

# Alameda County-Oakland Community Action Partnership 2020-2022 Request for Partnership (RFP) Bidder's Conference



# Agenda

- City of Oakland Contracts & Compliance Division
- AC-OCAP Overview
- RFP Overview
- Break
- Questions & Answers

City Administrator's Office  
Contracts and Compliance Division: Oakland's Local  
& Small Local Business Enterprise Program

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# Alameda County - Oakland Community Action Partnership (AC-OCAP)

## VISION STATEMENT

***To end poverty within the City of Oakland and throughout Alameda County***

## MISSION STATEMENT

***To improve our community by creating pathways that lead to economic empowerment and prosperity***

## PURPOSE

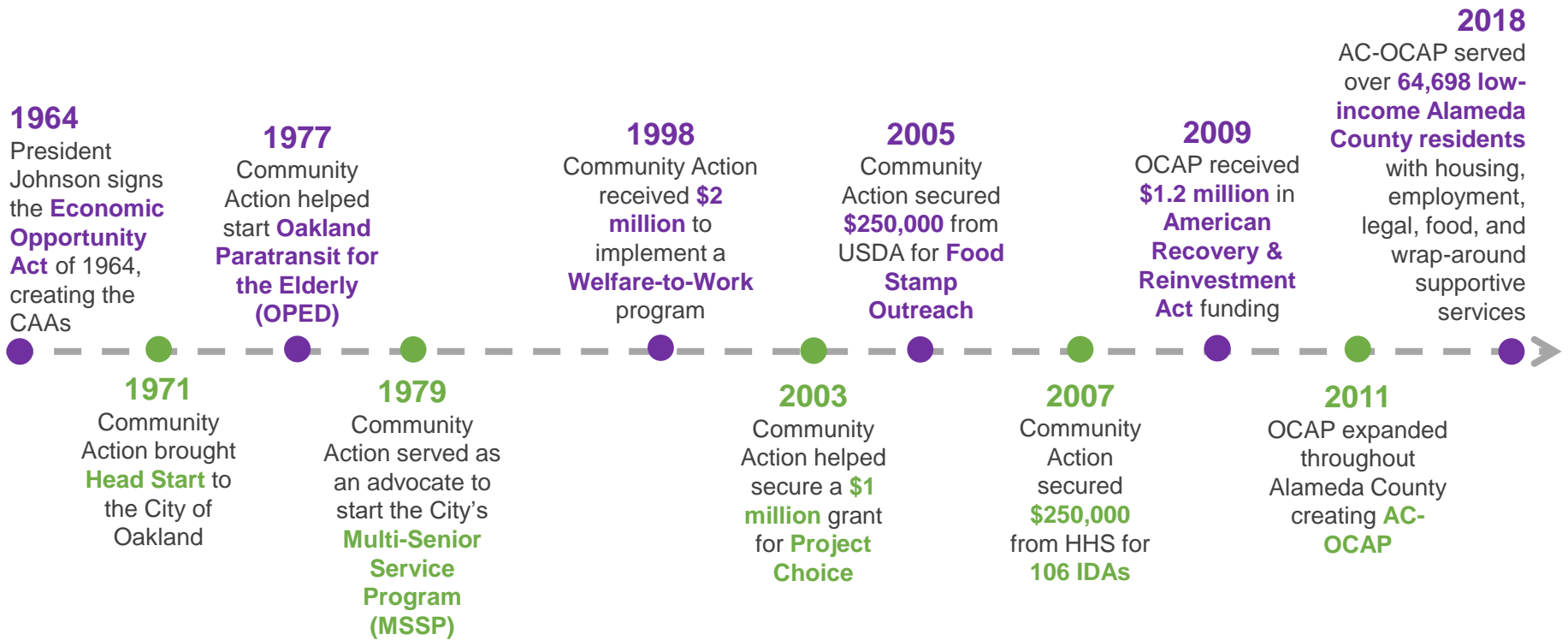
***The Community Action Partnership has the responsibility to plan, develop, and execute efforts to alleviate poverty and work toward systemic change to enhance the opportunities for families of low-income throughout Alameda County to achieve self-sufficiency***

## ***AC-OCAP's Self-Sufficiency Definition***

***Having the means and opportunity to meet a range of individual needs***

# A Brief History of Community Action

*Community Action Agencies (CAAs) are local private and public non-profit organizations that fight poverty by empowering the poor as a part of the War on Poverty*



# AC-OCAP Community Economic Opportunity (C.E.O) Network Factsheet 2018



**268** received transitional housing / emergency shelter  
**258** obtained/maintained permanent housing



**170** Obtained Employment  
**20** Received High School Diploma or GED



**3,776** received legal assistance



**24,174** unduplicated information & referral calls answered  
**88,628** health, housing, and human services referrals provided



**\$11.1** million in Earned Income Tax Credits brought back to low-wage earners  
**\$31.9** million total tax refunds returned to the community



**9,000** children and youth served  
60,214 lunches and 59,791 snacks at 45 sites during the summer



**10,020** residents received  
62,254 food bags

**64,698** total low-income Alameda County residents served



# 2020-2022 RFP Program Focus Areas (4)

<p><b><i>Entrepreneurship/Job Training, &amp; Employment Placement</i></b></p>	<p><b><i>Low-Income Housing</i></b></p>
<p><i>Purpose:</i></p> <p>Support employment-focused programs and trauma-informed services that provide entrepreneurship/job training and employment placement opportunities which include education/GED and internships <b>or</b> micro enterprise/self employment opportunities for adults, youth <b>14</b> and older, foster youth, seniors, re-entry population, veterans, and the homeless; <b>and</b></p> <p>Provide wraparound/bundle services that assist low-income individuals and families with support in areas such as Child Support Referrals, Child Care, Transportation, Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial services, Earned Income Tax Credit, and other income support services as related to entrepreneurship/job training and employment placement.</p>	<p><i>Purpose:</i></p> <p>Support programs and trauma-informed services that provide safe temporary shelter (including emergency/transitional, or hotel/motel vouchers), <b>or</b> safe and affordable housing (including permanent or stable housing) <b>or</b> home ownership opportunities for adults, youth <b>14</b> and older, foster youth, seniors, re-entry population, veterans, and the homeless; <b>and</b></p> <p>Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Child Support Referrals, Child Care, Transportation, Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial Services, Earned Income Tax Credit, and other income support services as related to low-income housing.</p>

# RFP Eligibility Requirements (4 – 5)

- Agencies:
  - Non-profit agencies with 501(c)(3) status
  - Local government agencies
  - Faith-based organizations
- Service Area: City of Oakland and/or Alameda County (excluding the City of Berkeley)
- Income Requirement: Program must serve low-income individuals and families whose household income is at or below 100% of the Department of Health and Human Services federal poverty guidelines



# 2019 U.S. Department of Health & Human Services Federal Poverty Guidelines

Size of Family Unit or Number in Household	100% Level Monthly Income	Annual Income
1	\$1,041.00	\$12,490
2	\$1,409.00	\$16,910
3	\$1,778.00	\$21,330
4	\$2,146.00	\$25,750
5	\$2,514.00	\$30,170
6	\$2,883.00	\$34,590
7	\$3,251.83	\$39,010
8	\$3,619.50	\$43,430
For families/households with more than 8 persons, add \$4,420/year for each additional person		

Source: 2019 U.S. Department of Health and Human Services Poverty Guidelines:  
<https://aspe.hhs.gov/poverty-guidelines>

# RFP Overview Timeline (6)

Date	Action Item
Friday, August 2, 2019	RFP Release Date. Available on the AC-OCAP website, and office
Wednesday, August 7, 2019	Bidder's Conference
Friday, August 30, 2019	RFP applications due by 4:30pm at 150 Frank Ogawa Plaza 4 <sup>th</sup> Floor, Suite 4340, Oakland, CA 94612 <b>(Late submissions/postmarks NOT accepted)</b>
Tuesday, September 3, 2019 – Friday, November 8, 2019	Application Review: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Advisory Panel</li> <li>• AC-OCAP Program Planning Committee</li> <li>• AC-OCAP Executive Committee</li> </ul>
Monday, November 11, 2019	AC-OCAP Board Meeting <ul style="list-style-type: none"> <li>• Full Board reviews and approves 2020-2020 AC-OCAP Programming</li> <li>• All applicants are invited to attend</li> </ul>

***\*Dates are tentative & subject to change\****

# RFP Timeline (continued)

Date	Action Item
November – December 2019	<p>Contracts</p> <ul style="list-style-type: none"> <li>• Formal announcement to applicants (awards contingent on funding)</li> <li>• Mail contracting attachment packets to grantees</li> <li>• Assembling required contract schedules, exhibits, and certifications</li> <li>• Negotiating Schedules A &amp; B (Scope of Work &amp; Budget)</li> </ul>
November – December 2019	Staff asks Life Enrichment Committee to accept CSBG Funds and approve funding allocations / CSBG Grant
December 2019 – January 2020	Staff reports to Full City Council to accept CSBG funds & approve funding allocations
January – February 2020	Contract execution and program implementation

*\*Dates are tentative & subject to change\**

# RFP Evaluation Process (6)

- ✓ History of agency's ability and capacity to provide service
- ✓ RFP application is in alignment with AC-OCAP's mission and vision
- ✓ Clear problem statement, supported by data
- ✓ Program services and target population consistent with low-income demographics.
- ✓ Program activities, wraparound/bundled services, delivery, outreach/marketing strategies, client income eligibility screening, measurable self-sufficiency outcomes, and customer satisfaction survey
- ✓ Program leverages community collaborations and resources
- ✓ Clear staffing plan that demonstrates agency's ability to implement proposed program
- ✓ Geographic location(s) and accessibility of program and services
- ✓ Evaluation plan demonstrates agency's ability and capacity to measure program effectiveness
- ✓ Requested funding appropriate to proposed level of impact

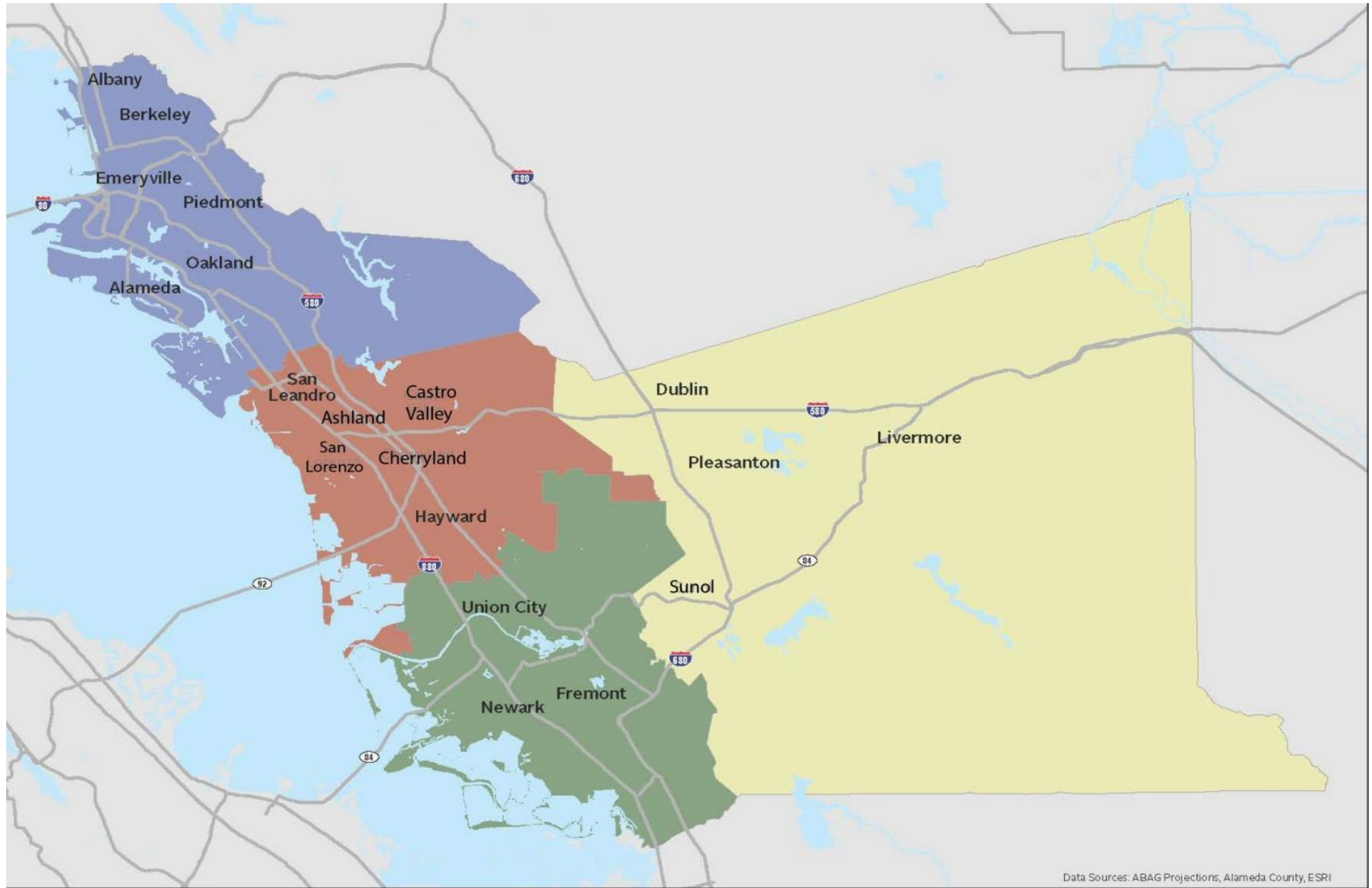
# RFP Application Staff Checklist

- ✓ Original + flash drive
- ✓ Application for Partnership Coversheet **signed**
- ✓ Eligible entity
- ✓ RFP Application Checklist
- ✓ Program target population & service area(s)
- ✓ Program narrative
- ✓ Program budget narrative
- ✓ Other 2019 secured funding
- ✓ Agency's budget
- ✓ Board of Director's list (NPOs)
- ✓ Qualifications of Program Staff
- ✓ Signed authorization letter from Board OR Board Resolution (NPOs)
- ✓ City of Oakland Tax Certificate
- ✓ IRS letter of non-profit status (NPOs)
- ✓ iSupplier registration confirmation
- ✓ Schedule E
- ✓ Schedule O
- ✓ Combined Grant Schedules

# Section I: Application for Partnership Coversheet & Checklist (9 – 11)

- All applications must include the completed Cover Sheet and Application Checklist; all forms are mandatory
- Submit **one** original application with the Executive Director/Agency Director's wet signature in a labeled 9" x 12" (or similar) envelope along with a flash drive containing an electronic copy of all required documents
- Program description must include measureable outcomes
- Maximum award amount is **\$50,000** for Oakland; and **\$50,000** for Alameda County (excluding Berkeley and Oakland).
- All agencies are required to register with the City of Oakland's iSupplier Portal (<https://www.oaklandca.gov/services/register-with-isupplier>)
  - This RFP is published as #156480

# Section II: Program Target Population & Service Area(s)



North County Central County East County South County



## Section III: Program Narrative (11 – 12)

1. History of Agency and Alignment with AC-OCAP
2. Problem Statement
3. **CSBG Client Eligibility/Intake Procedure**
4. Outreach/Marketing Strategies
5. Program Delivery Strategy and Site Location(s)
6. Program Activities, Wraparound/Bundle Services, Community Collaborations and Resources
7. Staffing
8. **Measureable Program Outcomes (as related to AC-OCAP's Program Focus Areas)**
9. Program Evaluation



# Section III: Program Narrative – Measurable Program Outcomes

Grantees are required to include at least one of the following outcomes, based on their program focus area:

- Entrepreneurship/Job Training & Employment Placement:
  - The number of unemployed youth (age 14 – 24) who obtained employment to gain skills or income; and/or
  - The number of unemployed adults (age 25+) who obtain employment paying **up to a living wage**; and or
  - The number of unemployed adults (age 25+) who obtain employment **with a living wage or higher**
- Low-Income Housing:
  - The number of individuals/households experiencing homelessness who obtained **safe temporary shelter**; and/or
  - The number of individuals/households who obtained **safe and affordable housing**

# Section IV: Year One Program Budget

## (12 – 14)

- The Excel Program Budget and completed sample budget are available on the AC-OCAP website
- All line items are considered eligible costs for this grant (Personnel, Other Direct Costs, Indirect Costs, Subcontracts, and Program Total)
- AC-OCAP does **not** support fundraising costs, lobbying, or capital improvements
- There is a 12% cap on Indirect Costs (Section C)

# Section V: Program Budget Narrative (14)

1. Provide a separate justification for each CSBG requested line item for your program budget
2. Explain how your organization will sustain the program beyond AC-OCAP's funding
3. Describe your agency's accounting systems and/or processes for administering grant funds

# Section VI: Other 2019 Secured Funding

(14)

- Provide a summary of funding secured for the proposed program in 2019. For example:
  - Community Action Partnership Grant (grant received)
  - Community Development Block Grant (CDBG) – specify purpose of grant
  - Oakland Fund for Children & Youth (OFCY/Measure K)
  - Oakland Unite Violence Prevention
  - Community Housing Services (CHS)
  - Workforce Innovation and Opportunity Act (WIOA)
  - Other City Funds – specify source and purpose of each
  - Alameda County Grants
  - All other Revenues (State/Federal funds/Foundations)
- If the program is new, check the box and move to the next section

# Section VII: Attachments (14 – 15)

1. Agency Budget
2. Signed Authorization Letter from the Chairperson of Board of Directors on letterhead or Board Resolution
3. Board of Directors List
4. Qualifications of Program Staff for the proposed AC-OCAP funded program, or job descriptions if the positions are not filled
5. Program Intake Form
6. Partner MOUs – If applicable
7. Program Evaluation Results – If applicable
8. Customer Satisfaction Survey – If available
9. City of Oakland Contracting Attachments

# City of Oakland Contracting Attachments

- All who wish to participate in this RFP must register through iSupplier at: <https://www.oaklandca.gov/services/register-with-isupplier>. Please register in order to receive updates on this RFP and direct notification of future bid opportunities
- Schedule E, Schedule O, and Combined Grant Schedules are required as part of the application package. All schedules can be found on the AC-OCAP website, or the Contracts and Compliance website at: <http://www2.oaklandnet.com/government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm>

# City of Oakland Contracting Attachments

## – Oakland Business Tax Certificate

- All agencies (including non-profit organizations and organizations based outside Oakland) conducting business in the City of Oakland are required to register with the Oakland Business Assistance Center and pay the registration fee. You will be required to submit a copy of your letter of determination from the Internal Revenue Service or from the California Franchise Tax Board confirming the exemption from income tax.
- City of Oakland's Finance and Management Agency:  
250 Frank H. Ogawa Plaza, Suite 1320  
Oakland, CA 94612  
Phone: (510) 238- 3704

<https://www.oaklandca.gov/services/apply-for-a-business-license-online>

Break



# Questions & Answers

**Applications due Friday, August 30, 2019 by 4:30pm**

[AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov)

(510) 238-2362