

**FY 2025-2028 Community Agency Request for Proposal
(RFP)**

POST Workshop Q & A

12-06-2023

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GENERAL - Post RFP Questions and Answers – 2nd Round

Q. Do you need a wet signature or will an electronic signature work for the Signatory for COB contracts?

A. “Wet” signatures are no longer needed from the vendor for COB contracts. Legible PDFs will suffice.

Q. It looks like FY 25 Projected in A3 Agency Revenue and Expense has been filled out when it was not populated before. Do you know how that happened? I didn't do it and I don't think anyone in the district did.

A. If this was not completed by you or anyone else at your agency, it sounds like it is a CDS error. Please either erase the content and fill in your actual information or contact CDS support at support@citydataservices.com

Q. Can we use this grant to continue providing services whose current funding we are losing?

A. If an agency is losing funds and needs City funds to continue existing services, agencies should provide a detailed explanation including the source and reason for the loss of funding in question A.3.b. Agency should also provide detailed information in the program budget narrative, section D.2, to justify all program costs.

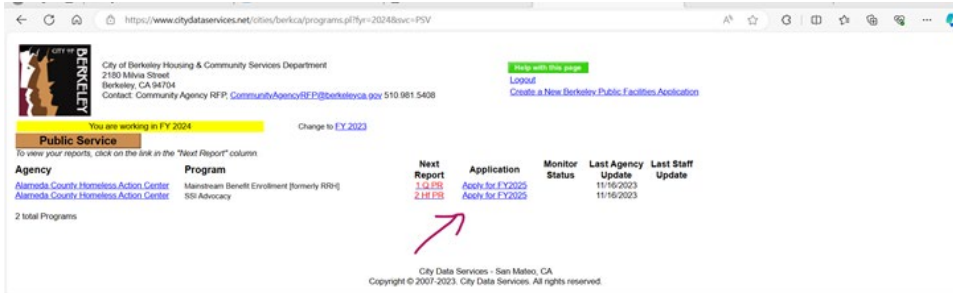
YEP, funds are meant to supplement and enhance existing services/programs to improve opportunities and outcomes for African American/Black and Latinx young people. YEP, funds should add value by expanding or strengthening culturally responsive services to the YEP focal population. Particularly in the case of public/government agencies, YEP funding should not substitute for or supplant funds that are no longer available.

Q. Is there a funding maximum?

A. There is no stated maximum for contracts. Commissions, Council and staff historically have allocated the funding across a wide number of programs and agencies. If you have previously been funded and you are asking for a significant increase, it would be a good idea to describe the impact on the program should the full amount not be funded.

Q. During the Community Agency RFP webinar, I believe I remember someone saying that we should submit one application, regardless of if we were applying for multiple programs. However, when I log in to City Data Services, I see that the two currently-funded programs have a link next to them to apply for 2025. I am wondering whether we should submit both of these applications or combine them into one.

See screenshot below:



A. Each program should have a separate application.

Q. On the RFP Application Word doc, question B.12.b) asks for:

The latest Annual Program Report. *Homeless programs using HMIS should upload a FY23 APR (July 1, 2022-June 30, 2023.

Since we have two programs currently funded by City of Berkeley (SSI Advocacy and Mainstream Benefits), and since there are many reports in HMIS, I'm wondering which specific report we should upload here. Also, when I went into City Data Services, it looks like question B.12.b) is different and doesn't have a place to upload a document, so I'm wondering how to include the reports.

A. At this time, agencies do not need to upload an HMIS Annual Performance Report. City staff will upload a FY23 service performance measures report in place of the Annual Performance Report. All previously funded agencies that completed a FY23 quarter four program report in CDS will have that report automatically attached to their application, as well as a contract monitor past performance evaluation.

Q. One of our primary questions is under what category we should apply.

A. Agencies should review the [key terms and definitions](#) and [service measure and outcomes](#) documents to make sure that the proposed program aligns with eligible activities and expected outcomes.

YEP - Post RFP Questions and Answers – 2nd Round

Q: In the past, "Agency" has referred to BUSD, and "Program" has referred to Bridge. Is that still the case?

A: In the case of applicants such as Berkeley High School Bridge, where the program is part of a large public agency (in this case BUSD), applicants should respond to all of the questions in Section A of the Main RFP Application from the "agency", rather than the "program" perspective.

On question A.6. Staff List: City of Berkeley Funded Programs, please list only those agency staff who will work on any programs that the agency is requesting funding for from the City of Berkeley. For agencies who are planning to submit more than one application to the City of Berkeley as part of this RFP, the staff list should include staff from all program staff from these multiple programs.

Q: A.6. Staff List Annualized Salaries: Do you want the salaries for FY 2023-2024 or another year?

A: On question A.6: Staff List, please include each listed staff member's annualized salary for FY 2023-2024.

Q: A.3 Agency Revenue and Expense Chart: I noticed the Dollar Value of COB In-Kind Contributions is blank for FY 23, 24 and 25. Would you mind letting me know how one figures out these numbers?

A: Applicants are responsible for reporting in-kind contributions and entering the information on the Main Application for each of the listed fiscal years. **In-Kind Contributions** refers to non-monetary donations or contributions of goods, services, or assets, rather than cash or financial support. Information on how to calculate in-kind contributions is available on the Internet.

Q: A.3 Agency Revenue and Expense Chart: For "State/Alameda County Funds: # of lines needed:" I see 2 lines and amounts for FY 23 and FY 24. Where do these numbers come from and how are they determined? Also, would our selection for those two lines be "Other State/Alameda Co? Federal number of lines needed: 1 line where do these numbers come from and how are they determined so that I can figure out how to project for FY 25? Do we fit as HUD, HHS, or FEMA or Other?

A: Applicants should enter information in the appropriate fields if they received any funding from the State of California or Alameda County in FY 23 or FY 24 to date or if they expect to receive funding from these sources in the rest of FY 24 or FY 25. Please only fill in fields if your agency receives funding from them. In the case of Bridge, you would want to look at the BUSD budget and/or have a BUSD Budget staff member provide the information for you. If there are not enough fields, you can combine funding sources (please indicate if you do so).

Q: In the Targeted Population why isn't the FY 24 Projected 7/1/23-6/30/24 population filled out?

A: In order to create a level playing field, all applicants are asked to completely fill out their own applications. The City of Berkeley is not prefilling any fields this cycle, though prior applicants have the option of looking up this information on previously submitted contract documents.

Q: What should an applicant do if it is unable to obtain a board resolution authorizing submission of its application prior to December 22, 2023?

A. If an agency is unable to produce a board resolution approving the submission of an application prior to the RFP due date (12/22/23), the agency can schedule the approval for a date after application submission and upload a communication with the application that states the date when the board is expected to give approval. This communication must be uploaded by the RFP due date. Once approved, the program should upload the board resolution as soon as possible and prior to when the City makes final funding recommendations.

Here is an example of this type of letter:

December 21, 2023

*City of Berkeley
2180 Milvia. St.
Berkeley, CA 94704*

Re: Board resolution authorizing submission of City of Berkeley grant application

Dear City of Berkeley:

This letter is to inform you that a resolution authorizing the submission of the City of Berkeley Community Agency Contract application for the Berkeley Wellness program will be on the January 9, 2024 [Agency Name] Board meeting agenda for approval. We will submit the approved resolution to the City of Berkeley via City Data Services once it has been approved.

*Sincerely,
Dr. Francine Potamus
Executive Director*

[Agency Name]

Q: Does the City of Berkeley offer extensions to the RFP due date?

A: Extensions of up to two (2) more business days may be approved consistent with the City's [Hardship Exemptions for Community Agency Request for Proposals Process](#). Please follow the link for more information.

Q: Were the Main RFP Webinar and Supplemental Workshops for Homeless and Youth Equity Partnership funding recorded?

A: Below are links to recordings of and information from the main and supplemental webinars:

- [Community Agency RFP Program Webinar](#)
- [Community Agency RFP Workshop Slides](#)
- [Community Agency RFP Workshop Questions & Answers \(PDF\)](#)
- [Homelessness Services Program Webinar](#)
- [Homelessness Services Program Workshop Slides](#)
- [Youth Equity Partnership Program Webinar](#)
- [Youth Equity Partnership Program Workshop Slides](#)

Q: Can big public agencies apply independently for YEP funding?

A: While large public agencies (including City government, school districts, and institutions of higher education) are technically eligible to apply for YEP funding, applications will be stronger if they are developed and implemented in partnership with at least one community-based nonprofit -- particularly if that nonprofit is an equal or, better yet, lead partner in the project.

One of YEP's main goals is to bolster local nonprofit capacity to deliver programs that help African American/Black and Latinx young people to thrive. In order to create the conditions where this goal can be realized, YEP encourages funding partnerships led by community agency nonprofits and strongly supported by public education and government.

Q. For this question the \$79,000 each year Bridge has from the city is not 15% of the BUSD budget so is this question a N/A answer?

Diversification of Funding: If the City of Berkeley funding for your agency is more than 15% of your total agency budget, explain any efforts in the last fiscal year (July 1, 2022 – June 30, 2023) and future plans to diversify the agency funding. Please upload a document that contains

information on your agency's fundraising efforts in the past fiscal year (see question E.10 below).

A. That is correct. There is no need to respond to this question beyond N/A.

Q. I have been encouraged to submit an application for your upcoming grant. I am wondering if we are eligible since our "clients" are Berkeley High School and Berkeley City College students. We begin working with the high school students in December of their senior year and support them through the application process. We then take applications, read, interview, and select students in the late Spring. We provide a four-day Transitioning to College workshop for all of our newly selected scholars. And then support these scholars throughout their college journey from first year until college graduation (4 - 6 years) - and they can start at a community college or a bachelor's degree institution.

Can you confirm that we are eligible to apply? I have gotten three different responses and want to determine if we should put forth an application. We would love to be able to have access to these funds so that we can continue with our success of having 75% of scholars earn a degree compared to 15% of their national peers.

A. YEP's age range goes through the end of high school (the summer after high school). The services that BCS provides during that time period to eligible students would meet the YEP funding requirements. The extended services offered by BCS align with YEP's College & Career Readiness objective. There is some flexibility about providing services to college age participants. The reviewers will have a strong say on this topic. BCS could apply for the first 9 months of the larger program or for more of the program. If BCS decides to do the latter, it would strengthen the application if it includes a compelling argument for the importance of this funding area and its alignment with YEP's goals.

HOMELESSNESS SERVICES - Post RFP Questions and Answers – 2nd Round

Q. Does Shelter Plus Care have a fixed percentage or can we ask for more since we think it costs more than we got last time.

A. Agencies are encouraged to submit a program budget that will cover the full cost of the program. The budget should include all leveraged funding and funding needed from the city. Please see [RFP Workshop slides 27-34](#) for more detailed information about completing program budgets.

Q. We are already funded a bit by the county to do family coordinated entry but in order to request from the City of Berkeley, do we do a new program?

A. For homeless services, unless an agency is currently funded by the City of Berkeley's Housing and Community Services Division to provide specific services, the program proposal will be considered a new program– even if the agency currently provides the service activity using non-Berkeley funding. Agencies should complete B12 Past Performance Section of the application. For B12a, Agencies should check “Not currently funded by the COB” and complete B12b by describing the added value the proposed program will bring to Berkeley participants and any specific gaps the program will fill for Berkeley participants