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# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer

**Meeting Date** June 29, 2022

**Subject** Grant Application – Oakland Fund for Children and Youth – Student Engagement in Restorative Justice – Community Schools and Student Services Department

**Ask of the Board** Approval and acceptance by the Board of Education, pursuant to Board Policy 3290, of the District’s Community Schools and Student Services Department’s grant application to Oakland Fund for Children and Youth and delegation to Superintendent of authority to sign on the Board’s behalf to accept grant award, if received.

**Background** The Oakland Fund for Children and Youth (OFCY) was established in November 1996 when over three-fourths of Oakland voters expressed a powerful commitment to their children and youth by passing the Kids First! Initiative to address four 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 young children and youth; and 4) Help youth transition to a productive adulthood.

To directly address these four goals, OFCY had developed eleven funding strategies: 1) Social Emotional Well-being in Early Childhood; 2) Family Resource Centers and Family Engagement; 3) Comprehensive School-Based Afterschool at Elementary Schools; 4) Comprehensive School-Based Afterschool at Middle School; 5) Middle School Engagement, Wellness, and Transitions; 6) High School and Postsecondary Student Success; 7) Youth Leadership and Development; 8) Summer Academic and Enrichment Programs; 9) Violence Prevention Programming; 10) Career Access and Employment for Opportunity Youth; 11a) Career Access and Employment for Youth in School; 11b) Career Access and Employment for Youth in School – Summer Jobs.

In support of these goals, District staff has completed an application to OFCY to support peer Restorative Justice Facilitation at three OUSD high schools (Fremont High School, Oakland Technical High School, and Oakland High School) in the

amount of \$450,000.00, \$150,000.00 per year for the period July 1, 2022 through June 30, 2025.

BP 3290 provides: "In order to facilitate timely receipt of funds, the Board may approve the application for a gift, grant, or bequest, rather than the gift, grant, or bequest itself, so long as the application sets forth all substantive terms of gift, grant, or bequest." Here, the District's application does contain all substantive terms of the grant. In order to facilitate implementation of grant goals for the start of the 2022-2023 school year, it is critical that staff be able to accept and expend grant funds once it receives official grant notification and agreement from OFCY.

**Discussion**

Approval by the Board of Education, pursuant to Board Policy 3290, of the District's Community Schools and Student Services Department's application to the Oakland Fund for Children and Youth seeking funding in the amount of \$450,000.00 to support Peer Restorative Justice Facilitation for the period June 1, 2022 through June 30, 2025, and if granted, in whole or in part, delegation to the Superintendent of authority to sign on the Board's behalf to acceptance of same, pursuant to the terms and conditions thereof, will help bring the District closer to reaching its vision of all OUSD students finding meaning in their academic experience while graduating with the skills to ensure they are caring, competent, fully-informed, critical thinkers who are prepared for college, career, and community success.

**Fiscal Impact**

Grants for OUSD students in an amount not to exceed \$450,000.00.

**Attachment(s)**

- Grant Management Face Sheet
- Program Design
- Program Budget
- Request for Proposals

## OUSD Grants Management Face Sheet


<b>Title of Grant: OUSD Student Engagement in RJ</b> <b>RJ Facilitation for three OUSD sites</b>	<b>Funding Cycle Dates:</b> <b>07-01-2022 to 06-30-2023</b>
<b>Grant's Fiscal Agent:</b> <small>(contact's name, address, phone number, email address)</small> <b>Mike Wetzel</b> <b>Oakland Fund for Children and Youth</b> <b>150 Frank H. Ogawa Plaza #4216,</b> <b>Oakland, CA 94612</b>	<b>Grant Amount for Full Funding Cycle:</b> \$450,000.00. \$150,000.00 a year for three years.
<b>Funding Agency:</b>  Oakland Fund Children & Youth	<b>Grant Focus:</b> Peer RJ at three High Schools
<b>List all School(s) or Department(s) to be Served:</b> Fremont HS, Oakland Tech HS, Oakland HS	

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Information Needed	School or Department Response
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How will this grant contribute to sustained student achievement or academic standards?	Implementing Peer RJ at three high schools. The robust implementation of peer restorative justice is indicated in the OUSD strategic workplan
How will this grant be evaluated for impact upon student achievement?  (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 4.22% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	OFCY has a third party independent evaluator that will work with OUSD program staff. Data includes youth and adult staff surveys and quarterly reporting.
Does the grant require any resources from the school(s) or district? If so, describe.	RJ Facilitators at two high schools that are funded at 1.0 FTE by the schools will participate in this grant. The RJ Facilitator at the third school will be entirely paid for by the OFCY grant
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?  (If yes, include the district's indirect rate of 4.22% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Name/Title: David Yusem, Restorative Justice Program Coordinator  Site: 922 Address: Phone: 510-710-1269 Email: david.yusem@ousd.org

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal/Administrator	Andrea Bustamante		5/27/2022

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Chief Academic Officer



Sondra Aguilera

DocuSigned by:  
Sondra Aguilera  
B072CBB033AD406

5/28/2022

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**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Senior Business Officer	Lisa Grant-Dawson		
Superintendent	Kyla Johnson-Trammell		
President, Board of Education	Gary Yee		

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Approved as to form by OUSD Staff Attorney Joanna Powell on 5/27/2022.



# PROGRAM DESIGN

## Student Engagement in Restorative Justice

How many years has this proposed program operated in Oakland?

16.00

### Youth Participants Service Intensity

<b>1-25 hours</b>	<b>26-50 hours</b>	<b>51-75 hours</b>	<b>76-100 hours</b>
1174	0	69	0
<b>101-125 hours</b>	<b>126-150 hours</b>	<b>151-175 hours</b>	<b>176-200 hours</b>
0	0	0	0
<b>201-250 hours</b>	<b>251-300 hours</b>	<b>301-350 hours</b>	<b>351 or more hours</b>
0	0	0	0

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<b>Total Youth Participants</b>	<b>1,243</b>
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### Service Hours Projections

Only project services from July 1, 2022 to June 30, 2023.

#### Service Hours Projections (1)

**Service Name**

Peer RJ Learning Community

Please select days in a typical week that your program will provide services.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

<b>Projected Start Date</b>	<b>Projected End Date</b>
08/15/2022	06/30/2023

<b>Projected # youth served</b>	<b>Projected Average Hours of Participation per Youth</b>	<b>Total Service Hours - Youth</b>
45	36.00	1620

**Calculation**

15 students x 3 schools x 36 meetings to learn together and debrief circles during the course of the year = 1620 hours

#### Service Hours Projections (2)

**Service Name**

Peer RJ Training

Please select days in a typical week that your program will provide services.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday

- Friday
- Saturday

<b>Projected Start Date</b>	<b>Projected End Date</b>
08/15/2022	06/30/2023

Projected # youth served	Projected Average Hours of Participation per Youth	Total Service Hours - Youth
45	32.00	1440

**Calculation**

15 students x 3 schools x 32 hours of training and skill-building in restorative justice practices =1440 hours

**Service Hours Projections (3)**

**Service Name**

Classroom Community Building Circles

Please select days in a typical week that your program will provide services.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

<b>Projected Start Date</b>	<b>Projected End Date</b>
08/15/2022	06/30/2023

Projected # youth served	Projected Average Hours of Participation per Youth	Total Service Hours - Youth
1350	1.00	1350

**Calculation**

18 circles/year x 3 schools x 25 students =1350 hours

**Service Hours Projections (4)**

**Service Name**

Student participation on culture and climate team

Please select days in a typical week that your program will provide services.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

<b>Projected Start Date</b>	<b>Projected End Date</b>
08/15/2022	06/30/2023

Projected # youth served	Projected Average Hours of Participation per Youth	Total Service Hours - Youth
3	8.00	24

**Calculation**

3 students x 2 hours/quarter x 4 quarters = 24 hours

**Service Hours Projections (5)**

**Service Name**

Restorative Conversations

Please select days in a typical week that your program will provide services.

- Sunday

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

<b>Projected Start Date</b>	<b>Projected End Date</b>
08/15/2022	06/30/2023

Projected # youth served	Projected Average Hours of Participation per Youth	Total Service Hours - Youth
216	0.50	108

**Calculation**

72 students x 3 schools x .5 hours = 108 hours

**Service Hours Projections (6)**

**Service Name**

Restorative process for harm/conflict

Please select days in a typical week that your program will provide services.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

<b>Projected Start Date</b>	<b>Projected End Date</b>
08/15/2022	06/30/2023

Projected # youth served	Projected Average Hours of Participation per Youth	Total Service Hours - Youth
42	2.00	84

**Calculation**

14 students x 3 schools x 2 hours per process = 84 hours

**Service Hours Projections (7)**

**Service Name**

Welcome Circles

Please select days in a typical week that your program will provide services.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

<b>Projected Start Date</b>	<b>Projected End Date</b>
08/15/2022	06/30/2023

Projected # youth served	Projected Average Hours of Participation per Youth	Total Service Hours - Youth
24	1.00	24

**Calculation**

8 students x 3 schools x 1 hour per circle = 24 hours



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## Narrative

**Provide a brief, high-level summary of your program. The summary should describe the program in terms of the number served, who will be served, type of services, duration, location, and goal. This Program Summary will be used to describe the proposed program throughout the review process.**

Student Engagement in Restorative Justice Program (SERJ) will serve 1243 unduplicated youth (88% youth of color) each year, leveraging Restorative Justice to promote student persistence & graduation. Each year, 45 students from OUSD's Fremont, Oakland Tech, and Oakland High schools will be trained as Peer RJ Leaders, holding regular community-building circles with 1174 9th graders across the 3 sites and supporting restorative interventions with peers of all ages. SERJ will build community, repair harm, prevent suspension, empower youth leaders and infuse restorative values into school culture.

**Describe the program and proposed services. Provide information on the program design, type of services, and how services will be delivered.**

OUSD will continue to hone and develop this innovative student-driven, culturally-responsive high school RJ model at Oakland Tech and Fremont and expand its reach by applying it at Oakland High. SERJ will engage approximately 15 youth at each site as Peer RJ Leaders who will be empowered as agents of change, building a safe and supportive school environment. Peer RJ Leaders learn the principles of RJ and the skills required to hold circles in a manner which respects the indigenous roots of restorative practices, gives voice to students, and recognizes the primacy of interpersonal relationship in preventing disengagement and promoting community cohesion. They learn these concepts and competencies in credit-bearing classes during the school day. In doing this work, Peer RJ Leaders become a force for transformation in their school communities.

Once trained, these Peer RJ Leaders promote the infusion of restorative principles throughout the school, engaging in a variety of youth-led school-based activities. The most consistent of these is holding circles with 9th graders in order to foster relationships with peers and increase school connectedness and belonging. Each year Peer RJ Leaders will facilitate increased empathy and rapport among the freshman class via student-led community building (Tier 1) circles.

The SERJ model aligns with research-based methods for promoting positive school culture and climate and improved matriculation and graduation rates. Studies show that RJ can help improve school attendance (Baker, 2009). Moreover, when students feel connected and valued by their peers and adults they are more likely to attend school and graduate (Amarillas & O'Malley, 2012; Center for Promise, 2015; Roller, 2017). RJ practices that address harm (i.e., Tier 2 & 3 Circles) focus on healing and repairing harm, thus preventing the use of exclusionary discipline (i.e., suspension) - this is essential as school suspension disproportionately affects youth of color and students with disabilities (Romney, 2018; Ryberg, et al., 2021) and is closely associated with dropout (Noltmeyer & Ward, 2015).

SERJ uses a 3-tiered approach, co-led by students and adults to promote student ownership, a school-wide culture of respect, and an environment that promotes social-emotional and academic success. The intended impact is to increase student connection to school and improve connections to peers and caring adults.

**Tier 1 Community-Building Circles:** SERJ Peer RJ Leaders will push into 9th grade classes to hold 60 Tier 1 classroom circles a year, building community among the three schools' 1174 (unduplicated) 9th graders. Most 9th graders will participate in multiple Tier 1 circles each semester, creating connections with peers and acquiring communication skills. Tier 1 circles are designed to build trust, positive feelings, and a sense of belonging within the classroom community. Peer RJ Leaders, as the circle holders practice leadership skills and connect with their peers during these activities.

**Tier 2 "Harm & Healing" Circles:** SERJ supports RJ circles and Restorative Conversations to address harm and enable healing when conflict occurs. Rather than focusing on the rules that have been broken, Tier 2 practices enable participants to focus on who has been hurt by the incident and what can be done to repair the harm. All parties work together to develop a resolution, building empathy and creating a sense of

accountability. Approximately 180 Tier 2 practices are projected across the three sites over the grant period, serving a total of approximately 360 students (potentially duplicated). The unduplicated count of students served with Tier 2 supports is projected as at least 35 per year across the sites (not including 9th graders, already counted above).

Tier 3 Welcome/Reentry Circles: When Newcomers and unaccompanied minors arrive at any of the three schools, and when students return to school following a suspension or due to justice system-involvement, SERJ will provide Welcome and Reentry Circles, meant to help students feel embraced by the school community. These Tier 3 practices formally welcome new and returning students, allowing them an opportunity to repair the harm they have caused (if applicable) and to establish relationships with caring adults and peers who will serve as their support system as they enter or transition back into the school community. Tier 3 circles are projected to serve 72 unduplicated youth across the three sites over the grant period. The unduplicated count of youth served with Tier 3 supports is projected 10 students per year across the sites (not including 9th graders, already counted above).

The SERJ program builds leadership and youth-adult partnerships. As the year continues students have opportunities to coach and mentor their peers in training, workshops, and restorative sessions. Throughout the year, youth make key decisions that directly impact the program. They are invited to participate in school culture and climate assessments, create strategies, and evaluate and reflect upon outcomes. SERJ projects serving 15 youth per year at each site as Peer RJ Leaders. Since Peer RJ Leaders may serve in subsequent years, and because 9th graders are already counted as Tier 1 participants, the annual unduplicated count for Peer RJ Leaders is projected to be 24 across the three sites. Additionally, at least one Peer RJ Leader per school will serve in partnership with RJFs on their respective School Culture and Climate Teams. The projected number of unduplicated youth to be served annually is 1243, including all 9th graders across the three sites (1174), plus 15 Peer RJ Leaders at each site ( $15 \times 3 = 45$ , minus 9th graders already counted as Tier 1 participants = 24), plus approximately 22 students served in Tier 2 & 3 circles at each site ( $22 \times 3 = 66$ , minus 9th graders = 45).

**Describe how the program aligns with the funding strategy selected. in what ways are the services designed to implement the strategy identified?**

OUSD is applying for funding under OFCY Goal Area 2, Strategy 6: High School and Post-Secondary Student Success. The transition from 9th to 10th grade is a critical moment, when many students may drop out (Krone, 2014; Wheelock & Jing Miao, 2005), with Latinx and Black students two and three times as likely to drop out, respectively (Wheelock & Jing Miao, 2005). SERJ will serve primarily low-income and non-white students in 9-12th grade exposed to numerous community stressors, including community violence and chronic trauma. The program is youth-led and healing-focused, providing peer leadership and restorative justice support. By providing all 9th graders with consistent community-building (Tier 1) circles, led by their peers, and by building RJ Tier 2 & 3 supports to ensure healing (not exclusion) when harm does occur, we anticipate that students will feel more included in the school community. We anticipate the outcomes and impacts will include Increased student connection to peers, caring adults, and school, and improved high school matriculation and graduation rates.

In order to provide exceptional programming within the Youth Programs Quality Assessment (YPQA) model, SERJ will be staffed by highly skilled, qualified adults who work in partnership with students to plan, facilitate, and facilitate activities. The RJF will collaborate with student leaders to impact and transform school culture and climate, with an emphasis on cultivating support for the 9th grade class. Funding from OFCY will allow SERJ to reach thousands of students with programming that focuses on academic and social emotional outcomes that will positively affect the school and the City of Oakland.

**Describe what the successful completion of the program and services look like for the participants. How will you know your program has met its intended goals?**

OUSD has worked with OFCY's CitySpan database for several years and is familiar with its systems for tracking unduplicated students and units of service. Two of the three RJFs supported by this grant are veterans of the system and will coach the new RJF in the interface. Additionally, our RJ department has developed our own database where a variety of student RJ supports are tracked, so we also maintain our own detailed account of RJ services and supports delivered at each school site.

In addition to hitting and documenting all of our targets in terms of unduplicated students served and units of service delivered, we expect indicators of program success (i.e., outcomes) to be evident at three levels: Peer RJ Leaders, 9th Grade class, and schoolwide.

**Peer RJ Leaders:** After having participated in SERJ, we anticipate that Peer RJ Leaders will recognize a number of skills and resiliencies that they have acquired during their year of training, learning, and holding restorative processes. These include an increase in their sense of personal agency, interpersonal communication skills, and ability to collaborate with caring adults. We will gather impact data from Peer RJ Leaders at the conclusion of each academic year, via a customized program questionnaire. We will also hold a group discussion with Peer RJ Leaders to reflect collectively on what made the experience impactful and how the model might be refined for greater impact. At this discussion we will discuss the three levels of impact (e.g., impact on Peer RJ Leaders themselves, impact on 9th grade Tier 1 Circle participants, and impact on schoolwide culture and climate).

**9th Grade Class:** Among 9th graders at the three participating schools we expect to see a greater sense of belonging and connection to peers and caring adults. We also anticipate seeing a reduction in suspension among 9th graders. Annually, the SERJ team (including Peer RJ Leaders) will review suspension data, alongside California Healthy Kids Survey (CHKS) data points pertaining to 9th graders' sense of school connectedness, and compare them against the previous year's data. This data dive will also examine any disparities on the basis of race/ethnicity, LGBTQ+ identification, disability, immigration status, etc. OUSD's (de-identified) CHKS and suspension data are both accessible through a public data portal which includes manipulable data dashboards. Together we will reflect upon the variety of conditions that may have contributed to any changes and improvements measured from year-to-year. Peer RJ Leaders will use the analyses to devise a set of recommendations and present them to each school's Culture & Climate Team.

**Schoolwide:** At each of the three participating schools, we anticipate seeing progress toward a school culture that is more inclusive, welcoming, and restorative in nature. Each year we expect to find that more and more school personnel hold values consistent with RJ principles and practices, and become less invested in punitive assumptions and tactics. Annually we will look at staff survey data to detect changes in the beliefs and practices of school personnel across the three sites. We also expect that the increased availability of Tier 2 and 3 processes to resolve conflicts will help the three schools rely less on suspension, resulting in both a decrease in suspensions schoolwide, and a reduction in racial disparity in the use of suspension. As mentioned earlier, analyses of suspension patterns will inform youth-led recommendations presented to each site's Culture & Climate team annually.

**Provide information on the program partners. What are their roles and what will they provide?**

OUSD has worked with OFCY's CitySpan database for several years and is familiar with its systems for tracking unduplicated students and units of service. Two of the three RJFs supported by this grant are veterans of the system and will coach the new RJF in the interface. Additionally, our RJ department has developed our own database where a variety of student RJ supports are tracked, so we also maintain our own detailed account of RJ services and supports delivered at each school site.

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Provide information on the program partners. What are their roles and what will they provide? (4000 characters)

The primary SERJ partners are the schools themselves. Collaboration will require close coordination with each school's administrative team, 9th grade teaching faculty, Coordination of Services Team, and Culture & Climate Team. SERJ is district-run and does not rely on any formal partnership

# BUDGET

## Student Engagement in Restorative Justice

### SETUP

- Personnel
- Other Direct Costs
- Youth Wages and Stipends
- Subcontractors
- Indirect Costs

### Budget Summary

Item	Total Program Cost	OFCY Request	% of Total Program Cost
Personnel	\$426,082.50	\$184,100.00	43.2%
Indirect Costs	\$17,980.68	\$7,769.00	43.2%
<b>Total</b>	<b>\$444,063.18</b>	<b>\$191,869.00</b>	<b>43.2%</b>

### Budget Detail

#### PERSONNEL

- Create a separate line item for EACH individual staff working directly on the program.
- List all direct program staff responsible for the success of the project, even if their salaries or wages are being covered by other matching funds, and not OFCY funds. This will help OFCY better understand the total cost of operating your program.
- Do not include administrative staff not providing direct supervision of line staff or subcontractor.

#### personnel (1)

Staff Role	First and Last Name	Total Annual Salary/Wages	% Time on proposed program	Total Program Cost	OFCY Request
Behavioral Health Director	Barbara McClung	135000.00	5.0%	6750.00	0.00

#### Budget justification and calculations

This position is the Director the department that holds this work

#### personnel (2)

Staff Role	First and Last Name	Total Annual Salary/Wages	% Time on proposed program	Total Program Cost	OFCY Request
RJ Coordinator	David Yusem	121000.00	10.0%	12100.00	0.00

#### Budget justification and calculations

This position Coordinates all RJ work at OUSD

#### personnel (3)

Staff Role	First and Last Name	Total Annual Salary/Wages	% Time on proposed program	Total Program Cost	OFCY Request
RJ Program Manager	Denise	106000.00	50.0%	53000.00	53000.00

#### Budget justification and calculations

This position supervises and coaches the site based RJ Facilitator positions

#### personnel (4)

Staff Role	First and Last Name	Total Annual Salary/Wages	% Time on proposed program	Total Program Cost	OFCY Request
RJ Facilitator	Tatiana Chaterji	74000.00	100.0%	74000.00	0.00

**Budget justification and calculations**

This position will implement the SERJ program at Fremont HS  
**personnel (5)**

Staff Role	First and Last Name	Total Annual Salary/Wages	% Time on proposed program	Total Program Cost	OFCY Request
RJ Facilitator	Tatiana Fuaau	74000.00	100.0%	74000.00	0.00

**Budget justification and calculations**

This position will implement the SERJ program at Oakland Tech HS  
**personnel (6)**

Staff Role	First and Last Name	Total Annual Salary/Wages	% Time on proposed program	Total Program Cost	OFCY Request
RJ Facilitator	N/A	74000.00	100.0%	74000.00	74000.00

**Budget justification and calculations**

This position will implement the SERJ program at Oakland HS

<b>Staff Subtotal</b>				<b>\$293,850.00</b>	<b>\$127,000.00</b>
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	Fringe Rate	Total Program Cost	OFCY Request
Fringe Benefits	45.0%	132232.50	57100.00

**Budget justification and calculations**

OUSD fringe rate is 45%

<b>Staff and Fringe Subtotal</b>			<b>\$426,082.50</b>	<b>\$184,100.00</b>
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**Indirect Costs**

	Total Program Cost	OFCY Request
Indirect Costs	17980.68	7769.00

**Budget justification and calculations**

OUSD indirect costs rate is 4.22%

**MATCHING FUNDS**

Matching Funds in Budget	Matching Funds in Budget as % of OFCY Request
\$252,194.18	131.4%

**Matching Funds**

matching funds (1)

Source	Amount	Funding Term Start	Funding Term End	Status
LCAP	252194.18	07/01/2022	06/30/2023	Secured
<b>Total</b>	<b>\$252,194.18</b>			

**Narrative**

**What were the total program expenses in the most recently completed calendar or fiscal year?**

313950.00

**What is changing from the current year to what is proposed for 2022-2023?**

For the most recent program year, the SERJ program cost \$313,950. That sum included 2FTE RJ Facilitators, and a portion of the salaries and benefits of the high school RJ Program Manager and District RJ Program Coordinator. Adding a third, large, comprehensive high school (Oakland High) increases annual program costs

from \$313,950 to \$444,063. The additional cost reflects salary and benefits for a third full-time RJ Facilitator (at Oakland High) and a percentage of the costs of the high school RJ Program Manager who will need to supervise and coach an additional RJF, and a portion of the District RJ Program Coordinator who will manage the grant. OUSD is asking OFCY for \$191,869, and commits to providing a 130% match to cover the remaining costs of operating the program at the three sites.

**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.**

OUSD is requesting \$191,869 to support approximately one half of the high school RJ Program Manager salary and one-third of the three RJ Facilitators' salaries. Remaining program costs will be covered by OUSD. This includes dedicated time from both the District RJ Coordinator and Director of Behavioral Health.

This program will take place during the regular school day and sometimes after school throughout the academic year (180 days). Each year, 45 Peer RJ Leaders will each participate in 32 hours of skill-building training and coaching (45 x 32 =1440 Units of Services (UOS)), in addition to an ongoing learning community meeting 36 times over the school year (45 x 36 x 3 sites = 1620 UOS). At each site, one Peer RJ Leader will also serve on the school's Culture & Climate Team for 2 hours a quarter (3 x 2 x 4 =24 UOS). Each year 18 Tier 1 circles will be held with 9th graders at each of the 3 schools, reaching at least 25 students for 1 hour (18 x 3 x 25 x 1 =1350 UOS). Each year at each school about 72 Restorative Conversations will take place, involving 1 student each for a half hour (3 x 72 x .5 =108 UOS), and about 7 Tier 2 circles will take place, involving 2 students each for two hours (3 x 7 x 2 x 2 =84 UOS). Additionally, SERJ will deliver 8 Tier 3 circles per year at each site for 1 hour (8 x 1 x 3 =24 UOS). SERJ is, therefore, projected to deliver a total of 4650 hours of direct services to an unduplicated count of 1243 students per year.

Given the extensive reach of the program and its potential for transformative impact, the request is a reasonable sum. The program will serve every 9th grader at these three schools and 45 Peer RJ student leaders from 9th 10th, 11th and 12th grade that will, in partnership with a caring adult, provide intensive RJ services to the school community. The funding from OFCY will enable OUSD to expand and deepen our Peer RJ Leadership program at three of our six large comprehensive high schools.

**Are you collecting fees?**

Yes  No



CITY OF OAKLAND  
HUMAN SERVICES DEPARTMENT  
CHILDREN AND YOUTH SERVICES DIVISION



# Oakland Fund for Children and Youth

## FY2022-2025

### REQUEST FOR PROPOSALS

**For Direct Services in the Following Strategies:**

**HEALTHY DEVELOPMENT OF YOUNG CHILDREN**

Social-emotional Well-Being in Early Childhood  
Family Resource Centers & Parent Engagement

**CHILDREN'S SUCCESS IN SCHOOL**

Comprehensive School-Based Afterschool at Elementary Schools  
Comprehensive School-Based Afterschool at Middle Schools  
Middle School Engagement, Wellness, and Transitions

**YOUTH DEVELOPMENT AND VIOLENCE PREVENTION**

Youth Leadership and Development  
Summer Academic and Enrichment Programs  
Violence Prevention Programming

**TRANSITIONS TO ADULTHOOD**

Career Access and Employment for Opportunity Youth  
Career Access and Employment for Youth in School  
Oakland Summer Youth Employment

**RFP RELEASE: JANUARY 10, 2022**

**PRE-PROPOSAL CONFERENCE: JANUARY 19, 2022**

**FULL PROPOSAL DUE: FEBRUARY 22, 2022 BY 5:00 P.M.**

v.01.07.2022



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## I. INTRODUCTION

### Overview

The Oakland Fund for Children and Youth (OFCY) is releasing the **2022-2025 Request for Proposals (RFP)** to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Oakland, California. The City of Oakland projects approximately \$18 million in grant funding will be available through this RFP **to provide direct services for Oakland children and youth from birth through 21 years of age** and their families and caregivers. Funding will be available to non-profit and government agencies only – no funding will be provided to for-profit entities.

This RFP covers the eleven funding strategies outlined in the **2022-2025 Strategic Investment Plan**, which can be found on OFCY’s website ([www.ofcy.org/strategic-planning/strategic-plan/](http://www.ofcy.org/strategic-planning/strategic-plan/)).

Grants awarded through this RFP will be for an initial one-year period starting July 1, 2022 and may be renewed up to two additional one-year periods. The total projected amount of funding to be distributed for fiscal year (FY) 2022-2023 grant awards is \$18 million.

OFCY was established in November 1996 when over three-fourths of Oakland voters expressed a powerful commitment to their children and youth by passing the Kids First! Initiative to address four 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 & gang involvement among children and youth
- 4) Help youth transition to a productive adulthood

The eleven funding strategies developed in the 2022-2025 Strategic Investment Plan were developed directly to support these four main goals and achieve OFCY’s vision and mission.

#### **OFCY’s Vision Statement**

*All children and youth in Oakland will be supported by community to thrive – leading safe, healthy, and fulfilling lives.*

#### **OFCY’s Mission Statement**

*OFCY provides community-driven funding to heal trauma, advance equity, and elevate opportunity for Oakland’s children and youth from birth to age 21.*

## Funding Term and Duration

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Grants awarded through this RFP process will be for an initial one-year period, July 1, 2022 to June 30, 2023, which can be renewed up to two additional one-year periods, based on fund balance, satisfactory evaluation, grant monitoring reports, and overall grant performance. Programs funded for summer-specific services through the Summer Academic and Enrichment Programs and the Oakland Summer Youth Employment strategies are intended to have a contract start date of June 1, 2022.

## Proposal Submission and Deadline

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**Proposals are due by 5:00 p.m. Tuesday February 22, 2022.** All proposals must be submitted online via Cityspan. 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. **We strongly encourage you not wait until the last minute to submit your proposal to avoid any unforeseen technical issues.**

## Pre-Proposal Meeting (Bidders' Conference)

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OFCY will hold a voluntary Pre-Proposal Meeting (Bidders' Conference) on Wednesday, January 19, 2022: 10:00 a.m. to 12:00 p.m. to provide information and guidance. Topics to be discussed at this meeting include proposal requirements, application process, selection process and timeline, and City of Oakland Contract Compliance and registration in "iSupplier".

All potential applicants are encouraged to attend the meeting which will take place virtually via Zoom platform. Applicants must register in advance at [https://us06web.zoom.us/webinar/register/WN\\_k91TedFgRAOFkRdaIgr\\_A](https://us06web.zoom.us/webinar/register/WN_k91TedFgRAOFkRdaIgr_A) in order to receive the Zoom webinar information. The meeting will be recorded and made available on <https://www.ofcy.org/funding/rfp/>.

## Technical Assistance: Applying Online

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OFCY will offer two 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.

- Thursday, January 27, 2022: 10:00 a.m. to 11:30 a.m.  
Register at [https://us06web.zoom.us/webinar/register/WN\\_59P4cDgwSBC\\_xaSJAVsS6g](https://us06web.zoom.us/webinar/register/WN_59P4cDgwSBC_xaSJAVsS6g)
- Thursday, February 3, 2022: 10:00 a.m. to 11:30 a.m.  
Register at [https://us06web.zoom.us/webinar/register/WN\\_e1UYuxa7SX-0N4Izep9WqA](https://us06web.zoom.us/webinar/register/WN_e1UYuxa7SX-0N4Izep9WqA)

## Technical Assistance: Questions via Email

Respondents may request clarification or ask questions about this RFP by emailing [ofcy@oaklandca.gov](mailto:ofcy@oaklandca.gov). OFCY will receive questions through to Friday February 4, 2022 by 5:00pm. OFCY will only take questions submitted by email through this address: no phone or in-person technical assistance will be provided. All questions will be responded to directly. In addition, the responses will be publicly posted to the OFCY website ([www.ofcy.org](http://www.ofcy.org)) to assist other applicants. Postings will occur weekly, with the final posting by the end of the day Friday February 11, 2022.

Proposers are responsible to review the website periodically and incorporate guidance as appropriate. This assistance 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.

## RFP Timeline

*These dates are tentative and subject to change:*

Step	Date
Request for Proposals (RFP) Released	January 10, 2022
Technical Assistance by E-mail Available	January 10 – February 4, 2022
Pre-Proposal Meetings (Bidders' Conferences)	January 19, 2022, 10:00 a.m. - 12:00 p.m.
Technical Assistance Workshops: Applying Online	January 27, 2022, 10:00 a.m. - 11:30 a.m. February 3, 2022, 10:00 a.m. - 11:30 a.m.
E-Mail Technical Assistance Ends	February 4, 2022, 5:00 p.m.
Application Deadline: Proposals Due	Tuesday, February 22, 2022 by 5:00 p.m.
Proposal Review	February – March 2022
POC Recommendations for Funding Made	April 2022
Programs Recommended for Funding Emailed	April 2022
City Council Approval	May/June 2022
Contracting and Negotiations Begins	June 2022
Program Year/ Contract Begins	July 1, 2022 (June 1 for Summer Programs)

## City of Oakland Programs and Policies

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The Contractor shall be required to comply with all applicable City programs and policies outlined in **Appendix C**. Details are presented in the project documents and will be discussed at the pre-proposal meeting. Discussions will include, but may not be limited to: ♦ Equal Benefits for Registered Domestic Partners ♦ Campaign Contribution ♦ Post-project Contractor Evaluation ♦ Prompt Payment ♦ Arizona Boycott ♦ 50% L/SLBE ♦ Dispute Disclosure ♦ Living Wage ♦ Minimum Wage ♦ Professional Services Local Hire ♦ Border Wall Prohibition ♦ Sanctuary City Contracting and Investment Ordinance

The City encourages all eligible organizations to submit proposals adhering to the RFP requirements, directions and guidance. All proposals will be reviewed in a fair and competitive process.

## iSupplier

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The City of Oakland requires that all contractors who wish to participate in the RFP process register in iSupplier in order to receive addenda, updates, announcements and notifications of contracting opportunities. We recommend updating your firm's primary email address regularly and periodically confirming 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](mailto:isupplier@oaklandca.gov).

**1. iSupplier Registration/Login:**

<https://www.oaklandca.gov/services/register-with-isupplier> New registrants can email [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov) for registration instructions. Allow 3 working days for approval to access bid documents through iSupplier.

**2. iSupplier Plan Holders List:**

<https://www.oaklandca.gov/services/active-closed-opportunities>

## Contact Information

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The following City staff are available to answer questions.

1. Project Manager: Scott Kim at [sskim@oaklandca.gov](mailto:sskim@oaklandca.gov)
2. Contract Administration: Paula Peav at [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov)
3. Contract Compliance Officer: Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov)

## II. FUNDING, ELIGIBILITY AND SUBMISSION REQUIREMENTS

### Funding Available

The Oakland City Charter established the Oakland Fund for Children and Youth and calls for three percent of the City of Oakland’s General Purpose Fund to be set aside for OFCY, with 90% of the revenue going to direct services for children and youth through a competitive bid process, and 10% for administration of the fund. The following chart provides a summary of projected allocations for all strategy areas, based on an estimated \$18 million in total available grant funding for FY 2022-2023. **Final funding allocations may vary from these projections based on the proposals received in response to this RFP.**

	estimated % of total funds	Projected Range (low)	Projected Range (high)
<b>Goal Area 1: Healthy Development of Young Children</b>	<b>16%</b>	<b>\$2,880,000</b>	
1) Social Emotional Well-being in Early Childhood	3%	\$500,000	\$600,000
2) Family Resource Centers and Parent Engagement	13%	\$2,280,000	\$2,380,000
<b>Goal Area 2: Children’s Success in School</b>	<b>37%</b>	<b>\$6,600,000</b>	
3) Comprehensive School-Based Afterschool at Elementary Schools	18%	\$3,200,000	\$3,300,000
4) Comprehensive School-Based Afterschool at Middle Schools	10%	\$1,700,000	\$1,800,000
5) Middle School Engagement, Wellness, and Transitions	3.5%	\$610,000	\$710,000
6) High School and Post-Secondary Student Success	5.5%	\$950,000	\$1,050,000
<b>Goal Area 3: Youth Development and Violence Prevention</b>	<b>31%</b>	<b>\$5,000,000</b>	
7) Youth Leadership and Development	22%	\$3,950,000	\$4,050,000
8) Summer Academic and Enrichment Programs	4.5%	\$780,000	\$880,000
9) Violence Prevention Programming	4.5%	\$700,000	\$800,000
<b>Goal Area 4: Transition to Adulthood</b>	<b>16%</b>	<b>\$5,000,000</b>	
10) Career Access and Employment for Opportunity Youth	9%	\$1,600,000	\$1,700,000
11) Career Access and Employment for Youth in School	5%	\$830,000	\$930,000
11a) Career Access & Employment for Youth in School: Summer Jobs	2%	\$300,000	\$400,000

*Total estimated annual funding:* **\$18,000,000**

## Eligibility

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An applicant must be either a non-profit agency be tax-exempt under section 501(c)(3) of the Internal Revenue Code or a public agency. **For-profit agencies are not eligible for funding.**

Non-profit agencies that do not have 501(c)(3) status may apply using a **fiscal sponsor**. In this case, the fiscal sponsor is the applicant and, if a grant is awarded, would be the organization that contracts with the City of Oakland and is legally liable for all aspects of the contract including program implementation, fiscal management, and communication with the City regarding subcontractor or fiscal partner activities. **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.**

## Use of Funds

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- 1) The proposed program must provide **direct services** to children and youth from birth through 21 years of age who live in Oakland. Programs in the Healthy Development of Young Children goal areas must provide direct services to parents or caregivers of children residing in Oakland. 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.
- 2) Funds may **NOT** be used for:
  - Any service that merely 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) OFCY does **NOT** spend limited resources supplanting services that should be provided by school or other public funds.



## **Type of Applicants**

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OFCY accepts three type of applicants: **Single Agency, Collaborative, and Small & Emerging.**

### **Single Agency Applicant**

A Single Agency Applicant is one agency applying for OFCY funding and will be the agency that contracts 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. The Single Agency Application 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. 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.

### **Collaborative Applicants**

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. 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 Applicants**

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

If the organization does not have a 501(c)(3) status, it must apply using a fiscal sponsor. Small and Emerging organizations that do have 501(c)(3) status may still choose to use a fiscal sponsor. If the organization is a current OFCY grantee in good standing and has a budget under \$500,000, **it may choose to apply as a single agency applicant.** However, the applicant must follow all the requirements of Single Agency applicants as detailed in this RFP, including the required need to submit audited financial statements.

## Number of Applications

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Applicants may submit more than one proposal to OFCY for distinct and substantially different programs operated by the agency. Applicants must submit only one proposal per program – do not submit multiple proposals for the same program under different funding strategies.

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 in East Oakland to serve children 0-8 years of age and their parents, and a second proposal to support teens ages 14-21 with workforce training and job experience. *Agency ABC* has two distinct and substantially different programs and can submit two applications.

*Agency XYZ* provides afterschool tutoring and mentoring in Oakland to children ages 10-14 on Wednesdays and Saturdays at their community site. *Agency XYZ* submits one proposal to OFCY for afterschool academic services on Wednesdays, and a second proposal for youth leadership 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.

## Funding Parameters

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### **Single Agency Applicant**

- Single agency applicants may apply for between \$25,000 and \$250,000.
- 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, Single Agency Applicants must limit their total and/or combined OFCY request(s) to no more than 35% of their current year overall organizational budget excluding current OFCY funding.

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

### **Collaborative Applicant**

- Collaboratives may apply for between \$100,000 and \$500,000.
- 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 current OFCY funding.

### **Small and Emerging Applicants**

- A Small and Emerging applicant request size must be between \$25,000 and \$125,000.
- 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**

Matching Funds refers to all program funding above the OFCY award that are necessary to provide the services at the proposed levels. Proposals must demonstrate, and if awarded will be held accountable for, raising and documenting 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 of OFCY program funding 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 grant. School site facility or regular school costs, such as “head of school”, may not be used as matching funds.

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

### **Audited Financial Statements Requirement**

Single Agency and Collaborative Applicants are required to provide a copy of their agency’s audited financial statements as part of their application. The audit is required for only the lead agency of a Collaborative. Audited financial statements must be from within the past three years (July 1, 2019 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 applying with a fiscal sponsor, applicant must submit fiscal sponsor’s audited financial statements.

If your agency is in the process of obtaining your audited financial statements, but the audit and financial statements will not be complete before the grant deadline, you will be able to submit proof of a contract with a Certified Public Accountant as part of your application submission. In lieu of the audited financial statements, provide a copy of your contract or engagement letter with a CPA as proof that an audit of your agency will be conducted, and include the expected date of completion as part of proof. All agencies selected for funding must provide audited financial statements to OFCY before entering into contract for services.

**Audited Financial Statements Must Include:**

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

Small & Emerging Applicants are **not required** to submit audited financial statements to apply for funding. Small & Emerging applicants may submit their most recent fiscal year **Profit & Loss** and **Balance Sheet**. If the program is recommended for funding, OFCY will require that the agency complete and submit a certified public accountant Review of Financial Statements for their agency prior to the start of new programming.

**SUMMARY TABLE BY APPLICATION TYPE**

	Single Agency	Collaboratives	Small and Emerging
<b>Minimum Grant Request</b>	\$25,000	\$100,000	\$25,000
<b>Maximum Grant Request</b>	\$250,000	\$500,000	\$125,000
<b>Maximum Indirect Rate</b>	15%	15%	20%
<b>Total OFCY Request as % of Agency Budget</b>	35%	35%	50%
<b>Minimum Match Requirement</b>	25%	25%	25% - May include in-kind
<b>Audit Requirements at Submission</b>	Audited Financial Statements or Proof of Audit in Progress	Audited Financial Statements or Proof of Audit in Progress for Lead	Profit & Loss and Balance Sheet

### III. APPLYING FOR FUNDING: PROPOSAL INSTRUCTIONS

#### Applying for Funding

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

These are the steps to 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: Staffing Experience and Qualifications:** key staff leading direct services.
- **Step 7: Program Budget:** for costs of services in the first fiscal year.
- **Step 8: Uploads:** LOAs or MOUs for partnerships and required schedules.
- **Step 9: Proposal Signoff:** verify information and final submission of proposal.

Applicants must complete their **Registration, Agency Information** and the **Proposal Information** section identifying their program name and selected funding strategy in order to access remaining sections of the RFP. Most of the other steps can be entered and completed in any order you choose except for the Uploads and Proposal Submission.

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.

New to this RFP cycle, 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 will be available Monday – Friday, 8:00 AM to 5:00 PM.

## Step 1: Registration and Login

### **REGISTERING**

Register for an OFCY RFP account at <https://ofcyrfp22-25.cityspan.com/registration.asp>. All applicants must create a new RFP account, even if your agency has applied in the past or currently receives funds from OFCY and 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, identify an agency contact, and provide 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://ofcyrfp22-25.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, from 8:00 am to 5:00 pm.

## 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 one time 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 information on their agency's history, accomplishments, and key leadership.

Agencies will be required to upload the following attachments:

- IRS 501c3 Letter of Tax-Exempt Status
- Audited Financial Statements
- Most Current Filed IRS Form 990
- Organizational Budget including Revenues and Expenses for Current Year
- Board of Directors Roster with Affiliations, Roles and Terms

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

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.

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

**Tip:** Once the Proposal Information section is completed, you will have access to all the sections of the RFP. *It is recommended to review all of the online application at this time.*

### Step 4: Population and Geography

Estimate the **total number of individuals** for which your program will enroll to provide direct services, including estimated demographic data. Only provide estimates for participants that would be engaged and enrolled in your program.

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

Applicants will be asked to provide narrative responses to learn more 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 clients into an 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. *Only project individuals to be served that will be enrolled in services.*

### Step 5: Program Design

In the **Program Design** section, you will provide an overview of projected level of services and engagement, what types of services, and when and how services will be delivered. In the Service Intensity section, estimate the number of participants that will receive the number of service hours in each hours range. The total number of participants should equal the number entered as the projected Unduplicated Participants to be served in Populations and Geography.

Service Hours Projections will include projecting the expected start and end dates, days of service, hours of average participation for the clients in your programs, and detailing the calculation used to come to 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.

Additionally, you will provide narrative responses to overall program design including services proposed to be delivered, outcomes to be achieved, and partnerships.

## Step 6: 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 information on how their agency supports staff to develop and acquire the knowledge and skills necessary to be successful.

## Step 7: Budget

The program budget is an important component of your proposal that should be clearly linked to support the proposed program, with reasonable and justifiable expenses for staffing and program costs. The budget proposed should be an appropriate and accurate projection of the program expenses for one program year: FY2022-2023 (July 1, 2022 to June 30, 2023). Summer programs should project a four-month budget from June 1, 2022 to September 31, 2022.

This section also allows you to show the cost effectiveness of your program and demonstrate how you will leverage other funds for the programs you are proposing. 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 level of services proposed.

## Step 8: Uploads

### **LETTERS OF AGREEMENT (LOA) OR MEMORANDUM OF UNDERSTANDING (MOU)**

For programs that are proposing services in partnership with other agencies, as a collaboration, or subcontractor relationship, a LOA or MOU is required for inclusion with your application. 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 the 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. 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.
3. All **Subcontractors** listed in the budget must upload LOA/MOU.

**A signed LOA/MOU is highly recommended, but not required for:**

1. All programs applying to provide services based at a school site are highly encouraged to submit a LOA/MOU between the lead applicant and the school site leadership.
2. Any public-private partnerships such as Oakland Unified School District, Alameda County First 5, City of Oakland Parks, Recreation & Youth Development

Please initiate any agreement conversations with other entities as early as possible. These agreements can take a long time to come to mutual understanding and review. A sample Letter of Agreement (LOA) can be accessed at <https://www.ofcy.org/funding/rfp/>.

**REQUIRED SCHEDULES**

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There are four Schedules required of all applicants seeking funding from the City of Oakland. The City of Oakland requires all prospective contractors to fill out schedules to ensure they are in compliance with a variety of ordinances and laws. The following forms will be uploaded in this section. These schedules can be accessed through links provided in **Appendix B: Stand Alone Schedules Required with Proposal** and are:

- **Schedule E:** Project Consultant Team
- **Schedule I:** Sanctuary City Contracting and Investment Ordinance
- **Schedule O:** Campaign Contribution Limits
- **Schedule W:** Border Wall Prohibition Form

You must submit schedules E, I, O, and W **for each proposal submitted to OFCY.**

**Step 9: Proposal Signoff**

After all other forms are submitted, you can then access the **Proposal Signoff** form for the final confirmation of submission for your proposal and that you have read and are able to comply

with the City of Oakland’s policies and insurance requirement. Once you submit, you will not be able to edit any of your work. Unlike the other forms, you cannot unlock the Proposal Signoff once submitted.

## List of Narrative Questions

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The proposal has questions requiring a narrative response from applicants on each of the different sections. The following is a list of these questions, with character limits, to help applicants prepare responses.

**Tip:** OFCY recommends that programs first draft responses to the Narrative section in a word processing document, and then cut & 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

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- Describe your agency's experience providing direct services for children and youth in Oakland, including pertinent history and accomplishments. (2,000 characters limit)
- Describe your agency's senior leadership and management, and the role of the board of directors (2,000 character limit).
- *For Applicants with Fiscal Sponsors only:* 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

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- Describe the population that will be served in your program. What is your experience working with your target population? (2,000 character limit).
- Describe how you plan to recruit, engage, and retain participants. Describe the average length of time that your population participates in the program. (2,000 character limit)
- Describe the neighborhood or geography where services will be provided or where the majority of your target population resides. What are the stressors in the neighborhood that most affect your population? What are community and neighborhood assets that your program will utilize to support your target population? (2,000 character limit).

### Program Design

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- Provide a brief, high-level summary of your program. The summary should describe the program in terms of the number served, who will be served, 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).
- 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).

- Describe how the program aligns with the funding strategy selected. In what ways are the services designed to implement the strategy identified? (2,000 character limit)
- Describe what the successful completion of the program and services look like for the participants. How will you know your program has met its intended goals? (4,000 Character Limit)
- Provide information on the program partners. What are their roles and what will they provide? (4,000 Character Limit)

### **Staffing Experience and Qualifications**

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- 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)
- Describe the key knowledge, skills, and ability possessed by your staff or needed in the roles for your program to be successful, and how will your agency support staff to acquire and develop their knowledge, skills and ability. (2,000 character limit)

### **Budget**

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- 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? (2,000 Character Limit)
- 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. (2,000 Character Limit)
- *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).

## Additional Optional Preference Points

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While not a requirement, applicants may receive preference points from the City of Oakland, Contract Compliance Division by receiving certification as a Local, Small and Very Small Local Business Enterprise (L/S/VSLBE). Additional Preference Points may also be earned for having an Oakland resident workforce. Refer to **Appendix A, Section A:3** for more information, or refer to the **Program Incentives section (pg 14-16)** of the Local And Small Local Business Enterprise Program (L/SLBE) information provided on the OFCY website at <https://www.ofcy.org/funding/rfp/>.

Applicants seeking additional preference points for having an Oakland resident workforce must submit a completed **Schedule E-2** (“Oakland Workforce Verification Form”) and required supporting documentation by **Monday, February 28 by 5:00pm** (no more than 4 working days after the proposal due date). The completed form and required documentation can be provided to the Contracts Compliance officer via email.

A copy of Schedule E-2 is available at [www.oaklandca.gov/documents/schedule-e2-form](http://www.oaklandca.gov/documents/schedule-e2-form)

If your agency is submitting multiple proposals, you will **only need to submit one copy of the Schedule E-2** and supporting documents in support of your agency.

More information on the Contracts & Compliance Division, including office hours, can be accessed here: [www.oaklandca.gov/departments/contracts-compliance](http://www.oaklandca.gov/departments/contracts-compliance).

**Note:** A lot of firms seeking credit for having an Oakland workforce fail to submit the required DE6/DR9, also known as the EDD Quarterly Tax Statement. Applicants must complete the Schedule E-2, submit proof of residency, and also provide the Quarterly Tax Statement to be eligible to receive additional preference points for local Oakland workforce.

## IV. FUNDING RECOMMENDATIONS AND CONTRACT NEGOTIATION

### **City of Oakland Rights & Reservations**

By submitting a proposal, an applicant authorizes OFCY to verify any information the proposal contains. At any time before a contract is issued, OFCY may conduct site visits, interviews, and/or undertake other means to verify applicants' provision of services before making a final determination of grant awards. OFCY has the right to disqualify applicants whose proposals present false, inaccurate, or incorrect information or are incomplete in any fashion.

Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act or the City of Oakland Sunshine Ordinance.

If an inadequate number of proposals is received or the proposals received are deemed nonresponsive, not qualified, or not cost effective, the City may at its sole discretion reissue the RFP.

### **Rejection of Proposal Elements**

The City reserves the right to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP/RFQ without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. **A proposal may be rejected for any of the following reasons:**

- Proposal received after designated time and date.
- Proposal not in compliance with the City of Oakland Local/Small Local Business Enterprise Program.
- Proposal not containing the required elements, exhibits, nor organized in the required format.
- Proposals not complying with the OFCY funding, eligibility, or submission requirements.
- Proposal considered not fully responsive to this RFP.

## Proposal Review Process

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- City staff will review all proposal submissions received by deadline to ensure that the required proposal elements have all been provided according to the directions included in this RFP. Proposals that are incomplete or non-compliant will not be considered further for funding.
- Applications that are complete and comply with the RFP requirements will then be reviewed and scored by two RFP reviewers with expertise in early childhood and youth development programming and familiarity with Oakland. Reviewers will score proposals based on responses provided in the application according to the 100-point scale listed on the following page. An additional reader review and score may be required for certain strategies.
- Proposals will be considered within the funding strategy it selected in the application. Proposals will be ranked within the funding strategy by the average of the reviewer scores. Additional optional preference points awarded by the Contracts and Compliance Division will then be added into the proposal score.
- Proposals with a minimum score of 70 or above will be considered for funding by an ad-hoc Review subcommittee of the Planning and Oversight Committee. The Review subcommittee will consider proposals by funding strategy. Funding recommendations will consider proposal score as well as review the proposal's proposed demographics to be served, location of services, and reasonableness and feasibility of budget and activities, along with past performance for currently funded programs. The Review subcommittee will incorporate OFCY's Equity Framework as outlined on pages 26 and 27 of the RFP and as detailed in the 2022-2025 Strategic Investment Plan in funding consideration. The Review subcommittee will make funding recommendations by strategy area to the full Planning and Oversight Committee for approval.
- The Review subcommittee will make funding recommendations by strategy area to the full Planning and Oversight Committee for approval. The POC will consider funding across strategies and incorporate OFCY's Equity Framework in decision-making and will move a recommendation for a full funding packet to the Oakland City Council.
- Applicants not recommended for funding may appeal to an ad-hoc Appeals subcommittee, which will hear the appeal and make a determination to bring back to the POC at their next meeting and prior to the funding packet recommendation is presented to City Council. If the appeal is successful, the full POC would vote to amend the funding packet recommendation for council approval.
- City Council's Life Enrichment Committee will receive the POC's funding recommendations and accept the funding packet or reject. If accepted, the funding recommendations move to full City Council for adoption. Once adopted by City Council, OFCY staff can enter into new contracts with new providers for direct services in 2022-2023.

## Reviewer Scoring of Proposals

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The City has allocated approximately four weeks for review and scoring for the proposals. The following specific criteria and the points for each criterion, for a total of 100 points, will be used in evaluating and rating the proposals:

### **1) AGENCY HISTORY & CAPACITY..... 15 POINTS**

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- Past, recently completed, or on-going projects to substantiate experience.
- Demonstration of ability and experience in working with diverse communities and youth.
- 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**

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- Understanding and connection to the community and target population.
- Clarity regarding neighborhood assets and challenges and how they impact the proposed services.
- Clear and realistic plan for engaging and retaining participants in programming.

### **3) PROGRAM DESIGN ..... 30 POINTS**

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- 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.
- Partnerships support the program design and provide detail on roles and assets of partnerships in delivering services.

### **4) STAFFING EXPERIENCE & QUALIFICATIONS..... 15 POINTS**

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- 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.

### **5) REQUIRED RESOURCES AND BUDGET REQUEST ..... 20 POINTS**

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- The program budget is clear and reasonable in costs to support the proposed level of services.
- Project budget provides detail on adequate justification of proposed costs.

**NOTE:** Additional Preference Points may be awarded by the City of Oakland – Contracts and Compliance Division. These points will be awarded above the 100-points scale.

## Appeals Process

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Any applicant that is not recommended for funding under this Request for Proposals (RFP) may challenge the funding recommendations by filing an appeal with the Human Services Department within seven (7) days after the date of the City's written notice of its funding decision. The appeal **must** be based on one or more of the following three grounds:

1. **Unfair Process** – appellant or appellant's proposal was subjected to unequal treatment in the application process (e.g. appellant was provided less time than other applicants to submit an application)
2. **Material Mistake of Fact** – a material misunderstanding or mistake of fact in the evaluation of appellant's application (e.g. the appellant's proposal was evaluated under the wrong funding strategy), or
3. **Conflict of Interest** – the decision-making ability of one or more of the persons responsible for making funding recommendations for this RFP is compromised by a conflicting personal interest (e.g. a person responsible for making funding recommendations under the RFP has a personal financial stake in the funding award).

An appeal based on any ground other than one or more of the above-enumerated grounds **will not be considered** under any circumstances. ***Disagreement with the funding recommendations is not grounds for appeal.***

Appeals must be submitted in writing and must include the following: 1) the ground(s) for appeal; 2) a statement of facts in support of each ground for appeal; and 3) any evidence in support of each ground for appeal. **All appeals must be submitted within seven (7) days after the date of the City's written notice of its funding decision; untimely appeals will not be considered.**

Appeals must be submitted by email to the following address:

**Address:** [ofcy@oaklandca.gov](mailto:ofcy@oaklandca.gov)

**Title:** RFP Appeal: [NAME OF AGENCY – PROGRAM NAME]

An ad-hoc subcommittee of the Planning and Oversight Committee will form to hear appeals and make determinations, which they will bring back to the POC at their subsequent meeting for action. Appellants will receive written notice of the outcome of their appeal. In the event of a successful appeals, the POC will submit the successful appeal(s) as funding recommendations to the Oakland City Council, which has the authority to accept or reject the entire package.



## **Contract Negotiations**

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An applicant recommended for funding should expect that OFCY staff will have recommendations for modifying Scopes of Work and Budgets. During contract negotiation, scopes of work and budgets will be reviewed in detail and negotiated as necessary to ensure that they meet the goals, objectives and policies of OFCY and the POC. Revisions to scopes of work include completing detailed activity projections and updating projected client demographics.

Should the City and the applicant not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the next most qualified applicant within the funding strategy, as identified and selected by the Planning and Oversight Committee, and proceed down the list of qualified applicants as necessary until an agreement is reached or the list is exhausted.

All grantees must use the Cityspan online reporting system to report scope of work activities, demographics, budget, program activities, enrollment, attendance, and invoices. Grantees are also required to submit quarterly progress reports in a timely manner.

All grantees must participate fully in the OFCY independent evaluation process so that meaningful data may be gathered to report to all parties interested in OFCY. Participation includes attending trainings and workshops, collection of participant survey data, gathering adequate data on effort and results at the evaluator's request, and hosting site visits. Organizations are also required to attend OFCY grantee convenings and other OFCY informational, technical assistance, training and service coordination meetings.

At any time during or before a grant agreement is issued, City of Oakland staff may conduct site visits, interviews, and/or undertake other means to verify Applicants' provision of services.

## **Contract Award**

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- 1) The contract amount (including reimbursements) shall be a not to exceed amount, to be established based upon a mutually agreeable Scope of Services and fee schedule.
- 2) The City will withhold the final 10% of contract amount pending successful completion of work.
- 3) Upon successful completion of the negotiations, the City Administrator will award the contract to the selected contractor.
- 4) A sample City standard professional services agreement is provided on the OFCY website as a reference and is available at [www.ofcy.org/funding/rfp/](http://www.ofcy.org/funding/rfp/).
- 5) The selected contractor will be required to enter into a contract that contains similar terms and conditions as in the standard agreement. Please note that the City Attorney's Office is typically not inclined to make any modifications to the standard agreement terms and provisions.
- 6) Upon award the City will issue a Notice to proceed.
- 7) The selected contractor and its other members will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the contractor and its other members may be required to undergo an evaluation to demonstrate that the contractor uses recognized accounting and financial procedures.

### **CONTRACT AND COMPLIANCE**

1. Grantees must provide the services projected in the proposal and Scope of Work, subject to contract negotiations. Failure to provide these services may result in reduced payments or suspension of payment.
2. Grantees must provide evidence of in-kind and cash matches at the end of the third quarter, e.g. through letters, copies of checks, grants, or records of volunteer or donated services.
3. After a contract is awarded, OFCY and the City reserve the right to amend it as needed throughout the term of the contract to best meet the needs of all parties.
4. The City Auditor and the City department administering this Contract shall have the right to audit this Contract and all books, documents and records relating thereto.

## V. FUNDING STRATEGIES FOR FY2022-2025

### **OFCY Equity Framework for Strategic Investments**

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Specific communities in Oakland continue to face disproportionate and compounding burdens. Black/African American and Latinx youth are the most likely to live in poverty and reside in low-income neighborhoods, which in turn have less access to early childhood development opportunities, greater environmental stressors (such as increased pollution and unsafe street crossings), fewer parks and safe places to play, fewer affordable grocery stores with healthy food, limited resources available to local schools, more exposure to violence and interaction with police, and fewer living-wage job opportunities.

Insufficient income has a negative impact on the social determinants of health, academic achievement, personal development, and well-being of children and youth in Oakland, disproportionately affecting youth of color in the flats of East, Central, and West Oakland. These communities have the highest poverty rates overall and as a proportion of African American (23.8%), Native American (21.8%), and Latinx (20.6%) children and youth.

Black/African American youth in particular are facing challenges on all sides, and are disproportionately represented among foster children, children with disabilities, children and youth who are sexually exploited, who are housing insecure, chronically absent from school, facing suspension from school, and likely to be disconnected from both school and work as they transition to adulthood.

There are additional communities that also face ongoing challenges that require targeted approaches. Available disaggregated data and community engagement findings reveal important nuances in the needs of different communities. For example, while students identifying as Asian have the lowest rates of chronic absenteeism as a whole, Pacific Islander students – whose data are often folded into the larger category of Asian – have the highest rates of chronic absenteeism in OUSD. At the same time, the population of Native American children and youth is relatively small and cannot be reported to preserve student confidentiality.

OFCY's investments are designed to address the racial, linguistic, and socioeconomic disparities in Oakland. While the overall, desired vision is that all children and youth will thrive, as a public investment, OFCY prioritizes services and programs for those with the most need and least access. OFCY works toward an equitable city by funding strategies designed to support more equitable outcomes.

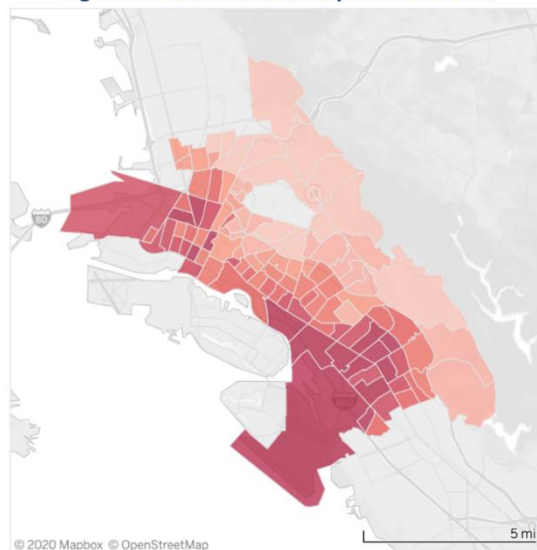
## Equity Guidance

- 1) OFCY's will focus funding to address the needs of Black and Latinx youth and families who bear the most disproportionate burdens and face the most compounding stressors.
- 2) Funding will serve low-income children and youth, ensuring that investments reach specific communities of color, including Pacific Islanders, and Native Americans, OFCY will support culturally-responsive approaches to services.
- 3) 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. Investments should be directed into the neighborhoods and schools where these youth live and attend. The Human Services Department (HSD) stressor map is used to identify gaps and needs in a graphic manner which helps communities prioritize funding for direct services to communities in East, Central, and West Oakland.

- 4) OFCY recognizes the need to channel funds to youth facing multiple barriers that often intersect and heighten risk and drive inequitable outcomes. Funding approaches should support the specific needs and experiences of youth – especially those facing the most egregious challenges. These include:

- Transition Age Youth disconnected from both school and work.
- Foster Youth
- Children and Youth Experiencing Homelessness
- Newcomer and Immigrant Children, Youth, and Their Families.
- LGBTQ+ Children and Youth.
- Children and Youth with Disabilities.
- Commercially-Sexually Exploited Children and Youth (CSEC).

Figure 1: Oakland Community Stressors Index



Color Legend: Rankings (1=Most Stressed)

1-15 16-31 32-47 48-63 64-79 80-95 96-111



An interactive map for the Oakland Community Stressors Index is available here:  
<https://www.oaklandca.gov/resources/oakland-community-stressors-index>

## Goal Area 1: Healthy Development of Young Children

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OFCY is funding direct services for the healthy development of young children through two strategies: **Socio-Emotional Well-Being in Early Childhood** and **Family Resource Centers and Parent Engagement**.

These strategies support greater engagement with families to support the healthy social and emotional development and learning of young children and support children and their families who are underserved by current resources. Funding strategies support collaboration among community based organizations and collective efforts tied to kindergarten readiness and literacy.

### Strategy 1) Social Emotional Well-being in Early Childhood

OFCY supports programs focused on the social emotional well-being in early childhood by investing in a range of program models that strengthen the capacity of parents and caregivers to support the healthy development of young children. Programs will provide direct supports for children and families who are stressed by traumatic events and who are in need of mental health services and referrals. Support for family well-being initiatives, wellness and early childhood mental health consultation can support parents and caregivers in childcare and early learning settings with greater reach to families in need. Programs support social and emotional wellness and skill building among parents and teachers to support the social emotional and mental health of infants, toddlers and young children. This approach responds to risk factors in specific neighborhoods (place), socioeconomic status, social determinants of health, exposure to adverse childhood experiences, and structural racism which can result in learning, health, and mental health disparities.

#### Projected Allocation

- \$500,000 - \$600,000 annually.

#### Priority Population & Geography

- Families in East and West Oakland with young children from birth to 5 in need of mental health support. Support for mental health and consultations services provided in pre-Kindergarten classrooms serving low-income families. Services can be provided at community-based locations and directly at families' homes.

#### Supported Programming

- Mental Health Developmental Consultations
- Play and Learn Therapy Groups
- Parenting Workshops
- Family and Group Therapy
- Screening/Referral to Services
- Parents as First Teachers

### **Intended Outcomes and Impact**

- Improved access to culturally-sensitive, trauma-informed mental health services for children, parents/caregivers, and families.
- Improved understanding of early childhood development and child needs by parents and educators.
- Improved confidence for early childhood educators to address mental health and stress experienced by children and families.
- Increased parent confidence, leadership, and self-advocacy.

### **Contributing Towards Citywide Goals**

- Children are ready for Kindergarten
- Supporting children’s healthy socio-emotional development

## **Strategy 2) Family Resource Centers and Parent Engagement**

Parent engagement is a longstanding strategy to support programs that build knowledge and skills about early childhood development, increase parent involvement as first teachers, and support early learning such as playgroups and workshops engaging parents. Programming takes place in community settings, such as recreation centers and hubs for early childhood services.

Parent/Family engagement programs involve opportunities for parents to connect with other families for social networking, learning, service, civic engagement and leadership. They are often innovative, targeting specific populations including fathers, teen parents, refugee and immigrant populations to meet their unique needs. They are uniquely suited to support the citywide vision for quality literacy to ensure strong readers by third grade and align with family driven and family centered approaches, including the hiring of parent liaisons and diverse multi-lingual family literacy tutors.

Comprehensive Family Resource Centers (FRCs) operate as hubs for services for high need families of young children in priority neighborhoods by providing safe spaces through trusted community-based organizations and culturally and linguistically relevant services and approaches to address the unique needs of the families they serve. FRCs are collaborative by design as hubs for a constellation of family support services, family navigation, promoting partnerships, mutual aid, and distributions to support the basic needs of low-income families. FRCs provide key connections for neighborhood families to participate in early childhood programming, support groups and to access educational resources such as ESL classes. FRCs also offer opportunities for parents as decision- makers, parent leadership and civic engagement, peer-based services, assistance and networking, income and community empowerment. Opportunities for gathering and social connection are important, particularly for parents and caregivers of children with special needs, hard-to-reach young parents, newcomers/immigrant families and others who may be isolated from resources.

### **Projected Allocation**

- \$2,280,000 – \$2,380,000 annually.

### **Priority Population & Geography**

- Children and families with very young children and/or children – especially those who are not enrolled in formal early childhood or preschool programs.
- New immigrant and non-English speaking populations and support for low-income and Black/African American and Latinx families of communities of East, Central, and West Oakland.

### **Supported Programming**

- Peer Support and Social Connection
- Infant/Toddler Play and Learn Groups
- Parent Leadership/Civic Engagement
- Family Navigation/Referrals to Support
- Computer Access
- Educational Resources/Workshops
- Basic Needs Distribution
- Economic Supports/Legal Rights
- Parent and Family Activities
- Linguistically and Culturally Relevant Family Support

### **Intended Outcomes and Impact**

- Increased parent confidence, leadership, and self-advocacy
- Improved grounding of literacy in early childhood
- More families are connected to resources (e.g., basic needs and mental health services)
- Increased parent confidence, leadership, and self-advocacy
- More children and parents/caregivers participate in developmentally supportive activities

### **Contributing Towards Citywide Goals**

- Children are ready for Kindergarten
- Children read at grade level
- Supporting children’s healthy socio-emotional development

## **Goal Area 2: Children’s Success in School**

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This funding area provides a continuum of supports for school-aged youth from elementary through high school and brings together school communities and community-based organizations to support learning and the whole-child success among students. Funding for comprehensive afterschool in both elementary schools and middle schools, and funding to support student wellness at priority middle school and high school locations advances citywide goals for literacy, high school graduation and access to post-secondary education and employment.

### **Strategy 3) Comprehensive Afterschool in Elementary School**

The afterschool program partnerships are designed to coordinate comprehensive academic and enrichment activities at Oakland school sites for low-income students in elementary (grades K-5). This strategy supports low-income families by providing safe, high quality, effective afterschool opportunities at no-cost to families. This strategy supports afterschool programs at schools where the majority of students (50% or above) qualify for Free or Reduced Price Meals (FRPM). This strategy emphasizes partnerships between lead community-based organizations, funded under this strategy, the Oakland Unified School District (OUSD) Expanded Learning Office, school site leadership, and OFCY in order to support student wellness and success. Students participating in afterschool programs have opportunities to receive extra academic support and interact with caring adults and peers in a stimulating environment after the school day has finished. Programs can also increase students’ sense of agency, belonging, and wellness.

OFCY grants to non-profit agencies provides a direct match for state After School Education and Safety (ASES) funding, leveraging substantial investment into Oakland’s public schools. This funding support allows programs to be offered free of charge to students and allows providers to bring in other subcontractors to deliver a wide array of programming. Afterschool programs are more than academic support, they also effective in supporting students who are struggling with social emotional challenges, academic issues, and difficult peer relationships.

Successful afterschool programs work effectively with school site leadership and teachers to coordinate efforts and support individual students and work closely with parents and caregivers to build strong engagement.

#### **Projected Allocation**

- \$3,200,000 – \$3,300,000 annually.
- OFCY will provide grant awards of \$85,000 for elementary school sites that receive ASES funding.

#### **Priority Population & Geography**

- OUSD public schools where 50% or more of students qualify for FRPM and receiving state ASES funding.



- Programs to prioritize service for students qualifying for FRPM as well as students in need of additional support, including homeless students and students with disabilities.
- Programs will use OFCY funds and ASES to provide free afterschool to students and meet contracted Average Daily Attendance (ADA) as established by ASES funds. The scope of services may be negotiated by OFCY and the selected lead agency.

### **Supported Programming**

- Academic support
- Enrichment programming (arts, recreation, skill development).
- Activities that build foundational social emotional skills.

### **Intended Outcomes and Impact**

- Improved academic achievement
- Increased student motivation to learn
- Increased student connection to school
- Improved connections to peers and caring adults
- Increased opportunities for enrichment.
- Positive youth engagement in afterschool

### **Contributing Towards Citywide Goals**

- Children read at grade level
- Improved school attendance
- Children are safe between 3pm and 6pm.

## **Strategy 4) Comprehensive Afterschool in Middle School**

Programs reaching students in grades 6-8 are partnerships designed to coordinate comprehensive academic and enrichment activities at Oakland school sites for middle school where the majority of students (50% or above) qualify for Free or Reduced Price Meals (FRPM). The strategy supports low-income families by providing safe, high quality, effective afterschool opportunities at no-cost to families. OFCY funds provide a local match to leverage significant state ASES funding, bringing millions of dollars into Oakland schools to support students. OFCY partners closely with OUSD to support high quality afterschool programs in Oakland public schools, jointly supporting the lead agency in their work delivering afterschool programming.

OFCY supports lead agencies that work in partnership with the school site and other providers on a thoughtful design of programs to meet the unique needs and experiences of middle school students. Recruitment and retention of middle schoolers may depend on the strength, innovation and creativity offered in specific programs, as well as enhanced connection to caring adults to support the need for trauma informed approaches to learning and social and emotional health, and the opportunities to support engagement, youth development and leadership potential of the age group. Programs operating at schools that serve middle school children that are not traditional middle schools, such as K-8 schools or other variations, may apply for funding support in this strategy.

### **Projected Allocation**

- \$1,700,000 – \$1,800,000 annually.
- OFCY will provide grant awards of \$100,000 for school sites serving students in grades 6-8 that receive ASES funding.

### **Priority Population & Geography**

- OUSD public schools where 50% or more of students qualify for FRPM and receiving state ASES funding.
- Programs to prioritize service for students qualifying for FRPM as well as students in need of additional support, including homeless students and students with disabilities.
- Programs will use OFCY funds and ASES to provide free afterschool to students and meet contracted Average Daily Attendance (ADA) as established by ASES funds. The scope of services may be negotiated by OFCY and the selected lead agency.

### **Supported Programming**

- Academic support.
- Activities that build foundational social emotional skills.
- Programming focusing on youth development and joyful enrichment, such as visual and performing arts, hands-on science, recreation, and culturally affirming activities.
- Mentoring.

### **Intended Outcomes and Impact**

- Improved academic achievement.
- Increased student motivation to learn.
- Increased student connection to school.
- Improved connections to peers and caring adults.
- Increased opportunities for enrichment.
- Positive youth engagement in afterschool.
- Students are prepared for successful transition to high school.

### **Contributing Towards Citywide Goals**

- Children read at grade level.
- Improved school attendance.
- Children and youth are safe between 3pm and 6pm.

## **Strategy 5) Middle School Engagement, Wellness, And Transitions**

OFCY is focusing additional resources toward middle schoolers by funding culturally competent and focused programming, efforts to address trauma, stress, and mental health crises among students, through youth led opportunities to support student well-being and to meet the unique needs of specific populations. Enhanced investment in middle school engagement will provide low-income non-white students that live in high stress neighborhoods and/or attend high stress schools with additional opportunities for peer leadership, mentoring, community

building, community service, and holistic wellness supports. Programs funded under this strategy support middle school students to learn healthy problem-solving strategies and social-emotional assets that can be sustained and used throughout their lives. Targeted programs during or after school can provide opportunities for counseling, mentoring, wraparound services, and other approaches to promote youths' agency, self-esteem, growth mindset, and address mental health needs. OFCY looks to support partnerships with Oakland Parks, Recreation and Youth Development and with nonprofit programs to broaden opportunities for middle school youth to participate in outdoor recreation, sports, and nature exploration.

### **Projected Allocation**

- \$610,000 – \$710,000 annually.

### **Priority Population & Geography**

- Programming tied to OUSD public middle schools serving students in grades 6-8 with high rates of student suspension or located in neighborhoods with high levels of community stress. Services may be delivered at school sites, community locations, or through home visits.
- Low-income, non-white middle school students.

### **Supported Programming**

- Culturally-affirming, developmentally appropriate programming.
- Support for wellness and academic success.
- Support for families that promotes the whole-child success of middle school students
- Sports and recreation programs.
- Youth leadership development opportunities, including youth-driven program design and implementation.
- Mentoring, peer-to-peer support, or group-based activities that address grief, substance use, mental health, and restorative justice.

### **Intended Outcomes and Impact**

- Increased student connection to school.
- Improved connections to peers and caring adults.
- Increased opportunities for enrichment.
- Improved motivation to learn
- Students are prepared for successful transition to high school.

### **Contributing Towards Citywide Goals**

- Improved school attendance.
- Reduced youth exposed to violence.
- Reduced school suspension rates.

## Strategy 6) High School and Post-Secondary Student Success

This strategy will support programs that work with Oakland youth ages 14 to 21 – enhancing their abilities to successfully complete high school and transition to post-secondary educational opportunities or college. This strategy includes culturally specific equity-focused programs for Oakland’s non-white high school students. In addition, this funding may support Wellness Centers that create supportive spaces where students address trauma and violence, while supporting healing.

### Projected Allocation

- \$950,000 – \$1,050,000 annually.

### Priority Population & Geography

- Programming linked to OUSD high schools serving students in grades 9-12 with high rates school stress or in neighborhoods with high levels of community stress.
- Programming at post-secondary educational or training institutions.
- Services may be delivered at school sites, community locations, or through home visits.
- Low-income, non-white youth ages 14-21.
- High school students experiencing trauma and exposed to violence.

### Supported Programming

- Youth-led, culturally-responsive, trauma-informed, and healing-centered Wellness programs.
- Peer leadership, life coaching, mentoring, community building, and other academic and social supports.
- College and postsecondary preparation.
- Post-secondary persistence support.
- Conflict resolution and restorative justice programming.

### Intended Outcomes and Impact

- Increased student connection to school.
- Improved academic achievement
- Improved connections to peers and caring adults.
- Increased opportunities for enrichment.
- Improved college readiness
- Improved motivation to learn

### Contributing Towards Citywide Goals

- Improved school attendance.
- Reduced youth exposure to violence.
- Improved high school graduation rates
- Improved post-secondary matriculation and persistence

## Goal Area 3: Youth Development and Violence Prevention

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Positive Youth Development continues as one of OFCY’s most innovative and powerful investment areas. Funding prioritizes low-income non-white youth and provides support for specific populations of youth who face adverse circumstances, including but not limited to commercially-sexually exploited children (CSEC), LGBTQ youth, youth with learning disabilities and youth facing housing insecurity. Funding promotes a strengths-based foundation and ecosystem for youth development and engagement and opportunities for youth leadership and decision-making, and responds to the community voices stating the need for safe, nurturing, inspiring, and empowering programming for children and youth. The goal area supports youth programming at community-based locations, schools, parks and recreation centers, and homes to serve children and youth where services are best suited. Programs run year-round, in summer, and will directly address youth violence and trauma. OFCY can fill gaps in Oakland’s support infrastructure by supporting community driven, creative and culturally rich programs, and ensuring room for small, nimble, culturally effective entities, innovative programs and youth-led approaches. In partnership with the City of Oakland’s ReCAST (Resiliency in Communities After Stress and Trauma) project, administered by the Human Services Department with funding by the Substance Abuse and Mental Health Services Administration (SAMHSA), OFCY will expand support to youth-serving providers to center trauma informed practices and support youth mental health and well-being.

### Strategy 7) Youth Leadership and Development

The Youth Leadership and Development strategy will provide children and youth with access to asset based, positive youth development programs that recognize, utilize, and enhance youths’ strengths and promote positive outcomes for young people. This strategy will offer youth opportunities for new experiences, foster positive relationships including connections to caring adults and mentors, and support enriching activities and safe spaces in community settings. The strategy includes cultural programming as well as empowerment opportunities for youth to build agency and self-efficacy along with fundamental civic, social and leadership skills. A broad range of programming will be supported, with particular focus on:

- **Arts, Recreation, and Cultural Enrichment** programs that will support youth development such as leadership, physical health, teamwork, and artistic creativity.
- Supporting and expanding Safe **Community Spaces** in community settings, particularly in underserved neighborhoods and for the most vulnerable populations, including but not limited to LGBTQ+ students.
- **Youth Leadership, Organizing and Advocacy, and Civic Engagement programming**

**for older youth** that supports youth to develop skills, experience, and agency in civic participation, community advocacy, and leadership with emphasis on racial, social, and environmental justice.

The strategy builds equity by focusing on youth who have had adverse experiences and have fewer opportunities to participate in supportive activities. These programs and activities provide critical foundations that support goals for healthy development and violence prevention. Programs under this funding area use a positive youth development framework that promotes learning, leadership, and peer-to-peer social connections. The strategy meets the needs of children, youth and parents that desire more quality programming free of charge so Oakland children and youth can participate in arts, recreation, sports, music, nature and activities that promote positive youth development year-round and in summer months.

### **Projected Allocation**

- \$3,950,000 – \$4,050,000 annually.

### **Priority Population & Geography**

- Low-income children and youth ages 5-21.

### **Supported Programming**

Supported programming will provide youth with enriching activities, skill building, connections to caring adults, and opportunities for direct mentorship. Particular focus may be given to:

- Visual and performing arts
- Sports and physical recreation
- Cultural arts and enrichment
- Youth leadership, organizing, advocacy and civic engagement
- Safe spaces for priority populations
- Peer mentoring
- Positive connection with caring adults
- Youth voice and agency in program decision making

### **Intended Outcomes and Impact**

- Increased caring relationships with peers and adults
- Increased youth leadership skills
- Increased connection to community
- Expanded access to literacy, arts, technology, and other enrichment
- Improved youth physical activity levels, fitness, and overall physical wellness
- Increased youth agency and self-efficacy

### **Contributing Towards Citywide Goals**

- Children and youth retain academic skills and knowledge over summer months
- Fewer youth involved in the juvenile justice system
- Reduction in youth-involved violence
- Fewer expulsions, suspensions, and other disciplinary actions

## Strategy 8) Summer Academic and Enrichment Programs

The strategy supports programming specifically in summer months for children and youth to participate in quality academic and enrichment experiences. Programming supported includes community based programs at community locations, as well as programs operating in partnership with the Oakland Unified School District (OUSD) Extended Learning Office for summer school. The strategy supports programming which allows children to participate in high-quality, enriching summer activities that may otherwise not be financially accessible to Oakland families. This strategy supports learning for students in low- and middle-income families by preventing the “summer slump”, whereby youth who are inactive during the summer fall behind their peers when they return to school. Summer programming can promote social-emotional asset building, cultural and community connections, health and wellness, and cognitive development.

### Projected Allocation

- \$780,000 – \$880,000 annually.

### Priority Population & Geography

- Low-income children and youth ages 5-14.

### Supported Programming

- Social-emotional skills development
- Cultural and community connections
- Health and wellness
- Field trips and nature exploration

### Intended Outcomes and Impact

- Increased caring relationships with peers and adults
- Expanded access to literacy, arts, technology, and other enrichment
- Improved youth physical activity levels, fitness, and overall physical wellness
- Improved academic achievement
- Increased leadership skills
- Increased community connectedness

### Contributing Towards Citywide Goals

- Children and youth retain academic skills and knowledge over summer months
- Reduction in youth-involved violence
- Fewer expulsions, suspensions, and other disciplinary actions

## Strategy 9) Violence Prevention Programming

OFCY's Violence Prevention strategy aims to advance opportunities for systemic coordination with key city partners, primarily the Department of Violence Prevention and Oakland Unified School District. The strategy will expand restorative justice and or other promising violence prevention programs specific to youth ages 11-21. The strategy will support violence prevention education, peer leadership, restorative justice, and healing practices that help youth build mastery of anti-violence competencies. Supported programs can offer more targeted resources toward trauma informed and healing centered programming for youth who are exposed to trauma and/or live in neighborhoods with high levels of violence, and youth who are at risk of involvement with the juvenile justice system, and can support youth's well-being and their social emotional and mental health.

### Projected Allocation

- \$700,000 – \$800,000 annually.

### Priority Population & Geography

- Children and youth ages 11-21 at risk of violence or exposed to violence

### Supported Programming

- Restorative justice programming
- Targeted youth violence prevention programming
- Peer and adult mentoring programs
- Peer-led training addressing community and gender-based violence

### Intended Outcomes and Impact

- Increased caring relationships with peers and adults

### Contributing Towards Citywide Goals

- Reduction in youth-involved violence
- Fewer youth involved in the juvenile justice system
- Fewer expulsions, suspensions, and other disciplinary actions



## **Goal Area 4: Transitions to Adulthood**

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This goal area supports programming that provides opportunities for youth to gain valuable skills and experience that contribute to their success and assist in transitions to employment and success in life. These strategies are closely coordinated and aligned with the Oakland Workforce Development Board, Department of Violence Prevention, and Oakland Unified School District's Linked Learning initiatives. The strategies fill an important gap providing education, access to training, employment experience and can reduce youth involvement in the juvenile system.

### **Strategy 10) Career Access & Employment for Opportunity Youth**

This strategy supports programming that provides holistic support and sustainable opportunities for employment and transitions to adulthood for older youth ages 16-21. Programming focuses on connecting opportunity youth to supported training and employment and re-engagement to education at the stage most appropriate and suited for the youth. The strategy supports programs for opportunity youth that have foundational workforce skill building elements and including innovative programming and new opportunities such as apprenticeships. Successful to the work is the ability to provide appropriate and needed wraparound support services to reconnect youth by addressing a variety of other barriers including housing instability, immediate financial needs, family, system involvement, and mental health and substance dependency. Meeting the needs of opportunity youth is a strong equity strategy as Black/African American youth in Oakland are disconnected at twice the city-wide rate.

#### **Projected Allocation**

- \$1,600,000 - \$1,700,000 annually.

#### **Priority Population & Geography**

- Black/ African American youth ages 16-21 and disconnected from school and employment.

#### **Supported Programming**

- Comprehensive, supported work experiences (apprenticeships, subsidized employment, internships, and direct job placement).
- Pre-employment and life skills training
- Support for academic achievement including alternative educational pathways.
- 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.

### **Intended Outcomes and Impact**

- Youth increase employment skills through a variety of work experiences.
- Youth increase awareness of career options and set career goals.
- Opportunity youth are re-engaged through paid work experiences.
- Opportunity youth are re-engaged with educational systems.
- Improved financial stability and literacy for youth through earned stipends and wages.

### **Contributing Towards Citywide Goals**

- Improved rates of high school graduation
- Reduced community violence
- Reduction in Disconnected Youth
- Improved postsecondary participation and persistence

## **Strategy 1 1) Career Access and Employment for Youth in School**

This strategy strives to ensure equitable opportunity for high school students by providing subsidized employment opportunities year-round. Programming is aligned to OUSD's Linked Learning and work over the years to build out strong industry-aligned high-school workforce programming and supports the goal of providing in-school youth with opportunities to learn about industries and employment and what is required to gain these jobs. Programs provide job shadowing, work experience, industry-aligned training, and other youth workforce engagement activities to build skills, knowledge and abilities of Oakland youth. Through the programs, youth will learn the educational pathways required to obtain living-wage jobs and the career pathways available in Oakland's priority industry sectors.

### **Projected Allocation**

- \$1,180,000 - \$1,280,000 annually.

### **Priority Population & Geography**

- Oakland youth in school ages 14-21.

### **Supported Programming**

- Career exposure, internship opportunities, and/or work experience during the school year and in summer months.
- Pre-employment and life skills training
- Financial literacy and financial access.
- Career and workplace exposure through job-shadowing or on-the-job experience.
- Programs that teach youth the academic and employment skills needed for careers or professions explored.

### **Intended Outcomes and Impact**

- Youth increase employment skills through a variety of work experiences.
- Youth increase awareness of career options and set career goals.
- High school age youth gain employment experience aligned with career pathways.
- High school age youth gain first time job experience through summer jobs.
- Improved financial stability and literacy for youth through earned stipends and wages.

### **Contributing Towards Citywide Goals**

- Improved rates of high school graduation
- Reduced community violence
- Reduction in Disconnected Youth
- Improved postsecondary participation and persistence

## **Strategy 1 1a) Oakland Summer Youth Employment**

OFCY partners with the Oakland Workforce Development Board (OWDB) to directly support Oakland Summer Youth Employment, providing high school youth with first time job experience during the summer months to gain experience and earn a wage between the school years. The partnership with OWDB was developed in 2019 and co-funds nonprofit service providers through a joint request for proposal partnership to deliver summer programming. The programs include job readiness training, 100 hours of paid (minimum wage) work experience, and financial literacy support. Over the years it has supported hundreds of youth gaining first-time job experience and providing hundreds of thousands of dollars directly to youth through earnings. OFCY looks to support agencies to deliver high-quality work experiences for youth that build their experience and knowledge of careers and industries aligned to their schooling and interests. Additionally, OFCY and OWDB will also consider supporting programs that can engage and successfully serve opportunity youth (not employed or in school).

Applicants applying for Summer Youth Employment will also be considered for funding by the Oakland Workforce Development Board through this Request for Proposal. This RFP will serve as a request for qualifications for future funding from the Oakland Workforce Development Board. The OWDB will review the proposals submitted through this sub-strategy for additional funding consideration with monies they have to distribute. The OWDB may request additional information from applicants prior to their summer employment funding determinations. For more information on the Oakland Workforce Development Board click here: [www.oaklandca.gov/boards-commissions/oakland-workforce-development-board](http://www.oaklandca.gov/boards-commissions/oakland-workforce-development-board).

Further information on the intended program design and elements for a successful Summer Youth Employment program can be found at: [www.ofcy.org/funding/rfp/](http://www.ofcy.org/funding/rfp/).

### **Projected Allocation**

- \$300,000 - \$400,000 annually (OFCY funds).
- \$400,000 annually (OWDB funds).

### **Priority Population & Geography**

- Oakland youth enrolled in OUSD high school ages 16-21.

### **Supported Programming**

- Work experience during in summer months.
- Pre-employment / job skills training
- Financial literacy and financial access.
- Career and workplace exposure through job-shadowing or on-the-job experience.
- Programs that teach youth the academic and employment skills needed for careers or professions explored.

### **Intended Outcomes and Impact**

- Youth increase employment skills through a variety of work experiences.
- Youth increase awareness of career options and set career goals.
- High school age youth gain employment experience aligned with career pathways.
- High school age youth gain first time job experience through summer jobs.
- Improved financial stability and literacy for youth through earned stipends and wages.

### **Contributing Towards Citywide Goals**

- Improved rates of high school graduation
- Reduced community violence
- Improved postsecondary participation and persistence

-- END OF RFP --

## APPENDIX A: COMPLIANCE WITH CITY COUNCIL POLICIES

### A. GENERAL INFORMATION

1. The successful proposer selected for this service shall obtain or provide proof of having a current City of Oakland Business Tax Certificate.
2. The City Council reserves the right to reject any and all bids.
3. Local and Small Local Business Enterprise Program (L/SLBE)

The City of Oakland has adopted a Local and Small Local Business Enterprise Program (L/SLBE). The City's current L/SLBE Program guidelines may be accessed via the following link: [https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines\\_Revised.5.4.21.pdf](https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf)

Contractor understands and agrees to the following:

- a) Preference Points – Preference points are awarded based on the level of local, small local and very small local business participation that is proposed by contractors during the competitive solicitation process.
  - b) Maintaining Participation – As a condition of award of this Contract, Contractor must achieve and maintain the levels of local, small local or very small local business participation for which preference points were earned during the competitive solicitation process or the levels of participation agreed upon by the Parties during negotiation of this Agreement. Failure to achieve and maintain the proposed levels of participation may result in the imposition of penalties as set forth in the above-reference Local and Small Local Business Enterprise Program guidelines.
  - c) Contractor shall submit information concerning the ownership and workforce composition of Contractor's firm as well as its subcontractors and suppliers, by completing **Schedule D, Ownership, Ethnicity, and Gender Questionnaire**, and **Schedule E, Project Consultant Team**, which shall be attached hereto and incorporated herein.
4. The City's Living Wage Ordinance

This Agreement is subject to the Oakland Living Wage Ordinance. The Living Wage Ordinance requires that nothing less than a prescribed minimum level of compensation (a living wage) be paid to employees of service Contractors (contractors) of the City and employees of CFARs (Ord. 12050 § 1, 1998). Oakland employers are also subject to the City of Oakland Minimum Wage law (see Section 5, below), and must pay employees

wages and provide benefits consistent with the Minimum Wage law or Oakland Living Wage Ordinance, whichever are greater.

The Ordinance also requires submission of the Declaration of Compliance attached and incorporated herein as Declaration of Compliance – Living Wage Form; and made part of this Agreement, and, unless specific exemptions apply or a waiver is granted, the contractor must provide the following to its employees who perform services under or related to this Agreement:

- a) Minimum compensation – Said employees shall be paid an initial **hourly wage rate of \$15.30 with health benefits or \$17.56 without health benefits**. These initial rates shall be upwardly adjusted each year no later than April 1 in proportion to the increase at the immediately preceding December 31 over the year earlier level of the Bay Region Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor. Effective July 1<sup>st</sup> of each year, Contract shall pay adjusted wage rates.
- b) Health benefits – Said full-time and part-time employees paid at the lower living wage rate shall be provided health benefits of at least **\$2.26 per hour**. Contractor shall provide proof that health benefits are in effect for those employees no later than 30 days after execution of the contract or receipt of City financial assistance.
- c) Compensated days off – Said employees shall be entitled to twelve compensated days off per year for sick leave, vacation or personal necessity at the employee's request, and ten uncompensated days off per year for sick leave. Employees shall accrue one compensated day off per month of full time employment. Part-time employees shall accrue compensated days off in increments proportional to that accrued by full-time employees. The employees shall be eligible to use accrued days off after the first six months of employment or consistent with company policy, whichever is sooner. Paid holidays, consistent with established employer policy, may be counted toward provision of the required 12 compensated days off. Ten uncompensated days off shall be made available, as needed, for personal or immediate family illness after the employee has exhausted his or her accrued compensated days off for that year.
- d) Federal Earned Income Credit (EIC) - To inform employees that he or she may be eligible for Earned Income Credit (EIC) and shall provide forms to apply for advance EIC payments to eligible employees. For more information, web sites include but are not limited to: (1) <http://www.irs.gov> and <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>.
- e) Contractor shall provide to all employees and to Department of Workplace and Employment Standards (DWES) written notice of its obligation to eligible employees under the City's Living Wage requirements. Said notice shall be posted prominently in communal areas of the work site(s) and shall include the above-referenced information.

- f) Contractor shall provide all written notices and forms required above in English, Spanish or other languages spoken by a significant number of employees within 30 days of employment under this Agreement.
- g) Reporting – Contractor shall maintain a listing of the name, address, hire date, occupation classification, rate of pay and benefits for each of its employees. Contractor shall provide a copy of said list to the Department of Workplace and Employment Standards (DWES), on a quarterly basis, by March 31, June 30, September 30 and December 31 for the applicable compliance period. Failure to provide said list within five days of the due date will result in liquidated damages of five hundred dollars (\$500.00) for each day that the list remains outstanding. Contractor shall maintain employee payroll and related records for a period of four (4) years after expiration of the compliance period.
- h) Contractor shall require subcontractors that provide services under or related to this Agreement to comply with the above Living Wage provisions. Contractor shall include the above-referenced sections in its subcontracts. Copies of said subcontracts shall be submitted to Department of Workplace and Employment Standards (DWES).

5. Minimum Wage Ordinance

Oakland employers are subject to Oakland’s Minimum Wage Law, whereby Oakland employees must be paid the current Minimum Wage rate. Employers must notify employees of the annually adjusted rates by each December 15<sup>th</sup> and prominently display notices at the job site. The law requires paid sick leave for employees and payment of service charges collected for their services. This contract is also subject to Oakland’s Living Wage Ordinance (see Section 4, above), and must pay employees wages and provide benefits consistent with the Living Wage Ordinance, whichever are greater.

For further information, please go to the following website:

<https://www.oaklandca.gov/topics/minimum-wage-paid-leave-service-charges>

6. Equal Benefits Ordinance

This Agreement is subject to the Equal Benefits Ordinance of Chapter 2.32 of the Oakland Municipal Code and its implementing regulations. The purpose of this Ordinance is to protect and further the public, health, safety, convenience, comfort, property and general welfare by requiring that public funds be expended in a manner so as to prohibit discrimination in the provision of employee benefits by City Contractors (contractors) between employees with spouses and employees with domestic partners, and/or between domestic partners and spouses of such employees. (Ord. 12394 (part), 2001)

The following contractors are subject to the Equal Benefits Ordinance: Entities which enter into a "contract" with the City for an amount of twenty-five thousand dollars (\$25,000.00)



or more for public works or improvements to be performed, or for goods or services to be purchased or grants to be provided at the expense of the City or to be paid out of moneys deposited in the treasury or out of trust moneys under the control of or collected by the city; and Entities which enter into a "property contract" pursuant to Section 2.32.020(D) with the City in an amount of twenty-five thousand dollars (\$25,000.00) or more for the exclusive use of or occupancy (1) of real property owned or controlled by the city or (2) of real property owned by others for the city's use or occupancy, for a term exceeding twenty-nine (29) days in any calendar year.

The Ordinance shall only apply to those portions of a Contractor's operations that occur (1) within the City; (2) on real property outside the City if the property is owned by the City or if the City has a right to occupy the property, and if the contract's presence at that location is connected to a contract with the City; and (3) elsewhere in the United States where work related to a City contract is being performed. The requirements of this chapter shall not apply to subcontracts or sub-contractors.

The Equal Benefits Ordinance requires among other things, submission of the attached and incorporated herein as **Schedule N-1**, Equal Benefits-Declaration of Nondiscrimination form. For more information, see [http://library.municode.com/HTML/16308/level2/TIT2ADPE\\_CH2.32EQBEOR.html#TOPTITLE](http://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.32EQBEOR.html#TOPTITLE)

7. Prompt Payment Ordinance OMC Section 2.06.070 Prompt Payment Terms Required in Notices Inviting Bids, Requests for Proposals/Qualifications and Purchase Contracts

This Agreement is subject to the Prompt Payment Ordinance of Oakland Municipal Code, Title 2, Chapter 2.06. The Ordinance requires that, unless specific exemptions apply. Contractor and its subcontractors shall pay undisputed invoices of their subcontractors for goods and/or services within twenty (20) business days of submission of invoices unless the Contractor or its subcontractors notify the Liaison in writing within five (5) business days that there is a bona fide dispute between the Contractor or its subcontractor and claimant, in which case the Contractor or its subcontractor may withhold the disputed amount but shall pay the undisputed amount.

Disputed payments are subject to investigation by the City of Oakland Liaison upon the filing of a compliant. Contractor or its subcontractors opposing payment shall provide security in the form of cash, certified check or bond to cover the disputed amount and penalty during the investigation. If Contractor or its subcontractor fails or refuses to deposit security, the City will withhold an amount sufficient to cover the claim from the next Contractor progress payment. The City, upon a determination that an undisputed invoice or payment is late, will release security deposits or withholds directly to claimants for valid claims.

Contractor and its subcontractors shall not be allowed to retain monies from subcontractor payments for goods as project retention, and are required to release

subcontractor project retention in proportion to the subcontractor services rendered, for which payment is due and undisputed, within five (5) business days of payment. Contractor and its subcontractors shall be required to pass on to and pay subcontractors mobilization fees within five (5) business days of being paid such fees by the City. For the purpose of posting on the City's website, Contractor and its subcontractors, are required to file notice with the City of release of retention and payment of mobilization fees, within five (5) business days of such payment or release; and, Contractors are required to file an affidavit, under penalty of perjury, that he or she has paid all subcontractors, within five (5) business days following receipt of payment from the City, The affidavit shall provide the names and address of all subcontractors and the amount paid to each.

Contractor and its subcontractors shall include the same or similar provisions as those set forth above in this section in any contract with a contractor or subcontractor that delivers goods and/or services pursuant to or in connection with a City of Oakland purchase contract.

Prompt Payment invoice and claim forms are available at the following City of Oakland website: <https://www.oaklandca.gov/resources/prompt-payment-forms> or at Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612. Invoice and claim inquiries should be directed to Vivian Inman, City of Oakland Prompt Payment Liaison, 510-238-6261 or email [vinman@oaklandnet.com](mailto:vinman@oaklandnet.com).

#### 8. Non-Discrimination/Equal Employment Practices

Contractor shall not discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal, state or local laws. During the performance of this Agreement, Contractor agrees as follows:

- a) Contractor and Contractor's sub-contractors, if any, shall not discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability. This nondiscrimination policy shall include, but not be limited to, the following: employment, upgrading, failure to promote, demotion or transfer, recruitment advertising, layoffs, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b) Contractor and Contractor's Sub-contractors shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that all qualified applicants will receive consideration for employment without regard to age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.
- c) Contractor shall make its goods, services, and facilities accessible to people with disabilities and shall verify compliance with the Americans with Disabilities Act by

executing Declaration of Compliance with the Americans with Disabilities Act, attached hereto and incorporated herein.

- d) If applicable, Contractor will send to each labor union or representative of workers with whom Contractor has a collective bargaining agreement or contract or understanding, a notice advising the labor union or workers' representative of Contractor's commitments under this nondiscrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e) Contractor shall submit information concerning the ownership and workforce composition of Contractor's firm as well as its sub Contractors and suppliers, by completing the Ownership, Ethnicity and Gender Questionnaire.
- f) The Project Contractor Team attached and incorporated herein and made a part of this Agreement, Exit Report and Affidavit, attached and incorporated herein and made a part of this Agreement.
- g) All affirmative action efforts of Contractors are subject to tracking by the City. This information or data shall be used for statistical purposes only. All Contractors are required to provide data regarding the make-up of their sub-Contractors and agents who will perform City contracts, including the race and gender of each employee and/or Contractor and his or her job title or function and the methodology used by Contractor to hire and/or contract with the individual or entity in question.
- h) The City will immediately report evidence or instances of apparent discrimination in City or Agency contracts to the appropriate State and Federal agencies, and will take action against Contractors who are found to be engaging in discriminatory acts or practices by an appropriate State or Federal agency or court of law, up to and including termination or debarment.
- i) In the recruitment of sub Contractors, the City of Oakland requires all Contractors to undertake nondiscriminatory and equal outreach efforts, which include outreach to minorities and women-owned businesses as well as other segments of Oakland's business community. The City Administrator will track the City's MBE/WBE utilization to ensure the absence of unlawful discrimination on the basis of age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.
- j) In the use of such recruitment, hiring and retention of employees or sub Contractors, the City of Oakland requires all Contractors to undertake nondiscriminatory and equal outreach efforts which include outreach to minorities and women as well as other segments of Oakland's business community.

9. Arizona and Arizona-Based Businesses

Contractor agrees that in accordance with Resolution No. 82727 C.M.S., neither it nor any of its subsidiaries, affiliates or agents that will provide services under this agreement is currently headquartered in the State of Arizona, and shall not establish an Arizona business headquarters for the duration of this agreement with the City of Oakland or until Arizona rescinds SB 1070.

Contractor acknowledges its duty to notify Contracts and Compliance Division, Office of the City Administrator if it's Business Entity or any of its subsidiaries affiliates or agents subsequently relocates its headquarters to the State of Arizona. Such relocation shall be a basis for termination of this agreement.

#### 10. 10.Sanctuary City Contracting and Investment Ordinance

Ordinance N.O. 13540 CMS was adopted by the Oakland City Council on June 4th, 2019 and prohibits the City from contracting with any person or entity that provides the United States Immigration and Customs Enforcement (ICE) services or goods for data collection or with the United States Customs and Border Protection (CBP) Customs and Border Protection (CBP), or the Department of Health and Human Services Office of Refugee Resettlement (HHS/ORR) to support immigration detention facilities. These contractors are not to be used unless the City Council makes a specific determination that no reasonable alternative exists. The ordinance also prohibits the City from investing in any of these companies and requires the City to include notice of these prohibitions in any Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and any construction or other contracting bids. The ordinance also requires that the City provide an annual report to the Privacy Advisory Commission on its enforcement.

#### 11. Border Wall Ordinance

This contract is subject to the Border Wall Ordinance of Oakland Municipal Code (Ordinance 13459 C.M.S, passed November 28, 2017) and effective immediately upon adoption. The purpose of the ordinance is to mandate and direct the City Administrator- in instances where there is no significant additional cost, to be defined in regulations, or conflict with law- to refrain from entering into new or amended contracts to purchase professional, technical, scientific or financial services, goods, construction labor and materials or other services, or supplies from businesses that enter into contracts to provide such services, goods, materials or supplies to build the U.S.-Mexico border wall;

The City of Oakland shall be prohibited from entering into any contractual agreement for the purchase of services, goods, equipment, *cyber network or cloud computing, internet, or cloud-based computer technology or services* with any "**BORDER WALL ENTITY**" individual, firm, or financial institution who provides any services, goods, equipment or information

technology or cloud- based technology or services, to construction of the a wall along any part of the United States - Mexico border.

All vendors seeking to do business with the City of Oakland must be complete and sign "Schedule W" as a statement of compliance with Ordinance 13459 C.M.S.

12. Pending Dispute Disclosure Policy:

Contractors are required to disclose pending disputes with the City of Oakland when they are involved in submitting bids, proposals or applications for a City contract or transaction involving professional services. This includes contract amendments.

Contractor agrees to disclose, and has disclosed, any and all pending disputes to the City prior to execution of this agreement. The City will provide a form for such disclosure upon Contractor's request. Failure to disclose pending disputes prior to execution of this amendment shall be a basis for termination of this agreement.

13. City of Oakland Campaign Contribution Limits

This Agreement is subject to the City of Oakland Campaign Reform Act of Chapter 3.12 of the Oakland Municipal Code and its implementing regulations if it requires Council approval. The City of Oakland Campaign Reform Act prohibits Contractors that are doing business or seeking to do business with the City of Oakland from making campaign contributions to Oakland candidates between commencement of negotiations and either 180 days after completion of, or termination of, contract negotiations. If this Agreement requires Council approval, Contractor must sign and date an Acknowledgment of Campaign Contribution Limits Form.

14. Nuclear Free Zone Disclosure

Contractor represents, pursuant to the combined form Nuclear Free Zone Disclosure Form that Contractor is in compliance with the City of Oakland's restrictions on doing business with service providers considered nuclear weapons makers. Prior to execution of this agreement, Contractor shall complete the combined form, attached hereto.

15. Sample Professional Service Agreement

This Agreement is subject to the Sample City of Oakland Professional Service Agreement, which can be accessed at <https://www.ofcy.org/funding/rfp/>.

16. Insurance Requirements

The Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract, including copies of the Contractor's insurance policies if and when requested. Failure to provide the insurance proof requested or failure to do so in a timely manner shall constitute grounds for rescission of the contract award.

The Contractor shall name the City of Oakland, its Council members, directors, officers, agents, employees and volunteers as additional insured in its Comprehensive Commercial General Liability and Automobile Liability policies. If Contractor submits the ACORD Insurance Certificate, the additional insured endorsement must be set forth on a CG20 10 11 85 form and/or CA 20 48 - Designated Insured Form (for business auto insurance).

Please Note: A statement of additional insured endorsement on the ACORD insurance certificate is insufficient and will be rejected as proof of the additional insured requirement.

Unless a written waiver is obtained from the City's Risk Manager, Contractors must provide the insurance as found at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (Schedule Q). A copy of the requirements is attached and incorporated herein by reference. Liability insurance shall be provided in accordance with the requirements specified.

When providing the insurance, include the Project Name and Project Number on the ACORD form in the section marked Description of Operations/Locations.

When providing the insurance, the "Certificate Holder" should be listed as: City of Oakland, Department of Workplace and Employment Standards (DWES), 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612.

#### 17. City Contractor Performance Evaluation

At the end of the project, the Project Manager will evaluate the Contractor's Performance in accordance with the City Contractor Performance Evaluation program.

#### 18. Violation Of Federal, State, City/Agency Laws, Programs Or Policies:

The City or Agency may, in their sole discretion, consider violations of any programs and policies described or referenced in this Request for Proposal, a material breach and may take enforcement action provided under the law, programs or policies, and/or terminate the contract, debar contractors from further contracts with City and Agency and/or take any other action or invoke any other remedy available under law or equity.

#### 19. Contractor's Qualifications

Contractor represents that Contractor has the qualifications and skills necessary to perform the services under this Agreement in a competent and professional manner without the advice or direction of the City. Contractor's services will be performed in accordance with the generally accepted principles and practices applicable to Contractor's trade or profession. The Contractor warrants that the Contractor, and the Contractor's employees and sub-contractors are properly licensed, registered, and/or certified as may be required under any applicable federal, state and local laws, statutes, ordinances, rules

and regulations relating to Contractor's performance of the Services. All Services provided pursuant to this Agreement shall comply with all applicable laws and regulations. Contractor will promptly advise City of any change in the applicable laws, regulations, or other conditions that may affect City's program. This means Contractor is able to fulfill the requirements of this Agreement. Failure to perform all of the services required under this Agreement will constitute a material breach of the Agreement and may be cause for termination of the Agreement. Contractor has complete and sole discretion for the manner in which the work under this Agreement is performed. Prior to execution of this agreement, Contractor shall complete the Independent Contractor Questionnaire, Part A, attached hereto.

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

RFQ and Project related issues: Scott Kim, (510) 238-2209  
Contract Analyst: Paula Peav, (510) 238-3190  
Compliance Officer: Vivian Inman, (510) 238-6261

21. All responses to the RFQ become the property of the City.

22. The RFQ does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal.

23. The City reserves the sole right to evaluate each proposal and to accept or reject any or all proposals received as a result of the RFQ process.

24. The City reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFQ and/or RFQ process, to obtain further information from any and all Contractor teams and to waive any defects as to form or content of the RFQ or any responses by any contractor teams

25. The City may require a service provider to participate in negotiations and submit technical information or other revisions to the service provider's qualifications as may result from negotiations.

26. All documents and information submitted to the City of Oakland in response to an RFP 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. The City shall not in any way be liable or responsible for any disclosures of documents or information made pursuant to a request under the Public Records Act or the City of Oakland Sunshine Ordinance.

27. The Fair Political Practices Act and/or California Government Code Section 1090, among other statutes and regulations may prohibit the City from contracting with a service provider if the service provider or an employee, officer or director of the service providers' firm, or any immediate family of the preceding, or any sub-contractor or contractor of the service provider, is serving as a public official, elected official, employee, board 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. The making of a contract includes actions that are preliminary or preparatory to the selection of a Contractor such as, but not limited to, involvement in the reasoning, planning and/or drafting of solicitations for bids and RFQs, feasibility studies, master plans or preliminary discussions or negotiations.



## APPENDIX B: STAND-ALONE SCHEDULES

The following four **Schedules E, I, O, and W** are required with submission of the proposal and will be uploaded in the online application. This document contains interactive links to the forms. You must complete these forms and submit as PDF attachments for review.

- More information on the Department of Workplace and Employment Standards and the Contract Compliance Division can be found at:  
[www.oaklandca.gov/departments/workplace-employment-standards](http://www.oaklandca.gov/departments/workplace-employment-standards)
- For the complete list of Contracts and Compliance Forms and Schedules online:  
[www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules](http://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules)

### Schedule E: Project Consultant Team Listing

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- An interactive version of this form can be downloaded from Contracts and Compliance website <https://cao-94612.s3.amazonaws.com/documents/OAK023379.pdf>

*You must complete and submit this form, even if you have no subcontractors / consultants on your project. Enter both your Agency Name and Program Name in the field "Company Name".*

### Schedule I: Sanctuary City Contracting and Investment Ordinance

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- An interactive version of this form can be downloaded from Contracts and Compliance website <https://cao-94612.s3.amazonaws.com/documents/Schedule-I.pdf>

### Schedule O: Campaign Contribution Limits

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- An interactive version of this form can be downloaded from Contracts and Compliance website <https://cao-94612.s3.amazonaws.com/documents/OAK023287.pdf>

### Schedule W: Border Wall Prohibition Form

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- An interactive version of this form can be downloaded here: <https://cao-94612.s3.amazonaws.com/documents/Schedule-W-Form-Border-Wall-Prohibition.pdf>

To request copies of these forms, contact Paula Peav at [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov) or 510-238-3190.

There are two additional Schedules included in Appendix B: Stand-Alone Schedules.

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

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**Schedule E-2: Oakland Workforce Verification** can be submitted in conjunction with your proposal for additional preference points awarded by the Contracts and Compliance Division. Please refer to the section **Additional Optional Preference Points** on **page 18** for instructions on submission of Schedule E-2 and supporting documentation.

- An interactive version of this form can be downloaded from Contracts and Compliance website <https://cao-94612.s3.amazonaws.com/documents/oak043692.pdf>

## **Schedule Q: Insurance Requirements**

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This document provides an overview of the insurance that is required of applicants selected for funding in order to enter into a contract with the City of Oakland. The form does not need to be submitted with your application, but is intended to inform applicants of the insurance requirements necessary to enter into contract with the City of Oakland.

- Schedule Q can be accessed here: [https://cao-94612.s3.amazonaws.com/documents/SPO\\_ScheduleQ-BusinessTaxReview.pdf](https://cao-94612.s3.amazonaws.com/documents/SPO_ScheduleQ-BusinessTaxReview.pdf)

To request copies of these forms, contact Paula Peav at [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov) or 510-238-3190.

## APPENDIX C: CITY SCHEDULES AND POLICIES

**PLEASE READ CAREFULLY:** It is the prospective primary proposer’s/bidder’s/grantee’s responsibility to review all listed City Schedules, Ordinances and Resolutions.

If you have questions regarding any of the schedules, Ordinances or Resolutions, please contact the assigned Contract Compliance Officer listed on the Request for Proposals (RFP), Notice Inviting Bids (NIB), Request for Qualifications (RFQ) and Grant announcements.

**By submitting a response to this RFP/Q, NIB, or Grant opportunities, to the City of Oakland the prospective primary participant’s authorized representative hereby certifies that your firm or not-for profit entity has reviewed all listed City Schedules, Ordinances and Resolutions and has responded appropriately.**

Note: additional details are available on our website as follows:

<https://www.oaklandca.gov/documents/contracting-policies-and-legislation>

**1. Schedule B-1 - (Arizona Resolution) – **Applies to all agreements and is part of the “Combined Contract Schedules”.****

- i. This Agreement is subject to Resolution No. 82727 C.M.S. For full details of the Resolution please go to the City’s website <https://www.oaklandca.gov/documents/contracting-policies-and-legislation>
- ii. *Excerpt:* (Resolution #82727) RESOLVED: That unless and until Arizona rescinds SB 1070, the City of Oakland urges City departments to the extend where practicable, and in instances where there is no significant additional cost to the city or conflict with law, to refrain from entering into any new or amended contracts to purchase goods or services from any company that is headquartered in Arizona.
- iii. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule B-1 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> *\_(see Combined Schedules)*

**2. Schedule C-1 - (Declaration of Compliance with the Americans with Disabilities Act) – **Applies to all agreements and is part of the “Combined Contract Schedules”.****

- i. This Agreement is subject to the Americans with Disabilities Act (ADA). It requires that private organizations serving the public make their goods, services and facilities accessible to people with disabilities. Furthermore, the City of Oakland requires that all of its Contractors comply with their ADA obligations and verify such compliance by signing this Declaration of Compliance.
  - (1) You certify that you will comply with the Americans with Disabilities Act by:
  - (2) Adopting policies, practices and procedures that ensure non-discrimination and equal access to Contractor’s goods, services and facilities for people with disabilities;

- (3) Providing goods, services and facilities to individuals with disabilities in an integrated setting, except when separate programs are required to ensure equal access;
  - (4) Making reasonable modifications in programs, activities and services when necessary to ensure equal access to individuals with disabilities, unless fundamental alteration in the nature of the Contractor’s program would result;
  - (5) Removing architectural barriers in existing facilities or providing alternative means of delivering goods and services when removal of barriers is cost-prohibitive;
  - (6) Furnishing auxiliary aids to ensure equally effective communication with persons with disabilities;
  - (7) If contractor provides transportation to the public, by providing equivalent accessible transportation to people with disabilities.
- ii. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule C-1 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

For Declaration of ADA compliance for facility and other special events agreements please reference C-2 on the above web site.

**3. Schedule D** – (Ownership, Ethnicity, and Gender Questionnaire) – **Applies to all agreements and is part of the “Combined Contract Schedules”**. *Please be advised that ethnicity and gender information will be used for reporting and tracking purposes ONLY.*

This agreement is subject to the reporting of Ownership, Ethnicity and Gender questionnaire form. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule D form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

**4. Schedule E** – (Project Consultant or Grant Team). **Applies to Non-Construction agreements and is a “stand alone Schedule<sup>1</sup>” and must be submitted with proposal.**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule E form, this form is required to be submitted with the proposal.
- ii. The form can also be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
- iii. This form is use for establishing level of certified local Oakland for profit and not for profit participation and calculating compliance with council’s 50% local participation policy.

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<sup>1</sup> Stand Alone Schedule is not part of the “Combined Schedule”.

- iv. In response to this RFP/Q or grant opportunity, the prime shall be a qualified for profit or not-for profit entity.
- v. Sub-Consultants (if used) or sub-grantees must be listed to include: addresses, telephone numbers and areas of expertise/trace category of each. Briefly describe the project responsibility of each team member. Identify if contractors are certified MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE), Locally Produced Goods or Very Small Local Business Enterprise. Additionally, for LBEs/SLBEs, please submit a copy of current business license local business certificate and date established in Oakland.

**5. Schedule E-2 (Oakland Workforce Verification Form) – Referenced in Attachment B. Applies to Non-Construction agreements and is a “stand alone Schedule”, and must be submitted with proposal if seeking extra preference points for an Oakland Workforce.**

- i. All prime consultants, contractors, or grantees seeking *additional preference* points for employing an Oakland workforce must complete this form and submit with "required attachments" to Contracts and Compliance no later than four (4) days after the proposal due date. For questions, please contact the assigned Compliance Officer named in the RFP/Q, NIB, and competitive grant opportunity.
- ii. The Schedule E-2 form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

**6. Schedule F – (Exit Report and Affidavit) – Applies to all agreements and is a “stand alone Schedule”.**

- i. This Agreement is subject to the Exit Reporting and Affidavit form. The Schedule F form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
- ii. The Prime Contractor/Consultant/Grantee must complete this form as part of the close-out process. Each LBE/SLBE sub-contractor/sub-consultant and sub-grantee (including lower tier LBE/SLBE sub-contractors/sub-consultants, sub-grantees, suppliers and truckers). The Exit Report and Affidavit must be submitted to Contracts and Compliance with the final progress payment application. (Remember to please complete an L/SLBE Exit Report for each listed L/SLBE sub-contractor/sub-consultant or sub-grantee).

**7. Schedule G – (Progress Payment Form) – Applies to all agreements and is a “stand alone Schedule”.**

This Agreement is subject to the reporting of subcontractor progress payments on a monthly basis. The Schedule G form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.

**8. Schedule K – (Pending Dispute Disclosure Policy) – Applies to all agreements and is part of the “Combined Contract Schedules”.**

- i. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule K form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)
- ii. Policy – All entities are required to disclose pending disputes with the City of Oakland when they submit bids, proposals or applications for a City contract, contract amendments or transaction involving:
  - (1) The purchase of products, construction, non-professional or professional services, Contracts with concessionaires, facility or program operators or managers, Contracts with project developers, including Disposition and Development Agreements, lease Disposition and Development Agreements and other participation agreements Loans and grants, or acquisition, sale, lease or other conveyance of real property, excluding licenses for rights of entry or use of city facilities for a term less than thirty (30) consecutive calendar days.
  - (2) Disclosure is required at the time bids, proposals or applications are due for any of the above-described contracts or transactions when an entity is responding to a competitive solicitation and at the commencement of negotiations when bids, proposals or applications are solicited by or submitted to the City in a non-bid or otherwise non-competitive process.
  - (3) The disclosure requirement applies to pending disputes on other City and Agency contracts or projects that: (1) have resulted in a claim or lawsuit against the City of Oakland (2) could result in a new claim or new lawsuit against the City of Oakland or (3) could result in a cross-complaint or any other action to make the City of Oakland a party to an existing lawsuit. “Claim” includes, but is not limited to, a pending administrative claim or a claim or demand for additional compensation.
  - (4) Entities required to disclose under this Disclosure Policy include (1) any principal owner or partner, (2) any business entity with principal owners or partners that are owners or partners in a business entity, or any affiliate of such a business entity, that is involved in a pending dispute against the City of Oakland or Agency.
  - (5) Failure to timely disclose pending disputes required by this policy may result in (1) a determination that a bid is non-responsive and non-responsible for

price-based awards, or (2) non-consideration of a bid or proposal for a professional service contract or other qualification-based award. The City may elect to terminate contracts with entities that failed to timely disclose pending disputes and/or initiate debarment proceedings against such entities.

**9. Schedule M** – (Independent Contractor Questionnaire, Part A). – **Applies to all agreements and is part of the “Combined Contract Schedules”.**

Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule M form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

**10. Schedule N** - (LWO - Living Wage Ordinance) – **Applies to Non-Construction agreements and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to the Oakland Living Wage Ordinance. The full details of the Living Wage Ordinance can be found on the City’s website ([https://library.municode.com/HTML/16308/level2/TIT2ADPE\\_CH2.28LIWAOR.html#TOPTITLE](https://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.28LIWAOR.html#TOPTITLE)).
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule N form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

**11. Schedule N-1** - (EBO - Equal Benefits Ordinance) – **Applies to Non-Construction agreements over \$25,000 and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to the Equal Benefits Ordinance of Chapter 2.32 of the Oakland Municipal Code and its implementing regulations. The full details of the Equal Benefits Ordinance can be found on the City website at [http://library.municode.com/HTML/16308/level2/TIT2ADPE\\_CH2.32EQBEOR.html#TOPTITLE](http://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.32EQBEOR.html#TOPTITLE).
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule N-1 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

**12. Schedule O** – (City of Oakland Campaign Contribution Limits Form) - **Applies to all agreements and is a “stand alone Schedule”, and must be submitted with proposal.**

- i. This Agreement is subject to the City of Oakland Campaign Reform Act of Chapter 3.12 of the Oakland Municipal Code and its implementing regulations if

it requires Council approval. The City of Oakland Campaign Reform Act prohibits Contractors that are doing business or seeking to do business with the City of Oakland from making campaign contributions to Oakland candidates between commencement of negotiations and either 180 days after completion of, or termination of, contract negotiations. If this Agreement requires Council approval, Contractor must sign and date an Acknowledgment of Campaign Contribution Limits Form attached hereto and incorporated herein as **Schedule O**.

- ii. The form is also available on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

**13. Schedule P – (Nuclear Free Zone Disclosure) - Applies to all agreements and is part of the “Combined Contract Schedules”.**

- i. This agreement is subject to the Ordinance 11478 C.M.S. titled “An Ordinance Declaring the City of Oakland a Nuclear Free Zone and Regulating Nuclear Weapons Work and City Contracts with and Investment in Nuclear Weapons Makers”. The full details of the Ordinance 111478 C.M.S. can be found on our website at <https://www.oaklandca.gov/documents/contracting-policies-and-legislation>
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule P form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

**14. Schedule Q - (Insurance Requirements) - Applies to all agreements and is a “stand alone Schedule”, and evidence of insurance must be provided.**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule Q Insurance Requirements. Unless a written waiver is obtained from the City’s Risk Manager, Contractors must provide the insurance as found at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> Schedule Q.
- ii. A copy of the requirements are attached and incorporated herein by reference. Liability insurance shall be provided in accordance with the requirements specified.
- iii. When providing the insurance, include the Project Name and Project Number on the ACORD form in the section marked Description of Operations/Locations.



- iv. When providing the insurance, the “Certificate Holder” should be listed as: City of Oakland, Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612.

**15. Schedule R – (Subcontractor, Supplier, Trucking Listing) – applies to Construction agreements only and is a “stand alone Schedule”.**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule R form. The form can also be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>
- ii. For establishing level of certified local Oakland for profit and not for profit participation and calculating compliance with council’s 50% local participation policy.
- iii. In response to this Notice Inviting Bids (NIB) opportunity, the prime shall be a qualified for profit or not-for profit entity.
- iv. The contractor herewith must list all subcontractors and suppliers with values in excess of one-half of 1 percent of the prime contractor’s total bid or ten thousand dollars (\$10,000) whichever is greater regardless of tier and all trucking and dollar amount regardless of tier to be used on the project. The contractor agrees that no changes will be made in this list without the approval of the City of Oakland. Provide the address, type of work, dollar amount and check all boxes that apply. Bidders that do not list all subcontractors and suppliers with values greater than one half of one percent and all truckers regardless of tier and dollar amount shall be deemed non-responsive.
- v. Identify if contractors are certified MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE), Locally Produced Goods or Very Small Local Business Enterprise.

**16. Schedule V – (Affidavit of Non-Disciplinary or Investigatory Action) - Applies to all agreements is part of the “Combined Contract Schedules”.**

This Agreement is subject to the Schedule V - Affidavit of Non-Disciplinary or Investigatory Action. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see Combined Schedules)

**17. Schedule W** – (Border Wall Prohibition) - **Applies to all agreements and is a “stand alone Schedule”, and must be submitted with proposal.**

This Agreement is subject to the Ordinance #13459 C.M.S. and its implementing regulations. The full details of the Border Wall Ordinance are located on the City website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

**PLEASE NOTE:** *By submitting an RFP/Q, NIB or Grants to the City of Oakland the prospective primary participant’s authorized representative hereby obligates the proposer(s) to the stated conditions referenced in this document.*