

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

POST Workshop Q & A

12-15-2023

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GENERAL - Post RFP Questions and Answers – 3rd Round

Q. I am wondering under what category we should apply.

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

Q. I am filling out the RFP for my organization and wanted to know if the signatures for relevant documents can be electronic signatures? I'm specifically asking about the board resolution authorizing the submission of the application.

A. Yes, you can use an electronic signature for board resolution authorizing the submission of the application.

Q. How do I best represent an expansion of a staff member's roles and responsibilities within a program?

A. If you are expanding on a staff members position/duty you should note the description in the following areas:

A.11 Agency Staff List – “Describe the Program Activities this staff person will perform” there is a narrative field that you would add that information too.

A.11 Agency Staff List – “Degrees, /Certificates/Experience” there is a narrative field that you would describe the person’s background in performing minor repairs (e.g. staff person has xx years of handyperson experience, etc.).

B.12. How is Program Staff trained and managed to assure high quality of service? The staff person’s experience in performing minor repairs to ensure quality work can also be mentioned here along with other information.

If your program is awarded, we collect resume during the contracting period. That is when you would want an updated resume for the staff person noting their experience with minor work repair.

Q. In Section B.7 of the RFP, the RFP asks our agency to provide information on service measures, outcomes, and total participant numbers. We wanted to get clarity, for the CDBG where we track households with completed approved accommodation jobs, do # of participants = # of households served with completed job? Or does it include the number of people within each household served?

A. For B7 Service Measure/Outcomes is the number of projects. Not the number of household members. One project address is one project. For this section, you would note how many projects will be minor and how many projects would be major. For the Single-Family Housing Rehabilitation line that she equals the total of minor and major projects. If awarded this will be feed into future Program Reports.

For B.4 – Target Population – again this is project addresses (not the number of household members).

For FY23 stats – John Benson will have those in his program reports.

For FY24 stats – John Benson should provide his best estimate since the year is still ongoing.

For FY25 this should match B7 numbers because this is your NEW request for funding.

Q. If we are applying for multiple programs, do we need to have a separate resolution for each program, from our Board approving we apply or can we have one comprehensive resolution that lists all programs on one resolution document? Would we need to submit multiple resolution documents, or can they all be combined on a single document?

An agency can have one comprehensive Board resolution that notes the authorization for the agency to apply for the various types of programming. You would then upload the resolution to the application in E.1 Attachments (Required documentation) section.

Q. What text is needed exactly for the Board Resolution authorizing the submission of the application for the RFP? Want to make sure we include everything that is needed for your review. This is the first bullet point under Attachments, "Board resolution authorizing submission of application."

A. The City does not have prescriptive language for the Board Resolution; however, it should be specific to this funding and not a blanket resolution. Sample language could be the “Board is authorizing the Executive Director or their designee to apply for the City of Berkeley FY25-28 Community Agency Request for Proposal for the following programs: Program 1, Program 2 and Program 3”.

YEP - Post RFP Questions and Answers – 3rd Round

"Organize Capacity Risk Assessment: This Community RFP uses a mix of funds including local, state, and federal Housing & Urban Dev (HUD) funds. Please describe your experience and/or capacity to comply with HUD regulations if awarded HUD funds.

Q. Does this question apply to YEP applicants? We know nothing about what it means to comply with HUD funds. Thanks for any suggestions.

A. Question B.13 (Organizational Capacity Risk Assessment: If an agency is not requesting HUD funds, "N/A" is a sufficient response. N/A is the appropriate response for all agencies requesting YEP funds.

Q. One of the 10 attachments is about a Grievance Process. Can you please clarify what this means/is?

A. Each agency should have written procedures that guides participants in filing complaints and agency staff in responding to concerns about service, denial of service, staff, etc. The procedure should be publicly available (for example, on a poster in public and staff areas) and include correct contact information. It should include what participants can expect in terms of a response from the agency (timeline, advocate availability, method of communication, etc.) and should also outline an appeal process (if applicable). The agency's procedures should also include how and when this information is given to program participants. Best practice is to have a signed copy of receipt in the client/participant file.

Q. It seems you are interested in how many program participants LIVE in Berkeley. In the school district, this is impossible to know because almost all families (unless they are granted an interdistrict transfer) have to show a Berkeley address. But whether that's where they stay right now is information the staff don't usually know and the district doesn't have access to. That means we'd likely report that some very high percentage (all minus interdistrict transfers) reside in Berkeley - at least officially. Hoping that's going to be good enough.

A. This response applies to agencies applying for YEP funding. In terms of residency requirements, YEP funds can be used to support African American/Black and Latinx young people who LIVE IN BERKELEY **AND/OR** ATTEND BERKELEY PUBLIC SCHOOLS. Therefore, any student who attends BUSD and meets the race/ethnicity requirements is eligible. Hope this helps.

Q. I am not sure what " # of days in Program" means in the outcomes section. Some participants engage in weekly sessions, some only once or twice.

A. In the Healthy, Connected and Resilient objective, "the # of days in program" is the same as "# of program days actually attended" in the other objectives. This measure captures the number of days on which your total participants attend your services. First calculate the "# of program days actually attended" by *each* individual participant over the specified time period. Then add up the combined days attended for *all* participants. For example, if student A attends individual counseling sessions on 4 days during a month, student B attends group sessions on 9 days in a month, and student C receives 1 home visit in a month, the total # of program days actually attended = $4 + 9 + 1 = 14$.

HOMELESSNESS SERVICES - Post RFP Questions and Answers – 3rd Round

Q. Under service, we are applying for “Homeless – Workforce Development”. I was wondering what the funding limit for this category is.

A. The RFP does not set maximum grant amounts by service category. Agency proposals should include a budget that covers the full cost of the program. Agencies are encouraged to show the full amount of leveraged funds that will support the program. Proposals that have more leveraged funds earn more points.

Q. We are interested in applying for the “Homeless Services alcohol and other Drug (AOD) Treatment.” Having reviewed the helpful information and descriptions provided by the City of Berkeley we still have one question.

Are we eligible to apply if we offer “daytime outpatient treatment and other services” only, or are we required to offer detox services as well?

A. The Homeless Services alcohol and other Drug (AOD) Treatment category includes Detoxification, daytime outpatient treatment, and other AOD services to homeless persons. Agencies can propose to provide all or one of the services listed.

Q: Could you confirm that per [the Alameda Emergency Shelter Standards](#) and per [Chapter 17.04 of Alameda County’s Code of Ordinances](#), that Larkin Street’s (formerly ran by Fred Finch Youth and Family Services) Turning Point program (a temporary, transitional housing program) is *not* considered an emergency shelter? While working to renew this contract, we understand that we must certify that we will comply with these Emergency Shelter Standards and want to ensure we are understanding the scope of said certification.

A. Correct, transitional housing programs are not directly subject to Alameda County’s Emergency Shelter Standards. However, the city does look to many sections in the Standards as best practices and guidance for all interim housing programs (shelter and transitional). It is expected that interim housing programs will already be in compliance or work towards compliance, as applicable to their individual programs.

Q. I have a question about the Workforce Development section of the RFP. BANANAS has a long history of incubating childcare businesses - home-based and center-based. Prospects come to us via outreach activities and self-referral. Last fiscal year, we on-boarded 32 new licensees. We provide technical assistance to obtain their license and to develop a quality childcare program. We provide business support so they incorporate best practices to ensure

they have the tools for their business to thrive and provide ongoing support. It is our opinion that our incubation program meets the first two sentences of the paragraph below, it does not address the text highlighted in purple as our program develops a small owner-occupied business for the participant.

Would the City of Berkeley consider our proposal compliant and responsive to this RFP requirement?

“Workforce Development - The city invites proposals from agencies to provide job training and employment services to Berkeley residents who are either underemployed or unemployed. Programs must be able to provide training in high-demand, high-growth occupations that lead to documented economic self-sufficiency. Furthermore, programs should be able to showcase their effectiveness in establishing connections with employers who not only hire graduates of the program but also continue to employ other program graduates consistently throughout the year. Priority consideration will be given to programs that plan to provide support to participants who are beneficiaries of a Section 8 voucher”

A. During the last funding cycle, the City funded agencies that specialized in workforce training in various fields (culinary, construction, clerical, etc.) and could demonstrate that a number of Berkeley residents attended their programs and were able to get jobs as a result. Childcare could definitely be considered a high-demand, high-growth occupation, so if BANANAS can show that a number of Berkeley residents were given job training as a result of its incubation program, we would encourage you to apply for workforce development funds. Consider that the city staff and commissioners who are reading the applications will be looking at *the number of individual Berkeley residents* who received training, not the number of businesses licensed. Were other childcare providers trained in order to staff these newly licensed childcare businesses? If not, it may still be sufficient to have provided training to the owners of the childcare business, but remember that the agencies compete for funds in the Workforce Development category will be judged against one another based, in large part, on the number of individual jobseekers served by their training programs.