



SOLICITATION of APPLICATIONS- GUIDELINES

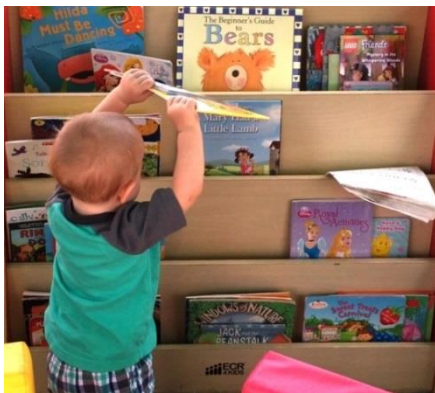
STRONG FAMILIES

CHILDREN LEARNING & READY FOR SCHOOL

HEALTHY CHILDREN

(0-5 Years Old)

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



**Applications Must Be Received
No Later Than:**

Thursday MAY 4, 2017 by 3:00 P.M.

RELEASE DATE: MARCH 30, 2017

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Solicitation of Applications – General Guidelines

AREAS OF GRANTING

First 5 Calaveras will provide grant funding for specific identified services in Calaveras County, to begin on July 1, 2017 and continue for up to three fiscal years, through June 30, 2020, with the intent to renew after review for two more years.

These services are:

STRONG FAMILIES

(Healthy Social-Emotional Development, Playgroups, Home Visiting)

LEARNING & READY FOR SCHOOL

(Kindergarten Readiness, Early Literacy, Quality Improvement System Support)

HEALTHY CHILDREN

(Oral Health, Nutrition, Healthy Foods, Preschool Gardens, Physical Activities)

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

Zero to Five: All proposed projects must serve only children from birth to their 6th birthday (also referred to as 0-5) and their parents, caregivers, teachers, providers, and/or pregnant women in Calaveras County.

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 funds, nor can materials/ items purchased with grant funds be used to provide religious /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 convener 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.

Fingerprinting: Programs that provide direct services to children must show proof that staff are cleared through a fingerprinting process or *LiveScan* process.

GUIDELINES FOR COMPLETING THE APPLICATION

Forms:

An electronic copy of the Application can be downloaded from the First 5 Calaveras Website:

www.first5calaveras.org



Questions regarding this solicitation may be addressed by submission of an email to tlane@co.calaveras.ca.us with **“Solicitation for Application Question”** written on the subject line.

All questions regarding the solicitation must be received no later than **Wednesday, May 3, 2017 by 2:00 PM**. Questions will **not** be accepted by telephone, facsimile (fax), or orally. First 5 Calaveras reserves the right to decline to respond to any question. A summary of questions, including responses deemed relevant and appropriate by the Commission/ County, will be posted on the First 5 Calaveras website www.first5calaveras.org. Interested parties are responsible for checking for any Addenda issued.

APPLICATION SUBMISSION GUIDELINES and TIMELINES

Dates: **The deadline date for application submission is Thursday May 4, 2017. Applications must be received by the deadline date by 3:00 p.m. in order to be considered. Late applications will not be considered and will be returned unopened.**

Applications will be reviewed by the First 5 Calaveras Commissioner Review Teams. Recommendations for funding will be presented at the Commission meeting on May 12, 2017. However the decision may be delayed if unexpected issues arise. The Commission meeting dates and locations are posted on the First 5 Calaveras website at www.first5calaveras.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. Completed Budgets , showing three (3) separate years (using templates provided)

SCORING AND FUNDING DECISIONS

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 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 average 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

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 Solicitation for Applications, and may make Intent to Award Decisions that reflect funding either above or below the total amounts stated.

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 Calaveras County/ 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. All contracts in the amount of \$50,000 and above must have the approval of the Calaveras County Board of Supervisors.

CONTRACT PARAMETERS

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

It is the intent of the Commission/ County to enter into three-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/ County decide to analyze opportunities for new linkages or service strategies after the first year of operation.

Reporting Requirements: 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.

Insurance Requirements: Those grantees entering in to contract with the County/ Commission shall be required to provide, at their own expense, the following insurance and shall be required to provide evidence of such insurance to the Commission:

1. Worker's Compensation – in compliance with the statutes of the State of California.
2. General Liability – insurance covering grantee's services with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage.
3. Automotive Liability - 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/ County 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	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 pt. *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 pt. *The application does not serve First 5 targeted individuals (application not responsive).*
 - 1 pt. *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 pt. *The service delivery design does not address access barriers.*
 - 1 pt. *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 pt. 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 pt. Demonstrates no capacity or highly questionable capacity.*
 - 1 pt. Demonstrates adequate capacity. Example: organization has successfully managed at least one contract.*
 - 2 pts. Demonstrates strong capacity. Example: organization has successfully managed more than one contract.*

9. Is the budget sufficient and reasonable to carry out the proposed project?
 - 0 pt. 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 supplanting funds, 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 Calaveras 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: