Acquisition & Skill Development
- Connections and Access to Resources / Service Navigation Support
- Leadership Development (Youth)
- Client Satisfaction
- Engagement in School
- Violence Prevention



Step 7: Staffing Experience and Qualifications

Applicants will provide information on the key staff that will be delivering direct services and their qualifications. Applicants may upload resumes or job descriptions in this section. Applicants will provide narrative information on how their agency supports staff to develop and acquire the knowledge and skills necessary to be successful.

Step 8: Budget

The program budget should link the requested OFCY award amount with reasonable and justifiable expenses for staffing and program costs.

The proposed budget should reflect the anticipated program expenses for a single program service term. Year-round programs should submit a twelve-month budget covering the period from July 1, 2026, through June 30, 2027. Summer programs should submit a four-month budget covering June 1, 2026, through September 30, 2026. The submitted program service term budget will serve as the foundation for subsequent service terms in future fiscal years covered by this RFP.

This section also allows you to show the cost effectiveness of your program and demonstrate how you will leverage other funds to support the program. Applicants will provide a narrative justification for each line item in the program budget and will provide information on how funds requested are reasonable to support the proposed level of services.

Step 9: Uploads

Contracting Documents

Applicants are expected to upload required City of Oakland contract documents specified below. These schedules can also be accessed through links provided in Appendix B, C, and D.

The required Schedules are:

- Schedule N: Living Wage Declaration of Compliance
- Schedule N-1: Equal Benefits Ordinance
- Schedule Q: Required Insurance Coverage



Required Addendum

The RFP Question-and-Answer document is considered an official addendum (Addendum-1) to the original RFP document. The addendum will be available for download in Cityspan. **Once published, all applicants must download, review, sign, and upload the addendum to submit their complete proposal. All questions related to the Question-and-Answer document must be directed to ContractAdmin@oaklandca.gov.**

Letters of Agreement (LOA) or Memorandum of Understanding (MOU)

All LOAs/MOUs should provide clarity around roles and responsibilities including:

- Description of the nature, history and extent of the partnership including past successes and accomplishments of the partnership.
- Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.
- Any funds being exchanged.
- Signature of director level person or someone who has organizational authority to enter their respective organizations into an agreement.

A signed LOA/MOU is required for:

1. **Collaborative Partners** – for applicants applying as Collaboratives, a LOA/MOU is required to delineate roles, responsibilities, service delivery, joint decision-making and conflict resolution, funding and disbursement of funds, and other key elements of a successful working partnership.
2. An LOA/MOU with all **Subcontractors** listed in the budget must be uploaded.

A LOA is highly recommended, but not required, for all programs applying to provide services based at a school site. Upon award, OFCY will require documentation from school site leadership confirming the lead applicant is approved to operate at the school site.



A Letter of Agreement template is available in Cityspan (Appendix E).

Grantees may download, complete and send the LOA to the Expanded Learning Program Coordinator, Martha Pena, at martha.pena@ousd.org.

Any public-private partnerships, such as Alameda County First 5 or the City of Oakland Parks, Recreation & Youth Development, are also encouraged to submit a LOA.

Step 10: Proposal Signoff

In this section, you will attest that you have reviewed the required City ordinances, can comply with the City insurance requirement, that you are registered in iSupplier, and that you acknowledge the Question-and-Answer RFP Addendum document.

After all other forms are submitted, you can then access the **Proposal Signoff** form for the final confirmation of submission for your proposal. This field will be available only after the Question-and-Answer document (Addendum-1) is added to Cityspan.

Once you submit, you will not be able to edit any of your work. Unlike the other sections, you cannot unlock the Proposal Signoff once submitted.



IV. REVIEW PROCESS

General Information

1. All responses to the RFP become the property of the City and are public records pursuant to California Government Code, Sections 6254, et seq. and City of Oakland Sunshine Ordinance, [Oakland Municipal Code Chapter 2.20](#). The City shall disclose such documents and information upon request by any member of the public, absent a mandatory duty to withhold or a discretionary exemption that the City may choose to exercise.
2. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal.
3. The City reserves the right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to obtain further



information from applicants, and to waive any defects as to form or content of the RFP or any responses by any applicants.

4. The Fair Political Practices Act and/or California Government Code Section 1090 may prohibit the City from contracting with a service provider if the service provider or an employee, officer, or director of the service provider is a public official, elected official, employee, board member, or commission member of the City who will award or influence the awarding of the contract or otherwise participate in the making of the contract.

Rejection of Proposal Elements

The City reserves the right to reject any or all proposals, regardless of whether they meet minimum qualifications. Examples of reasons a proposal may be rejected include the following:

1. Proposal was received after designated due date and time.
2. Proposal does not contain the required elements or is not organized in the required format.
3. Proposal is not appropriately responsive to this RFP.
4. Required Addendum has not been acknowledged and signed.



Evaluation of Proposals

Proposals will be evaluated based on the following criteria, totaling 100 points:

1) Agency History & Capacity (15 points)

- Past, recently completed, or ongoing projects to substantiate experience.
- Demonstration of ability and experience in working with diverse communities and children, youth, and/or their families in Oakland.
- Leadership in staff and board of directors reflects the community and demonstrates sound foundation for administration, programming, and fiscal management.

2) Population & Geography (20 points)

- Program clearly connects to the community and target population.
- Program demonstrates understanding of neighborhood assets and challenges and how the environment impacts proposed services.
- Program operates in a neighborhood listed as “Highest” or “High” priority as defined by the [City of Oakland Department of Transportation Geographic Equity Toolbox](#).
- Program has a clear and realistic plan for engaging and retaining participants in programming.

3) Program Design (25 points)

- Program has a clear and specific description of the proposed services, including frequency of programming, average number of clients to be served daily and over the course of the year, location of services, and extent of proposed services to be delivered.
- Program design describes expected outcomes for participants and impact of programming and how program defines success. Outcomes align with OFCY-identified outcomes and intended impacts for the funding strategy.
- Partnerships support the program design and provide details on roles and assets of partnerships in delivering services.



4) Outcomes (5 points)

- Agency understands and can articulate the program's desired impact.
- The program's impact aligns with at least two of the OFCY outcome measures.
- Program staff understand the reporting expectations and have a plan to collect information showing how those served are better off because of the program.

5) Staffing Experience & Qualifications (15 points)

- Agency staffing is sufficient for the level of services proposed, and staff are qualified and reflective of the communities to be served.
- Staff have the knowledge skills and abilities to be successful and receive support from their agency to grow and develop the necessary skills.

6) Required Resources and Budget Request (20 points)

- The program budget is clear and reasonable in costs to support the proposed level of services.
- Program budget provides detail on adequate justification of proposed costs.
- Agency shows evidence of matching funds they will bring to this project. This can include other grants, government funding, or other financial contributions.
- Program agrees to audited financial statements policy.

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Contract Negotiations and Award

Completion of the proposal evaluation process will result in the applicant being numerically ranked. Any proposal that receives at least 70 points (70%) will be considered for funding. OFCY will make funding award decisions based on this numerical ranking, availability of funding, SIP priorities and equity considerations. OFCY reserves the right to determine final award decisions based on how well the program will address systemic gaps and serves those furthest removed from access to power and resources.

The contract amount shall be a not to exceed amount, to be established based upon a mutually agreeable scope of work and budget.

A sample City of Oakland grant agreement is included in this RFP as Appendix A. Each selected applicant will be required to enter into a grant agreement that contains similar terms and conditions as in the standard agreement. Please note that the City is typically not inclined to make any modifications to the standard agreement terms and provisions.



V. CONTRACTING REQUIREMENTS

Use of Funds

- 1) The proposed program must provide **direct services** to children, youth (ages 0-21 years old) and their families who live in Oakland.
 - **Direct service** is defined as a service for which the child or youth is the recipient or beneficiary and the direct focus of the service.
 - The Family Resource Center and Parent Engagement strategy allows programs to provide direct services to family members, parents, and caregivers who have children in their family ages 0-5.
 - **OFCY strongly encourages programs to allocate funds for basic needs, incentives, wages, and direct financial supports for program participants.** This could include meals and food, transit stipends, rent support/eviction defense, financial or non-cash incentives (such as gift certificates), or wages (hourly or stipend).
- 2) OFCY does not provide general operating support and does not fund capacity building, training, professional development, data reporting, curriculum development or dissemination, or other services that provide indirect support for children and youth.

Funds may **NOT** be used for:

- Any service that benefits children and youth incidentally.
- Acquisition of any capital item not for primary and direct use by children and youth.
- Acquisition, other than by lease for a term of 12 months or less, of any real property.
- Maintenance, utilities, or similar operating costs of a facility not used primarily and directly by children and youth (e.g., costs associated with an off-site office or location).
- Any service for which state or federal law mandates a fixed or minimum level of expenditure, to the extent of the fixed or minimum level of expenditures.
- Housing costs

- Child care slots
 - Religious worship, instruction, or proselytization (recruiting someone to join one's religion or faith).
- 3) Funds provided by OFCY shall supplement and not supplant any existing funding sources or resources. Funds should add to or enhance existing programs or activities.

Funding Parameters

Single Agency Applicant

- Single agency applicants may apply for between **\$31,250** and **\$310,250**.
- No more than **15%** may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Agencies may submit more than one grant request. However, 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 any current OFCY funding.

Example: An organization with an annual budget of \$600,000 could request one or more grants for a maximum OFCY funding of \$210,000.

Collaborative Applicant

- Collaboratives may apply for between **\$125,000** and **\$625,000**.
- No more than **15%** may be allocated to indirect costs, calculated as a percentage of the total grant request.
- Agencies may submit more than one grant request. However, Collaboratives must limit their total and/or combined OFCY request(s) to no more than **35%** of the lead agency's current year overall organizational budgets excluding any current OFCY funding.

Small and Emerging Applicant

- A Small and Emerging applicant request size must be between **\$31,250** and **\$156,250**.
- No more than **20%** may be allocated to indirect costs, calculated as a percentage of the total grant request.



- Agencies may submit more than one grant request. However, Small and Emerging Applicants must limit their total and/or combined OFCY requests to no more than **50%** of their overall organizational budget.

Example: An organization with an annual budget of \$150,000 could request one or more grants for a maximum OFCY funding of \$75,000.

Matching Fund Requirement

A match is required to ensure programs are not relying solely on OFCY funding. Proposals must demonstrate, and if awarded will be held accountable for, raising and documenting funding that equals at least 25% of the OFCY grant award as a program match.

For Single Agency and Collaborative Applicants, this minimum 25% match must be a cash match and must support the costs of the proposed program. For Small and Emerging Applicants, the match may include in-kind match, such as volunteer hours, with a reasonable justification for value of in-kind goods and services. Grantees may not use one OFCY grant as a match for another OFCY grant.

Example: An organization is seeking \$100,000 from OFCY to run a college readiness program. If awarded a \$100,000 grant from OFCY, the organization would be held accountable for raising and documenting a minimum of 25% match of the grant award amount, which is \$25,000.

Audited Financial Statements Requirement

Single Agency and Collaborative applicants and agencies submitting with a Fiscal Sponsor are required to submit audited financial statements under the following conditions:

1. Voluntarily, as part of this RFP submission **OR**
2. Prior to, or shortly thereafter, an OFCY grant award is made **OR**
3. **At any point within the grant cycle, at the request of the OFCY grant manager.**

A financial statement for a nonprofit is a comprehensive review of its financial records conducted by an independent auditor, adhering to Generally Accepted Accounting Principles (GAAP). The audit is only required for the lead agency of a Collaborative Applicant.



Audited financial statements must be from within the past three years (July 1, 2022, to present). 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.

If your agency is in the process of obtaining your audited financial statements, you may submit proof of a contract with a Certified Public Accountant as part of your application submission. In lieu of the audited financial statements, provide a copy of your contract or engagement letter with a Certified Public Accountant as proof that an audit of your agency will be conducted, and include the expected date of completion as part of proof.

Audited Financial Statements Include:

- A **cover letter** that explains what information must be returned to the CPA office before the audit report (and other letters) can be finalized.
- The **opinion letter / independent auditors report**, which states whether the financial statements are presented in accordance with accounting principles accepted in the United States.
- The **management letter / internal control letter**, that communicates deficiencies and weaknesses in a company's organizational

A Small & Emerging Applicant may complete and submit a certified public accountant Review of Financial Statements for their agency to comply with the audit requirement.

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Summary Table by Application Type

	Single Agency Applicant Program	Collaborative Agency Applicant Program	Small & Emerging Applicant Program
Minimum Grant Request	\$31,250	\$125,000	\$31,250
Maximum Grant Request	\$312,500	\$625,000	\$156,250
Maximum Indirect Rate	15%		20%
Total OFCY Request as % of Agency Budget*	35%		50%
Minimum Match Requirement	25%		25% - May include in-kind

*See **Funding Parameters** section above: Agencies may submit more than one grant request. However, Single Agency and Collaborative 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 any current OFCY funding. Small and Emergency Applicants must limit their total and/or combined OFCY request(s) to no more than 50% of their current year overall organizational budget excluding any current OFCY funding.

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Contract Documents

It is the applicant's responsibility to review and submit all City contract documents, ordinances, and policies referenced in this section. ***The City will be unable to contract with any entity that cannot produce the required contract documents or adhere to the required City ordinances and policies.*** If you have questions regarding any information in this section, please contact the Contract Administration Division.

Ordinances and Policies

The City requires grantees to adhere to all ordinances and policies outlined below. Review this list of ordinances and policies to ensure compliance prior to applying to this RFP.



City of Oakland contract requirements for grant agreements.

Requirement	Explanation
Schedule N: Living Wage Declaration of Compliance	Schedule N demonstrates grantee's compliance with the City of Oakland's Living Wage Ordinance , which requires contractors to pay their permanent employees at or above Oakland's established living wage rate. Schedule N is included in the appendix as Attachment B. A completed version of Schedule N must be included in executed grant agreements.
Schedule N-1: Equal Benefits Ordinance	Schedule N-1 demonstrates grantee's compliance with the City of Oakland's Equal Benefits Ordinance (EBO) , which requires contractors to provide the same employee benefits to domestic partners as they do to spouses. Schedule N-1 is included in the appendix as Attachment C. An EBO compliance letter that must be included in executed grant agreements.
Schedule Q: Insurance Requirements	Schedule Q provides detailed information on insurance requirements for all City of Oakland contracts. Schedule Q is included in the appendix as Attachment D.
Active business registration with the California Secretary of State	Upon award, the City of Oakland requires grantees to maintain active business registration with the California Secretary of State. Use the Secretary of State search tool to check your organization's current registration status and register, if needed.
Current registration with the Attorney General's Registry of Charities and Fundraisers	Upon award, the City of Oakland requires grantees to maintain active registration with the Attorney General's Registry of Charities and Fundraisers. Use the AG Trust registration tool to check your organization's registration status.
Business tax certificate issued by the City of Oakland	Upon award, the City of Oakland requires grantees to pay an annual business tax, which can be paid using this business tax payment link . A copy of the resulting business tax certificate will be included in the executed grant agreement.

City of Oakland ordinance and policy compliance requirements for grantees.

Item	Explanation
Minimum Wage Ordinance (Oakland Municipal Code Chapter 5.92)	<p>This ordinance requires any employer with an employee who performs at least two hours of work in Oakland in a week to pay the city's minimum wage – \$16.89 per hour as of January 1, 2025 – and protects employees from retaliation while also entitling them to sick leave and enforcement remedies for violations.</p>
Living Wage Ordinance (Oakland Municipal Code Chapter 2.28)	<p>This ordinance requires any service contractors of the city to pay nothing less than a prescribed minimum level of compensation (a living wage) to employees.</p>
Equal Benefits Ordinance (Oakland Municipal Code Chapter 2.32)	<p>This requirement mandates that contractors and their subcontractors do not discriminate in employment based on any protected characteristic (such as race, gender, disability, sexual orientation, age, religion, veteran status, etc.) and maintain inclusive hiring, promotion, compensation, and benefit practices in compliance with federal, state, and local law, while also prohibiting retaliation.</p>
Prompt Payment Ordinance (Oakland Municipal Code Title 2, Chapter 2.06)	<p>This ordinance requires the City to pay undisputed invoices within 20 business days of receipt and mandates that prime grant recipients pay their subcontractors within that timeframe. It imposes interest penalties for late payment and provides administrative mechanisms to resolve disputed invoices promptly.</p>
Litigation and Pending Dispute Disclosure Policy	<p>This policy requires that any contractor, prime or subcontractor, disclose <i>all ongoing disputes, claims, or potential claims</i> with the City at the time of submitting bids, proposals, or contract amendments. Failure to do so can render a bid non-responsive or lead to contract termination or debarment.</p>

VI. APPENDICES

[Appendix A: Sample grant agreement](#)

[Appendix B: Schedule N](#)

[Appendix C: Schedule N-1](#)

[Appendix D: Schedule Q](#)

[Appendix E: Letter of Agreement Template for Expanded Learning Strategies](#)