Helpful Tips RFP FY25-28

Below are some helpful tips for reference while you are completing your application online in
www.citydataservices.net

- Green highlighted words will be defined by clicking on them.

Section A—AGENCY INFORMATION AND CONTACTS:
Section A covers information for the Agency, including all program staff. This information will populate all of the agency's applications. It is <u>NOT</u> possible to work on Section A if more than one application is open, even if it is a different application.

A.3 Agency Revenue and Expense

- For <u>existing agencies,</u> the information for FY23 and FY24 agency budgets will be populated as much as possible from existing budget information in CDS. Please review for accuracy.

- The Budget table should be filled out completely before starting Section B (Program Information). The revenue information in this table will populate a drop-down menu in the revenue detail tables below the Program Budget Detail (D). The revenue source will be needed to complete the Revenue Detail tables for FY23 and FY24.

- If you click on Other, a yellow field will appear and you will need to add the revenue source.

A.6. Agency Staff List

- This staff list will generate a staff drop down menu that will be used to complete your Program Budgets. You can add additional staff as you are preparing each program application, but remember it is <u>NOT</u> possible to work on Section A if more than one application is open.

- If you haven't hired staff yet, add them as TBD#1, TBD#2.

Section B – Program Information

B.2 Type of Services

- The type of service you choose will determine: if additional information is needed including criteria that needs to be met, and which service measures and outcomes your program will need to use.

B.4, Target Population

- For existing agencies, the information for FY23 and FY24 agency and program budgets will be populated as much as possible from existing budget information in CDS. Please review for accuracy.

- There are three sections. The totals for Berkeley served in these three areas should match:
  - Total Number of Berkeley Clients expected to Serve
  - Income Breakdown
  - Race/Ethnicity

B.7. Annual Service Measures and Outcomes

- The service measures and outcomes in this table are generated based on the type of service proposed in B.2

- Refer to the Note in Red for information on how many services measures and outcomes must to chosen. If you have any questions, please email CommunityAgencyRFP@berkeleyca.gov (Berkeley Youth Equity Partnership applications, formally known as Berkeley's 2020 Vision)

Section D – Program Budget

- Use drop-down menu in Name column to select staff. This drop-down menu was generated using names included in A.6. If you don't find a name in the drop-down menu, you need to add it in A.6. Remember, it is NOT possible to work on Section A of the application if more than one application is open, even if it is a different application.

- Select staff name and add budget amount. List out each staff member. Do not group staff members together.

D.2 Budget Detail

- Will populate from information input in A.3. and D1. Agency needs to complete Explanation of Variance Column.

Revenue Detail FY23 and FY24

- This table is populated by the total COB and leveraged amounts included in D1. Use the drop-down menu to select the source of the leveraged amounts.

- This source information is pulled from A3 Agency Revenue and Expense. If you don't see the source listed you will need to add it to the A3 Agency Revenue and Expense section. Remember, it is NOT possible to work on Section A of the application if more than one application is open, even if it is a different application.

Section E Attachment Documentation

- Uploaded items only need to be uploaded once and will populate all of the agency's applications.