

# Request for Proposals

## **First 5 Inyo County Special Grants for FY 2009-2010**

First 5 Inyo County wishes to entertain proposals from qualified groups, organizations, and entities to address the critical needs identified in the Commission's latest needs assessment and 2009 Strategic Plan update. Proposals should focus on a specific goal and include a number of clear outcome indicators that would help determine the proposal's effectiveness in fulfilling its goal to ensure Inyo County's children thrive in supportive, nurturing and safe environments, enter school healthy and ready to learn, and become integrated, contributing members of society.

The First 5 Commission has identified seven goals for proposals in the critical areas of Child Health, Child Development, and Family Functioning. These goals are listed below under the Critical Goal Areas heading, and priority will be given to proposals that specifically and realistically address 2 or more goals.

Grant applications must target children 0 to 5 and their families since they are the intended beneficiaries of all First 5 funds. Proposals should present clear goals and reasonable ways to measure whether these goals are met, so grant applicants are highly encouraged to contact First 5 staff as they develop their proposal for submission. Further information regarding Commission goals and standards is also available in the attached updated First 5 Inyo County Strategic Plan for 2009-2014. (See Attachment A)

### **Background**

Research shows that a child's brain develops in rapid and unique ways during the first 5 years of life. Early experiences set the stage for future growth and abilities. The environment in which a child lives, plays, and learns has the potential to impact the rest of his or her life. First 5 Inyo County is dedicated to funding outcomes that help shape the trajectory of a child's life to yield ongoing benefits and rewards. Every year, the Commission invests resources in vital services for children 0-5 and their families to accomplish this purpose.

First 5 Inyo County is funded from a fifty-cent tobacco tax collected by the State of California on tobacco products. Twenty percent of these funds go to statewide First 5 initiatives, and eighty percent of the funds are dispersed to individual counties throughout the state according to birth rate populations.

The First 5 Inyo County Commission is using a portion of their yearly monies to fund Special Grant programs for 2009-2010 for up to \$60,000. (In FY 2010-2011 Targeted Grant program funding may be available for up to 3 years and up to \$100,000, but for this proposal cycle in FY 2009-2010, \$60,000 is the limit)

## **Critical Goal Areas**

### **CHILD HEALTH**

#### **Nutrition and Fitness Needs**

First 5 Inyo County has just completed a countywide needs assessment that found regardless of socio-economic status, ethnic background, or locale of residence within Inyo County, parents and caregivers ranked nutrition and fitness among the top 5 need priorities for children 0 to 5. The goal of this grant is that increasing numbers of children in Inyo County have greater access to proper nutrition

and fitness resources to maintain a healthy weight. The specific outcomes nutrition and fitness proposals should demonstrate a positive impact on are:

1. Number and percentage of parents and caregivers who are educated regarding appropriate nutrition and fitness, and are implementing this knowledge with their children ages 0-5.
2. Number and percentage of children ages 0-5 who eat a healthy diet and engage in age-appropriate, active play.
3. Number and percentage of children ages 2-5 that are in the expected range of weight for their height and age.

## **Oral Health Care**

Inyo County does not have a pediatric dentist, and in most cases children under 5 have to travel out of the county for yearly dental check-ups and dental treatment. The goal of an Oral Health grant would be to ensure children 0-5 receive timely and adequate services to prevent, detect, and treat oral health issues. The outcomes such a grant should be structured to improve are:

1. Number and percentage of parents who are knowledgeable about early oral health and practice healthy dental habits with their children 0 to 5.
2. Number and percentage of children ages 1-5 accessing early dental care and being screened for dental problems.
3. Number and percentage of children ages 1 to 5 who are identified with dental problems and who receive treatment for them.

## **Health Care Access**

Inyo County is the second largest county in California, and the tenth largest county in the contiguous United States. Because of its vast size and the wide distribution of the population residing therein, many parents find themselves having to commute more than an hour away from their home to access health services for their children. For the less privileged who cannot afford to take time off from work for health related travel, or who cannot afford the transportation solutions currently available, this can pose a formidable barrier to accessing health care. Outcomes a health care access grant should address include:

1. Number and percentage of parents who are knowledgeable about the importance of, and have access to, preventative health care, both prenatally, and for children 0-5.
2. Number and percentage of children ages 0-5 who are going to well baby and well child check ups for screenings and immunizations.
3. Number and percentage of children 0-5 receiving referrals for early screening and receiving treatment for developmental delays and health problems.

# **CHILD DEVELOPMENT**

## **Increased Understanding of Child Development**

Parents and childcare providers should be inspired with the dramatic impact early education can make on the entire trajectory of a child's life. They also need to be equipped with the knowledge and tools to encourage early development in the children they nurture daily. A grant focused on increasing local parent and childcare provider understanding of child development should focus on improving the following outcomes:

1. Number and percentage of parents and caregivers accessing service programming or classes on parenting, child development, and school readiness.
2. Number and percentage of parents and caregivers implementing information learned from programming and services.
3. Number and percentage of parents and caregivers reporting an increase in knowledge and confidence, or a positive change in routine/ habits.

## **Quality Care & Early Childhood Education Programs**

All children in Inyo County deserve a variety of quality care and education programs, but the resources available from town to town within our county differ greatly. Children in Tecopa and Death Valley not only face isolation from many of their peers, but the number of resources they can draw upon to start new programs and the numbers of children their age available to participate with them are often few and far between.

Parents in every community we visited expressed interest in more Mommy& Me and Gymboree style classes, in help paying for childcare and preschool, and in preschool to Kindergarten transition programs to help their children adjust to the brave new world of elementary school. Any ideas for a quality care or education program you propose should look to increase some of the following measures:

1. Number and percentage of children ages 0-3 and 3-5 attending programs and accessing services.
2. Number and percentage of children ages 3-5 showing improved signs of school readiness at preschool entry and Kindergarten entry.
3. Number and percentage of children succeeding in school longitudinally at Kindergarten, 2nd and 4th Grade Assessment.

## **FAMILY FUNCTIONING**

### **Increased support for Community-Based Organizations (CBOs) to meet basic needs**

Existing community-based organizations already delivering services to needy families with children 0 to 5 are the target of this goal. Instead of creating a new resource, First 5 wants to leverage our funding to support the organizations already connected to families struggling to find a place to live or food to eat. Local nonprofits looking to expand the types of services they offer, or the audience of people they offer them to, are perfect candidates to benefit from the First 5 Commission's dedication to increase:

1. Number and percentage of providers at community based resources accessing services and support from First 5.
2. Number and percent of families that have improved access to services and improved self-sufficiency.

### **Increased support to help CBOs sustain children's health and development services**

Resources for nonprofits and family service organizations are usually spread thin in a rural county like Inyo. Acknowledging this, one of the Commission's goals is to offer sustaining support to community-based organizations that do provide children's health and development services. Anything we can do to extend hours of existing services or help a CBO target a new 0 to 5 population, lines up with our target outcomes:

1. Number and percentage of providers at community based resources accessing services and support from First 5.
2. Number and percentage of children 0 to 5 that have improved health or development.

## Qualification of Applicants

The First 5 Inyo County Commission will entertain proposals from all community groups, civic and nonprofit organizations, and public and private entities that demonstrate the capability of meeting Commission priorities throughout Inyo County. Local businesses, schools, hospitals, park services, and health clinics are encouraged to apply. Evidence of ability to deliver proposed services, measure and report on clear outcomes, and willingness to partner with other community resources to achieve your goal, will assist the Commission in review of each proposal.

Attached to this RFP are samples of fiscal reporting templates (See Attachments D,E,F) you will be asked to return with your invoices, as well as a sample county contract (See Attachment B) and a Scope of Work (See Attachment C). Review all the attached items and make sure you are willing to comply with the outlined conditions prior to completing and submitting your application. The First 5 Commission of Inyo County reserves the right to mandate what form of reporting is required from all contractors, and may institute different requirements, especially if State First 5 reporting standards change.

## Measuring Success

First 5 Inyo County is committed to quality, results-based evaluation for 2 worthy reasons:

**1) First 5 Monies are decreasing yearly so we have to make the most of what we have now.**

Fewer tobacco taxes are collected each year as more people rightly realize the dangers and detriments of smoking. This makes it imperative that current funds are leveraged to help determine the most successful methods for helping young children in Inyo County achieve lasting benefits.

**2) Proven programs mean more opportunities for future funding.** The documentation and measurements contractors pass on to staff for required state reporting not only contribute to future state and federal early childhood funding decisions, but they also serve as a strong platform to secure funding from a wide variety of national sources for local non-profits, civic groups, and public entities.

To avoid confusion and mission drift, specificity in all areas is appreciated. This especially true in terms of how you plan to measure the achievement of your proposal, and what baseline measures you will use to realistically demonstrate the end result of your efforts for a set period of time.

In light of this, projects may posit a variety of meaningful and specific measures, but proposals must incorporate at least 2 or more of the target indicators identified by the First 5 Commission in their Strategic Plan. For example, in our updated Strategic Plan under nutrition and fitness you'll find the following menu of indicators to choose from:

- a. *Number and percentage of pregnant women who understand what good nutrition means and are making positive nutritional choices during pregnancy*
- b. *Number and percentage of parents who understand what good nutrition means and are making positive nutritional choices*
- c. *Number and percentage of caregivers who understand what good nutrition means and are making positive nutritional choices*

- d. *Number and percentage of women who are breastfeeding at time of discharge, at 6 weeks, 6 months, and 12 months*
- e. *Number and percentage of women who participate in breastfeeding support programs*
- f. *Number and percentage of parents and caregivers who participate in educational child nutrition and fitness programs*
- g. *Amount of educational "screentime" (TV, computer, video games) a child watches per weekday/weekend*
- h. *Amount of non-educational "screentime" (TV, computer, video games) watched per weekday/weekend*
- i. *Number and percentage of qualified families receiving WIC*
- j. *Number and percentage of qualified families receiving food stamps*

If you select another goal, your indicator menu will differ, but Commission-approved indicators for every goal are listed in the last 5 appendix pages of our attached Strategic Plan.

## **Proposal Requirements**

Proposals should be in writing and should contain the following 5 categories:

### **1. Narrative**

A brief discussion of the following topics:

#### a. Organizational Background

- What are the history, mission, and purpose of your organization?
- What are some of your past organizational accomplishments?
- What current programs, activities, or services do you provide?

#### b. Project Goals and Outcomes

In a few sentences, describe what you propose to accomplish, who will benefit, and how you plan to implement your idea.

- What specific activities will you undertake to meet your goal?
- What is your timeline for implementing the project?
- Specifically how will you use the grant funds?

Describe how your proposal relates to a specific First 5 goal for children 0 to 5 in Inyo County.

- Which of the Commission's outcome areas do you plan to impact?
- What specific geographic area or age-range are you serving?
- How does this proposal relate to other existing programs in Inyo County?

#### c. Project Evaluation

State at least 3 objectives, or indicators, you plan to measure in order to assess your proposal's effectiveness.

- How will you know if you've achieved your anticipated outcome?
- How will you mark and track progress toward your goal?
- What initial measure or benchmark are you comparing your progress to?

## 2. Scope of Work

This document should describe in great detail every step of the project to be accomplished, the manpower and supplies involved, and the proposed timeline for successfully completing each task.

## 3. Proposed Line Item Budget

This budget should include the proposed cost of completing your project and delivering all the necessary data to staff for reporting to the Commission's satisfaction. Also, incorporate a commission template detailing what funds, from other specified sources, if any, would be used to accomplish a portion of this overall proposal. Each stream of funding should have a specified use. You will also need to provide a copy of your organization's line item budget from the past year, as listed below.

## 4. Fiscal & Project Reporting

Included in this RFP packet is a blank copy of Inyo County's proposed contract, sample scope of work, and sample monthly fiscal reports and invoices. After reviewing all sample documents, be sure to incorporate similar measures and documentation into your proposal. The First 5 Inyo County Commission will negotiate final required measures if your project is offered a contract, but supplying direct reporting samples to the Commission definitely strengthens your proposal.

## 5. Ancillary Documents

Please include all of the following that apply.

- Signed copy of First 5 Inyo County's Supplantation Policy Certification Form
- A list of organizational leadership or board members and their affiliations
- Copies of minutes from the past 2 organizational meetings
- Copy of your organization's line item budget for the past fiscal year
- Any necessary First 5 fiscal templates related to multiple funding sources for a portion of your proposal.
- A copy of your current 501 (c) (3) letter from the IRS (or) Documentation of your Tax ID number
- No more than 5 pages of documentation of previous experience with similar or related projects, letters of recommendation, or staff resumes
- Sign-on sheet of partners committing support or resources to your proposed project, or formal commitment letters.

## Scoring of Proposals

100 Maximum  
Pts. Available

Proposal  
Requirement

40	Narrative's clarity of purpose and reasonable measures
25	Scope of Work's level of specificity and feasibility
25	Line Item Budget's detail and realistic projections
10	Ancillary Documents level of completion

## Submission of Proposals

Proposals shall be submitted to:

First 5 Inyo County  
568 W. Line Street  
Bishop, CA 93514

Deadline for submissions is Friday, September 25, 2009 at 5:00 PM. No faxes will be accepted. For further information, contact First 5 Inyo County staff at 760-873-6453 or visit [www.inyocounty.us/first5](http://www.inyocounty.us/first5) .