



Annual Grants Program  
Request for Applications  
#2018-05

**Responses Due:  
May 16, 2018 5:00 PM PST**

**Deadline for submitting written questions to  
RFA Coordinator at  
merichards@solanocounty.com  
April 27, 2018, 5:00 PM**

**Optional Applicant Workshop  
April 30, 2018, 10:30 AM-12:00 PM  
601 Texas St, Conference Room B  
Fairfield, CA 94533**

RFA Coordinator:  
Megan Richards  
merichards@solanocounty.com

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

## **SECTION 1: SCOPE OF PROJECTS**

### **A. Background/Overview**

The First 5 Solano Children and Families Commission (First 5 Solano) is pleased to launch its Annual Grants Program. A total of \$200,000 is available in the Annual Grants Fund for FY2018/19 through this Request for Applications (RFA #2018-05).

First 5 Solano recently approved its 2018-2023 Program Investment Plan and allocated \$8.6 million in programmatic investment to support the Commission's mission and vision for Solano's young children and generate tangible results for children and families. In this Program Investment Plan, the Commission allocated \$235,000 for annual grants, including \$200,00 for an Annual Grants Fund, \$25,000 for the Co-Sponsorship of Conferences and Training, and \$10,000 for Community Engagement.<sup>1</sup>

The Annual Grants Fund is designed for one-time projects to address the needs of children ages 0-5, their parents/caregivers, and/or providers of services to children ages 0-5 in Solano County. Applications will be accepted for a wide-variety of activities that meet one or more of the following criteria:

1. Fills a community gap
2. Pilots a new or innovative idea
3. Addresses a time-sensitive community need

### **B. What can be funded?**

Funding through this RFA is available in the amount of \$200,000 for FY2018/19. Multiple grants of up to \$20,000 each will be awarded for up to a 1-year period from July 1, 2018-June 30, 2019. Projects must be provided in Solano County and benefit children ages 0-5, their parents/caregivers, and/or providers of services to children ages 0-5.

All projects proposed for the Annual Grants Fund must support First 5 Solano's mission to promote, support and improve the lives of young children, their families and their communities. In addition, projects must support at least one of the Commission's strategic plan Priorities:

- Priority 1: Health & Well-Being
- Priority 2: Early Childhood Learning & Development
- Priority 3: Family Support & Parent Education
- Priority 4: Systems Change

More information on the Priorities, including underlying Goals, and Results which can be found in the Commission's Strategic Plan at:

<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21881>.

In addition, projects must fill a community gap, pilot a new or innovative idea, and/or address a time-sensitive community need. Examples which would meet these criteria are:

- A completely new idea which has never been tried
- An idea that has been tried in another community, but not the community you are proposing
- An enhancement to an existing project/program
- Filling a specific gap in services or systems that has been identified.

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<sup>1</sup> Applications for Co-Sponsorship of Conference and Training and Community Engagement activities can be found on the First 5 Solano website at [www.First5Solano.org](http://www.First5Solano.org) Funding Opportunities page.

Funding may be requested for staff time (such as orientation, training, outreach, direct services, and evaluation activities), program supplies, administrative costs and other costs as agreed.

The annual grant may not be used for religious purposes, to benefit an individual, or to promote a candidate for public office. First 5 grantees that are funded for an activity or have been funded in the last 5 years via other First 5 Solano funds may not use annual grant funds for that same activity. Activities funded for projects under this RFA must be new or enhancements to existing activities. Consistent with the intent of the California Children and Families Act of 1998, no monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose

## **Section 2: Request for Applications Process**

### **A. Who is eligible to apply?**

Non-profit organizations, for-profit organizations, and government entities are eligible to apply. Only one application per organization will be accepted. Should an agency submit more than one application, the first application received will be considered and any other applications will be returned to the agency without consideration.

### **B. What is the Application Process?**

To apply for a grant:

- 1) Review this Request for Applications to see if your proposed project fits the scope of what can be funded.
- 2) Submit any questions you have on the RFA in writing to the RFA coordinator by April 27, 5:00PM PST. You will also have the opportunity to ask questions at the Applicant Workshop if you choose to attend.
- 3) Attend the Applicant Workshop on April 30 at 10:30 AM on the RFA and the Application process. This is optional, but recommended.
- 4) Complete the attached Application Form (Attachment A) and return it to First 5 Solano Children and Families Commission, 601 Texas St, Ste 210, Fairfield by May 16, 2018 5PM PST.

See also Schedule of Events below.

### **C. What if I have questions about the Request for Application?**

You can submit questions in writing prior to the Applicant Workshop via email to [merichardss@solanocounty.com](mailto:merichardss@solanocounty.com) with the Subject Line RFA #2018-05. Written questions are due no later than April 27, 5:00PM PST.

You can also ask questions at the Applicant Workshop. Written inquiries and questions asked at the Workshop session will be addressed in writing on the website and via email to those who attend the Applicant Workshop.

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. These responses will constitute an amendment to the RFA.

#### D. Schedule of Events:

The following schedule of events reflects important dates for the selection process; however, First 5 Solano 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 First 5 Solano 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.

Event	Date
County issues Request for Application packet	April 16, 2018
<b>Deadline for submitting written questions to RFA Coordinator</b> at <a href="mailto:merichards@solanocounty.com">merichards@solanocounty.com</a>	April 27, 2018, 5:00 PM
<b>Optional Applicant Workshop</b> 601 Texas St, Conference Room B Fairfield, CA 94533	April 30, 2018, 10:30 AM
County issues responses to questions	May 4, 2018
<b>Deadline for submitting an Application</b>	<b>May 16, 2018 5PM PST</b> <b>Late submittals will not be accepted.</b>
Notice of recommendation of funding	May 29, 2018
Commission considers awards of funding	June 5, 2018
Contract development and signature period	June 6-June 29, 2018
<b>Activities begin</b>	<b>July 1, 2018</b>
Mid-Year Performance Report Due	January 30, 2019
Final Data and Performance Reports Due	July 30, 2019

#### E. Application Format and Submittal

Applicants must fully complete the Application in the attached format (Attachment A) adhering to character and page limits where applicable. Applications should be submitted on white 8 1/2" x 11" paper, with 1-inch margins, Arial font size 11. All Application pages should be sequentially numbered, written in English, with all monetary amounts detailed in United States currency and rounded to the nearest whole dollar.

Submit one (1) "wet-signed" (in blue ink) Application, plus four (4) additional copies in a sealed package to:

**First 5 Solano Children and Families Commission**  
**RFP #2018-05**  
**601 Texas Street, Suite 210**  
**Fairfield, CA 94533**

NOTE: **Applications must be received no later than the Deadline time of 5:00 PM May 16, 2018 as detailed in Schedule of Events in order to be considered.** Postmarking by the due date shall not substitute for actual receipt. The County assumes no responsibility for delays caused by any delivery service.

First 5 Solano will not pay any costs associated with the preparation, submittal, or presentation of any Proposal.

## F. How will First 5 Solano decide what to fund?

All applications will initially be screened for compliance with the RFA:

1. Is the Application complete?
2. Is the Applicant eligible?
3. Is the project within Solano County?
4. Do activities benefit children ages 0-5, their parents/caregivers, or provider of services to children ages 0-5 and fall under the Commission's strategic plan priorities?
5. If the Applicant receives or has received other funding from First 5 Solano in the past 5 years, are these funds requested for a different activity?

Applicants who pass the initial screening will be forwarded to an Evaluation Committee composed of First 5 Solano staff and other parties with relevant expertise or experience. The EC will score and recommend proposals according to the criteria below.

A maximum number of points will be assigned to each section:

<b>Application Section</b>	<b>Maximum Score</b>
Program Narrative	50 Points
Budget	30 Points
Qualifications and Experience	20 Points
<b>Total Maximum</b>	<b>100 Points</b>

### Application Evaluation Criteria

<b>Item</b>	<b>Possible Points</b>	<b>Points Total</b>
<b>Program Narrative</b>		<b>50</b>
Applicant provides a clear problem statement and demonstrates the need	10	
Applicant proposes a solution which will meet the demonstrated need. The solution aligns one or more priorities within the First 5 Solano Strategic Framework.	15	
The proposed solution is innovative and/or meets a gap and/or addresses a time-sensitive community need.	15	
Applicant proposes a reasonable outcome and a method of measuring it.	10	
<b>Budget</b>		<b>30</b>
Requested resources are appropriate to carry out the project.	15	
Resources needed to carry out the project are adequately described and clearly connected to the activities in the project description.	15	
<b>Qualifications and Experience</b>		<b>20</b>
Proposer clearly articulates the capacity of the organization to accomplish the project.	20	
<b>Total Possible Points</b>		<b>100</b>

## **Section 3: Contracting Process**

### **A. Contracting with First 5 Solano**

Successful Applicants will be required to sign the Solano County Standard Contract. An example contract with the required terms is attached as Attachment B. Exhibit A [Scope of Work] and Exhibit B [Budget] will be completed during the contract negotiation process.

Applicants should review contract in Attachment B to determine whether you are willing and able to meet the terms of the contract. If there are one or more terms which you are unable or unwilling to meet, you must identify and list the provisions that the Applicant requests be modified along with requested modifications in the Application. 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.

Contracts must be fully executed before activities can begin.

### **B. Contractor Responsibilities:**

What are your responsibilities if you are awarded a First 5 Solano annual grant?

1. Contract with First 5 Solano for the project you have proposed. Complete any additional necessary paperwork for payment processing, such as a W-9 and Solano County Vendor Application.
2. Participate in two First 5 Solano meetings: a project orientation at the start of FY2018/19 and a project learning and evaluation session at the end of FY2018/19.
3. Complete the project you proposed in the Application and is in your contract.
4. Acknowledge First 5 Solano in information and advertising about the project.
5. Designate all project related activities as tobacco-free.
6. Collect data as you complete your project. Data should include demographics about who you served, what type of services or activities were provided, as well as outcomes (what changed because of your project). Data collection will be further described in your contract and at the project orientation.
7. Keep track of expenses by type of expense. Reconcile with First 5 Solano at the close of the project.
8. Notify First 5 Solano immediately if you will not be able to complete your project as proposed or if you need to request a modification.
9. Submit a mid-year report by January 30, 2019 and a final report due by July 30, 2019. Any organization that fails to provide these reports may be considered ineligible for future funding.

### **C. First 5 Solano Responsibilities:**

Should you be awarded an Annual Grant, First 5 Solano will:

1. Prepare the "Standard Contract" for signature.
2. Provide the First 5 Solano logo and associated language for use in advertising and outreach materials.
3. Provide (as requested) community engagement materials, as appropriate and as available.

4. Provide access to training opportunities for organization staff during the term of the grant.
5. Provide technical assistance prior to, during and after the annual grant to meet the administrative requirements of the grant, such as invoicing, data collection and evaluation of the effectiveness of the program.
6. Coordinate support with other First 5 Solano funded programs for related services.

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

**D. Funding and Payment Structure:**

First 5 Solano will provide funding in 2 payments. The first payment will be made for 50% of the grant award upon full execution of the contract and submittal of necessary forms for payment. The second payment will be made upon completion of the project and submittal of an invoice of all costs associated with the project and agreed upon in the contract, up to the total grant amount.

Grant funds must be utilized in the fiscal year in which they are issued. Any funds not utilized in the fiscal year in which they were issued must be returned to First 5 Solano.

## **Section 4: First 5 Solano Reservation of Rights**

1. First 5 Solano reserves the right to reject any and all Applications, or to cancel this RFA in part or in its entirety.
2. First 5 Solano reserves the right to waive any variances in applications provided such action is in the best interest of First 5 Solano.
3. First 5 Solano reserves the right to amend this RFA at any time. First 5 Solano also reserves the right to cancel or reissue the RFA at its sole discretion.
4. Any application received which does not meet the requirements of this RFA, may be considered to be non-responsive, and may be rejected. First 5 Solano may reject any application that does not comply with all of the terms, conditions, and performance requirements of this RFA.
5. First 5 Solano reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
6. First 5 Solano reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.
7. First 5 Solano reserves the right to reject any and all proposals considered not to be in the best interest of First 5 Solano.
8. First 5 Solano reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.