



CITY OF OXNARD
Community Development Block Grant (CDBG) Funds
YOUTH ENRICHMENT PROGRAM
Federal Grant Funding for At Risk Youth

REQUEST FOR PROPOSAL (RFP)
DUE WEDNESDAY, SEPTEMBER 8TH, 2010, BEFORE 6:00 PM
at City of Oxnard's Recreation & Community Services Office
545 South "A" St. Oxnard, CA 93030
(805) 385-7995

OBJECTIVE

The City of Oxnard is soliciting responses to this Request for Proposal (RFP) from nonprofit organizations that provide services to at-risk youth within the Oxnard area. Eligible organizations must make maximum efficient, economical and effective use of up to \$229,445 in federal Community Development Block Grant (CDBG) funds.

The City of Oxnard's CDBG Youth Enrichment Program's (YEP) objective is to collaborate with community based organizations to maximize available resources and provide young people with comprehensive prevention and intervention strategies that will engage youth as active partners and leaders.

BACKGROUND

The City of Oxnard receives CDBG funds annually from the U.S. Department of Housing and Urban Development (HUD). For FY 2010-11, as part of the Public Service allocation, the City Council approved \$229,445 in CDBG monies to help fund eligible local community based organizations that focus on young people from low/moderate income households.

The City is soliciting proposals from private and public non-profit (501)(c)(3) providers who have been in operation for a minimum of one year and:

1. Are responsive to changing trends and emerging needs of youth related to their physical, intellectual, psychological and emotional, and social development;
2. Utilize research based youth development strategies and methods to deliver programs;
3. Promote equal availability, accessibility and quality opportunities to disadvantaged and underserved youth in the community; and
4. Identify performance indicators to determine effectiveness of their programs.

ELIGIBLE PUBLIC SERVICE ACTIVITIES

Proposals must come under one or more of the following CDBG Public Service activities that promote youth development:

1. Educational enhancement (tutoring, remediation in basic skills, technology training, etc.).
2. Youth employment/ vocational education and training (resume writing, career development, job skills training, leadership development, community service, mentoring, etc.).
3. Youth's health and safety (positive alternative activities, education on childhood obesity and its prevention, etc.).
4. Parent/family intervention and support (teen pregnancy, HIV/AIDS, violence prevention, substance abuse, etc.).

CDBG funds may be used to pay for labor, supplies and materials.

To utilize CDBG funds for public service, the service must be either a new service or a quantifiable increase in the level of an existing service.

Under the Low/Moderate National Objective, expending public service category grants funds must document a client's eligibility for services under one of the following general criteria:

Low/Moderate Area Benefit, where services will be offered to all residents of a particular area that is at least 51% low/moderate income, per Census 2000 data, or

Low/Moderate Limited Clientele, where the services are offered to a special group of persons rather than everyone in an area, generally. Particular persons may be served without regard to the area in which they reside, or on an area basis, but only to a specific group of persons who reside in the area. In either case, at least 51% of the persons served must be of low/moderate income.

The specific groups who are by HUD presumed to be low/moderate income, limited clientele are:

- Abused children
- Elderly
- Battered spouses
- Homeless persons
- Qualified disabled persons
- Illiterate adults
- Persons living with, and
- Migrant farm workers

One of the following criteria must be used to select service participants:

1. Document beneficiary family size and income (through intake/application forms and certifications) and ensure that at least 51% of those served are low- and moderate-income.
2. Limit the service (through procedures, application forms, etc.) to only those persons/households meeting the low/moderate income requirement.
3. Serve only a group of persons primarily presumed to be low/moderate.
4. Require that the service be of such a nature and in a location that it may be concluded that the activity's clientele are low/moderate. (Meeting this criteria may be difficult for most public services. If this is used, providers should ensure that it has sufficient documentation on the nature of the service and the conditions in the area in which it is located to justify how this presumption was made).

INTERPRETATION OF HUD REGULATIONS

The information noted above, when applied to services benefiting children, has been interpreted as follows:

- Children, generally, (18 years and younger) do not meet the definition of a specific group that are presumed to be of low/moderate income, so eligibility must be determined by low/moderate area residency or income verification.
- Children and their immediate families are considered eligible if they reside in a primarily residential area that is at least 51% low/moderate, per Census 2000 data.
- To verify low/moderate area eligibility:
 - Maintain records of the boundaries of the service area.
 - Document that the area is primarily residential (e.g., Zoning Map), and
 - Document the income characteristics of households in the service area (e.g.; Census 2000 data.)

A resident's verified address on an application/intake form and notation of the eligible Census Tract should be sufficient.

- If a family does not reside in an eligible area, income eligibility requirements must be applied as evidenced by intake/application forms and other sources of documentation.
- Another more difficult approach is to establish that the nature and location of the service is such that it may be concluded that the clientele are low/moderate. (A Day care service at a public housing site is one of the best examples available).

The information noted here is for general information only. Each proposed activity must be reviewed on a case/by-case basis.

The program guidelines are contained in the Code of Federal Regulations (24 CFR Part 570). All federal requirements applicable to the City in conjunction with the use of CDBG are applicable to all selected grantees. These requirements will be made available in the City's Finance, Grants Management office during the grant application period.

PROJECT METHODOLOGY

Proposals must include the following:

1. **Methods**

An overall description of the methods to be used in carrying out the funded services or payment of operational elements must be included. Applicants are encouraged to submit proposals that will minimize monitoring and administrative costs for the City and for the agency, so that maximum efficiency, economy and effectiveness will be realized from the grant.

2. **References**

Current letters of support from three unaffiliated references, which may be contacted specifically, related to provision of assistance to at-risk youth.

3. **Personnel**

An organizational chart and a description of qualifications of the lead personnel and supporting personnel employed and to be employed to provide at-risk youth services.

4. **Time and Staff**

The amount of time to be expended and percentage of staff time assigned to specific areas in carrying out funded service and operational costs.

5. **Subcontractors**

A description and percentage of work to be performed by non-construction subcontractors, if any.

6. **Financial**

The total amount of funds requested with a detailed breakdown of how it was computed. Describe the agencies current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agencies fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

7. Insurance/Bond/Worker's Compensation

Agencies shall obtain and maintain during the term of the CDBG funded project, the following insurance coverage's issued by a company satisfactory to the City's Risk Manager in writing:

- (a) Commercial general liability insurance including a contractual liability endorsement in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability;
- (b) Business automobile liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for automobile liability.
- (c) Worker's compensation insurance in compliance with the laws of the State of California, including employer's liability insurance in an amount not less than \$1,000,000 per claimant.

Agencies shall, prior to performance of any services, file with the Risk Manager certificates of insurance with original endorsements affecting coverage required. Agencies shall agree that the above insurance policies be endorsed to name City, it's City Council, officers, employees and volunteers as additional insured.

8. Other Items

As requested by the City.

PROJECT REQUIREMENTS (City and Federal)

1. Funding Match

A minimum of fifty percent (50%) match is required. A nonprofit grantee selected through this RFP process must provide a match.

In calculating the amount of the supplemental matching funds, a selected grantee may include the documented value of any donated material or building and the time and services contributed by volunteers to carry out the Youth Enrichment Program. Professional volunteer (doctors, psychologists, etc.) services will be determined at a value consistent with current pay standards. City staff will determine the value of any donated material or building, or any lease, using any method reasonably calculated to establish a fair market value.

Additionally, grantees demonstrating the ability to leverage additional funds utilizing the CDBG grant are highly desirable.

2. Audit

Nonprofit organizations seeking federal funding must present their most recent audit prepared by an independent auditor as part of the proposal.

If funded, agencies may include the CDBG portion of the audit cost, for the audit performed in the year in which CDBG funding was received, in the project budget. The total amount set aside for this cost may not exceed 10% of the total CDBG grant award.

3. Grant Administration

Agencies are responsible for ensuring that CDBG grant amounts are administered in accordance with the requirements of program regulations (24 CFR Part 570) and applicable laws. The City will perform monitoring to ensure compliance with these requirements.

4. Grant Reimbursements

Grant awards will be processed on a reimbursement basis based on the submission of an approved budget. Nonprofits must use grant funds by June 30, 2011. Unspent grant funds do not roll over into new fiscal year. Nonprofits must comply with the City's Finance payment schedule in order to receive reimbursement for services.

5. Performance Monitoring

The City will monitor the performance of the agency against goals and performance standards required by contractual agreement. Substandard performance by the agency, as determined by the City will constitute noncompliance with contract. If action to correct substandard performance is not taken by the agency, contract suspension or termination procedures will be initiated.

6. Performance Reports

Agencies must submit a performance report (program provisions report) with each reimbursement request. The performance report must contain information on the accomplished project activities and on the amount of funds obligated or spent. The required report forms will be made available.

Agencies must also provide the City with a copy of an annual audit report on the obligations and expenditures of funds at the completion of the funding cycle.

7. Record Keeping

Agencies must maintain records, up to three years after the grant award year, necessary to document compliance with the provision of the program regulations, and make them available to the City upon reasonable advance notice. Agencies are expected to use standard accounting practices in their fiscal record keeping.

8. Application Forms

The application forms included with the RFP must be completed, with N/A entered in any non-applicable spaces.

EVALUATION FACTORS

Proposals will be evaluated on a number of factors that focus on proven strategies that produce the most positive results in term of improving the lives of youth and their families.

Agencies must demonstrate their capacity to achieve the desired results with their background and experience in program development and implementation, fiscal responsibility, CDBG compliance, collaborative partnerships, and evaluation methods.

METHOD OF EVALUATION

As part of the evaluation process, a Citizens Ad Hoc Committee will review, evaluate and interview eligible agencies. The committee is comprised of youth advocates and experts in the fields of youth development, public safety, education, and public health, etc. The committee will prepare a list of the recommended projects for City Council's consideration and final approval. Funded agencies will have until June 30, 2011 to spend the CDBG monies.

STANDARD REQUIRED DOCUMENTS

Agencies must provide a copy of the following documents:

1. Articles of Incorporation

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

2. Nonprofit Determination

Nonprofit organizations must submit tax-exemption determination letters from the Federal Internal Revenue service and the State Franchise Tax Board.

3. Bylaws and List of the Board of Directors

Bylaws and a list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body. Verification of Board approval to submit grant application is required.

4. Oxnard Business License

Nonprofit organizations must be registered with the City of Oxnard's Licensing Division.

5. Additional Information Required

If selected, the agency may be required to provide additional information specific to the funded project.

SANCTIONS

An agency is expected to adhere to all requirements associated with CDBG funding and City regulations and policies. Failure or unwillingness to comply will result in a withdrawal of funding and or remittance of received amounts.

ASSISTANCE FROM CITY DEPARTMENTS

RFP Assistance
Recreation & Community Services
Sofia Balderrama
Management Analyst III
(805) 385-7995

Governmental
Technical Assistance
& Management Services
Finance Department
Norma Owens
Grants Manager
(805) 385-7959

TIME SCHEDULE

**Proposal packets are due on Wednesday, September 8, 2010 before 6:00 p.m.
INCOMPLETE OR LATE PROPOSALS WILL NOT BE ACCEPTED.**

Proposals should be submitted to:

City of Oxnard
Recreation and Community Services
545 South "A" Street
Oxnard, California 93030
(805) 385-7995

A total of **10** proposal packets are required (1 original plus 9 copies). The proposal envelope should be clearly marked "CDBG YOUTH ENRICHMENT PROGRAM PROPOSAL FY 10-11" by the submitting organization.

GENERAL INFORMATION

1. Agencies shall submit a minimum of ten proposals: 9 copies plus an original clearly marked as such, by the established deadline.
2. The proposal shall be signed by an authorized official of the agency, as evidenced by board actions.
3. The proposal shall be valid for a minimum of 90 days.
4. The City reserves the right to reject any or all proposals.
5. Distribution of CDBG Youth Enrichment Program funds by the City is contingent upon the City's receipt of grant funds from the federal government.
6. Any nonprofit agency awarded funds under this RFP must be willing to enter into a written agreement with the City of Oxnard.
7. Incomplete proposals will result in disqualification.
8. Only proposals from agencies that were present at the mandatory information/technical meeting will be considered.

If you have any questions regarding this request for proposals, please contact Sofia Balderrama at (805) 385-7995.

**CITY OF OXNARD
CDBG YOUTH ENRICHMENT PROGRAM
FY 10-11**

APPLICATION PROPOSAL CHECKLIST

Date Submitted:

- A. _____ Cover Letter with Authorized Signature

- B. _____ This Checklist

- C. _____ Application (3 Parts)
 - i. **Part A:** Project Methodology _____
 - ii. **Part B:** Administration _____
 - iii. **Part C:** Proposed Budget for Project _____

- D. _____ Letters of Support from 3 Current Unaffiliated References

- E. _____ Organizational Chart & Personnel Descriptions

- F. _____ Current Certificates of Insurance and Endorsement forms
 - i. Commercial General Liability
 - ii. Business Auto
 - iii. Worker's Compensation

- a. _____ Last Audit Prepared by an Independent Accounting Firm.

- H. _____ Articles of Incorporation

- I. _____ Federal & State Nonprofit Status (*copy of IRS approval letter noting 501(c) 3 designation and letter from State Franchise Tax Board*)

- J. _____ Bylaws and List of Board of Directors

- K. _____ Evidence of Nonprofit Registration with the City of Oxnard License Division. (Copy of Business License)

**CITY OF OXNARD
CDBG YOUTH ENRICHMENT PROGRAM
FY 10-11**

APPLICATION SUMMARY

APPLICANT: _____

GENERAL INFORMATION

AGENCY/ORGANIZATION NAME: _____

CONTACT PERSON AND TITLE: _____

PHONE NUMBER (S): _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

LOCAL BOARD & JURISDICTION: _____

ACCOUNTANT NAME: _____

PHONE NUMBER: _____

AUDITOR NAME: _____

PHONE NUMBER: _____

PROJECT INFORMATION

NAME OF PROJECT: _____

ADDRESS (ES) OF PROJECT SITE (S): _____

TOTAL PROJECT COST : \$ _____

TOTAL CDBG AMOUNT REQUESTED : \$ _____

TOTAL MATCHING FUNDS : \$ _____

FUNDING REQUESTED FOR (Please check one):

NEW PROGRAM

ENHANCEMENT (Must significantly increase service levels)

APPLICATION

Part A - Project Methodology

1. **Agency History/Expertise:** (Briefly summarize your agency's purpose, history, knowledge, and experience in operating the project. Address your agency's ability to respond to this Request for Proposal).

2. **Project Description:** (Briefly summarize the problem, which your project will address, the need for your project and the content of your project.)

3. **Project Goal:** (Identify the project goal for which you are requesting funding for and the number of youth anticipated to be served.)

4. **Project Outcomes:**
 - a. Describe 3 major projected accomplishments and outcomes.
 - b. Explain how this project will build on best practices.

5. **Project Evaluation:**
 - a. Explain what evaluation method will be used to determine; impact or difference, improvement in the youth's lives.

6. Client Eligibility:

a. What are the project's criteria for client eligibility?

- Low/Moderate Area Benefit _____
- Low/Moderate Limited Clientele _____
(See pages 2-4)

b. Do you require a fee or membership for your services? Yes No
If yes, please explain how you will handle those unable to pay and what your criteria will be to determine ability to pay.

7. Hours of Operation: Indicate the hours of operation.

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Time of Service	From:							
	To:							

Does your project operate on holidays? Yes No

8. Project Work Plan / Timeline: In the space provided, use a timeline to indicate the major tasks, which must be performed to implement and continue the services or activities you propose.

Project Work Plan	Description

Part B - Administration

1. **Board of Directors:** Attach a copy of the list of your governing board.
2. **Proposed Staffing:** List all budgeted personnel as they relate to this funding request. Attach qualifications and job descriptions for present and proposed personnel attached to this page. After this item identify bilingual positions/persons.

PROJECT POSITION	PAID	VOLUNTEER	% DEDICATED TO PROJECT

3. **Project Organization:** Attach an organization system drawing of the proposed project, showing its relationship to other components (i.e. Board of Directors to other projects) attached to this page. If it is extremely complex, or you wish to comment on your organizational structure, submit a narrative.
4. **Project Sites/Buildings:** (List all sites to be used by the project providing the following information for each site).

Address	Amount of Rent (\$)	Number of Square Feet for Project	Is this Space Used by Other Programs?		Space is Committed to Project		What other Programs Use This Space?
			Yes	No	Yes	No	

Project sites are handicapped-accessible: Yes ___ No ___

5. Do you see your proposed project as one component in a larger network of service?
Yes ___ No ___
If "NO" explain:

6. **Linkages:** (Describe current and proposed linkages under agreement with other agencies and/or programs). Use an extra sheet if necessary.

a. _____

Contractual___ Formal___ Informal___

b. _____

Contractual___ Formal___ Informal___

7. **Public Relations:**

- a. How do you plan to publicize the services proposed?
- b. State the person(s) in your organization responsible for the project's public relations.
- c. How do you plan to reach the low /moderate-income at-risk youth targeted for this service?

8. **Training:** Briefly describe the staff training plan for this project include positions, topics, and frequency.

9. Fiscal Management:

a. Briefly describe the fiscal management procedures to be used. If fiscal management is to be performed by other than program staff, identify the outside service provider and explain.

b. Indicate yes or no (X) for each of the following:

Yes

No

- | | | |
|---|-------|-------|
| 1. A detailed budget of public support revenue and expenses is adopted officially each year by the agency's governing body. | _____ | _____ |
| 2. Variances from budgeted expenses are analyzed on a systematic basis. | _____ | _____ |
| 3. The agency uses functional budgeting and accounting procedures that are consistent with the standards set up by the funding source. | _____ | _____ |
| 4. The agency maintains a satisfactory set of financial records, which are reviewed annually by an independent examiner/auditor. | _____ | _____ |
| 5. There is adequate insurance coverage, including worker's compensation insurance, insurance for fire and wear damage, public liability insurance on motor vehicles, and, when appropriate, provision for health and accident insurance for service users. | _____ | _____ |
| 6. Agency personnel who handle funds are bonded. | _____ | _____ |
| 7. Agency practice allows the financial participation of persons served through confidential donations. | _____ | _____ |
| 8. Agency practice encourages the seeking of alternative financial resources. | _____ | _____ |
| 9. All necessary licenses and permits are current and valid. | _____ | _____ |

c. Explain any items marked "No".

Summary

Name of Applicant

Project Name

Service Period

REVENUE CATEGORIES:

1. Total CDBG Funds Requested
2. Cash Match
3. In-Kind Match
4. Contributions/Program Income

TOTAL BUDGET:

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL PROJECT REVENUE:

\$

COST CATEGORIES:

1. Total Paid Personnel Costs
2. Total Volunteer Time
3. Total Travel & Training Costs
4. Total Supplies & Materials Costs
5. Total Subcontractors Costs
6. Total Other Costs

TOTAL BUDGET:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL PROJECT COST:

\$

Note: Total project revenue must equal total project costs

AUTHORIZATION

Agency's President/Director,
Authorized Signature

Project Manager, Signature

Name and Title (Typed)

Name and Title (Typed)

Name of Applicant: _____

Name of Project: _____

Part C- Proposed Budget for Project

REVENUE CATEGORIES	AMOUNT
1. CDBG FUNDS REQUESTED (Amount)	
Sub-Total	\$ <input type="text"/>
2. CASH MATCH (Specify Source & Use)	
Sub-Total	\$ <input type="text"/>
3. IN-KIND MATCH (Specify Source & Use)	
Sub-Total	\$ <input type="text"/>
4. CONTRIBUTIONS/PROGRAM INCOME	
Sub-Total	\$ <input type="text"/>
TOTAL PROJECT REVENUE:	\$ <input type="text"/>

Name of Applicant: _____

Name of Project: _____

Part C- Proposed Budget for Project

COST CATEGORIES

Please Note: Col. A = Col. B + Col. C + Col. D + Col. E

Col. A

Col. B

Col. C

Col. D

Col. E

BUDGET ITEM	BUDGET AMOUNT	CDBG FUNDS	CASH MATCH	IN-KIND MATCH	CONTRIBUTIONS/ PROGRAM INCOME
1. PAID PERSONNEL:					
<i>Please list Job Titles/Rates/Calculations</i>					
A. Total Wages					
Payroll Taxes:					
O.A.S.D.I. _____ %					
MEDICARE _____ %					
S.U.I. _____ %					
B. Total Taxes					
Employee Benefits:					
<i>Please list</i>					
Workers Comp _____ %					
Other _____ %					
C. Total Benefits					
1. TOTAL PAID PERSONNEL COSTS (A+B+C)					
2. VOLUNTEER TIME:					
<i>Please list</i>					
<i>-Hours/Rate/Calculations</i>					
2. TOTAL VOLUNTEER TIME					

Name of Applicant: _____

Name of Project: _____

COST CATEGORIES

BUDGET ITEM	BUDGET AMOUNT	CDBG FUNDS	CASH MATCH	IN-KIND MATCH	CONTRIBUTIONS/ PROGRAM INCOME
3. TRAVEL & TRAINING:					
<i>Please list</i>					
A. Staff Travel:					
-Miles/ Rate					
B. Staff Training:					
3. TOTAL TRAVEL & TRAINING COSTS					
4. SUPPLIES & MATERIALS:					
<i>Please list specific items</i>					
-Supplies					
-Materials					
-Other					
4. TOTAL SUPPLIES & MATERIALS COSTS					
5. SUBCONTRACTORS:					
<i>Please list</i>					
-Type					
-Hrs/Rate/Calculations					
5. TOTAL SUBCONTRACTORS COSTS					
6. OTHER:					
<i>Please list</i>					
-Building Space (Address & Sq.Ft) / Calculations					
-Insurance					
-Other (specify)					
6. TOTAL OTHER COSTS					
TOTAL PROJECT COSTS					