

Hardship Exemptions for Community Agency Request for Proposals Process

Applications responding to the Request for Proposal (RFP) should be submitted electronically through City Data Services (CDS) by the due date indicated in the RFP. However, under limited circumstances, an organization may request an exception to either 1) the deadline or 2) the requirement that applications be submitted electronically.

1) Requesting an extension of the RFP deadline

An authorized representative of the organization applying for funds must contact the city staff person indicated below before the application deadline, and request a hardship exemption in writing (email is acceptable), including the reason for requesting the exemption. The request will be forwarded to the City Manager's office and the City Manager or his/her designee will decide whether or not to grant a hardship exemption. Staff will respond to the applicant within 24 hours. If a hardship exemption is granted, the agency will have two (2) more business days from the extension approval date to submit an application.

2) Requesting an exception to the requirement to submit an application online

If technological difficulties prevent an organization from submitting an application online, a hardship exemption must be submitted in writing following the process above. If approved, a hard copy RFP application in a format provided by the city will be accepted.

Submit Requests for Hardship Exemptions to:

CommunityAgencyRFP@berkeleyca.gov