

First 5 Riverside
Riverside County Children and Families Commission
A Division of Riverside County Department of Public Social Services

New Capacity for High Need Areas
Funding Opportunity
Grant Guidelines

August 1, 2010 – January 31, 2012



Vision

All children in Riverside County are healthy and thrive in supportive, nurturing, and loving environments and enter school ready to learn and embrace lifelong learning.

Mission

First 5 Riverside invests in partnerships that deliver results in these areas: physical health, social-emotional health, cognitive development, a stable home environment, and schools that are ready.



Background

First 5 Riverside (F5R), also known as the Riverside County Children & Families Commission (“Commission”), was created by the passage of Proposition 10, the California Children and Families Act. Passed by California voters in 1998, Proposition 10 (Children and Families Act of 1998) increased the tax on tobacco products to provide funding for services for children ages 0-5 in order to establish a strong foundation for their future development, enabling them to be prepared for success in school and throughout their lives. Proposition 10 recognized the critical importance of the first 5 years of life, and the need for a comprehensive range of services for children ages 0-5 and their families. The revenues collected must be directed toward, promoting, supporting, and improving the early development of children prenatal through five years of age and to supporting the creation of integrated, comprehensive, and collaborative systems of service to enhance optimal early childhood development.

To facilitate the direction of Proposition 10 funds at the local level, County Commissions were established in each of California’s 58 counties. Each Commission is comprised of members appointed by local County Boards of Supervisors and each Commission has independent authority over the administration of Proposition 10 funds in its county.

The Riverside County Children and Families Commission adopted its current Strategic Plan in July 2006 and it remains in effect through June 2011. The Strategic Plan outlines broad goals and more specific outcomes to support each goal. All funded projects of the Commission are designed to support the Commission in achieving these goals. A copy of the Strategic Plan can be downloaded from our website at www.rccfc.org.

Overview

First 5 Riverside is offering New Capacity for High Need Areas Grants to fund community-based projects that support children from birth through age 5 in Riverside County. This funding is a unique opportunity that seeks to fund proposals that accomplish the Commission’s Strategic Plan child care goal of expanding quality child care in Riverside County. The intent of the New Capacity for High Need Areas Grant is to support New **Capital Development** and/or **Renovation** for increasing the number of licensed center-based child care spaces. Family child care home providers will not be eligible for the New Capacity for High Needs Areas Grant. Funds are not intended to support current, on-going or general operations.

Examples of potential grant projects include, but are not limited to:

- Capital New Development for purchasing modular buildings and/or new building construction costs to increase the number of licensed spaces
- Renovation costs to expand the number of current center-based licensed spaces

Both of these examples may include some predevelopment costs, such as limited architectural modification fees or consultant services up to a maximum of \$25,000. The Commission’s intent is to not fund predevelopment costs such as Conditional Use Permits (CUPs) that if not approved will prevent the project from

moving forward. Other allowable costs include move-in costs, classroom equipment and/or playground equipment for new licensed spaces.

Examples of items that will not be considered for funding under this New Capacity for High Needs Areas Grant include but are not limited to the following:

- Day-to-day operating costs such as salaries, rent, or food purchases
- Indirect or administrative costs – Indirect costs associated with subcontractor’s construction will be allowable up to 10% subject to review and approval
- Professional development/staff training expenses
- Reimbursement of expenses related to the project incurred prior to contract effective date
- Working capital to cover shortfalls or delays in payments from families, government agencies or other funding sources
- License fees
- Business Plan fees

As mandated by Proposition 10, funds must be used to expand, increase participation or enhance services and not to supplant existing levels of funding for services.

Applicants must demonstrate familiarity with First 5 Riverside’s Strategic Plan and explain how their proposal supports the goals and desired outcomes of the Strategic Plan. The goals are to:

- Foster a healthy community and provide access to affordable, comprehensive and preventive mental and physical health services.
- Expand the availability of quality, accessible and affordable child care services.
- Educate Riverside County residents regarding the life long implication of optimal development through age 5.

In addition to meeting the First 5 Riverside’s Strategic Plan goal of expanding quality child care, proposals should be consistent with the Commission’s guiding principles as follows:

- Respect the social, cultural, and ethnic diversity of families and communities.
- Support access to services for all families in an environment of support and respect.
- Support and encourage outreach to geographically and socially isolated families.
- Support families to meet the developmental needs of their children.
- Provide appropriate services and support to children with disabilities and other special needs and their families.
- Support and encourage collaboration and leveraging opportunities among grantees.
- Support promising practices and evidenced-based models.
- Recognize and promote services and support for children ages prenatal through 5 years as the foundation of a lifetime of growth and success.

Allocation of Funds

Distribution of funds will be based on competitive processes relating to the following goal adopted by the Commission:

Child Care Goal: Expand the availability of quality, accessible and affordable child care services.

The funding period will be from August 1, 2010 to January 31, 2012. At the September 2009 meeting, the Commission approved \$3,000,000 to be utilized for building new capacity in high need areas. The high need areas to be funded are defined as those with a need of 70% or higher as reported in the Riverside County Early Care and Education Mapping study prepared by Advancement Project/Healthy City, 2009.

Zip Codes with a 70% or higher need are listed in question # 4b in the application. Of the \$3,000,000 approved by the Commission, \$100,000 was previously designated to increase the First 5 Riverside Facility Assistance Fund to assist small family child care homes to expand to large family child care homes. As a result, \$2,900,000 remains for this Grant Funding Opportunity. Any funds not spent for family child care home expansion in the Facility Assistance Fund will be added back into this granting process.

Applicants may apply for one or both of the following options:

Capital New Development for new licensed center spaces or **Renovation** costs for expanding the number of current licensed center spaces.

The funding limits for each of the options are:

Capital New Development: \$750,000
Renovation: \$750,000

Applicant agencies are allowed to submit only one application per child care center site for which the agency seeks funding. Applications may seek funding for both options (Capital New Development and Renovation) but the total amount of the application may not exceed \$750,000. The maximum amount for allowable predevelopment costs is \$25,000.

In the event an applicant has applications for multiple sites that meet the minimum scoring threshold to be considered eligible for funding, only one application for one of the applicant's child care center sites will be recommended to the Commission for funding.

Applicant Eligibility

1. Subject to the limitations stated in the 2. of this section, any entity providing or planning to provide child care center-based services in Riverside County may apply for funds through this New Capacity for High Needs Areas Grant. Non-profit, public, community or faith based organizations, corporations, for profits, schools and/or governmental agencies may apply.

2. Family child care home providers are not eligible to apply.

Application Requirements

All applicants for funding must meet the stated requirements:

1. All applicants must meet the deadline date and time requirements.
2. All applications must be typed. No handwritten applications will be accepted.
3. Typing cannot be smaller than 11 pitch font.
4. All applicants must complete the entire application, including: cover sheet, all questions, budget, budget narrative and include all required attachments.
5. Budget instructions and application checklist are included for your reference.
6. All applicants must submit one entire proposal with original signatures and four additional copies of entire proposal.
7. Application format must be adhered to. Do not exceed the space provided for each question. Any information included beyond the space provided, other than specifically requested attachments, will not be considered.
8. Applicants may not include materials that are not specifically requested in the proposal.
9. Licensed child care centers must include a copy of their current license(s).
10. Applicants with a child care license that is currently 'on probation' are not eligible to apply.
11. Applicants' child care licenses may be sent through a review process with Community Care Licensing.
12. Additional documents may be requested from applicants upon the successful completion of the screening and reading process to further assist in the decision making process.
13. Site visits may be conducted by F5R staff prior to final award of grants.

Applicable Dates, Deadlines and Notifications

Applications will be available on May 12, 2010, on the First 5 Riverside website www.rccfc.org and at the office 2002 Iowa Ave. Riverside, CA 92507.

A Pre-bid conference will be held May 20, 2010 at the First 5 Riverside office, 2002 Iowa Ave, Riverside, CA 92507. The pre-bid conference will be from 9:00 A.M. to 12:00 P.M. All applicants are encouraged to attend.

Deadline for submission of questions will be Friday, June 4, 2010 at 5:00 P.M. No other questions will be addressed if not received by the deadline. ALL questions must be submitted in the form of an email. The email address is: contracts@rccfc.org Please allow up to 72 hours for a response to your email. In addition, all responses to all questions will be posted on the website in a Q&A section and updated weekly.

Completed applications will be accepted if received in the Commission office by Wednesday, June 9, 2010 at 5:00 P.M.

NO applications will be accepted after Wednesday, June 9, 2010 at 5:00 P.M.
Applications postmarked but not received by the deadline will NOT be accepted.

**Mail or hand-deliver completed applications to:
First 5 Riverside
Attention: Grants and Contracts
2002 Iowa Ave. Suite 100
Riverside, CA 92507**

- Faxes or e-mails will not be accepted.
- It is anticipated that notification of intent to recommend for award will be mailed to applicants by Thursday, June 17, 2010.
- It is anticipated that recommendations will be presented to the Commission for approval on Thursday, July 22, 2010.
- Contract finalization is anticipated to occur from June 17 – July 31, 2010.
- Anticipated contract implementation period will be August 1, 2010– January 31, 2012.

Request for Proposal (RFP) Criteria

- Proposal is for Capital New Development and/or Renovation.
- Proposal is to create child care/preschool capacity for children 0 through 5 years of age enrolled in child care or preschool: infants/toddlers and/or preschool age children; proposal does not include serving school-age children, kindergarten or older.
- Proposal is to increase the number of licensed child care center spaces or create new licensed center spaces in defined high need areas.
- Proposal must demonstrate ability of applicant to complete and implement the project by January **31, 2012**. This includes being licensed, staffed and children in attendance.
- Proposal must show proof of control of site (ownership/deed of trust or minimum 5 year lease with owner approval).
- Proposal must demonstrate sustainability of program operation for 5 years following grant approval.
- Proposal must demonstrate quality measures to be implemented: both physical/environmental quality and operational quality. Applicants are expected to demonstrate quality above the minimum Title 22 licensing requirements.
- Proposal must document all other sources of funding for the project.
- Proposal must document child care needs in geographic area.
- Proposal must include a Site Evaluation Plan (an analysis that includes physical characteristics of the property relevant to the project such as zoning, land use, building code, licensing requirement, title inspection if taking ownership of a new site, soils, geological and environmental reports).

Application Evaluation, Scoring, and Award Process

First 5 Riverside staff will screen applications for completeness. All completed applications will be read by a panel of qualified community readers and scored with the following scoring criteria. Funding recommendations will be forwarded to the Commission. Applications may be recommended for full or partial funding. Additional information may be requested from applicants.

Scoring Matrix	Total Points by Question
Question # 1 Organizational Qualifications: Readers will consider: organization’s experience; previous projects successfully implemented; sustainability of program/5years; (Approx. 1 Page)	10
Question # 2 Project Description: Readers will consider: clarity of description; services to children 0-5 years; Meeting the goal of expanding child care spaces; detailed description of project; clearly stated information; ability to implement project; meeting the goal of new licensed child care spaces; significance of need being addressed; (attach Site Evaluation Plan, Child Care License if applicable, and move-in equipment list if applicable) (Approx. 2 Pages)	25
Question # 3.a High Need Areas: Readers will consider: a)Clear description of population; services to a diverse population; services to low income families; services including children and families with special needs; (Approx. 1 Page)	10
Question # 3.b High Need Areas: Additional points for services in one or more areas on the zip code priority table. (attached waiting list or narrative describing needs)	5
Question #4.a Quality Description: Readers will consider: a) clear description of quality components for the physical environment (indoor and/or outdoor); (Approx. 1 Page)	10
Question #4.b Quality Description: b) Clear description of quality operational services (ECE philosophy, staffing, curriculum utilized; standards, assessment tools/methods); criteria above Title 22 minimum standards. (Approx. 1 Page)	5
Question #5 Timeline: Readers will consider: clear timeline with key tasks described from question #2; ability to implement project within timeline; (Approx. 1 Page)	10
Question #6.a Budget Page(s) Readers will consider: budget form is properly completed; reasonable costs for services; all items are matched with Budget Narrative form; Budget Tab	15
Question # 6.b. Budget Narrative: Readers will consider: Clear, concise description of budget items; all items coincide with budget pages; Budget Narrative Tab	10
Total Points:	100
If agency has not been funded by F5R, agency is eligible to receive 5 additional points.	
Minimum score of 70 required to be considered for funding.	

Contract Requirements

All awardees will be expected to adhere to the terms of the contract between the contractor and the Commission. These terms include but are not limited to the following:

- Expectation to maintain a tobacco-free workplace
- Agrees not to accept any funding from the tobacco industry, including event sponsorship and in-kind contributions.
- Agrees to purchase only equipment that meets applicable safety laws and standards.
- Agrees to stay in compliance with all Community Care Licensing Title 22 Regulations.
- Adheres to the Commission Attribution Policy.
- Proposition 10 funds must not be used to fund any existing levels of service that were or are currently in existence at the time of the purported expenditure.
- Agrees to provide applicable liability insurance coverage.
- Submit required program reports, expense reports and other documentation as required.
- Maintain funded project for intended purpose for a minimum of 5 years

Evaluation and Outcomes

First 5 Riverside is committed to results-based accountability and to systematically evaluating the effective use of Proposition 10 funds. To ensure funded services maximize resources, opportunities and the availability of services that promote optimal child development, the Commission has adopted a results-based approach to guide and evaluate its investments. The results-based evaluation addresses:

- Conditions the Commission wants to improve for children and families
- Strategies that will be most effective
- Indicators to measure progress and assess the success of First 5 Riverside efforts

Successful applicants will be required to adopt all First 5 Riverside evaluation and data reporting requirements specifically designed for the grant opportunity.

Additional Information

For more information:

- Visit the F5R website, www.rccfc.org
- Proposal materials are available on the website.
- Contact the First 5 Riverside office: Arrin Banks, Grants and Contracts Administrator, 951-248-0014. All questions must be submitted in the form of an email. Email address is: contracts@rccfc.org

Rights of the Commission

The Commission may cancel this Funding Opportunity at any time. All applications submitted in response hereto become property of the Commission. All information submitted in the applications becomes “public record” as defined by the State of California. If any proprietary information is contained in or attached to the application, it must be clearly identified by the applicant, otherwise the applicant agrees that any and all documents provided may be released to the public. Issuance of this Funding Opportunity in no way constitutes a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all proposals received in response to this Funding Opportunity (RFP), or to cancel this RFP if it is deemed to be in the best interest of the Commission to do so.

MISCELLANEOUS INFORMATION

- A.** Issuance of this RFP does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all applications received in response to this RFP, or to cancel this RFP if it is in the best interest of the Commission to do so.
- B.** The organization submitting an application agrees that by submitting an application it authorizes First 5 Riverside staff to verify any or all information and/or references given in the application.
- C.** First 5 Riverside staff reserves the right to approve all subcontractors proposed by the primary contractor.
- D.** First 5 Riverside staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.
- E.** Appeals will only be accepted based on the following:
 - 1. Technical or administrative grounds for appeal demonstrating that an official or published process or procedure has not been followed.
 - 2. Technical or administrative grounds for appeal demonstrating that the methods of assessment have been administered inconsistently or incorrectly applied.
 - 3. Bias during evaluation, such as a member of the review panel or other persons making the decision had an undisclosed conflict of interest as defined by state law, which should have resulted in that party recusing themselves from evaluating the applicant or participating in the discussion of the applicant.

All appeals will be handled as stated within the appeal policy.