Alameda County-Oakland Community Action Partnership
2017-2019 Request for Partnership (RFP) Bidder's Conference

Agenda

- AC-OCAP Overview

- RFP Overview

- Break

- Questions & Answers

- Presentation: Oakland's L/SLBE Program

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

2015-2016 Community Economic Opportunity (CEO) Network

- Employment

- Housing & Community Economic Development

- Legal Assistance

- Food Security

- Financial Empowerment

- Information and Referral

- Community Events

2015-2016 Community Economic Opportunity (CEO) Network

Network Partners

- All In – New War on Poverty

- UWBA – Road Map to End Poverty

- Alameda County Community Food Bank

- Interagency Children's Policy Council (ICPC)

AC-OCAP 2015 Collective Impact Outcomes

"Helping People… Changing Lives"

- **75,626** Alameda County Low-Income Residents Served

- **148** unemployed people gained employment

- **88,231** Summer Lunches Provided

- **95,743** Information and Referral Calls Provided

- **$25** million captured through EITC Tax Campaign

- **$831,000** CSBG investment

- **$6.3** million leveraged

RFP Program Focus Areas

Job Training & Employment Placement	Housing & Community Development
Purpose: Support employment focused programs and services that address job training and employment placement which include education/GED and internships **or** micro enterprise/self employment opportunities for adults, youth 16 and older , foster youth, seniors, re-entry population, veterans, and the homeless; **and** Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Behavioral Health/Covered CA, Food Security/Cal Fresh, Bank On Oakland, Earned Income Tax Credit, and other income support services as it relates to job training and employment placement.	*Purpose:* Support programs and services that provide shelter/transitional, stable and affordable housing **or** home ownership **or** asset building/financial empowerment opportunities; **and** Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Behavioral Health/Covered CA, Food Security/Cal Fresh, Bank On Oakland, Earned Income Tax Credit, and other supportive services as it relates to housing and community development.

RFP Eligibility Requirements

- 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

2016 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	$990.00	$11,880
2	$1,335.00	$16,020
3	$1,680.00	$20,160
4	$2,025.00	$24,300
5	$2,370.00	$28,440
6	$2,715.00	$32,580
7	$3,060.83	$36,730
8	$3,407.50	$40,890
For families/households with more than 8 persons, add $4,160/year for each additional person		

Source: 2016 U.S. Department of Health and Human Services Poverty Guidelines:
https://aspe.hhs.gov/poverty-guidelines

RFP Overview Timeline

Date	Action Item
Monday, August 8, 2016	RFP Release Date. Available on the AC-OCAP website, and office
Friday, August 19, 2016	Bidder's Conference
Monday, September 12, 2016	RFP applications due by 4:30pm at 150 Frank Ogawa Plaza 4th Floor, Suite 4340, Oakland, CA 94612 **(Late submissions/postmarks NOT accepted)**
Tuesday, September 13, 2016 – Friday, November 11, 2016	Application Review: • Staff • Advisory Panel • AC-OCAP Program Planning Committee • AC-OCAP Executive Committee
Monday, November 14, 2016	AC-OCAP Board Meeting • Full Board reviews and approves 2017-2019 AC-OCAP Programming • All applicants are invited to attend

RFP Timeline (continued)

Date	Action Item
November – December 2016	Contracts • Formal announcement to applicants (awards contingent on funding) • Mail contracting attachment packets to grantees • Assembling required contract schedules, exhibits, and certifications • Negotiating Schedules A & B (Scope of Work & Budget)
November – December 2016	Staff asks Life Enrichment Committee to accept CSBG Funds and approve funding allocations / CSBG Grant
December 2016 – January 2017	Staff reports to Full City Council to accept CSBG funds & approve funding allocations
January – February 2017	Contract execution and program implementation

RFP Application Checklist

- ✓ Original + 4 copies
- ✓ Application for Partnership Coversheet **SIGNED**
- ✓ Eligible entity
- ✓ RFP Application Checklist
- ✓ Program target population & service area(s)
- ✓ Program narrative
- ✓ Program budget narrative
- ✓ Other 2016 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 (Oakland only)
- ✓ IRS letter of non-profit status (NPOs)
- ✓ iSupplier registration confirmation
- ✓ Schedule E
- ✓ Schedule O
- ✓ Combined Contract Schedules

RFP Evaluation Process

- ✓ 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, staffing, delivery, outreach/marketing strategies, client eligibility procedure and measurable self-sufficiency outcomes
- ✓ 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

Section I: Application for Partnership Coversheet & Checklist

- 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; and **four** copies

- 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 Oracle iSupplier Portal (http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/index.htm)
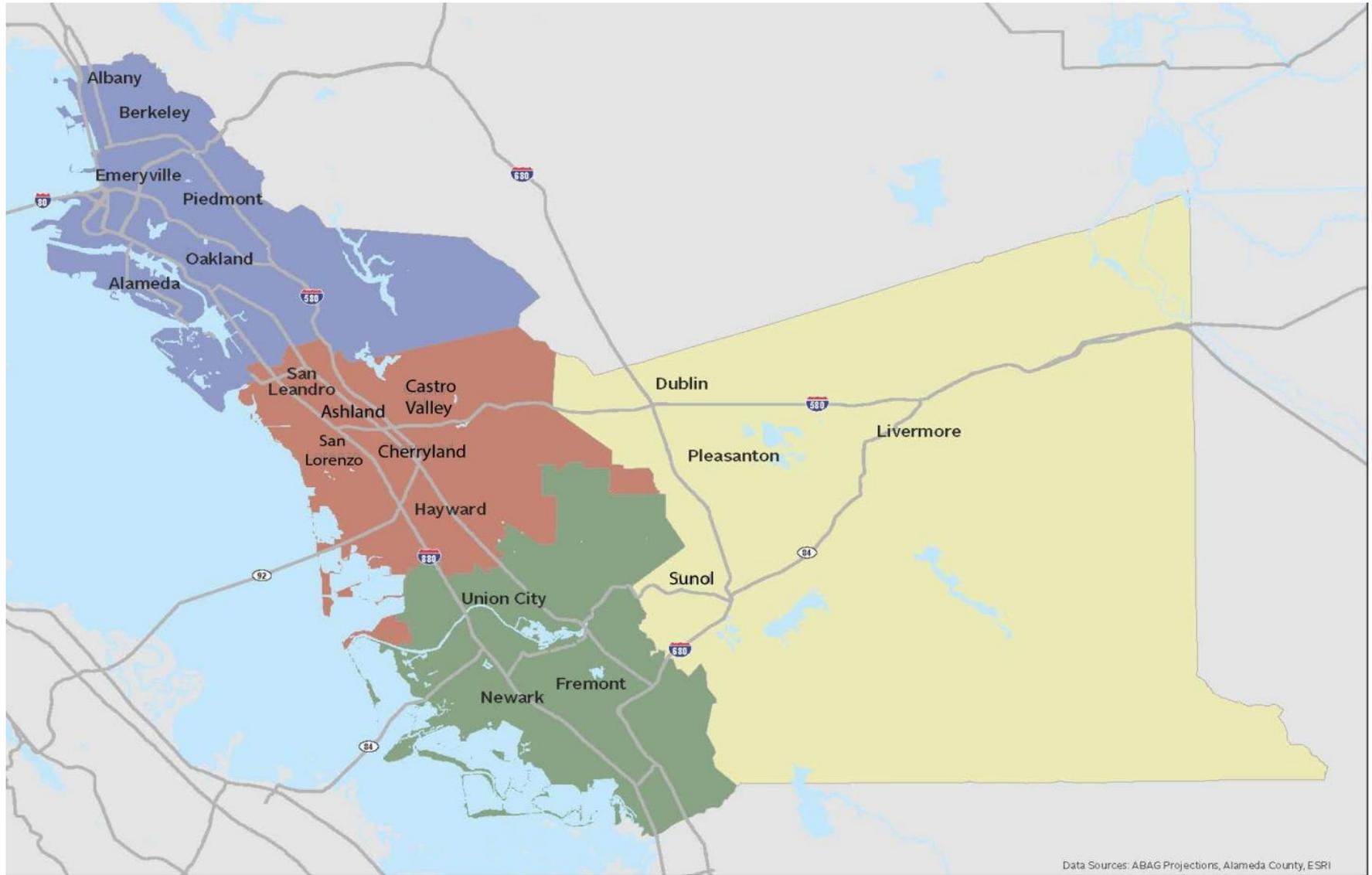
Section III: Program Narrative

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 IV: Year One Program Budget

- 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

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. Provide a cost per person served compared to national average. If the national average is not available, state "data is not available"

4. Describe your agency's accounting systems and/or processes for administering grant funds

Section VI: Other 2016 Secured Funding

- Provide a summary of funding secured for the proposed program in 2016

- If the program is new, check the box and move to the next section

Section VII: Attachments

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 Evaluation results or customer satisfaction surveys (if available)

Section VIII: City Business Forms

- All who wish to participate in this RFP must register through iSupplier at: http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/index.htm. Please register in order to receive updates on this RFP and direct notification of future bid opportunities

- Schedule E, Schedule O, and Combined Contract 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

Section VIII: City Business Forms – 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

http://www.oaklandnet.com/government/fwawebsite/revenue/revenue_biztax.htm

Break

Questions & Answers

Applications due Monday, September 12, 2016 by 4:30pm
(City of Oakland Offices are closed Monday, September 5 for Labor Day, and Friday, September 9 for Admissions Day)

AC-OCAP@oaklandnet.com
(510) 238-2362

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

Sophany Hang
(510) 238-3723
SHang@oaklandnet.com