



## ***REQUEST FOR APPLICATIONS***

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### **RESILIENT FAMILIES**

### **COMPREHENSIVE HEALTH AND DEVELOPMENT (0-5)**

*This document contains the general instructions for all applications.  
Application forms for all services are available as separate documents.*



#### **Applications Due**

*No later than:*

**January 25, 2019**

*RELEASE DATE: DECEMBER 18, 2018*

**First 5 Tuolumne County Commission**  
175 Fairview Lane, Sonora, CA 95370  
(209) 536-2070

**Visit our Website at <http://www.First5Tuolumne.org>**

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# Request for Applications – General Instructions

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## AREAS OF GRANTING

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First 5 Tuolumne County Commission will provide grant funding for specific identified services in Tuolumne County, to begin on July 1, 2019 and continue for four fiscal years, through June 30, 2023.

These services are:  
RESILIENT FAMILIES

COMPREHENSIVE HEALTH AND DEVELOPMENT (0-5)

The specific required elements of these services and the fund availability for each are provided in the individual application packets. This document provides general information for submitting an application, for the selection process and for the contracting process.

## PARAMETERS/ELIGIBILITY

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Zero to Five: All proposed projects must serve only children from birth to their 6<sup>th</sup> birthday (also referred to as 0-5) and their caregivers and/or pregnant women in Tuolumne County (“First 5 families”).

Faith communities applying for funds must be aware that active participation in the faith cannot be a prerequisite for individuals receiving services utilizing First 5 dollars, nor can materials or items purchased with grant funds be used to provide religious or sectarian instruction.

No Supplantation: Funds will not be awarded for items that have been previously purchased, or for any costs that have been incurred prior to a contract execution. Funded projects need to be new services or an expansion of existing services. Any services that were previously in operation in the community, but can no longer operate due to loss of, or reduction in, federal, state, county, or other funds, will be considered for funding, but must be able to demonstrate that the funds were clearly discontinued rather than redirected to another project, and that the services will no longer be available in the county if not supported with Commission funds.

Linkages and Leveraging: The Commission’s role in the community is to serve as the “glue” to link programs and to fill in gaps in services. Grantees will be required to demonstrate that they are actively linking children and families with all available resources, and that service provision will be coordinated with other agencies. Fund leveraging is a critical strategy in the best local

use of Commission funds. The Commission's objective is that all funded programs have at least two sources of funding at the end of the four-year grant period, and is committed to assisting grantees meet this outcome.

## **GUIDELINES FOR COMPLETING THE APPLICATION**

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**Forms:** Applicants are strongly encouraged to use the forms that are available to you electronically. If you do not wish to use the forms, you must reproduce them. Type your answers directly into the form.

All application forms are available as Word documents and can be requested as an email attachment or downloaded from our website.



Email attachment request: [sgarcia@tcsos.us](mailto:sgarcia@tcsos.us)

Website Address for downloading forms: [www.First5Tuolumne.org](http://www.First5Tuolumne.org)

Go to the *Partners* page and look for *Grant Applications* Link.

Applicants are strongly encouraged to refer to the scoring rubric when completing each section.

**Questions:** Specific questions about the application forms and guidelines can be submitted by phone or e-mail to: Sarah Garcia (209-536-2070) [sgarcia@tcsos.us](mailto:sgarcia@tcsos.us)

Applicants will be able to discuss their questions one-on-one with the Director.

Applicants please note: if your application is considered for funding, and you are referencing leveraged funds, the Commission may request to review your other funding applications or contracts for the project to ensure that they are consistent with this application.

## **APPLICATION SUBMISSION GUIDELINES and TIMELINES**

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**Dates:** **The deadline date** for application submission is **January 25, 2019**. Applications must be received by the deadline date by 5 p.m. in order to be considered. The Commission will make an effort to review applications at the Commission meeting on February 6, 2019. However the decision may be delayed if unexpected issues arise. The Commission's goal will be to approve contracts by April 1, 2019. The meeting dates and locations are posted on the Commission website at [www.First5Tuolumne.org](http://www.First5Tuolumne.org).

**Complete Application:** In order to be considered complete, an application packet must include:

1. Application Cover Sheet, signed by the organization's director or other authorized signatory.
2. Application Form
3. Budget, showing 4 separate years (submitted in the organization's format)
4. For projects over \$10,000, one copy of the most recent audit, if not a Tuolumne County government entity. *1 copy only is requested, it can be submitted electronically*

**Applications must be received by the deadline date at 5 p.m.** One original and 3 copies of your application should be submitted. Only 1 audit document is required, and may be submitted electronically to [sgarcia@tcsos.us](mailto:sgarcia@tcsos.us). Mail or deliver hard copies of the applications to:

**First 5 Tuolumne  
175 Fairview Lane  
Sonora, CA 95370**

## **SCORING AND FUNDING DECISIONS**

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**Level 1:** In order for the application to be scored, all the required components must be included. Applications meeting the above criteria will be scored by a Scoring Team of at least three readers using the scoring rubric provided with this packet. This part of the scoring process looks at basic program design and feasibility.

Applications must earn an averaged score of 15 points or above (out of a possible 20 points) in order to be taken under further discussion by the Scoring Team. Applications earning an average score of 14.9 points or less will automatically be not recommended for funding and will not go before the full Commission for consideration. Applicants whose applications have not earned 15 points will be notified, at this point, that their application will not be funded as submitted. Earning a score of 15 points or above does not guarantee funding, only that the application will move to Level 2 of the scoring process.

**Level 2:** Applications earning a score of 15 points or above have been determined to meet the minimum requirements for adequate program design. At this point, the Scoring Team will evaluate the application for how well it addresses the Commission's goals and objectives, how it ranks with other applications being considered, and whether there are other issues that raise concern. At this point in the scoring process, the Scoring Team may ask for clarification from the applicant on specific questions that have arisen as a result of the application review. These questions will be submitted to the applicant, in writing, with a deadline date provided for a written response. The Scoring Team will formulate a recommendation to the Commission for all Level 2 applications, and will provide to the Commission the basis of their recommendation. All applicants will be notified of this recommendation in writing and invited to attend the Commission meeting where action will be taken regarding grant awards.

**Level 3.** The Commission will consider the Level 2 applications in light of the recommendations of the Scoring Team at their regular Commission meeting. The applicants will have the opportunity at that meeting to provide any additional information that they feel would address the concerns of the Scoring Team. The Commission will address the issues raised by the scoring team in the process of making their funding decision. However, the Commission is not bound by the team's funding recommendation, and may consider additional information and perspectives at the public meeting.

## INTENT TO AWARD DECISIONS

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The Commission's decision to either award funds or not award funds will be formalized by action at a public meeting, and a letter will be sent to the applicant stating the Commission's intent to award or not to award.

The Commission is not bound by the amounts stated as available in the Request for Applications (RFAs), and may make Intent to Award Decisions that reflect funding either above or below the total amounts stated in the RFAs.

Having the Commission take action on its intent to award is only the first step in the granting process. The next step will be the development of a contract between the Commission and the Grantee. No funds will be released until after the contract is signed by both entities. The Commission will not pay for any items purchased or services rendered prior to the start date of the contract.

## CONTRACT PARAMETERS

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The successful applicants shall be required to enter into a contract with the Commission, which will be prepared by the Commission, and will specifically identify the project budget, quarterly service benchmarks, and an evaluation plan, and will include the specific requirements listed below. The Commission assumes no responsibility or liability for costs incurred by the applicants prior to the effective date of the contract and approval by Commission, whichever is later. Total liability of the Commission shall be limited to the terms and conditions of the contracts resulting from this procurement process and for the activities performed under the contracts.

It is the intent of the Commission to enter into multiple-year contracts with annual review of contract benchmarks, evaluation requirements, and budgets. However, the initial contract may be a one-year contract, if the Commission wishes to analyze opportunities for new linkages or service strategies after the first year of operation, which will require grantees to attend collaborative service planning meetings. If fixed assets are a part of the project budget, the contract period may be longer. A sample contract may be viewed on the Commission's website at [www.first5tuolumne.org](http://www.first5tuolumne.org) on the *Partners Page*.

Reporting Requirements: As part of the contract deliverables, grantees shall submit quarterly financial and service-level data reports and an annual evaluation report. Funding reimbursement will be contingent on successful completion and reporting of service benchmarks and data collection for evaluation, or demonstration of a good-faith effort to do so.

Payment Schedule: Funds shall be provided through a quarterly reimbursement schedule. Requests are due one month following the final day of the quarter. Commission shall reimburse Grantee for costs by the 16<sup>th</sup> of the month following the reimbursement request. An

award for start-up funds for the first four months of program operation shall be negotiated based on the Grantee's ability to demonstrate its need for start-up funds, its capacity for efficient and effective start up of activities and its established fiscal controls, record keeping and fund accounting procedures.

Fixed Assets: Fixed assets are defined by the Commission as those tangible assets of significant value having a utility which extends beyond the current year that are broadly classified as land, buildings and improvements, and equipment. Significant value is defined as a cost of \$5,000 or more. Applicants that are requesting funds for fixed assets should review the Commission's fixed asset policy, which is available on the First 5 website, [www.First5Tuolumne.org](http://www.First5Tuolumne.org) (see the *Partners* page). Please be aware that requests for fixed assets may extend the contract time, as follows: one contract year for every \$5,000 awarded, with a maximum timeline of 10 years, or the useful life of the asset, as determined by IRS guidelines. The Commission also has a repayment provision in contracts for fixed assets, if the grantee does not meet contract requirements.

Equity Principles: For all contracts for \$10,000 and above, grantees will be required to state that they have reviewed the California Children and Families Commission's *Principles On Equity* and that they will do their best to adopt these principles in the design and operation of programs funded with Proposition 10 revenue. These principles can be reviewed on the FIRST 5 website at [www.First5Tuolumne.org](http://www.First5Tuolumne.org) (see *Partners* page).

Insurance Requirements: Grantees shall be required to provide, at their own expense, and to maintain at all times, the following insurance with insurance companies licensed in the State of California and shall be required to provide evidence of such insurance to the Commission upon request:

- i. Workers' Compensation Coverage – Workers' Compensation Insurance and Employer's Liability Insurance for employees in accordance with the laws of the State of California (including requiring any authorized subcontractor to obtain such insurance for its employees).
- ii. General Liability Coverage - Commercial general liability insurance with a minimum liability limit per occurrence of one million dollars (\$1,000,000) for bodily injury and one hundred thousand dollars (\$100,000) for property damage. If a commercial general liability insurance form or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Coverage shall be included for premises, operations and broad form contractual.
- iii. Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned, hired and non-owned vehicles.

- iv. Professional Liability: Professional errors and omissions liability for protection against claims alleging negligent acts, errors or omissions which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor or by its employees, subcontractors, or sub consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) per claim with an aggregate limit of five million dollars (\$5,000,000). Contractor agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement and any extensions thereof.

Specific policy endorsement requirements apply, as detailed in the sample contract available for review. The Commission requires that all grantees indemnify and defend the Commission for liability incurred as a result of actions associated with the proposed contract/agreement.



## SCORING RUBRIC

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### Section 1: Project Design

Weighting of Scores:

Design Strength & Feasibility	Access, Linkages, Non-duplication	Evaluation	Organizational capacity	Clarity and reasonableness of budget, leveraged resources
4/20	4/20	4/20	4/20	4/20

1. Is the application fully responsive to the desired project activities and is the project design sound?  
*0 pts. All desired project outcomes have not been included.*  
*1 pt. All desired project outcomes have been included, but the project design raises questions.*  
*2 pts. All desired project outcomes have been included and the project design is sound.*
2. Does the number of individuals the project proposes to serve make sense within the context of both the service design and the budget?  
*0 pts. The application does not serve First 5 targeted individuals (application not responsive).*  
*1 pts. The type and level of service seem to be reasonable for the number served and within the budget context; there may be some questions about the numbers presented.*  
*2 pts. The type and level of service are appropriate for the number served and makes sense within the context of the budget.*
3. Does the service delivery design maximize access to services by children and parents?  
*0 pts. The service delivery design does not address access barriers.*  
*1 pts. The service delivery design offers some access, but significant barriers remain.*  
*2 pts. The service delivery design provides services to the targeted audience (children, parents and/or teachers) at easily accessible sites or co-located sites, and addresses other significant access issues.*
4. Does the service design build in appropriate community linkages to enhance services to children and families? Is there concern over duplicated services?  
*0 pt The service design has no identified community linkages and/or services seem duplicated.*  
*1 pt. The service design has at least one community linkage that is appropriate and duplication of services is not a concern.*  
*2 pts. The service design has identified the critical community linkages needed for enhancing services, within the feasibility of the budget. Services are clearly not duplicated.*

5. Does the application indicate a willingness to meet the required evaluation components, including data collection and reporting on the desired outcomes?
- 0 pt. The application does not indicate a willingness to meet the evaluation requirements.*
  - 1 pt. The application indicates a willingness to meet some of the evaluation requirements.*
  - 2 pts. The application indicates a willingness to meet all of the evaluation requirements.*
6. Does the application demonstrate that the organization has measured those desired results (or similar ones) in the past with either First 5 funding or other grant funding?
- 0 pt. The application shows no evidence of demonstrating any of those desired results in the past.*
  - 1 pt. The application shows evidence of adequately demonstrating some of those desired results (or very similar or related results) in the past.*
  - 2 pts. The application shows evidence of strongly demonstrating many of the desired results (or very similar or related results) in the past.*
7. Are the key staff persons (or consultants) qualified to provide the services described?
- 0 pts. The qualifications described will not be sufficient to provide quality services.*
  - 1 pt. The qualifications described will be sufficient to provide quality services*
  - 2 pts. The qualifications described are highly desirable and more than sufficient to provide quality services.*
8. Has the applicant provided any information to support the organizational capacity to provide the proposed services? That is, information on a previous First 5 grant or other successful grant funding? Are there any audit findings that raise questions?
- In terms of organizational and fiscal oversight, the applicant:*
- 0 pts. Demonstrates no capacity or highly questionable capacity.*
  - 1 pts. Demonstrates adequate capacity. Example: No significant audit exceptions and organization has successfully managed at least one contract.*
  - 2 pts. Demonstrates strong capacity. Example: No significant audit exceptions and organization has successfully managed more than one contract.*
9. Is the budget sufficient and reasonable to carry out the proposed project?
- 0 pts. The budget does not seem reasonable, is incomplete, or it exceeds the available limits.*
  - 1 pt. The budget may need some further discussion to clarify the request.*
  - 2 pts. The budget looks sufficient and reasonable, and does not require further clarification.*
10. Does the application demonstrate any leveraged resources to assist in providing these services?
- 0 pt. The application does not demonstrate any leveraged resources.*
  - 1 pt. The application demonstrates in-kind leveraged resources.*
  - 2 pts. The application demonstrates cash leveraged resources.*
11. If there is any concern about supplantation, the Executive Director will seek further clarification from the applicant prior to the application being considered by the Commission.

## Section II: Priority Level for Funding

1. In light of the Section I score, would you rank this project design as:  
Strong (score 18-20)  
Adequate and Reasonable (score 15-17.9)
2. In light of your knowledge of the Tuolumne County service system, do you feel that this application is responsive to the desired services for families?  
  
Yes – this application is fully responsive  
  
Yes – this application is generally responsive, but raises questions  
  
No – there are big gaps in the service design
3. Are there questions or issues raised after reading the application that need to be addressed prior to making a recommendation to the Commission regarding funding?
4. Based on the above responses, and in light of competing applications, if any, how does the scorer rank this overall application for Commission funding?

*High priority    Medium priority    No/Low priority*

5. Based on the above considerations, would you recommend that the Commission provides funding for this application?
  - *Yes, recommend funding; I have no further questions (full funding/partial funding)*
  - *Yes, contingent on specific questions being answered satisfactorily (full funding / partial funding)*
  - *I do not recommend funding for this application*

Comments: