

City of Berkeley Department of Health, Housing, and Community Services

Enhancing Community Life and Supporting Health and Wellness for All



About Us

The Health, Housing, and Community Services (HHCS) Department aims to promote the health of all Berkeley residents by ensuring they have their basic needs met. Our vision is for all residents to have affordable housing, a safe community, and the best possible health outcomes. The department is made up of six divisions including the Office of the Director, Public Health, Mental Health, Housing and Community Services, Environmental Health, and Aging Services.

Request for Proposal (RFP)
Community Agency Funding FY 25-28

Welcome & Introduction

Director of the Office

Housing & Community Services







Agenda

- Welcome/Introductions
- RFP Overview
- Highlighted Program Areas
- How to Apply
- Application & Requirements
- Application Review
- Contact
- Q & A
- Breakouts: YEP & Homeless Services

Social Determinants of Health Education **Health Care** Access and Access and Quality Quality • ▦ቈ Neighborhood Economic and Built Stability Environment Social and **Community Context**

RFP Overview: Funding Sources

Four-Year (July 1, 2024 – June 30, 2028)

#	Funding Source	Estimated Amount
1	Federal Community Development Block Grant (CDBG)	\$ 2,166,000
2	Community Services Block Grant (CSBG)	\$ 160,000
3	Emergency Solutions Grant (ESG)	\$ 208,342
4	HOME Investment Partnerships American Rescue Plan Program*	\$ 547,139
5	Homeless Housing, Assistance and Prevention (HHAP)*	\$ 498,457
6	City of Berkeley's Measure E Funds	\$1,653,260
7	City of Berkeley's Measure U1	\$ 250,000
8	City of Berkeley's Childcare Mitigation Fee	\$ 13,275
9	City of Berkeley's General Fund (GF)	\$ 5,433,464

^{*} One time funding.

RFP Overview

Service Category Areas

- Fair Housing
- Housing and Community Facility Rehabilitation
- Health
- Legal/Mediation
- Childcare
- Youth
- Senior
- Disability
- Workforce Development
- Homeless, and
- Other (e.g. food assistance, gardening programs)

RFP Overview

Applicant Requirements

- Applicants must be a non-profit or local government entity
- Programs must serve Berkeley residents (including unhoused individuals residing in Berkeley or services for students who go to school in Berkeley, but live elsewhere)
- Proposed programs must service clientele whose income is at or below 80% of the Area Median Income



RFP Overview

RFP Documents

All Community Agency RFP documents available on the <u>City's Bid</u> and <u>Proposal Opportunities webpage</u> (<u>https://berkeleyca.gov/doingbusiness/working-city/bid-proposal-opportunities</u>)

- City Manager Letter
- RFP Schedule & Background
- Application & Budget templates (for reference only)
- Service Measures & Outcomes Lists for General Activities, YEP, Workforce & Homeless Services - City reserves the right to modify outcomes
- Supplemental Questions for YEP, Workforce & Homeless Services
- Key Terms and Definitions
- Webinar Slides
- Q&A (estimated Nov. 22, Dec. 6 & 20)

Minimum Wage & Notice on workforce page

RFP Overview: Timeline

Important Dates

Action	Tentative Timeline
RFP Applications Due	December 22, 2023 by 5:00 P.M.
Commissions and Staff Review	January – March 2024
Final Recommendations considered by Council (federally funded recommendations approved)	April 23, 2024
Council Budget Adoption (including all remaining applications)	June 25, 2024
Awardee Workshop	July 2024 - TBD

Highlighted Program Areas

- Berkeley Youth
 Equity Partnership (YEP) formerly known as Berkeley's 2020 Vision
- Homeless Services Programs
- Workforce Development
- Fair Housing
- Emergency Services for people with severe physical disabilities



Highlighted Program Areas

Berkeley's Workforce Development

Goal:

To provide low-income and unemployed Berkeley residents with job training and job placement so they can earn a livable wage and attain economic stability



Highlighted Program Areas: Berkeley's Workforce Development

Program Criteria

- The agency will articulate a quality program design that provides industry-driven job training.
- The agency will demonstrate partnerships with other programs in order to reduce duplication of services and maximize funding.
- The agency will demonstrate effectiveness in serving employers.
- The agency will demonstrate effectiveness in placing graduates in training-related employment that results in a livable wage.

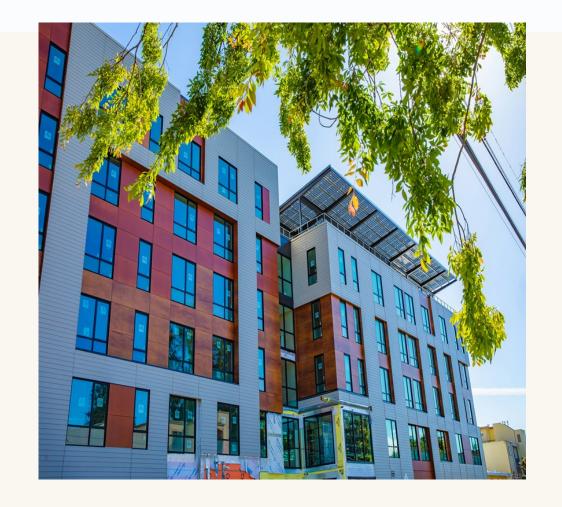
Highlighted Program Areas

Berkeley's Fair Housing

City of Berkeley's Annual Action Plan and Analysis of Impediments to Fair Housing Choice

Goal:

Increased knowledge of fair housing laws and regulations by tenants, property owners, realtors and lending institutions



Highlighted Program Areas: Berkeley's Fair Housing

Activities

- Outreach events
- Training workshops
- Fair housing counseling
- Complaint investigations
- Fair housing audits / testing
- Mediations

Highlighted Program Areas

Berkeley's Emergency Services

Measure E (Ordinance No. 6468-N.S. 1998)

Goal:

Measure E funds support the provision of emergency services to Berkeley residents who have severe physical disabilities.



Highlighted Program Areas: Berkeley's Emergency Services

Key Activities

- Attendant Services
- Transportation
- Equipment Repair Services
- Case Management Services

Online RFP Application

Go to: www.citydataservices.net

CURRENTLY FUNDED PROGRAMS:

- Log on using your existing User ID and Password
- Use the "Apply for 2025" button on your main page

NEW AGENCIES:

- User ID: BERCA2025 (Case Sensitive)
- Password: BERCA2025 (Case Sensitive)
- Complete & submit the form to obtain a unique User ID & Password that you will use to submit your application.

Hardship Exemption. Limited circumstances if unable to submit online or by the deadline (must notify City staff prior to the application deadline).

How to Apply: Online RFP Application

City Data Services





HOME ABOUT SERVICES BLOG DEMO COMMUNITY FAQ POLICIES CONTACT



Complete Grant and Loan Management Software Solution for Cities and Counties

Built by City Staff for City Staff

CDS provides complete, "Smart" solutions managing all public services, economic development and housing through a cloud-based platform - wherever you are. CARES, CDBG-CV, emergency funds, not a problem! From applications and reporting, to monitoring, inspections, compliance and portfolio management. We are your go to when your work load is off of the charts!

Ready for a cloud-based grant and loan management system?

What Makes Us Unique?

Tailored Systems for Public Services and Housing

RFP Application

Key Sections

Agency Information (Section A)

• Agency contacts, Agency's Mission and Services, Agency Revenue & Expense, Agency's Leadership Board of Directors, Cultural Competency, etc.

Program Description (Section B)

• Program Title, Total Funding Requested, Type of Service, Program Description, Program Goals, Target Population, Service Measures/Outcomes, etc.

Supplemental Questions (Section C)

Berkeley's YEP, Workforce & Homeless

Program Budget (Section D)

Attachments (Section E)

 Board resolution authorizing submission of the application, Articles of Incorporation, List of all Board members, etc.

City Data Services RFP Application

Section A



Due before Friday, 5pm, December 22, 2023

Fiscal Year 2025-2028 CITY OF BERKELEY REQUEST FOR PROPOSALS (RFP)

Agency: Test Agency 2 Program: Test Program 2

Click Here to read the City of Berkeley City Manager Letter.

Click Here to read the City of Berkeley RFP.

Click Here for useful instructions for how to use this online application.

For Technical Assistance with this application, Email support@citydataservices.com.

Return to Main Page

Important Notice for agencies completing multiple applications, or with multiple users:

It is never possible to have two people working on the SAME application at the same time. It is also NOT possible to work on Section A of the application if more than one application is open more info....

Applicants:

Incomplete submissions will not be considered. All responses will be limited to 500 words, unless otherwise specified. It is recommended that agencies draft responses ahead of time and then copy into the application. Please click on the highlighted key term or refer to the Key Terms Definition document.

Save and Continue

A. AGENCY INFORMATION

A.1. Agency Information and Contacts

A.I. Agency information and contacts						
Agency Name:	Test Agency 2					
Agency Date of Incorporation:	asd					
Agency Office Street Address:	123 Main St					
Agency Office City:	Berkeley		Zip:	94949		
Executive Director Name:	asd					Т
Executive Director's Email Address:	asd					Т
Executive Director Phone Number: (Contact person must respond to questions within one business day.)	adsf					
Application Contact Person Name:	Agency 2					_
Application Contact Person's Email: (Contact person must respond to questions within one business day.)	support@citydataservic	es.cor	n			
Application Contact Person's Phone:	5105551212					_
Does your agency have Tax-exempt <mark>501(c)(3)</mark> status 7	○ Yes					
Name of Fiscal Sponsor:						
Address of Fiscal Sponsor:						
Fiscal Sponsor Contact:						
Fiscal Sponsor Phone:		\neg				
Fiscal Sponsor Email:		=				

City Data Services RFP Application

Section A

Save and Continue

A.3 Agency Revenue and Expense. Please note that this information is for the entire agency, not just the project or program for which you currently seek funds. (Insert Rows as Needed)

List Funds by Source REVENUES	FY 23 7/1/22-6/30/23	FY 24 Projected 7/1/23-6/30/24	FY 25 Proposed 7/1/24-6/30/25
City of Berkeley Funds: # of lines needed: 3			
Housing & Community Services (HHCS) ▼	\$700	\$200	\$300
Youth Equity Partnership (HHCS)	\$600	\$700	\$800
Select v			
State/Alameda County Funds: # of lines needed: 1			
Alameda Co. Housing & Community Development	\$600	\$400	\$200
Federal: # of lines needed: 1			
HUD ✔	\$100	\$900	\$800
Private/Foundations/Corporation Funds: # of lines needed: 1			
My Foundation	\$900	\$1,000	\$700
Agency Generated Revenue: # of lines needed: 1	•		
Tuiton V	\$400	\$300	\$300
TOTAL REVENUE	\$3,300	\$3,500	\$3,100
Dollar Value of COB In-Kind Contributions			
Dollar Value of Non-COB In-Kind Contributions			
Percent City of Berkeley (includes In-Kind)	39%	26%	35%
Percent Other Public	21%	37%	32%
Percent Private/Other	39%	37%	32%
EXPENDITURES			
Salaries and Benefits	\$500		
Operating Expense			
TOTAL EXPENDITURES	\$500	\$0	\$0
Fixed Asset Expentitures			

City Data Services RFP Application

Section B

Save and Contin

B. PROGRAM DESCRIPTION

B.1. General Program Information

Program Title:			
Total COB FY2025 funding request for program:	\$210,030		
Total funding already secured for this program:			
Total Program Cost:	\$406,050		
Difference between total funding secured and requested and total program cost:	\$196,020	0	
Address where program is provided:	123 Main St		
Program City:	Berkeley	Zip:	94949
Contact person for program:	Agency 2		
Program contact phone:	5105551212		
Program contact email:	support@citydataser	vices.c	

Before proceeding with this application

ALL APPLICANTS:

Thoroughly review the following two documents:

RFP Overview Main Application

BERKELEY YEP, HOMELESS AND WORKFORCE APPLICANTS ONLY:

Also review the Supplemental Info for your funding area:

Berkeley YEP Homeless Workforce

B.2. Type of Service:	Check the category which of	describes the type of se	rvices this program provides
Homeless - Emergency S	helter		~

B.3. Program Description: Please provide a description of the program for which you are requesting funds. Include the location, program year (e.g., year-round, school year only, summer only, etc.) and days and hours that services are offered.

You have 499 words left.

B.3.a. Describe 2 - 4 key goals of your proposed program:

You have 499 words left.

B.3.b. Describe 2 – 4 strategies that are essential to achieving your program's goals. Provide the research, evidence, or data that validates the efficacy of each strategy listed.

You have 499 words left.

B.3.c. Describe the services offered to help participants achieve each goal, including the level of services (type(s) of service/activity, frequency and duration). What can each participant expect to receive from the program?

You have 499 words left.

City Data Services **RFP Application**

Section B

TARGETED POPULATION – Entire Program	FY 7/1/22-		FY 24 Pt 7/1/23-4		FY 25 Proposed 7/1/24-6/30/25		
Total number of Individuals* served (City of Berkeley and non-residents)	[4		10	10		
2. Total number of City of Berkeley Participants***	[4		5	. 6		
Percentage of City of Berkeley participants to total participants served		100%		50%		75%	
Target Population Detail Berkeley Participants Only:Indicate the number of participants in the "#" column. Percentages will be automatically calculated using the number of Berkeley participants above.	#	%	#	96	#	96	
Low/Moderate Income Participants (their income falls at or below 80% of the Area Median Income)	1	25%		0%	1	17%	
Berkeley participants whose income is at or below the National Poverty Line	1	25%		0%	1	17%	

c. Race/Ethni	ty of Berkele	y Program Pai	rticipants*** ser	rved last fiscal	vear	(7/1/2022-6/30/2023)
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****For Homeless Programs: Complete this table using HMIS program data. If your agency doesn't use HMIS and you're not required to submit program reports in CDS, please complete the section using data collected by your agency.

Ethnicity		Number of Program Participants		Percentage
Latino/Hispanic				0%
Race Category				
Black or African American				0%
Asian				0%
White			1	33%
American Indian or Alaskan Native				0%
Native Hawaiian or other Pacific Islander			2	67%
More than two races/Other				0%
To	otal		3	100%

B.5. Describe your planned outreach to the population identified above. How will your program conduct outreach and engage the target population, especially people living at the poverty level or below and those who may be eligible, but may not hear about your program or may face barriers to participating?

You have 499 words left.

B.6. Needs Assessment: Describe the key needs of the target population that you plan to serve.

You have 499 words left.

B.6.a. How does your agency determine, on an ongoing basis, the needs of the target population? You have 499 words left.

B.6.b. How will the proposed program specifically address the needs or the target population?

You have 499 words left.

^{*}Housing programs should indicate race/ethnicity for head of household.

^{***} For YEP programs only: City of Berkeley participants include BUSD enrolled students who reside outside of the City of Berkeley.

City Data Services RFP Application

Section B

			Services and Outcomes		
B.7. Annual Service Measures and Outco	mes (FY 25 - F	Y 28) Provide info	ormation on the service measures, outcomes and number	of participants yo	u will serve each year if the program is funded.
Total Number of Participants (Berkeley and to be Served Annually	otal Number of Participants (Berkeley and non-Berkeley) b be Served Annually Total Number of Berkeley Participants*** to be Served Annually				6
Program Type: Homeless - Emergency S	helter				
Services			Outcomes		
Service Measures	Units of Service (UOS)	# of Berkeley Participants*** to be Served	Outcomes	# of Berkeley Participants*** Expected to Achieve Outcome	Method for Measuring Outcome
# of Participant sessions			% of participants gained or increased income from start to exit (APR Q19a2 - Column K)	75%	
			Maintain minimum nightly bed occupancy rate.	90%	
			% of participants accessing mainstream benefits (HUD Element, APR Q20b)	80%	
			% of participants enrolled in health insurance (HUD Element, APR Q21)	90%	
			% of participants successfully moving into permanent housing (HUD Element, APR Q23a&b)	30%	
			% of people exiting to homeless destinations? (HUD Element APR Q23c)	<25%	
			Average length of participation is 183 days (HUD Element, APR Q22b Leavers)	183 days	
Data Quality Entry			Data entry within 3 days of enrollment (HUD Element, APR Q6e)	100%	
Data Quality Completion			% of adult participants with income information recorded in HUD Element at entry and annual/exit assessments (HUD Element, APR Q18)	75%	
duration (i.e., minutes, hours, days) and how	w the service is	provided (i.e., one	ervice below. Wherever possible, include formulas that ind e-on-one meetings; group sessions; classroom setting; par reek for 40 weeks per year (excludes summer) = 25 x 3 x	rticipant home visi	its; etc.). Example: Participant Tutoring Sessions
# or Participant sessions					You have 499 words left.
Data Quality Entry					You have 499 words left.
Data Quality Completion					You have 499 words left.

If your Service measures and Outcomes do not appear correctly in this table, be sure you have selected a Type of Service in B.2, and Click Here to refresh

City Data Services RFP Application

B.8. Staffing Detail:

Section B

Provide details on staffing position/name and add F		e all positions, not just those proposed for City of B	erkeley funding. Click on drop-down and select
Number of Staff Member			
Staff Name	Position/Title	Describe the Program Activities this staff person will perform	Degrees/Certificates/Experience
Henry 🗸	Executive Director		
June 💙	Deputy Director		
~			
B.10. Staff Training and		program onboards, trains and manages staff and v	
		ning and organizational guidance and support to as and frequency of professional development opports.	
Service: Describe the ne	queries of supervision and the type	s and frequency of professional development oppo	Titalities provided.
You have 499 words left.			
organizational managem You have 499 words left. B.12. Past Performance		· · · · · · · · · · · · · · · · · · ·	
B.12.a. Is this program	Currently Funded by COB	 Not Currently Funded by COB 	
B.12.b. New Programs Describe the added value	Requesting COB Funding: Descri	be any experience your agency has in implemention ogram to bring to Berkeley participants and any sp	
			/
You have 499 words left.			
This Community Agency		local, state and federal Housing and Urban Develowith HUD regulations if awarded HUD funds.	pment (HUD) funds.

RFP Budgets Intro

Request the \$\$\$ your program needs!

- Budgets should reflect the full, current costs of running community programs
- Explain increased costs in applications, particularly in budget narratives
- Include what your program needs to provide high quality, impactful services
- No COLAs built into the contracts

RFP Budgets Overview

Budget info

- Agency Revenue and Expense (A.3)
- Program Budget (D.1)
- Budget Narrative (D.2)
- Revenue Detail FY 24 and FY 25 (D.2)

Fiscal years

Actual vs. Projected vs. Proposed

FY 23	FY 24	FY 25
7/1/22-6/30/23	Projected	Proposed
1/1/22-0/30/23	7/1/23-6/30/24	7/1/24-6/30/25

Linked fields

- Example: Staff List (A.6) Staffing Detail (B.8) Program Budget (D.1)
- Modify at the source

Agency Revenue and Expense (A.3)

Scope

- Info for entire agency (not just proposed program)
- Detailed revenues and summarized expenses for FY 23, FY 24 and FY 25

REVENUES

Drop-down menus

Enter # of lines needed to create fields



- Up to 5 lines per revenue category
- Every drop-down menu has "other" category

Linked fields

Revenue sources (A.3) populate program Revenue Detail (D.2)

City of Berkeley Funds: # of lines needed:

RFP Application: Budget

Program Budget (D.1)

Scope

- Info for proposed program only
- Personnel and operating line items for FY 24 and FY 25
- Leveraged Funding = all \$ program receives other than from CoB.

Tips

- Select staff members from drop-down menu, add FTE by funding source
- Annualized salary = hourly wage x 2080 hours/year
- Leave FY 24 "CoB Funding" column blank if no funding received
- Indirect costs = federally negotiated rate or 10% of modified total direct costs
- Include operating expenses from CoB requirements. More info:
 - O Business License (berkeleyca.gov/doing-business/operating-berkeley/business-licenses)
 - Workforce Standards and Minimum Wage (<u>berkeleyca.gov/doing-business/operating-berkeley/workforce-standards-and-enforcement</u>)
 - O Insurance Coverage (https://berkeleyca.gov/community-recreation/community-services/community-agency-contract-forms)

Budget Narrative

- Purpose: (1) justify the costs requested, (2) clarify connection between proposed services and expenses, and (3) demonstrate expenses are relevant to proposed program's goals.
- For each line item, clearly describe the assumptions and provide details on how funds will be used to support the program's desired outcomes.
- Substantial costs typically require more detailed explanations.
- Show your math/formulas!

Example:

Supplies and Materials: Meeting supplies (binders, papers, other standard office supplies) for program meetings and program staff use = $$90 \times 12$ months = \$1,080. Printing for participant flyers, applications and workshop materials = \$80 per month x 12 months = \$960. Total Supplies and Materials = \$1,080 + \$960 = \$2,040. Supply costs cover the program associated costs, program outreach costs and day-to-day supplies for 4.5 FTE staff working on the proposed program.

Revenue Detail

Scope

- Info for proposed program only
- Source of funding for FY 24 and FY 25
- Sources populate from Agency Expenses and Revenue (A.3)
- Include the amounts associated with the proposed program.

Current Revenue Detail FY2024		
AMOUNT		% Per Source
\$	-	0.00%
	AMOUNT	AMOUNT

Living Wage or Minimum Wage?

The Living Wage Ordinance applies when:

- Agency has 6 or more employees
- Receives \$100,000 or more from the City over the term of the contract (including other contracts within the City of Berkeley)
- Employees funded by the City of Berkeley spend 50% or more of their compensated time engaged in work directly related to City contracts. Applies to part-time employees.



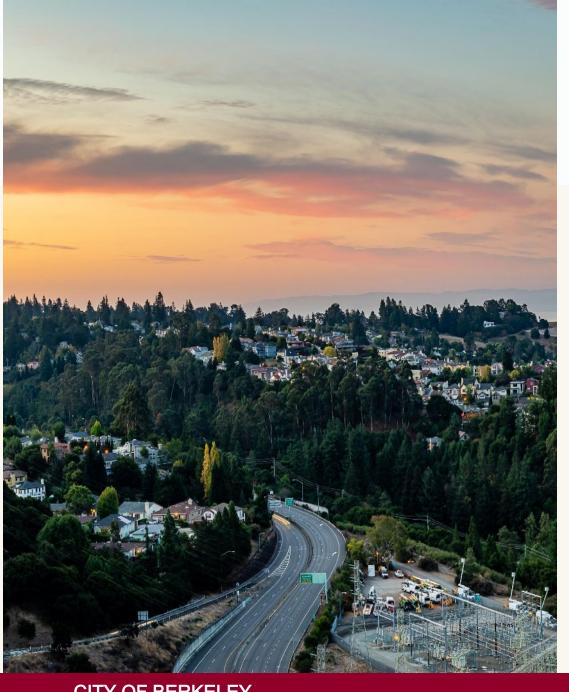
Minimum Wage & Living Wage Estimated Wage Rates

- The current Berkeley Minimum Wage is \$18.07/hour.
- Each year on July 1, the Minimum Wage will increase with the Consumer Price Index, ~3-6%.
- The current Berkeley Living Wage is \$18.38/hour if medical benefits are offered and \$21.43 / hour if medical benefits are not offered.
- Each year on July 1, the Living Wage rate and Medical Benefit will be adjusted with the CPI.

RFP Application

Checklist/Attachments

- 1. Board resolution authorizing submission of the application
- Financial Audit or Year-End Financial Statement
- 3. Articles of Incorporation and By-Laws
- 4. Agency Organizational Chart
- 5. Program Organizational Chart
- 6. Letters from Internal Revenue Service and Franchise Tax Board establishing sponsor's tax-exempt status
- 7. ADA Certification (download, complete and upload)
- 8. Participant Grievance Process
- 9. List of Board Members, Board subcommittee, Strategic Planning Efforts
- 10. Fundraising activities



RFP Application Review

Key Evaluation Criteria

- Meets eligibility & responsive to identified priorities
- Organizational Capacity
- Program Design
- Program Budget (including Leveraged Funding)
- Past performance / Experience

RFP Application Review

Commission and Youth Review Panel

Commission / Panel	Type of RFP Proposals
Homeless Services Panel of Experts	Programs serving literally homeless people and tenants at-risk of homelessness
Human Welfare and Community Action Commission (HWCAC)	Seniors, Legal, Health, Disability, etc.
Housing Advisory Commission (HAC)	Housing & Community Facility Rehab, Housing Services, Workforce Development, Fair Housing
Berkeley Youth Equity Partnership (YEP) Youth Review Panel	Supports to help African American/Black and Latinx young people to thrive

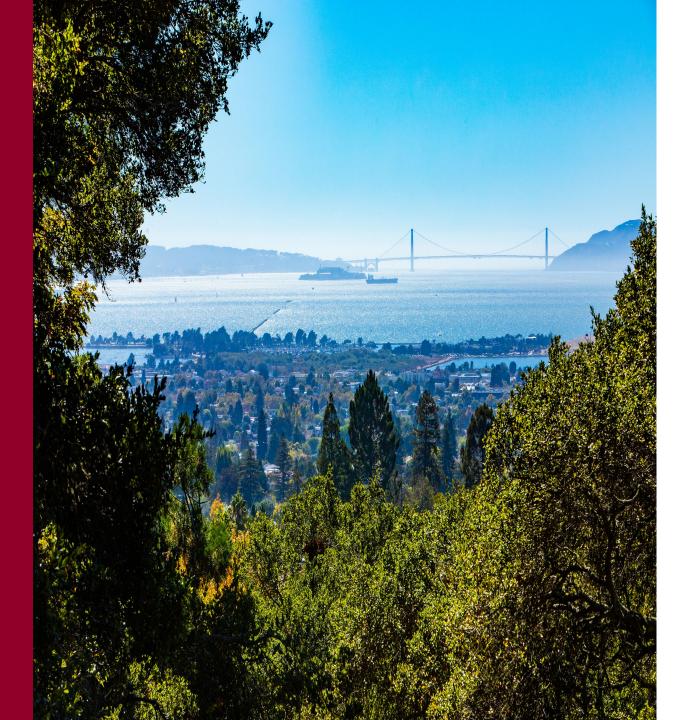
Who Do I Contact?

Online Application Tech Support Support@citydataservices.com

RFP Application Content Support CommunityAgencyRFP@berkeleyca.gov

Labor Standards Support HHCSmwo@berkeleyca.gov

Thank you!



QUESTIONS?

Q&A will be posted on the RFP webpage.

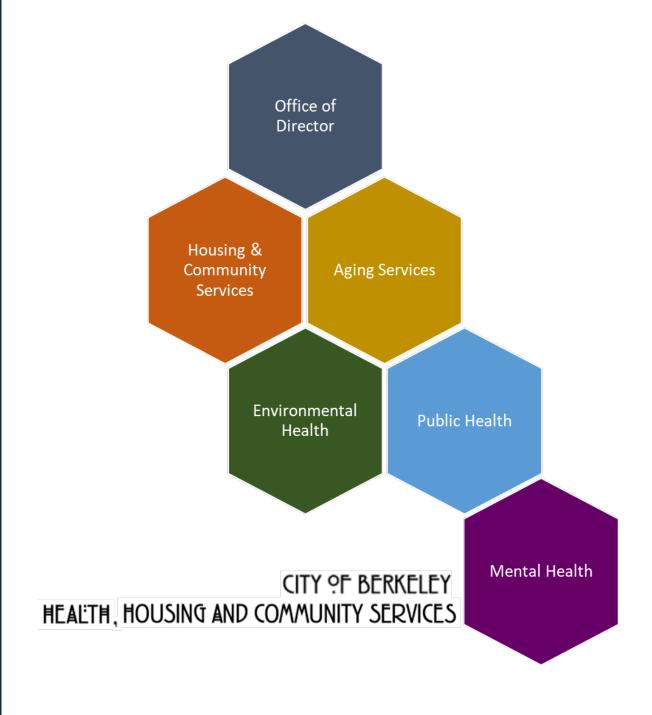
Estimated dates: Nov. 22, Dec. 6 & 20.



Breakout Sessions

- Berkeley's YEP
- Berkeley's Homeless Services





YEP Breakout Link

<u>cityofberkeley-info.zoomgov.com/j/</u> 1606462198?pwd=d3ZzVkdwVzQxU S9paUNoU3BhYjQ1dz09

Also available on the CoB Community Agency RFP webpage:

berkeleyca.gov/communityrecreation/events/communityagency-request-proposal-workshop



