

**Pre-Kindergarten Academy  
Services  
Request for Applications (RFA)  
#2018-03**



**Completed applications must be received  
by 5:00 PM PST on March 2, 2018 at:**

**First 5 Solano  
RFA #2018-03.  
601 Texas St., Ste. 210  
Fairfield, CA 94533**

RFA Coordinator:  
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[www.first5solano.org](http://www.first5solano.org)

## **A. Overview**

First 5 Solano ("County") is seeking proposals from qualified and eligible applicants for grants of up to \$10,000 per classroom annually for Pre-Kindergarten (Pre-K) Academy services in Solano County. Awards will be for a three-year term (FY2018/19, FY2020/21 and FY2021/22). Services support First 5 Solano's mission and strategic plan Goal 4: All children enter Kindergarten ready to learn.

First 5 Solano expects to award multiple three-year grants of up to \$10,000 per classroom annually, based on a classroom standard of 24 children and a per-session standard of at least four weeks. Applicants will be encouraged to reserve up to 10% of their budgeted costs for outreach/recruitment and to maintain attendance, enrollment and retention goals. Applicants may apply for one session or multiple sessions in each year.

The four-week Pre-K Academy sessions must take place in summer 2018, summer 2019 and summer 2020. Along with providing Pre-K Academy services, the selected Applicant(s) will also be expected to conduct targeted outreach to students with little/no preschool experience, actively engage parents in the program, provide tools to help parents incorporate readiness activities at home, participate in training on the assessment tool selected by First 5 Solano, collect and report data, participate in evaluation activities and provide in-kind services/funding that support Pre-K activities.

NOTE: This is a competitive process open to eligible applicants (see "Which organizations are eligible?" below). Not all applications may receive funding.

## **B. What is the purpose of the Pre-K Academy Services grant program?**

Grant funds are available for Pre-K Academies that provide a high quality, developmentally appropriate early childhood learning session for entering Kindergarten who lack or have limited prior preschool experience. Pre-K Academies are to be designed to support school readiness. The program design must include pre- and post-assessments using a tool provided by First 5 Solano which measures differences in a number of developmental areas, including cognitive and social-emotional interactions, which contribute to children's ability to succeed in school.

Specifically, First 5 Solano seeks to support children who have not previously participated in preschool. In addition, outreach and preference priorities for participation in Pre-K Academies include children who:

1. Are English Language Learners; and/or
2. Are considered "high-risk" due to factors such as poverty, remoteness, substance abuse, family violence, child abuse and neglect, special needs, lack of education and other challenges.

### C. Which organizations are eligible?

All public schools within Solano County are eligible to apply for Pre-K Academy Services funding. In addition, organizations such as licensed/appropriately-certified public or private preschools, organizations currently providing early childhood education in a licensed setting, or other organizations with the capacity to meet the guidelines outlined in this Application are eligible to apply for funding. Non-school organizations must offer early learning services that align with the Kindergarten curriculum in the school district in their geographic area.

It is the intention of the Commission to fund Pre-K Academies countywide. The number of Academies available in each city is dependent on overall population as well as a number of risk factors. The most Pre-K Academies will be offered in cities with the highest amount of at risk children due 3<sup>rd</sup> grade reading proficiency, poverty, and children not attending preschool.

City	Population of children under 5	% of children <b>not</b> proficient in 3 <sup>rd</sup> grade reading	% of children under 5 in poverty	% of 3-4 year olds <b>not</b> attending preschool	Number of Pre-K academies offered
Vallejo	8,712	73%	28%	48%	6
Fairfield	8,882	63%	20%	58%	5
Vacaville	7,521	60%	23%	50%	3
Dixon	1,724	79%	22%	62%	2
Suisun	2,553	63%	18%	59%	1
Benicia	1,808	48%	12%	35%	1
Travis	769	55%	11%	62%	1
Rio Vista	274	79%	18%	37%	1
Total number of Pre-K academies offered annually:					20

### D. What can be funded?

Funding may be provided for staff time (including orientation, training, outreach, instruction, parent engagement/education services and evaluation activities), equipment, materials and supplies, food service, transportation, administrative costs and other costs as agreed. (See the Application Section II for more detail). Note: no capital improvements or fixtures will be funded under this grant.

### E. How must the Pre-K Academy Services be designed?

1. First 5 funds for Pre-K Academy services are to be used primarily for children with no prior preschool experience. Up to 25% of the students may be those with limited preschool experience who also meet other preference criteria – English Language Learners, and/or “high-risk.”

2. Academies must be held for a minimum of 4 weeks during the summer before the beginning of the 2018/19, 2019/20 and 2020/21 school years. Hours of operation must be at least 4 days per week, 3 hours per day with a minimum of one classroom (or equivalent of 24 children served per classroom).
3. Facilities and programs must meet the appropriate licensing and/or certification requirements for their type of site/program, including certification and qualifications of staff, ratios of different levels of staff to children served and other relevant requirements. (Evidence of staff qualifications will be required prior to final disbursement of funds.)
4. Academies must provide a developmentally appropriate approach to learning and socialization experiences for children.
5. Academies must include a parent/caregiver engagement component with a minimum of 4 hours of formal parent education related to providing readiness activities at home.
6. Suitable supervision and administrative staffing, as determined by licensing/certification requirements for the type of site, must be provided.

**F. What are your responsibilities if you are awarded a First 5 Solano Pre-K Academy Services mini-grant?**

1. Participate in a Program Orientation and Program Debrief annually.
2. Identify and/or recruit and hire staff to be employed for duration of Summer Pre-K Academy as district or program staff.
3. Provide supervision of all staff and related contractors for duration of Summer Pre-K Academy.
4. Conduct outreach, recruitment and enrollment of children with a minimum of 24 children continuously enrolled per classroom. Provide copies of enrollment forms documenting child's eligibility, documentation of parent/caregiver education activities, and other information as requested.
5. Collect consent forms from parents in order to share data regarding participating children as required by First 5 Solano Evaluation Team.
6. Use age- and developmentally-appropriate materials and supplies for the Pre-K Academy classroom.
7. Provide daily schedule and lesson plans to First 5 Solano.
8. Provide evidence of teacher qualifications to First 5 Solano.
9. Provide children with a daily nutritious snack and/or meal.
10. Provide at least ½ hour of non-instructional time each day for teachers to promote interactions with parents.
11. Provide culturally- and linguistically-appropriate activities and experiences for the diverse classroom, as reflected by materials, resources, and staffing (including at least one bilingual staff person).
12. Coordinate and implement the parent/caregiver engagement component, including a minimum of 4 hours of parent/caregiver education activities.

13. Provide referral to parents to Help Me Grow Solano or appropriate school district department for children who may benefit from developmental screenings, family support, or other intervention services.
14. Maintain daily attendance records of all children to be summarized and submitted to First 5 Solano evaluation team at end of the Academy.
15. Participate in evaluation activities, including but not limited to:
  - a. Conduct pre- and post-assessments of children's competencies using the assessment tool supplied by First 5 Solano.
  - b. Participate in a training to promote effective use of the assessment tool.
  - c. Collect other data, such as demographics and services provided, as agreed.
  - d. Participate in a teacher or staff survey of the Pre-K Academy.
16. Submit final reports and invoices for each year due by September 28, 2018, September 27, 2019 and September 25, 2020.

#### **G. What are First 5 Solano's responsibilities for Pre-K Academy Services?**

First 5 Solano will provide:

1. Annual orientation and assessment tool training for all teaching staff and administrators.
2. Technical assistance prior to, during and after the Pre-K Academies.
3. Support for outreach to ensure parents are engaged and that the target population is served.
4. Coordination support with other First 5-funded programs for related services such as child development/mental health consultation and assistance with children identified as possibly having special needs.

**Note:** First 5 Solano cannot provide staffing for any academy activities beyond scope listed above, day-to-day supervision of program, or direct purchase of classroom materials, food, supplies or equipment.

#### **H. How can you apply for Pre-K Academy Services mini-grants?**

To apply for a mini-grant, follow the application process below, which includes: 1) attending the workshop on the Application process (optional); and 2) completing the attached Application form and returning it by 5:00 PM PST on March 2, 2018 to:

**First 5 Solano Children and Families Commission**

**RFA #2018-03**

**601 Texas St, Ste 210**

**Fairfield CA 94533**

#### **I. How will the Commission decide what to fund?**

The following criteria will be used to determine which mini-grants will be funded:

1. Initial screening (Applicant must be providing services in Solano County):
  - a. Is the Application complete?
  - b. Is the Applicant eligible?
2. Scoring Categories (see Application Section I for more detail):

- a. Proposal Description (40 points)
  - i. Literacy/Numeracy activities
  - ii. Social Emotional needs of children
  - iii. Preschool/Kindergarten curriculum alignment
  - iv. Enrichment Activities
- b. Qualifications, Ratios, Language, Cultural (15 points)
  - i. Qualified instructors
  - ii. Bi-lingual
  - iii. Class size
- c. Budget (20 points)
- d. Outreach and Attendance (15 points)
- e. Family Engagement and Parent Education (10 points)

**J. What is the time-frame and process for applying for the Pre-K Academy Services grant program?**

The following schedule of events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the County's website ([www.first5solano.com](http://www.first5solano.com)). Applicants are responsible to view the website continually for any revisions up to the deadline to submit applications.

County issues Application packet	January 18, 2018
Deadline for submitting written questions/comments	January 26, 2018
Optional Applicant Workshop	February 1, 2018, 3:00 PM
County issues responses to questions/comments	February 5, 2018
Deadline for submitting an Application	March 2, 2018
County issues recommendation if funding	March 28, 2018
Commission considers awards of funding	April 6, 2018
Contract development period	April 6-20, 2018
Board of Supervisors/County Administrator approves contracts (as applicable)	May 4, 2018
2018 Outreach Services Begin	May 2018
2018 Pre-K Academies Services begin	Summer 2018
2018 Final Data and reports submitted by	September 28, 2018
2018 Invoice submitted by	September 28, 2018
2019 Outreach Services Begin	Spring 2019
2019 Pre-K Academies Services begin	Summer 2019
2019 Final Data and reports submitted by	September 27, 2019
2019 Invoice submitted by	September, 27 2019
2020 Outreach Services Begin	Spring 2020

2020 Pre-K Academies Services begin	Summer 2020
2020 Final Data and reports submitted by	September 25, 2020
2020 Invoice submitted by	September 25, 2020

#### **K. What if you have questions about the Pre-K Academy Services Application?**

You can submit questions or comments in writing prior to the Applicant Workshop via email to [jsmorales@solanocounty.com](mailto:jsmorales@solanocounty.com) or by bringing the written question(s)/ comments to the First 5 Solano office at 601 Texas St., Ste. 210, Fairfield CA 94533 or fax questions to (707) 784-1332 referencing RFA #2018-03. You can also ask questions/make comments at the Applicant Workshop. Written inquiries and questions asked at the Workshop session will be addressed in writing according to the timeline above.

Note: Oral communications shall be considered unofficial and nonbinding on the County. The County will respond to all questions by email to Workshop session attendees and by posting the response on the County's website and emailing those in attendance. These responses will constitute an amendment to the Application.

#### **L. Application Process**

1. Download or request application package.
2. Submit questions related to application package in writing to First 5 Solano no later than January 26, 2018.
3. Attend the Applicant Workshop session on February 1, 2018 at 2:00 PM at 601 Texas St., Conference Room B, Fairfield CA (optional)
4. Complete the Pre-K Academy Services Grant Application. The Application is available online at [www.first5solano.com](http://www.first5solano.com).
5. Submit a completed Application (cover page, proposal description and budget form) by 5:00 pm PST on March 2, 2018. **Applications must be delivered in person or received by mail (no postmarks or faxes allowed) to:**

First 5 Solano Children and Families Commission  
RFA #2018-03  
601 Texas St., Ste. 210  
Fairfield, CA. 94533

**Note:** Successful Applicants must sign a contract, which will be substantially the same as the Standard Contract attached as Attachment A. Exhibit A [Scope of Work] and Exhibit B [Budget] will be completed during the contract negotiation process). Applicants should review the contract to determine whether you are willing and able to meet the terms of the applicable contract if awarded a mini-grant, and accept it with or without qualification. If qualifications are made, the Applicant must identify and list the provisions that the Applicant requests be modified along with requested modifications. If no modifications to the contract are noted, then the Applicant will be deemed capable of performing all requirements under the contract and no further negotiation of the contract will be permitted. Since County contracts are subject to the California Government Code and the Public Contract Code, there are provisions, which must be included in County

contracts, which may not be subject to negotiations as solely determined, by County Counsel and Risk Management. The successful Applicant must provide the required verification(s) of insurance prior to the time that services begin.