



## First 5 Inyo County Community Grant Fund

### Request for Applications

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Due: August 17, 2020 at 5pm

Submit applications and questions to the First 5 Director, Serena Johnson at [sjohnson@inyocounty.us](mailto:sjohnson@inyocounty.us)

Forms and documents are available at the First 5 Inyo County website at  
<https://www.inyocounty.us/first5>

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#### A. Introduction

The purpose of the Community Grant Fund is to address impacts of COVID-19 and the Stay-at-Home order in Inyo County on young children and their families. First 5 Inyo County hopes this grant fund encourages agency partners to support the well-being of Inyo County children by enhancing existing community resources and connecting early childhood systems of support to achieve sustained positive change for children prenatal to age five and their families into the future.

For fiscal year 2020-2021 the Commission intends to allocate \$40,000 for Community Grants. This funding is contingent on the Inyo County Board of Supervisors adoption of the fiscal year 2020-2021 First 5 budget.

#### B. Background

In November 1998, California voters passed Proposition 10, the Children and Families Act of 1998. Its intent was to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early child development, and to ensure that children are ready to enter school and reach their full potential. The Inyo County Children and Families Commission, otherwise known as First 5 Inyo County, was created in 1999 by the Inyo County Board of Supervisors to carry out the work of Proposition 10 in the county.

The First 5 Inyo County Commission set a new vision in their five year strategic plan that all children in Inyo County will thrive. The four focus areas of the strategic plan include systems building, resilient families, comprehensive health and development, and quality early learning work. The five year strategic plan aims to fulfil the mission of building the early childhood systems and supports needed to ensure Inyo County's young children are healthy, safe and ready to succeed. The complete Strategic Plan can be viewed online at the First 5 Inyo County website: <https://www.inyocounty.us/first5>.

### C. Funding Goals and Activities

With this funding, First 5 Inyo County strives to support local organizations and programs by making Proposition 10 funding available for services that aim to benefit children prenatal to age five during recovery from the COVID-19 pandemic.

First 5 Inyo County hopes these funds help with the extraordinary costs of providing services during and after the crisis. Each agency helping young families is essential to the safety net and recovery of our community. Families are under a kind of stress most have never experienced before as a result of the COVID-19 pandemic. First 5 Inyo County would like to help fund projects that build family strength in one or more of the five key protective factors:

- i. Parental Resilience
- ii. Social Connections
- iii. Knowledge of parenting and child development
- iv. Concrete support in times of need
- v. Social and emotional competence of children

*For more information on Strengthening Families and the Protective Factors Framework, visit the Center for the Study of Social Policy at: <https://cssp.org/our-work/project/strengthening-families/>.*

First 5 Inyo County is inviting proposals for projects up to \$40,000. Funds may be expended over a maximum contract period of one year, starting no earlier than July 1, 2020 and ending no later than June 30, 2021. This would occur if the proposal is the only one received. First 5 Inyo County recommends applicants to ask for the amount of funding needed to complete the project in the possibility that the maximum amount could be awarded.

Funds can be used for the following allowable expenditures: personnel time, materials and supplies, training, stipends, incentives, food, advertising and communication, indirect costs at an amount not to exceed 10%, utilities, and rent. Non allowable expenses include: supplanting of existing funding and efforts, equipment, furniture, out-of-state travel, purchase of space, capital assets, facilities renovation, improvements, or repairs, lobbying, political activities, and fund-raising.

#### D. Eligibility

Agencies serving Inyo County families with children ages zero to five or pregnant mothers, including government, community-based, health care, non-profit, and Tribal organizations can apply. Agencies and organizations must be in good standing with First 5 Inyo County, and selection criteria will award agencies that are currently collaborating on First 5 projects.

#### E. Application and Submission

A complete application including signature are required for consideration. Applications will not be accepted after the deadline. An application submission does not guarantee award of funding. All notifications will be sent to the email address on the application submitted. Application materials are available at the First 5 Inyo County webpage: <https://www.inyocounty.us/first5>. Submit complete application by email to [sjohnson@inyocounty.us](mailto:sjohnson@inyocounty.us) by 5pm on August 17, 2020 to be considered. Submit all questions via email to Serena Johnson, First 5 Director, at [sjohnson@inyocounty.us](mailto:sjohnson@inyocounty.us).

#### F. Selection Process

Proposals will be evaluated and graded on a 100-point scale. See Part H Appendix Section 3 for the scoring criteria. A three person team made up of the First 5 Director, one First 5 Commissioner, and one HHS fiscal representative will score each proposal. A proposal must receive a minimum score of 80 points in order to be recommended to the Commission. All recommended proposals will be submitted to the Commission for review on August 27, 2020. All proposals will be notified of the Commission's decisions. The Commission reserves the right to issue an award under this RFP to a single or multiple organization(s), at its sole discretion. If the Commission determines that no proposer meets the requirements of this RFP, the Commission, at its sole discretion, reserves the right to reject all proposals. Selected proposals will work with the First 5 Director to prepare a contract for the Inyo County Board of Supervisors' approval. Final proposal approval is contingent on the Board of Supervisors approval of the 2020-2021 Commission budget and prepared contract. An application submission or draft contract does not guarantee award of funding.

#### G. Responsibilities, if Awarded

The Commission requires that all grantees must do the following:

1. Acknowledge a portion of grant funds will be awarded on a reimbursement basis. Grantees shall keep careful records, including receipts or documents of authorized expenses in order to invoice quarterly. First 5 Inyo County will only reimburse invoices providing back-up documentation of expenses paid (e.g. cancelled check, bank

statement, receipt/statement showing zero balance). All expenses need to occur during the fiscal year and contract dates (e.g. July 1, 2020 – June 31, 2021).

2. Certify that First 5 Inyo County Proposition 10 funds will only be used to supplement existing levels of service and not to fund existing levels of service. No Proposition 10 grant funding shall be used to supplant State or local general fund money for any purpose. The grantee shall execute a certification that is has complied with the anti-supplantation requirement stated in Section 30131.4 of the California Tax & Revenue Code, provided in Part H Appendix Section 2. Such certification shall be executed as part of the contract process and prior to the release of Proposition 10 funds. If the Commission determines that supplantation has occurred, the grantee shall be required to reimburse the Commission for all Proposition 10 funds that were used in violation of this policy.
3. Acknowledge the support of First 5 Inyo County in its advertising or place of business through use of name or logo.
4. Submit a final report to First 5 Inyo County director within 30 days of the conclusion of the project or contract. Report template will be provided during the contract process.
5. Enter into contract with Inyo County. Contract Number 116 is included as a sample on the First 5 Inyo County website and provisions are subject to change based on the exact service the contractor provides.
6. Comply with all insurance requirements. Amount to be determined depending on type of services being provided. Inyo County will provide contractor with insurance requirements at time of contract negotiation. Proof of insurance requirements are needed at the time of contract submission to the Inyo County Board of Supervisors.
7. Agree to consult with First 5 Director as needed and required.

H. Appendix

1. Application Preview.

This is only a preview. Please download the templates on the First 5 Inyo County webpage.



First 5 Use Only		
Date Received	Accepted	Declined
Community Grant Name		

**GRANT APPLICATION FOR FY 2020-21**

Organization Name	Name of Project:
Type of Organization	Amount Requested: \$ _____
Contact Person and Title	Email
Person with Signing Authority and Title	Primary Contact #
Mailing Street Address, City, State, Zip	

Goal Area: select one	Intended Audience	Projected Number to be Served
Select one focus protective factor drop down	Children age 0 - 3	
	Children age 3 - 5	
	Parents (includes expecting, guardians, and primary caregivers)	
	Provider (specify type)	
	Other (please describe)	
	<b>TOTAL</b>	

Applicant's Background – Briefly describe the background of the agency that will administer the grant. Provide specific examples on existing activities supported by your agency that clearly advance the community's support and understanding of the needs of children prenatal to age five in Inyo County.

Proposal – Briefly describe the community need that supports this grant. Provide specifics of your goal and how this grant will be used to fill the service gap addressed. Include how many children will directly benefit, what part of the County will this take place, and partner agencies you will engage in this project.

<b>Scope of Work</b>		
<b>Activities</b>	<b>Timeline</b>	<b>Deliverables</b>
<i>What specific activities and/or supplies will funding for this project cover?</i>	<i>When will these activities occur?</i>	<i>How will project results be tracked and measured for success, e.g., what data/information do you plan to collect to demonstrate activities have been successfully completed?</i>
1.		
2.		
3.		
4.		
5.		

Is there any additional information you would like First 5 Inyo County to know about this project?

<b>Budget</b>		
<i>Name of Expense</i>	<i>Total Amount</i>	<i>Budget Narrative – explain how the dollar amount is the right amount for the Scope of Work, per item.</i>
I. Personnel Expenses		<i>e.g. title, role, FTE/hours, position salary, benefits</i>
a.		
b.		
c.		
d.		
<b>Total Personnel Expenses</b>	<b>\$</b>	
II. Operating Expenses		<i>e.g. type of supply, purpose, estimated unit cost</i>
a.		
b.		
c.		
d.		
e.		
f.		
<b>Total Operating Expenses</b>	<b>\$</b>	
III. Indirect Costs (10%)	\$	
<b>Total Budget</b>	<b>\$</b>	

I certify that that information contained in this proposal is true and correct to the best of my knowledge and belief. I have reviewed the requirements including the contract template and insurance requirements. I understand and can meet the necessary contract requirements.

\_\_\_\_\_

Signature Date

\_\_\_\_\_

Name of Person Position

2. Supplantation Form



**FIRST 5 INYO COUNTY  
ANNUAL NON-SUPPLANTATION CERTIFICATION**

**STRATEGIC GRANT NUMBER:** \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_

**CERTIFICATION**

CONTRACTOR hereby certifies that:

- (a) Any and all funds received from the First Five Inyo County Commission will be used exclusively to develop new projects, expand existing programs and/or services or to enhance existing programs and services for children who are 0-5 years of age.
- (b) CONTRACTOR has not, and will not in the future, utilize such funds to supplant State or local General Fund money for any purpose.
- (c) To the extent that CONTRACTOR utilizes funds received from the First Five Inyo County Commission to replace State or Federal categorical funds, CONTRACTOR can demonstrate, upon request by the Commission, that such State or Federal categorical funds have been used to increase the level of services provided to children 0-5 years of age.
- (d) Any funds received by CONTRACTOR under its agreement with the Commission for prior years have been used consistent with subsections (a)-(c) of this Certification.

**NOTE:** Failure to comply with the anti-supplantation requirements stated in this Certification, the Agreement with the Commission and/or Revenue and Taxation Code Section 30131.4 shall constitute breach of any agreement with COMMISSION which shall result in termination of such agreement. If the COMMISSION determines that supplantation has occurred, CONTRACTOR shall also be required in accordance with the terms of the Agreement with the COMMISSION to reimburse the COMMISSION for all funds that were used in violation of this Certification, the Agreement with the Commission and/or Revenue and Taxation Code Section 30131.4.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### 3. Scoring Rubric

All of the following questions must be answered yes for the proposal application to be scored. If any are answered no, the First 5 Director will notify the contractor and allow two business days to provide the requested changes.

- Was proposal completed on the grant application?  Yes  No
- Did the proposal include a budget?  Yes  No
- Was the proposal submitted by the deadline?  Yes  No
- Was the proposal submitted by an authorized agency?  Yes  No
- Was the proposal signed?  Yes  No
- Was the supplantation attestation signed?  Yes  No
- Does the proposal target one protective factor?  Yes  No

Rubric	Points Available	Points Given	Notes
Completeness of Application Packet	10		
Depth/Breadth Experience <ul style="list-style-type: none"> <li>- History of providing services to required population</li> <li>- Qualifications and staffing capacity</li> <li>- Partner in First 5 programs and activities</li> </ul>	25		
Proposal <ul style="list-style-type: none"> <li>- Clearly meets community need</li> <li>- Clearly fills a gap, supplements or strengthens existing resources in the county</li> <li>- Other strengths toward effective implementation</li> <li>- Capacity for effective collaborative working relationships</li> </ul>	50		
Scope of Work and Budget <ul style="list-style-type: none"> <li>- Demonstrate financial capacity and experience to prepare and delivery the reporting successfully</li> <li>- Costs are clearly economical and realistic</li> </ul>	15		
<b>TOTAL</b>	<b>100</b>		
<i>Name of Rater</i>	<i>Signature</i>		<i>Date</i>