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

11/15/2023 Workshop Q & A

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RFP Main Webinar Q&A

11/15/23, 1:00 – 2:15 p.m.

Application Process & Funding Priorities

Q: In the past, applicants were asked to speak before a commission on behalf of their application and answer questions. Do you know if this is part of the process (specifically for the YEP youth commission)?

A: All commission and Berkeley City Council meetings are open to the public. Applicants are not required to speak before a commission or City Council as part of the application process. However, some applicants may be invited may be contacted and/or invited to a commission meeting to provide additional information and/or to clarify program or agency information.

The Youth Review Panel is not a formal commission and is not subject to the same requirements as commissions. However, the Panel plans to function much like a commission. The Youth Review Panel will hold a public forum in January and will have 1-2 additional sessions that will be open to the public and offer public comment. Agencies that are interested in presenting will have these opportunities to do so. Once the Youth Review Panel is convened, its members will determine if they want to schedule individual presentations by all of the applicants. If so, applicants will be notified and will be able to choose to present or not.

Q: If a program is not awarded funding, can an organization apply next year, or is the RFP only opened once every four years?

A: This funding cycle only happens once every four years.

Q: Is there an opportunity for more funding for programs that benefit seniors?

A: We encourage all applicants to ask for what you need to effectively run your program and serve your clients and the community. If there are other community-based or City-

administered programs serving the same population you will want to articulate how your program serves a different need or subset of the population to demonstrate that there is no duplication of service. Agencies are also encouraged to attend the January public hearing (date TBD) and provide public comment regarding specific areas of need.

Budget, Fiscal & Wage Requirements

Q: Is there a way to include subcontractors in the budget table?

A: There is a "Professional Services" section of the budget table where you can include subcontractors. Please also describe this in detail in the budget narrative section.

Q: Because this contract is a four-year agreement, how can we best submit a budget that will take into account increased costs for operating our program over a four-year timespan?

A: We encourage all applicants to ask for what you need to effectively run your program and serve your clients. There is the opportunity for agencies who are awarded funding to adjust their budgets on an annual basis with their assigned contract monitor.

Q: I believe that my program would be best suited to a specific funding source in the RFP announcement. Can I request to be funded by a specific funding source?

A: City staff will evaluate your application and determine which funding source is appropriate for an awarded program. However, if your program is designed to meet strict funding guidelines (for example the Community Development Block Grant or HOME American Recovery Program) please be explicit in your program description that your program is designed for these regulations and that your agency has the capacity to meet these requirements. Additionally, if there are not enough general funds, we may reach out to applicants to see if there is a way to adapt the program to qualify for federal or state funds if it is not explicit in the application.

Q: In the event that the federal de minimis indirect rate is increased to 15%, will awards made per this RFP also be eligible for the increased de minimis indirect rate?

A: Each fiscal year you will have the opportunity to refine your budget and program, so in the event that the federal de minimis indirect rate changes during the next four years, you would have the opportunity to adjust your budget. Your annual allocation from the City would not change.

Q: Is it possible for a program to get partially funded?

A: Yes.

Q: Do the same reporting requirements on budget forms apply to nonprofits who use independent contractors?

A: Yes.

Q: Can you tell me more about applying using a financial agent? For example, if an organization will be using a fiscal agent because they do not have a current 501c3, will the fiscal agent do the actual application? Will the fiscal agent's information go on the application?

A: The fiscal agent and the program work together to submit an application under the fiscal agent's name. Financial and budget information is completed by the fiscal agent, and program design is typically developed and entered by the program staff. If a program is awarded, the assigned contract monitor may work with the program manager and fiscal agent to develop a reporting plan that works for all parties.

Q: Regarding Living Wage, I want to know if the benefited rate (vs. Unbenefited rate) was based on benefits offered or benefits that are paid for by the employer for the employee?

A: It's not a medical benefit offered by the employer. It's a health insurance plan offered and paid for by the employer.

Q: You indicated that you wanted us to show actual versus budget over three years. Is that for the program or for the full agency budget?

A: The first budget document that you fill out is agency-wide and it should include the actual, the projected, and the proposed for three years.

Q: How do we budget for cost-of-living increases over the next four years if we're asking for a stagnant number across all four years?

A: You will want to ask for what you need in your budget for the first year, and then every year as we go through the cycle you have the opportunity once you're awarded to adjust your budget accordingly. Sometimes the cost can be so significant that your budget and your program services will be impacted, but we hope that your budget is created at the onset to support that as we move forward. You can however adjust your outcomes if it's if it's justified in future years. We don't encourage rolling over funds into the next fiscal year, so you would have the opportunity to do budget modifications within the current year and then adjust the budget for each year thereafter. While there are some drawbacks of a four-year (conditional) funding award, the benefit is that you have more secure funding for four years, and you can use the award as leverage to access other funds outside of the City of Berkeley, which will hopefully help to offset the cost of living increases over time.

Q: If you have limited leveraged funds for multiple programs you are applying for, how do you spread this out across multiple applications accurately, knowing that if one or more applications were not funded it would increase the leveraged amount for the awarded program?

A: In reviewing the applications, we are looking to ensure that there are leveraged funds to support the program and that the programs are not solely dependent on City funds. In the event that you are awarded funds, for one or more applications, you will finalize your budget and program during the contracting process.

Program Design & Requirements

Q: Can you explain the participant grievance process attachment?

A: Organizations that are funded by the City of Berkeley are required to have a Participant Grievance Process that is made available to clients and the public. A copy of the grievance process must be submitted to the City so that in the event that a participant contacts the City directly, we have the Participant Grievance Process available to provide the participant.

Q: If I am expanding an existing program to include new services and additional client capacity, should I submit an application for one program or two programs?

A: If it is a straight expansion of the program then it would simply be one application with a more expansive program and additional service measures or outcomes. If your program is expanding to include an entirely new service with different outcomes and new clients, you may want to consider submitting two applications—one for your original program, and one for your new program. Each application should be for one program with its own budget, service measures and outcomes, and program description.

Q: Regarding Measure E, will the city accept a proposal which provides emergency transportation from 8 AM until 11 PM?

A: Please submit proposals that are realistic for your program to achieve and that are operating or staffed based on demonstrated need.

Q: Last time we applied for funding we applied for many programs with different program areas even though all our programs overlap. I got some feedback later on that the way we did it was too complicated so I just want to ensure that I should be doing each of these programs individually.

A: If they are separate programs or program categories they should be separate applications. If they are interdependent, please consider consolidating or making this explicit in your program and budget narratives.

For Homeless Services, any additional service category that's added to the primary program must exclusively serve participants enrolled in the primary program.

Q: With the homeless basic need services, can you clarify if this service must include shower, laundry, and lockers or if this is just a suggestion?

A: The basic needs homeless section can include any one of those items that are listed in the RFP. It can be strictly a drop-in center, and/or the drop-in center can also include a showers or laundry program, or even a locker program, etc. Any of those activities within that category can be viewed as meeting a basic need.

Q: You mentioned the programs will be evaluated for non-duplication of services. How do we leverage existing partners while simultaneously not duplicating services? Should we submit joint applications?

A: Programs should be designed to meet the needs of the community and not duplicate services that are meeting the same needs of the same population. If you have partners that support and leverage your program for maximum impact, please include that in your program narratives. If you have leveraged funds or leveraged in-kind services please also include that in the budget sections. Please do not submit joint applications.

Email additional questions to: CommunityAgencyRFP@berkeleyca.gov.

Please make sure that "RFP Webinar" is in the subject line of your email.

Q&A from the

Homeless Services Funding Breakout Session

11/15/23, 2:15 – 3:00 p.m.

Q: For Basic Needs (Drop-In Centers, Showers/Laundry, Lockers) service type – does the proposal have to include all three services listed?

A: An agency is not required to provide or apply for funding for all three activities. They can submit a proposal for one, two, or all three based on agency capacity and services model.

Q: If the City of Berkeley determined (decides) to not fund a proposed program or project this cycle, is an organization eligible to apply next year or is this a once every four-year cycle?
A: The programs/projects/services included in this RFP are on a four-year cycle. The City doesn't expect to issue another community agency RFP before FY28.

Q: Given that VAWA prohibits agencies serving survivors of gender-based violence from using HMIS, how can a GBV agency apply for these funds? For example, in the homelessness prevention or housing navigation services categories?

A: Agencies can use their own data collection methods to provide information about households served as long as it meets the following requirement: To protect clients, Victim Service Provider (VSP) must enter required client-level data into a comparable database that is comparable to and complies with all HMIS requirements. This Comparable Database Manual provides VSPs with the information needed to meet Comparable Database project setup, data collection, and reporting requirements. Please see HMIS-Comparable-Database-Manual on HUD website

Q: Can we expand funding for programs that are already funded? Will there be assistance for CBO's to contract as a Coordinated Entry Provider if approved for CE funding?

A: Yes, an agency can ask for funding to expand an existing program to serve more people or provide additional services. Agencies who are applying for Coordinated Entry funding should review and be prepared to follow Alameda County's Coordinated Entry Policies. The City will provide technical assistance in this area.

Q: If you add the subcategories (additional services) to your application, would you have to adjust your service performance measures (SPMs) and or Service Measures (SM) to reflect these additional services?

A: Service categories added to a primary program shall exclusively serve participants enrolled in the primary program. When you add an additional service to your primary program, you'll be asked to agree to core program requirements and answer supplemental questions on how the additional activities and services will help to meet SPMS. Adding a service category will not generate the related SPMs, but funded agencies will be expected to meet the SPMs for all provided services. Therefore, agencies should review the service category SPMs before adding the service to their proposal. If the add-on service(s) will be offered to participants outside of the primary program, it needs to be submitted as a separate proposal for funding consideration of that service/program.

Q: Where can agencies find information on a participant's service area in the County ("home city") i.e. North County).

A: Since all Berkeley-funded programs receive referrals from either North County Housing Resource Centers or the City of Berkeley, we don't expect agencies to go into HMIS to confirm "home city" to complete program proposals.

Q: Is there a ratio to the number of people/participants that a shelter monitor should be supporting?

A: Shelter staff that supports participants with document collection and housing search would be considered a Housing Navigator. Agencies proposing Housing Navigation Services need to agree to the City's Housing Navigation Standards. The Client/Staff ratio for these services is 25: 1.

Q: Should a county-funded/appointed HRC for families submit an application under this RFP?

A: Coordinated Entry services are an eligible service category under this RFP. Agencies should also be applying for leverage funding to support programs as much as possible.

Q: For a service provider whose work does not fit into the list of Homeless categories (services types) work with another provider that does offer a listed services/program and partner and apply for funding under this RFP
A: The service offered needs to be a part of an eligible service category.   Service providers can partner with other service provider as a subcontractor.   This service should be explicitly described and included in the program proposal and budget.

Q: Can an agency apply for Alcohol and Other Drug (AOD) Treatment services and mix or add other services that are currently offered by the agency, such as SUD navigation, homeless service outreach? Would the AOD treatment slots need to be referred by the City or could they be referrals from the agency's homeless services outreach?

A: The City will accept proposals under the 14 service categories. The "add on" service must exclusively serve the participants in the primary program. All funded service and interim housing slots will require referrals from either the City of Berkeley or the North County HRC.

Q: Is there a listing of questions and responses? This will help with prep.

A: All questions for the webinar will be posted to the City of Berkeley website on the RFP page on Wednesday, 11/22.

Email additional questions to: CommunityAgencyRFP@berkeleyca.gov.

Please make sure that "Homelessness Services" is in the subject line of your email

Q&A from the

YEP Funding Breakout Session

11/15/23, 2:15 – 3:00 p.m.

Q: Will you be sharing this slide deck?

A: Yes. We will post the slide deck and a recording of this session on the RFP website (https://berkeleyca.gov/doing-business/working-city/bid-proposal-opportunities/community-agency-request-proposal).

Q: Do the nonprofit agencies need to be in Berkeley or just the program?

A: YEP funds programs with participants who live in Berkeley and/or go to school in Berkeley. Agencies do not have to be located in Berkeley.

Q: Legally, public schools may say a program is designed and intended for a specific population but must keep it open to all, or else face legal challenges. Do you see that as an obstacle to winning COB funding?

A: YEP only funds services to African American/Black and Latinx young people and their families. Programs can be more inclusive and enroll other participants beyond those who meet YEP's eligibility requirements. Agencies that serve a broader population of students should demonstrate that their programs are culturally responsive to African American/Black and Latinx young people. Agencies may use YEP funding to cover a portion of program costs associated with YEP-eligible participants. Other program costs associated with participants who are not eligible for YEP funds should be covered through other funding sources.

Q: How does YEP define "living" in Berkeley?

A: YEP's definition of "Berkeley resident" aligns with other City of Berkeley programs: people who reside at a Berkeley address. Young people who are eligible for YEP funding must either live in Berkeley or attend a Berkeley public school. In terms of homeless young people, they would need to attend a Berkeley public school and/or, during intake, state that they identify Berkeley as their home city of residence.

Q: YEP lists 5 funding categories and more subcategories, how do agencies apply for multiple programs?

A: Each separate program needs a separate application, even if an agency is applying for two or more separate programs under the same action area. Agency and staff information only needs to be entered on the first program application. This information will be carried over to any additional applications submitted by that agency.

Q: Will agencies have a chance to present before the Youth Review Panel?

A: The Youth Review Panel will hold one public forum in late January and will have 1-2 sessions that will be open to the public and have public comment. These will all be opportunities for agencies to present if they would like to do so. Once the youth panelists are convened, we will determine if they want to schedule presentations by all of the applicants in addition to the opportunities described above. If so, we will notify applicants who will be able to choose to present or not.

Q: In the past, applicants were asked to speak before a commission on behalf of their application and answer questions. Do you know if this is part of the process (specifically for the YEP youth commission)?

A: All commission and Berkeley City Council meetings are open to the public. Applicants are not required to speak before a commission or City Council as part of the application process. However, some applicants may be contacted and/or invited to a commission meeting to provide additional information and/or to clarify program or agency information.

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Q: How do we capture the costs of part-time tutors in the budget?

A: Agencies can calculate tutors' anticipated costs (explaining the # of hours and payment rate). Please include this cost as a Personnel Expense.

Q: We would like to hire undocumented students as tutors. We hope to support them by providing an income. Can we hire them with this funding?

A: Federal law prohibits the hiring of undocumented workers. Therefore, the City of Berkeley cannot knowingly provide funding for the purpose of hiring undocumented workers.

Q: If I am expanding an existing program to include new services and additional client capacity, should I submit an application for one program or two programs?

A: If your program is expanding to include an entirely new service with different outcomes and new clients, you may want to consider submitting two applications - one for your original program, and one for your new program. Each application should be for one program with its own budget, service measures and outcomes, and program description.

Q: What was the total annual amount allocated to YEP?

A: $1,684,109.

Q: How do you address an organization that is working with seniors in high school and college students?

A: The seniors in high school clearly fall under YEP's eligible population. YEP has not historically funded activities targeting college students. However, if an applicant made a strong case for this program, the Youth Review Panel may view the service as an extension of the high school work.

Q: If a program is part of a large agency, like the school district, would an applicant need to provide the large agency's overall budget information. In the case of the school district, funding for 2024-25 won't be available until January 2024 or later — we will only be able to make educated guesses.

A: Yes. We need the full agency information. If the information submitted is an educated guess, an applicant should follow up with YEP with more concrete information following approval of the agency-wide budget.

Q: Does summer after senior year how high school count for K-12 educational programming?

A: Yes, if it's connected to programming that started during the school year.

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