



## Small Grants

**Resilient Families: \$1,000-\$5,000**

**Health and Development: \$1,000-\$7,500**

**For funding starting November 2, 2020**

*Sec. 1 - INSTRUCTIONS & GUIDELINES -*

*Sec. 2 - ATTACHMENTS –*

*Application Forms (Section 3) Are Available as a Separate Document*

**Applications Accepted By:**

**December 31, 2020**

*and if funds are available*

**March 1, 2021**

*RELEASE DATE: November 2, 2020*

*Exceptions to the application acceptance dates will be made only for leveraging or emergency situations meeting specific criteria. See Attachment 2.*

**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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# FY 2020-2021 Community Grants Small Grant Application Instructions and Guidelines

## OVERVIEW

**First 5 Tuolumne County Commission will provide grant funding for community grants for programs to begin in January 2020.** The two available grant amounts are:

**Family Resiliency: Over \$1,000 and up to \$5,000**

**Health and Development: Over \$1,000 and up to \$7,500**

This application should only be used for applicants who meet the following criteria:

- the proposed project will serve 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”); and/or
- the proposed project will help service providers in better serving this group; and

Before proceeding, applicants should ensure that their project matches with one or more of the following outcomes in the Commission’s Strategic Plan. All applicants must demonstrate progress toward at least one of these outcomes for First 5 families.

- 1. Primary caregivers will have the supports and resources they need to break the cycle of generational poverty, substance abuse, trauma and dysfunction.**
  - a. Caregivers work toward financial stability*
  - b. Caregivers expand their supportive social connections.*
  - c. Caregivers are effectively linked to concrete supports and resources, including food, shelter, domestic violence prevention services, medical services, and addiction treatment and recovery support.*
  - d. Parents are offered support services as early as possible following a child abuse report.*
  - e. Caregivers receive screening for depression Adverse Childhood Experiences, substance abuse impact and other issues that can impact parenting behavior.*
  
- 2. Primary caregivers will have the supports and resources they need to be their child’s first and best teacher.**
  - a. Caregivers receive education and skill building opportunities on positive parenting techniques.*
  - b. Caregivers learn about the importance of early brain development and early learning/literacy and learn activities to do at home.*
  - c. Caregivers engage in Ages and Stages Questionnaire (ASQ) screening and learn about developmental milestones.*
  
- 3. Children will have the supports and resources they need to develop in a healthy fashion and to enter kindergarten ready to learn.**
  - a. Children receive appropriate and timely medical screenings, immunizations and medical treatment.*
  - b. Children receive developmental screenings.*

**All funds will be allocated through the systems outlined in the Policy and Procedure Manual. The following criteria will be utilized to guide funding decisions:**

- the demonstrated need for the proposed services in Tuolumne County;
- the responsiveness to the Strategic Plan's goals, objectives, and desired outcomes;
- the soundness of the project design;
- the degree to which the proposed project improves access to services, including both physical access and cultural access;
- the potential for long-term impacts on young children's healthy development;
- the degree to which community services are integrated;
- the degree to which the applicant has made an effort to access all other available resources;
- the degree to which the applicant shows the willingness and capacity to provide evaluation data; and
- the quality of the budget planning and the organizational capacity of the applicant.

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.

**Fund Availability:** A total of up to \$5,000 is available for this fiscal year for Resilient Families and up to \$7,500 is available for Health and Development. Once the funds have been awarded, the Commission has the discretion to close the funding cycle, or to hold applications for the next fiscal year. The Commission also has the discretion to increase or reduce the funds available, if there is an unanticipated decline or increase in tobacco tax funding to the county.

**Priorities for Funding:** Projects given the highest priority will be those that fill identified gaps in services in the community. The need for services locally must be adequately described and documented, where possible.

**No Supplanting:** 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.

**Ongoing Funding:** In general, small grants are considered to be one-time-only funding for start-up projects or those with a limited duration. However, the Commission retains the right to fund projects for

more than one cycle of funding, and will take them under consideration on a case-by-case basis. In order to be considered for repeat funding, the following requirements must be met:

1. The applicant must reapply. The proposal will be scored, and will also be considered in light of the outcomes shown in the first funding cycle.
2. The applicant must demonstrate that there is still a strong need for the services in the community, that the services reflect the Commission's Strategic Plan, and that there has been attention directed toward additional avenues of support for the program in the future.

The Commission's role in the community is to serve as the "glue" to link programs and to fill in gaps in services. Tobacco tax revenues are expected to diminish annually, and fund leveraging will become a critical strategy in the best local use of Commission funds. Although matching cash is not a requirement, applicants are strongly encouraged to seek additional sources of matching cash for their project if they are interested in seeking ongoing funding from the Commission.

## PROPOSAL PREPARATION GUIDELINES

### Getting Started:

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 and stay within the suggested page limits.

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

The forms are all self-explanatory, but the following are a few guidelines:

Cover Page: Please fill in all sections. The cover page must be signed by the Director or other authorized signatory from your organization.

Narratives (Project Narrative and Budget Narrative): Answer the questions by typing in your responses in the “Answer” sections.

Budget: Fill in all sections. Use only budget figures that will be utilized during the proposed project timeline, and include only the budget for the new activities that serve the target audience.

Other Forms (FIRST 5 Ongoing Funding, or History of Other Funding Sources). If you are required to complete these forms, fill in all sections, and provide documentation as indicated.

If the services you are proposing for grant funding were totally or partially funded with any funds other than FIRST 5 funds in the last year, or, if you know that you will be receiving additional funds during the grant period, you must complete and submit the *History of Other Funding Sources* form.

Scoring Criteria have been provided for each section. **Applicants are encouraged to refer to these criteria as they prepare their applications.**

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

### Questions:

Specific questions about the proposal guidelines can be submitted by e-mail to:

Sarah Garcia [sgarcia@tcsos.us](mailto:sgarcia@tcsos.us)

Answers will be posted on the website for viewing.

### Forms:

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.first5tuoumne.org](http://www.first5tuoumne.org)

Go to Partners page and look for Small Grants.

## **Scoring and Funding Decisions**

**Level 1:** In order for the proposal to be scored, the proposal must meet the length and format requirements, and all required components must be included. Proposals meeting the above criteria will be scored by a Scoring Team of at least three readers using the scoring rubric provided with this packet (in the attachments). This part of the scoring process looks at basic program design and feasibility.

Proposals must earn an averaged score of 24 points or above (out of a possible 36 points) in order to be taken under further discussion by the Scoring Team. Proposals earning an averaged score of 23.9 points or less will automatically be not recommended for funding and will not go before the full Commission for consideration. Applicants whose proposals have not earned 24 points will be notified, at this point, that their proposal will not be funded as submitted. Earning a score of 24 or above does not guarantee funding, only that the proposal will move to Level 2 of the scoring process.

**Level 2:** Proposals earning a score of 24 points or above have been determined to meet the minimum requirements for adequate program design. At this point, the Scoring Team will evaluate the proposal for how well it meets the Commission's priority areas, how it ranks in terms of priority with other proposals being considered, how it addresses service gaps in the community, 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 proposal 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 proposals 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.

### **Commission Action on Intent to Award**

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.

### **What Happens After an Intent To Award Action?**

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.

## PROPOSAL SUBMISSION GUIDELINES and TIMELINES

**Deadline dates** for proposal submission are **December 31, 2020 and March 1, 2021**. Proposals must be received at the Superintendent of School's Office by the deadline date by 5 p.m. in order to be considered. The Commission will make an effort to review proposals at the Commission meetings in January 2021 and April 2021, however the decision may be delayed if unexpected issues arise. The Commission's goal will be to approve contracts in the month following the Intent to Award decision, if appropriate to the proposal. The meeting dates and locations are posted on the Commission website at [www.First5Tuolumne.org](http://www.First5Tuolumne.org) (*Requests for submitting proposals under an alternative timeline may be submitted at any time, see Attachment 2.*)

**In order to be considered complete, a proposal packet must include:**

**Proposal Cover Sheet, signed by the organization's director or other authorized signatory**

**Project Narrative**

**Budget Form**

**Budget Narrative**

**If appropriate, FIRST 5 Ongoing Funding Form**

**If appropriate, History of Other Funding Sources Form**

**Proposals must be received by the deadline dates at 5 p.m.** One original and 3 copies of your proposal should be submitted. Only 1 audit document is required. Mail or deliver applications to:

**First 5 - Tuolumne County  
Superintendent of Schools  
175 Fairview Lane  
Sonora, CA 95370**



## **GRANT PARAMETERS**

### **CONTRACT AND TIMELINE**

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.

Contract timelines are based on each proposal's requirements. Although, generally, contracts are for 12 months, they can be longer. This may be the case if the request is for a fixed asset; see below.

A sample contract may be viewed on the Commission's website at [www.first5tuolumne.org](http://www.first5tuolumne.org) -

### **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 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 \$5,000.00 or more. Applicants that are requesting funds for fixed assets should review the Commission's fixed asset policy, which is attached to this application packet. 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..

### **GRANTEE 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:

- Workers' Compensation Insurance must be provided in compliance with the statutes of the State of California.
- General Liability insurance must be provided with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall indicate on the certificate of insurance the following coverage and

indicate the policy aggregate limit applying to premises and operations and broad form contractual.

- Automobile liability insurance must be provided 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 automobiles, and non-owned automobiles.

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

## Section 1: Project Design

## Weighting of Scores:

Design Strength & Feasibility	Need, Link to Strategic Plan, Capacity to demonstrate outcomes	Applicant Capacity	Clarity and reasonableness of budget and fund accounting	Integration, Linkages
17%	32%	17%	17%	17%

## 1. Are the planned activities achievable? (up to 3 points)

- 0 pts. *Planned activities do not look reasonable or achievable within the timeframe or the budget.*  
 1 pt. *The description raises questions about the activities, although they have some design strengths.*  
 2 pts. *Planned activities look reasonable and achievable.*  
 3 pts. *Project design is very strong and well thought out.*

## 2. Do the number of individuals the project proposes to serve make sense within the context of both the service design and the budget? (up to 3 points)

- 0 pts. *The proposal does not serve First 5 targeted individuals (proposal not responsive)*  
 1 pt. *The project numbers do not seem to make sense within the context of the budget and the service design, the proposal raises many questions in this regard.*  
 2 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.*  
 3 pts. *The type and level of service are appropriate for the number served (e.g. smaller numbers served intensively, or larger numbers served less intensively), and makes sense within the context of the budget.*

## 3. Does there appear to be a need for these activities in Tuolumne County? This should include the need for services, or the need for strengthening organizations that serve the 0-5 target audience. This determination can be based both upon the application, and also upon the Scorer's professional experience and knowledge of community resources. (up to 3 points)

- 0 pts. *The proposal does not demonstrate a need for these activities, or the Scorer does not agree with the argument presented.*  
 1 pt. *The need does not seem to be strong, or could be met with existing services.*  
 2 pts. *There appears to be a clear need, and the Scorer is convinced that the need statement reflects a true community need.*  
 3 pts. *The proposal demonstrates a strong, well-documented need. Examples of "well-documented" would be waiting lists for expansion projects, or community needs assessments for new projects.*

4. Based on your reading of the project design and needs statement, do you believe that the proposed project has a clear link to the Strategic Plan’s desired outcomes? Note that the Strategic Plan states that projects will “fill identified service gaps and/or expand the coordination or capacity of existing services.” (up to 3 points)

0 pt     *The proposal demonstrates no link to the Strategic Plan’s desired outcomes.*  
1 pt.    *The proposal demonstrates only a weak link, either due to capacity to demonstrate outcomes or to a lack of identified service gaps.*  
2 pts.    *The proposal demonstrates a strong link with one outcome (out of 4 possible outcomes).*  
3 pts.    *The proposal demonstrates a strong link with two outcomes (out of 4 possible outcomes).*

5. Based on your reading of the project design and needs statement, do you believe that the proposed project has a clear link to the Strategic Plan’s priority areas for funding? Please note that the priorities are for projects that “address the most critical service gaps or sustain or expand key, critical, and successful programs” in specific service areas. (up to 3 points);

0 pt     *The proposal demonstrates no link to the Strategic Plan’s priority areas.*  
1 pt.    *The proposal demonstrates only a weak link to priority areas, as defined.*  
2 pts.    *The proposal demonstrates a reasonable fit with one priority area, although there may be questions about the extent to which the project addresses a critical service gap or sustains key services.*  
3 pts.    *The proposal demonstrates a strong fit with one or more priority areas.*

6. Does the project provide for positive outcomes in the area of improved family functioning or improved child health? Or, does the proposal provide for positive outcomes for building community capacity for quality service to the 0-5 population? Are the proposed outcomes likely to have long-term positive impacts? (up to 3 points)

0 pts.    *Proposed outcomes are likely to have no long-term positive impact on family functioning and child health. (Examples would be participation in a one-time impersonal activity, such as picking up a brochure, with no one-on-one education or follow-up.) OR, proposed outcomes are likely to have NO long-term positive impact on community service capacity.*  
1 pt.     *Proposed outcomes will likely have little long-term positive impact on family functioning child health. (Examples would be participation in a one-time personal intervention, such as a dental screening, with no follow-up and no measurable change in dental preventative care or knowledge.) OR, proposed outcomes are likely to have little long-term positive impact on community service capacity.*  
2 pts.    *Proposed outcomes have some potential for long-term impact on family functioning and child health. (Examples would be measurable changes in behavior, knowledge or access to services that have resulted from short term, personal interventions. An example of this would be short-term access to medical/dental care with limited follow-up to address access issues, or a change in parent’s knowledge measured on a pre-and post-test.) OR, proposed outcomes are likely to have some long-term positive impact on community service capacity.*  
3 pts.    *Outcomes have the potential for a significant positive long-term impact on family functioning, and child health. (Examples would be a significant change in the health/family functioning status of young children and their families, such as ongoing participation in recovery programs, better ongoing access to medical/dental care, ongoing educational improvements for parents with follow-up, demonstrated changes in parenting skills, etc.) OR, proposed*

*outcomes are likely to have significant long-term positive impact on community service capacity.*

**7.** Has the applicant demonstrated the capacity to successfully coordinate the project and to provide the services described in a timely manner? Does the Coordinator have the experience and resources to get the project up and running by the timelines described? (up to 3 points)

*0 pts. Demonstrates no capacity for proposed program operation.*

*1 pt. Demonstrates possible capacity for proposed program operation, but there are questions remaining. Example: Coordinator has less than 2 years of experience in this type of program or in a related profession.*

*2 pts. Demonstrates adequate capacity for proposed program operation. Example: Coordinator has at least 2 years of experience in this type of program or in a related field.*

*3 pts. Demonstrates strong capacity for proposed program operation. Example: Coordinator has more than 2 years of experience in this type of program, and has additional related experience.*

**8.** Has the applicant demonstrated the organizational capacity to responsibly manage the funds and provide oversight? (up to 3 points)

In terms of organizational and fiscal oversight, the applicant:

*0 pts. Demonstrates no capacity.*

*1 pt. Demonstrates possible capacity, but there are questions remaining. Example: no significant audit exceptions, but no organizational experience in managing contracts.*

*2 pts. Demonstrates adequate capacity. Example: no significant audit exceptions, and organization has successfully managed at least one contract.*

*3 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? Will the grant money be used solely to benefit children ages 0-5 and their families (the target population)? (up to 3 points)

*0 pts. The budget does not seem reasonable and/or does not address the target population.*

*1 pt. Budget may need some further discussion to clarify requests and/or it is not made clear how the grant portion will be used solely to serve the target population.*

*2 pts. Budget looks sufficient and reasonable, and it is made clear by the applicant how the grant portion will be used to solely serve the target population.*

*3 pts. Budget looks sufficient and reasonable. It is made clear by the applicant how the grant portion will be used to solely serve the target population, and the applicant has secured a portion of the project funds from other sources.*

**10.** To what extent has the applicant demonstrated an effort to access other funding resources toward this effort? (up to 3 points)

*0 pts. The grant request is for over 75% of the project's cash revenues for the target population.*

*1 pt. The grant request is for 51%-75% of the cash revenues for the target population.*

*2 pts. The grant request is for 26%-50% of the cash revenues for the target population.*

*3 pts. The grant request is for 25% or less of the cash revenues for the target population.*

- 11.** Does the proposal demonstrate integration of services and resources, as evidenced by shared resources of personnel time or materials? (up to 3 points)
- 0 pts. Demonstrates no collaboration.*
- 1 pt. Demonstrates a minimum level of collaboration, with very little commitment of shared resources. Example: link with one entity that allows occasional use of resources, such as occasional use of a facility.*
- 2 pts. Demonstrates a significant level of collaboration. Example: link with one entity that shows a meaningful level of ongoing shared resources, or link with two or more entities that provide resources occasionally.*
- 3 pts. Demonstrates an extensive level of collaboration. Example: link with multiple entities that provide resources on a steady, ongoing basis.*
- 12.** Has the applicant made it clear in the budget narrative whether grant funds will become part of a larger funding stream, or will be accounted for separately? (up to 3 points)
- 0 pts. This section of the budget narrative is very confusing and difficult to understand.*
- 1 pt. Narrative description raises questions about grant fund management experience.*
- 2 pts. Narrative is clear on how funds will be accounted for, and the description does not raise any questions about fund management.*
- 3 pts. Narrative demonstrates solid understanding and experience with grant fund management and accounting.*

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*Note: Scorers are also asked to consider the information provided in the First 5 Ongoing Funding Form, and the History of Other Funding Sources to determine if questions arise about capacity, leveraging, or supplanting.*

**Section II: Priority Level for Funding**

- 1. In light of the Section I score, would you rank this project design as:  
     Strong (score 30-36)  
     Adequate and Reasonable (score 24-29)
- 2. In light of the Commission’s stated objectives and priority areas, do you feel this project has a strong link, moderate link, or weak link to the Commission’s Strategic Plan and priority areas?
- 3. In light of your knowledge of community resources, do you feel this project meets a critical need for services in the community?

Yes – these are critical services

No – these are not critical services, but they do fill a gap in services, and they would enhance children’s healthy development

No – these are not critical services, and they do not fill a gap in services.

Based on the above responses, and in light of limited and declining Proposition 10 revenues, and more applications than funds, how does the scorer rank this overall proposal in terms of priority of need in Tuolumne County?

High priority

Medium priority

No/Low priority

- 4. Based on the above considerations, would you recommend that the Commission provide funding for this proposal?

Yes, fund fully; I have no further questions

Yes, contingent on specific questions being answered satisfactorily (full funding / partial funding)

I do not recommend funding for this proposal

Comments:

## **CRITERIA FOR ALTERNATIVE TIMELINE REQUESTS**

### ***EXAMPLES***

In general, such requests are discouraged and, in fact, should be rare. In most cases, the requestor will first be asked to reconsider their options for applying under the regular timeline. Some examples of circumstances which would justify a request for an alternative timeline consideration are:

Leveraging opportunities: the money is needed for matching funds to be leveraged with another request with a pending deadline.

Emergency situations:

- The sudden, unexpected loss of committed revenue for reasons beyond agency control.
- The sudden increase in budgeted expenses due to circumstances beyond agency control.
- The sudden increase in demand for services due to external factors.

### ***CRITERIA FOR EVALUATION***

The criteria to be used to determine whether a request shall be considered outside of the regular community grant funding cycle time lines are:

The program that money is requested for must have a strong link to the outcomes identified in the First 5 Tuolumne County Commission Strategic Plan.

There must be a compelling reason why the funds are needed sooner than the normal funding procedures can accommodate.

The agency/organization requesting funds must have a track record of significant success in the delivery of services to the 0-5 population in Tuolumne County.

Funds may not be requested to augment the budget of a project currently funded by First 5 Tuolumne.

All funds received under this policy must be spent within one year of the receipt of funds.

**The funds requested must clearly not supplant existing funding.**

The amount of funds requested must not exceed the amount of funds available under the community grants funding category.

For leveraging opportunities, the amount of funds requested must be 25% or less of the total cash cost of the project (specifically for 0-5) AND the timing of the Commission's decision must be critical to obtaining other grant funding.



***PROCEDURE FOR SUBMITTING A REQUEST FOR CONSIDERATION UNDER AN ALTERNATIVE TIMELINE:***

The entity making a request must submit a letter of intent that directly addresses the criteria above and indicates the amount requested and timeline for project implementation.

The letter of intent will be reviewed by the Executive Director and the Chair of the Commission. These individuals may discuss the letter of intent with the requestor to determine if the situation meets the required criteria and is of such urgency that it should be considered for review under an alternative timeline.

The applicants will be notified within 3 weeks whether they are approved for submission of a full application outside of the normal community grant timeline. Applications will be accepted at any date subsequent to this notification. Applicants who do not receive approval for submission under an alternative timeline will have the opportunity to submit an application under the regular timeline.

***TIMELINE FOR COMMISSION REVIEW AND ACTION***

The proposals will be considered at the Commission meeting falling at least one month subsequent to the receipt of the application, in order to allow time for review.

**Tuolumne County Children and Families Commission**

**Policy for Granting of Proposition 10 Funding for the Purchase of Fixed Assets**

**Approved 2-28-2002**

**Definition of a Fixed Asset:**

Fixed assets are 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 \$5,000.00 or more. Those items costing less than \$5,000.00 per unit, but whose total cost for units purchased for a project exceed an aggregate amount of \$5,000.00 will be considered a fixed asset.

**Scope of Policy:**

This policy should apply to any entities entering into contracts with the Commission for the purchase of fixed assets, as defined above.

**Policy Guidelines:**

**Contract Duration**

- a. Contracts for the purchase of fixed assets of \$50,000 or less: These contracts should have a timeline of 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. For awards that fall between increments of \$5,000, if the additional amount is \$2,500 or over, an additional 6 months shall be added to the contract duration. (For example, a contract for \$12,500 would have a duration of 2 years, 6 months; a contract for \$12,000 would have a duration of 2 years.)
- b. Contracts for the purchase of fixed assets of \$50,000 or more: These contracts should have a timeline of one contract year for every \$10,000 awarded. For awards that fall between increments of \$10,000, if the additional amount is \$5,000 or over, an additional 6 months shall be added to the contract duration.

**2. Payment**

Wherever possible, funds for the purchase of a fixed asset shall be paid by the Commission directly to the supplier of the asset upon receipt of invoice.

**Contract Default / Repayment Clause**

The contract will include the following provisions.

- a. The fixed asset must be used for the purposes described in the grant agreement.
- b. If the fixed asset is not used for the purposed described in the grant agreement, or if the grantee does not meet the provisions of the grant agreement, then the grantee shall reimburse the Commission the amount equal to the value remaining on the grant award, plus 6.5% interest on that amount. This will be calculated by dividing the total award amount by the number of months in the agreement, with repayment for each month in the grant agreement where provisions were not met.

- c. The repayment and the interest will be due within 30 days following the Grantee's cessation of the program or the date that the Commission has notified the Grantee that it is due, pursuant to the violation of the agreement.
- d. Violations of the provisions of a grant agreement which would result in repayment include, but are not limited to:
  1. Grantee significantly reduces or ceases operation of the program for which the fixed asset was purchased;
  2. Grantee uses the fixed asset for a different purpose, in a manner which results in the program operation to be significantly reduced or terminated;
  3. Grantee sells, leases, encumbers, or transfers title to the fixed asset without prior written Commission approval;
  4. Grantee fails to provide benchmark reports or evaluation reports to the Commission in a complete or timely fashion;
  5. Benchmark reports do not demonstrate that the level of services to families with children, ages 0 through age 4, meet the benchmark provisions specified in the grant agreement.

#### **Insurance Requirements**

Grantee shall provide at its own expense, and maintain at all times, insurance coverage at a level approved by the County of Tuolumne Risk Manager for the specific components of the grant activity. This insurance shall include Worker's Compensation, General Liability and Automotive Liability (when vehicle use is a material part of the performance of the grant agreement).

#### **Compliance with Laws: Prevailing Wages**

Children and Families Commission funding used for construction-type purposes (broadly defined) must comply with state prevailing wage laws. The contract for all construction projects will contain the following language:

*Grantee understands that use of Commission funds in connection with its projects may require the payment of prevailing wages in accordance with the Labor Code of the State of California. Grantee agrees to comply with all applicable laws and regulations affecting its projects, and agrees to provide reasonable documentation of such compliance promptly upon Commission's request.*

#### **Evaluation Requirements**

Grantee shall be required to provide outcome evaluation data for the project throughout the term of the contract or for five years, whichever is less. For contracts extending more than five years, grantee shall be required to provide annual benchmark data only, which will generally be process-type data on the number of families or young children served as a result of the purchase of the fixed asset.