

**Solano County Board of Supervisors**  
County Administrator's Office



**RFP #2021-02**  
**Community Investment Fund**  
**Annual Grants**  
**Addendum 1**

**February 25, 2021**  
**Proposers' Questions & Answers**

- Q1. Is it acceptable to apply to both Community Investment Fund RFPs that are currently open? If we apply to both, could it be for the same program or would it need to be for two different programs?**
- A1. An agency may apply for both funding opportunities for the same or different programs. However, the Proposals should be stand alone and will be evaluated by separate review panels.
- Q2. In Attachment A, Section 2B, Geography, are we able to mention a few cities we are looking at for the program, but that final city determination will be later?**
- A2. Yes. Please explain how the determination will be made in the narrative Section 2C.
- Q3. Can we have two six-month components for the program which build upon each other? What if we have parts of the second component which will be determined based on the outcome of the first component? For example, the second location may not be determined until we work through the first location.**
- A3. Yes. Please explain how this would work in the narrative Section 2C.
- Q4. Does the county have a sample logic model for guidance?**
- A4. No, there is not a sample available, but there were examples given during the Mandatory Proposers' Conference.
- Q5. Can the description of activities under program description include a table for activities, results and evaluation as a component or should it be pure narrative?**
- A5. Yes, you may include a table as long as your response adheres to the page requirements.
- Q6. Can we submit multiple proposals?**
- A6. Yes. Per Section 1.3, "Agencies may submit multiple Proposals for up to \$50,000 each, however, only one Proposal per agency will be awarded."

**Q7. Will we receive a copy of the attachment being shown to us?**

A7. All documents related to the Request for Proposals, including the attachments, can be found at:

[https://www.solanocounty.com/depts/county\\_admin/community\\_investment\\_fund\\_rfp.asp](https://www.solanocounty.com/depts/county_admin/community_investment_fund_rfp.asp)

**Q8. Are letters of support required or helpful?**

A8. No, letters of support are not required and will not be passed on to the Review Panel as part of your Proposal.

**Q9. Is there a list of previous awardees?**

A9. FY2020/21 was the first round of Community Investment Fund Annual Grants issued. Agencies awarded funds for FY2020/21 Community Investment Fund Annual Grants included:

1. La Clinica de la Raza
2. Dixon Unified School District
3. On the Move
4. Fairfield Police Activities League
5. Community Medical Centers
6. Napa Solano SANE SART/Solano Trauma Recovery Center
7. Fairfield Suisun Unified School District Family Resource Center

**Q10. Can current awardees of this funding apply for this round of funding?**

A10. Yes.

**Q11. Do all new Proposers have an equal opportunity or will previous awardees that you are familiar with be weighed higher?**

A11. All Proposers have equal opportunity; there is no preference in scoring that will be given to previous awardees.

**Q12. What is the origin of the CIF funds? Are these Federal dollars, state, or local general fund?**

A12. Community Investment Funds are Solano County General Fund.

**Q13. Does it matter what ink we use for wet signature? Blue, black, etc.?**

A13. You may use any ink that is legible in a scan.

**Q14. Did you specify a font size?**

A14. Font should be Arial 11.

**Q15. Is there a page limit Attachment A, Section 4A?**

A15. No. There is no page limit on the line item budget.

**Q16. Can the provider/attendee email/contact list going to be made available?**

A16. The Proposers' Conference attendee list has been provided on the website with the Request for Proposals at:

[https://www.solanocounty.com/depts/county\\_admin/community\\_investment\\_fund\\_rfp.asp](https://www.solanocounty.com/depts/county_admin/community_investment_fund_rfp.asp)

**Q17. Are there people or is there a place we can go to get guidance on creating this proposal?**

A17. The Request for Proposals document and the Mandatory Proposers' Conference are the guidance for developing Proposals.

**Q18. Is there a preference with the county to be in person or virtual when offering classes for children?**

A18. There is no preference for in person versus virtual services. Proposers must follow relevant federal, state, and local COVID-19 guidelines for the time and location of providing services.

**Q19. Do Proposals need to include plans for both virtual, if CA is still not gathering or if venues are not allowing gatherings, and plans for in person, if we are allowed to gather again? Would a mix of virtual and in person be acceptable?**

A19. There is no preference for in person versus virtual services. Proposers must follow relevant federal, state, and local COVID-19 guidelines for the time and location of providing services.

**Q20. Please say more about strategies for ensuring we are equitable and inclusive. Does this relate to both staff and clients?**

A20. Policy Link defines *equity* as just and fair inclusion into a society in which all can participate, prosper, and reach their full potential. Equitable and inclusive services ensure that groups of historically marginalized people are represented and included.

**Q21. If we are offering an online class and do not plan to meet in person, will we need insurance?**

A21. The insurance requirements in the Solano County Standard Contract are for all contracts with the County of Solano, regardless of how services are delivered. If you are requesting qualifications to the insurance requirement, please indicate that in your Proposal.

**Q22. How do we submit financial information, such as audits or financial statements?**

A22. Financial information documents should be attached to the email with the Proposal submission. Alternately if financial information documents are on a public website, the link to the website may be provided in section 4C.

**Q23. Are 2 years of tax returns acceptable for Section 4C?**

A23. Audited financial statements are the preferred submission for 4C. Should audited financial statement not be available, statements of revenue, expenditure and balance sheets may be substituted. Should neither of these statements be available, tax returns may be submitted; however, additional information, including a risk assessment, may be requested prior to contract award.

**Q24. What if we are a new company without 2 years of financial info?**

A24. Submit the financial information that is available and explain why additional requested financial information is not available.

**Q25. If you are another County Department what do you do about the financial statements?**

A25. Provide a link to the County of Solano Audited Financial Statements.

**Q26. Can we propose services for adults? Both parents and nonparents?**

A26. There are no age restrictions on services as long as services are addressing one of the top 6 needs identified by the County.

**Q27. Is there an age group that this RFP focuses on?**

A27. There are no age restrictions on services as long as services are addressing one of the top 6 needs identified by the County.

**Q28. Are capital expenditures allowed?**

A28. No, per RFP Section 1.4, capital improvements, defined as permanent structural changes to a property, are not allowed.

**Q29. Does that mean we cannot use the money to do playgrounds?**

A29. Permanent playground structures are considered capital improvements and are not an allowable use of funds.

**Q30. So redoing the roof for a senior citizen affordable housing park is not allowed?**

A30. Replacement of a roof is considered a capital improvement and is not an allowable use of funds.

**Q31. Would the construction of tiny houses for homeless people be considered or is this a capitol expense?**

A31. Construction of tiny houses is considered a capital improvement and is not an allowable use of funds.

**Q32. Can a proposal be submitted to expand an in-home childcare to a childcare center, and obtaining a building to expand?**

A32. Proposers may propose the strategy(ies) to meet the priority selected. Per Section 1.4 Capital expenditures, such as obtaining a building are not allowed.

**Q33: To clarify, requests cannot be for existing activities, but must be new or enhancements to existing programs?**

A33: Funds may not supplant funds for existing activities, but may be for new activities, enhance existing activities, or expand existing activities to serve more people.

**Q34. Would a new pilot program using one-time funding wanting to expand to a new term (6 months, 1 year, etc.) be eligible as an enhance project?**

A34. Yes, as long as the Proposal does not supplant existing funds.

**Q35. Do you provide feedback to applicants not accepted?**

A35. Feedback to applicants is not routinely provided.

**Q36. Do you have any information on how we can offer services such as signing up our incoming clients for Cal-fresh and medical services in house?**

A36. No, information on connecting clients to services is not a part of this RFP.

**Q37. Would teacher training certification be acceptable, to support the accreditation of an expanding school?**

A37. Proposers may propose the strategy(ies) to meet the priority selected.

**Q38. Can the funding used for payroll for a new child-care center, and curriculum?**

A38. Proposers may propose the strategy(ies) to meet the priority selected.

**Q39. I'm clear capitol expenses are not considered but can you give examples of what things we can use it for if we have childcare businesses**

A39. Examples for specific business types are not provided.

**Q40. Does the County currently fund Trauma Informed Care workshops for parents/families or for friend and/or neighbor providers?**

A40. The County does not currently fund Trauma Informed Care workshops using Community Investment Funds. The County may fund these through other funding sources, but that is unknown at this time.

**Q41. Can this grant fund projects that started with funding from a First 5 Annual Grant?**

A41. Yes.

**Q42. Will this funding be available next year?**

A42. It is the intention of the Board of Supervisors to provide this funding opportunity annually through the Community Investment Fund.