

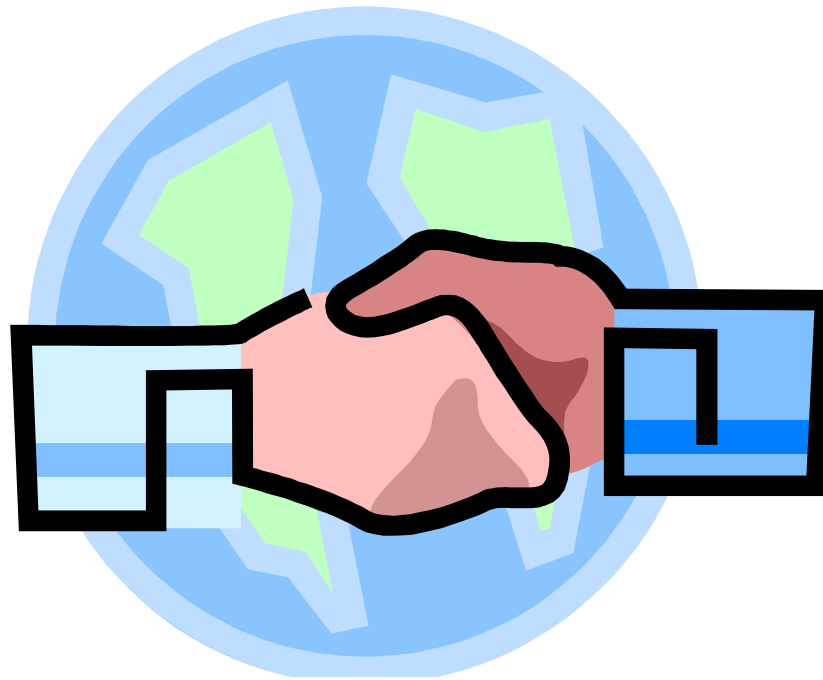
CITY OF BERKELEY  
REQUEST FOR PROPOSALS  
(RFP)

COMMUNITY AGENCY  
FUNDING FY2018 - 2019

December 1, 2016

# Welcome / Introductions

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# Agenda

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- HHCS Director's Welcome
- Funds Available
- Eligible Activities
- Application Process and Requirements
- Filling out the Application
- Q&A

# Community Agencies RFP

July 1, 2017 – June 30, 2019

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## Two-Year funding for housing and social services

#	Funding Source	Estimated Amount
1	Community Development Block Grant (CDBG)	\$2.5 Million
2	Community Services Block Grant (CSBG)	\$160,000
3	Emergency Solutions Grant (ESG)	\$180,000
4	City of Berkeley Measure E Funds	\$1.1 Million
5	City General Fund (GF)	\$5.3 Million

# Public Facility Improvements

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- Not included in this RFP cycle
- Funding amount to be approved by City Council in April 2017
- RFP will be released in summer 2017 as an over the counter process

# General Eligibility Requirements

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- Social services, housing services and housing rehabilitation,
- Applicants must be non-profits or local government entities
- Must serve Berkeley residents (including homeless in Berkeley)
- Must serve clients under 80% of Area Median Income
- Funding starts July 1, 2017

# Highlighted Program Areas

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- 2020 Vision
- Homeless Services Programs
- Fair Housing
- Workforce Development
- Emergency Services for people with severe physical disabilities
- Volunteer Stipend Program

# 2020 Vision

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- Early Care & Education Programs and Services
  - ▣ Childcare subsidies or tuition assistance
  - ▣ Quality Rating and Improvement Services
  - ▣ Family outreach and engagement
- Out-of-School Time Programs and Services
  - ▣ Transitional Kindergarten – 8<sup>th</sup> Grade Academic Outcomes
- Behavioral Health
  - ▣ School-based services
- College-Career Readiness and Success
  - ▣ academic interventions, vocational training, internships or other supports



# 2020 Vision

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- Supplemental questions based on program area
- Required Service Measures and Outcomes based on program area.

# Homeless Programs

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- Coordinated Entry System (CES)
- Case Management Tied to Permanent Housing
- Emergency Shelter
- Transitional Housing
- Basic Needs Services
- Other Services

# Homeless Programs

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- Other Services
  - ▣ Alcohol and Other Drug Services
  - ▣ SSI Benefits Advocacy
  - ▣ Domestic Violence Support Services
  - ▣ Workforce Development Services
  - ▣ Drop-In Services

# Homeless Service Program Criteria

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- ❑ Acceptance of referrals from the City's Coordinated Entry System (CES) exclusively.
- ❑ Agreement to participate in the County's Homeless Management Information System
- ❑ Agreement to participate in all CES Learning Collaborative meetings.
- ❑ Compliance with Countywide Shelter Standards, once approved.

# Workforce Development Program Criteria

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

# Fair Housing

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- 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
- Activities: outreach events, training workshops, fair housing counseling, complaint investigations, fair housing audits/testing, and mediations

# Measure E Funding

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- Measure E (Ordinance No. 6468-N.S. 1998) funds support the provision of emergency services to Berkeley residents who have severe physical disabilities, 24 hours a day/365 days a year.
  - Attendant Services;
  - Transportation;
  - Equipment repair services; and
  - Case Management Services

# Volunteer Stipend Program

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- Opportunities for “extremely low” income households to earn vouchers by volunteering with participating Berkeley non-profits and community service groups
- Vouchers could be used to purchase goods and services from Berkeley merchants (“vendors”),
- The program goal is to provide an additional way for people to supplement their incomes by providing valuable services to the community.



# RFP Package Documents

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- 12/1/16 Workshop Packet
  - ▣ City Manager Letter
  - ▣ RFP Schedule and Background
  - ▣ Application (For Reference Only)
    - ▣ 2020 Vision – Youth and Children Supplemental Questions
  - ▣ Service Measures and Outcomes Lists
    - ▣ 2020 Vision – Youth and Children Services
    - ▣ General Community Agency
    - ▣ City reserves the right to modify outcomes
  - ▣ Minimum Wage Notice

# RFP Package and Supplemental Documents

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Application documents and Supplemental Information on the City's Homeless Services System and 2020 Vision Initiative (for reference purposes only) are available at the City's HHCS website:

<http://www.ci.berkeley.ca.us/CommunityAgencyRequestForProposalsRFPfy1819.aspx>

- Homeless Services System: City Council Worksession from 9/30/14
  
- 2020 Vision - Youth and Children's Services: City Council Worksession from 9/27/16

# RFP Application Process

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- Online application process

[www.citydataservices.net](http://www.citydataservices.net)

- One application for all sources of funding

# Online Application Submission

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Go to: [www.citydataservices.net](http://www.citydataservices.net)

## Currently Funded Agencies

- ❑ Log on using your existing User ID and Password
- ❑ Use the "Apply for 2018" button on your main page

## New Agencies

- ❑ User ID - BerCa2018
- ❑ Password - BerCa2018 (Case Sensitive)
- ❑ Complete and submit the form to obtain a unique User ID and Password that you will use to submit your application

CDS City Data Services

www.citydataservices.net

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# Application Sections

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- Agency (Section A)
  - ▣ Capacity, Budget, Fundraising Activity, Staffing
  - ▣ NOT possible to work on Section A of the application if more than one application is open, even if it is a different application.
- Program (Section B)
  - ▣ Type of Service, Target Population, Service Measures/Outcomes, Selection of Staffing, Program Budget, Supplemental Questions (2020 and some Homeless Categories)
- Document Uploads

# Program Budget

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- Application asks for current FY17 and proposed FY18 budget
- Need to include leveraged amounts both by amount and source
- Descriptions of Non-Personnel Line Items
  - ▣ Specific activities to support program
  - ▣ Prof. Services/Stipends – cost per hour
  - ▣ Equipment purchase – list cost, must track

# Budget Line Items Descriptions

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No Description Necessary	Needs Description
Office Supplies	Program Expense
Utilities	Rent
Communications	Transportation
Insurance	Training
	Professional/Specialized Services
	Dues and Subscriptions
	Equipment
	Indirect Cost



# Program Budget

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- % FTEs – Annualized Salary
  - ▣ For less than Full Time, report as if full time
  - ▣ Hourly wage x 2080 hours
- Indirect Costs
  - ▣ Accept federally negotiated rate or
  - ▣ Allow 10% of modified total direct costs
- Program Revenue Detail
  - ▣ Include source, amount of funding and % of program budget.

# Program Budget Considerations

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## 1. Minimum Wage and Living Wage Ordinances

- All contracts need to pay minimum wage rate.
- City Contracts totaling more than \$100,000 over two year period are subject to Living Wage Ordinance – for both years.

## 2. New Insurance Requirements

- General Liability: \$2 Million per occurrence and this year's additional endorsement requirements
  - 30 day notice of cancellation to City of Berkeley
  - Worker's Compensation Subrogation

# Living Wage or Minimum Wage?

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- 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 or total live contracts, and
  - ▣ Employees spend 50% or more of their compensated time engaged in work directly related to City contracts. Applies to part-time employees.

# Berkeley's Estimated Wage Rates for FY18

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- The current minimum wage is \$12.53/hr.
- Effective October, 1, 2017, the minimum wage will be 13.75/hr.
- Effective October, 1, 2018, the minimum wage will be 15.00/hr.
- The current Living Wage is \$14.42/hr. + \$2.39 Medical Benefit
- Effective July 1, 2017, the Living Wage rate and Medical Benefit will be adjusted with the CPI, ~3%.

# Berkeley's Minimum Wage

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- Notice to employees must be posted on site at the workplace. If 5% or more of the staff speak a certain language, then the notice must be posted in that language. The MWO project coordinator can assist with providing notices in foreign languages.
- Public Notices and other information available in many languages online at:  
[www.cityofberkeley.info/MWO](http://www.cityofberkeley.info/MWO)

# Berkeley's PTO and PSL Requirements

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## Paid Time Off (PTO)

- Applies to vendors subject to the Living Wage Ord.
- Requires 12 paid days off for vacation, sick leave, and personal time and up to 10 unpaid days off.
- Prorated for part time employees.

## Paid Sick Leave (PSL)

- Applies to vendors not subject to Living Wage Ord.
- Requires 1 hour of paid sick leave per 30 hours worked.
- Accrual of 48 hours PSL for employers less than 25 employees
- Accrual of up to 72 hours PSL for Employers with 25 or more employees.

# Stipend Positions

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## □ Stipends

- fixed sum of money paid periodically for services or to defray expenses
- Reportable income
- Part of an educational program to prepare for general work, not performing the work of the agency
- Cannot supplant employee functions
- Records to support training program
- Close supervision

# Application Checklist/Attachments

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1. Board resolution authorizing application
2. Financial Audit or Year-End Financial Statement
3. Articles of Incorporation and By-Laws
4. Agency Organizational Chart
5. Letters from Internal Revenue Service and Franchise Tax Board establishing sponsor's tax-exempt status
6. ADA Certification
7. Grievance Process
8. Strategic Planning Efforts



# When to Submit

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- Submit Application and all required attachments online by:

THURSDAY, JANUARY 5, 2017 5:00 p.m.

# Evaluation Criteria

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- Key areas
  - ▣ Meets identified priorities
  - ▣ Organizational Capacity
  - ▣ Program Design and Budget
  - ▣ Leveraged Funding
  - ▣ Past performance
- City Monitoring assessment will also be available

# Four Review Commissions

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Commission	Types of Proposals
Homeless	Programs serving literally homeless people
Housing Advisory	Housing Rehab, Housing Services, Workforce Development, Fair Housing
Children, Youth & Recreation Commission	Childcare Subsidies, Early Childhood Education, Youth
Human Welfare and Community Action	All Others (Seniors, Legal, Health, Disability, etc.)

# Timeline

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Action	Timeline
Proposals Due	January 5, 2017
Staff and Commissions Review	January-February
Final Recommendations	March 2017
Final Recommendations considered by Council Council (federally funded recommendations approved)	April 25, 2017
Council Budget Adoption	June 27, 2017

# Contract Requirements

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## Funded Agency Requirements:

- Insurance,
- Drug Free Workplace Form,
- ADA Compliance Form,
- Anti-Lobbying Certification,
- City of Berkeley Business License,
- Living Wage Certification,
- Equal Benefits Certification,
- Non-Discrimination/Workforce Composition,
- Nuclear Free Zone Disclosure Form

<http://www.cityofberkeley.info/ContentDisplay.aspx?id=41248>

# Q & A Process

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- 12/1/16 Workshop Q&A posted by 12/5
- Submit technical questions to City Data Services
- Submit program questions via email to  
[jvasquez@cityofberkeley.info](mailto:jvasquez@cityofberkeley.info) -- general applications  
or  
[itorres@cityofberkeley.info](mailto:itorres@cityofberkeley.info) -- childcare/youth applications
- Follow Up Q&A posted by 12/21

# Questions?

