

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

POST Workshop Q & A

12-20-2023

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GENERAL – Post-RFP Questions and Answers – 4th Round

Q. The City of Berkeley funding will not constitute more than 15% of our total budget. Is a "not applicable" response for A.3.c and E.10 appropriate?

Reference:

A.3.c. 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 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).

10.	Upload Fundraising activities (from Question number A.3c)	Upload
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A. Yes, "Not Applicable" is an acceptable response

Q How strictly must one adhere to receiving funding from the city that is less than 15% of total? Is this tied to various federal grant programs? It would seem that this standard is more easily met by very large organizations...?

A. Program proposal budgets do not have to be less than 15% funded by the City to be funded. If City funds are used for more than 15% of an Agency's total budget, agencies need to answer question **A.3.c. Diversification of Funding: If 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 agency funding. Please upload a document that contains information on your agency's fundraising efforts in the past fiscal year (see question E.10 on application).**

Q. We are applying for City of B Coordinated Entry and though we have been doing this in contract with the County for 2 years, only recently did HMIS provide drop-down menus so that we can accurately run reports on clients served. Do we need to provide these reports? Can you see them? How do we explain low numbers since it was due to the HMIS reporting mechanism and not us?

A. Since the program is not currently funded by the City of Berkeley, please answer question B12a. See the below screenshot. Once you click on **“Not Currently Funded by COB”**, save your application. Saving your application will populate Question B.12.b (see below). HMIS reports are not required as part of your response.

B.12. Past Performance:

B.12.a. Is this program **Currently Funded by COB** **Not Currently Funded by COB**

B.12.b. New Programs Requesting COB Funding: Describe any experience your agency has in implementing a similar project. Describe the added value that you expect your proposed program to bring to Berkeley participants and any specific gaps that you expect your program will fill for Berkeley participants.

You have 499 words left.

Q. Should we assume that the regularly funded programs from City of Berkeley with data reports are available for the city to review or do we need to download them, and if so, in what format and dates?

A. If your program is currently funded by the City of Berkeley and data for that program is entered into HMIS, the City of Berkeley can download reports, as needed.

Q. Regarding the Program Org Charts:

Should I include every person involved in the program that does not necessarily work daily in it?

For ex:

Director of Program

HR etc.

or, Just the program employees that work the day to day?

A. The RFP requires agencies to upload both agency and program organizational charts. The purpose of the program organizational chart is to better understand the program’s reporting structure as well as all of the positions that are needed to implement the program. It should include everyone who’s involved in program oversight and implementation and/or who is charging to the program. For example, if the program manager reports to the Director of Program (DOP), the DOP should be included. If HR is

charging to the program, HR positions should be included. The organizational chart should also include an FTE % for each position.

Q. I am wondering what is the criteria for the hardship exemption.

I am the Executive Director and resigning effective Dec 31st. I am seeking a request to postpone the deadline for one week until Dec. 29th.

I am resigning my position at the end of the month and the board is seeking to find an interim ED as they conduct a search for a permanent ED. With closing out the year before I leave, I need more time to get everything completed. The Dec 22nd deadline is a bit too tight. The organization is working to find coverage for all projects and our every moment is full. Please consider this modest extension request.

A: Please refer to the [hardship exemption document](#) that is available on the RFP website under “additional files”.

Q. B.9 Staffing Ratio. For the daytime drop-in, is the question asking for the current ratio or ratio we are hoping for?

A: Based on the agency’s proposal, please provide the anticipated staff/participant ratio.

Q. If applying for a new program (Workforce Development) do we need a letter(s) of support? If so, how many?

A. Letters of support are not required. Since the program is not currently funded by the City of Berkeley, please answer question B12a. See the below screenshot. Once you click on “**Not Currently Funded by COB**”, save your application. Saving your application will populate Question B.12.b (see below).

B.12. Past Performance:

B.12.a. Is this program Currently Funded by COB Not Currently Funded by COB

B.12.b. New Programs Requesting COB Funding: Describe any experience your agency has in implementing a similar project. Describe the added value that you expect your proposed program to bring to Berkeley participants and any specific gaps that you expect your program will fill for Berkeley participants.

You have 499 words left.

Q. Service Outcomes "Q23 A&B" (fifth line down) does not exist. If it does, can you tell us where to find it? Additionally, the second line " maintain min bed occupancy" how do we calculate this?

A: The service measure and outcome table for homeless services includes county and local targets by service category (#of Berkeley Participants expected to achieve outcome). These targets are set by the county and city of Berkeley. If the outcome doesn't have a target, the agency should propose a target for its program. No other information is needed. For the Method for Measuring Outcome column, Agencies should include how they intend to measure the outcomes, which could be by reviewing HMIS APRs and refining the program as needed.

Q. In the Agency org chart. Should we include ED (not paid by city contracts at all).

A. Yes, please include all staff within the agency.

Q. We are unable to access the Inclement Weather RFP and are getting an error message. We still have information to include!

A: For CDS technical support, contact Support@citydataservices.com

Q. Please share where to download the ADA form to fill out and then upload.

A. The ADA Certification is located in the RFP Application Section E. Attachments. Within the RFP Application, please navigate to Section E. Attachments number 7 - ADA Certification, it notes to download it (it has an active link) and it will appear. Once the form is completed you may upload it with all the other required documents. See the image below for instructions (this is from the RFP application).

[Save and Continue](#)

[Click here to go to the Upload Documents page](#) (Your application will be saved)

E.1 Attachments **(Upload Instructions)**

REQUIRED* of All Applicants: Upload the following documents. Items 1-10 are required for this application to be considered complete.

For questions regarding the required documents' contents, please contact our office at CommunityAgencyRFP@berkeleyca.gov no later than three (3) business days prior to submitting your application. For technical database issues with uploading the documents please contact CDS no later than three (3) business days prior to submitting your application at support@citydataservices.com

- 1. Board resolution authorizing submission of application
- 2. Most recent Program or Financial Audit, including the management letter, or, if none, year-end financial statement.
- 3. Articles of Incorporation and By-Laws (if new agency)
- 4. Agency Organizational Chart – Each position funded by the City of Berkeley should be clearly identified in the Organizational Chart and the name of the staff member and % FTE should be indicated.
- 5. Program Organization Chart - The organizational chart should reflect all program staff, even if not requesting funds from the City of Berkeley
- 6. Letters from Internal Revenue Service and Franchise Tax Board establishing sponsors tax-exempt status
- 7. ADA Certification [Download this document](#), complete it, and upload here.
- 8. Participant Grievance Process
- 9. List all Board, Board subcommittee, and strategic planning meetings held during FY23 (July 1, 2022 through October 31, 2023). Describe Board discussion and actions regarding program planning and evaluation. Include any board activities that supported the development of financial sources other than City of Berkeley funding for project(s) included in this application.
- 10. Upload Fundraising activities (from Question number A.3.c)

Q. How should we respond to these questions (B8, B9, & B10) when subcontractors are delivering the program?

A. An agency that is proposing to subcontract services should list all agency staff members and in-house costs involved in overseeing/supporting the sub-contracted services in the staff list and detail fields. The contracted services should be included in the budget under professional services but should not be included on the staff lists. The budget narrative should describe the subcontractor's qualifications and the scope and justification for the contract. If there is not enough room in the field to explain the subcontractor information, the applicant should feel free to add an attachment with additional information. Applicants should refer reviewers to the attachment in the budget narrative field.

Q. Should we list subcontractors in section A.6?

Reference: A.6. Staff List: City of Berkeley Funded Programs:

Create a list of any staff members who will work on each of the programs that your agency is requesting funding for from the City of Berkeley, regardless if you are

asking for funding for these specific positions. This list will be used to populate sections of the application for each program for which you are requesting funding. If you are applying for more than one program, you will be able to access this list from any of your applications.

A. Subcontractors should be listed under professional services. Subcontractors are not agency staff so they should not be listed on the staff lists.

YEP – Post-RFP Questions and Answers – 4th Round

Q. We recently read about the requirement to have a board resolution passed approving each applying agency, but also the note that should a resolution for application approval not be obtained by 12/22, we can have a letter stating the schedule for the approval.

In reviewing the RFP materials, it is not clear how to go about getting scheduled for board approval. Can you share more information or point us in the direction where we can find the information about that process?

A. Applicants need approval from their own Board of Directors. The Board approval process varies from agency to agency. Your agency's executive director/CEO should be able to help you get on your agency's board agenda and/or get a board letter stating that approval is scheduled after the application due date. Please visit the Post RFP Q&A document on the City's [Community Agency RFP webpage](#) for sample language.

Q. Should fiscally sponsored staff be listed under program staff in question A.6. "Staff List: City of Berkeley Funded Programs" on the application?

A. If you are not charging the programs to serve as their fiscal sponsor, you do not need to list the fiscal sponsor staff in A.6. If you are charging the program to serve as a fiscal sponsor based on sponsor staff time spent on the program, you should include the fiscal sponsor staff time here.

Q. If my agency is submitting applications for multiple programs, how do I get the right staff members to show up on all of the applications?

A. Please see the explanation under the heading for A.6. On the first application you complete, please list "any staff members who will work on each of the programs that your agency is requesting funding for from the City of Berkeley, regardless if you are asking for funding for these specific positions." That means if you are requesting funding for 2 programs (we'll call them Program A and Program B), you should list **ALL of the staff associated with BOTH Program A and Program B whether you are specifically requesting funding for these staff members or not.** You are basically creating a

database of all staff associated with all of your programs that you hope to have funded that you will be able to draw from at later points in all of your program applications.

On your first application and future applications, the staff list you create on A.6. will generate a drop-down list on B.8 Staffing Detail and Section D. Budget. On your application for Program A (the first application), you will be able to select the applicable Program A staff members from the list you created in A.6. and apply them to the B.8 Staffing Detail and D. Program budget.

When you open your next application (Program B), the responses to A.6. and to all of agency-level questions, will auto-populate from your first application for Program A. When you get to your Program B. Staffing Detail and D. Program Budget, you will be able to select the applicable Program B staff members from the list you created on your Program A application.

It is important to make any changes to the staff list on the initial application. These changes will carry over to your other applications.

Q. Does the application have to include school staff salaries? Do we have to include school staff salary information in sections A.6. and B.8.? Salary information is confidential; do we really need to provide it?

A. If program staff are being paid by BUSD (or other partner entities) for the time they are working on the program, the application should include the dollar value of the portion of the salaries that are specifically associated with the program for which an agency is requesting funding. This would be included as leveraged funding (funding other than CoB monies that are supporting the project).

If a school staff member is receiving a stipend to work on this project and the work is not taking place during their paid BUSD time, this staff member's salary does not need to be included, but the stipend does. The stipend could be included under the "program expense" or "professional services" line items or could be listed under the "other" line item with the staff name + "stipend" listed under description.

If, a school staff member is being paid by BUSD for the time they are working on this program, the BUSD salary should be included. Let's say a BUSD staff member is spending 4 hours per week of their work time on the project, then the program budget should include 0.1 FTE of their time and which will be auto-calculated based on their annualized salary. In such a case, the stipend associated with the staff member could be noted using the options in the paragraph above.

Whichever option a program chooses, please make sure to include a description of the expense, including the calculations and reasoning behind each line item, in the budget narrative.

All staff salary and stipend information that is associated with the proposed program should be included in A.6. and B.8.

Every agency is required to provide salary information for staff associated with their proposed program(s). In the case of salary information for public school staff, please note that it is considered public information in California, along with all government salaries (transparentcalifornia.com).

