



REQUEST FOR APPLICATIONS

RFA # 05-23

STRATEGIC INVESTMENT

Issued by:

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Applications must be submitted electronically via the Commission's database, and will be accepted until Wednesday, August 31, 2022, at 5:00 p.m. Eligible applicants may receive up to \$500,000 in Strategic Investment funds, total funding allocated not to exceed \$500,000.

Optional applicant's conference will be offered virtually on Wednesday, August 17, 2022, at noon. Login information will be provided via email after an inquiry has been submitted.

Overview of Funding Opportunity

Below is a brief summary of this Request for Applications (RFA). Please read the entire document for full requirements and details.

Intent of RFA

In accordance with its policies and long-term financial plan, the Commission shall make funds available annually for Strategic Investment. The intent of the RFA is to notify all eligible entities of the availability of funds and provide information about how to request funds.

Contract Period

Strategic Investment contracts shall begin no earlier than January 1, 2023, and shall conclude no later than December 31, 2025.

Eligibility

Non-profit (501c3), government, tribal, education, faith-based, health care, and early care and education providers.

I. INTRODUCTION

A. History of First 5 Butte County

In November of 1998, the citizens of California enacted the Children and Families Act, through Proposition 10. This initiative aims to promote, support, and improve the development of all children from the prenatal period to five years of age by creating an integrated system of information and services to enhance early childhood development.

Unlike many funding opportunities, the Children and Families Act has as its focus the support of local decision-making and the development of integrated strategies determined as most appropriate by each county. Each county is responsible for developing a Strategic Plan based on input and data reflective of its own community. Funding decisions are made at the local level to best meet local needs and interests.

The First 5 Butte County Children and Families Commission (the Commission), established on December 15, 1998, through an ordinance adopted by the Butte County Board of Supervisors, is responsible for the development and implementation of the Strategic Plan for the most effective use of the approximately \$1.6 million in annual revenue being allocated to Butte County through tobacco tax revenue. More information about the Commission can be found by visiting the Commission's website at first5butte.org.

B. Authority and Funding Summary

California Health and Safety Code (HSC) section 130140.1 authorizes the expenditure of funds from the Children and Families Trust Fund to enhance optimal development and to ensure that children are ready to enter school.

In September 2020, the Commission approved a [five year Strategic Plan](#). This investment supports the goals in any or all of the Commission's strategic priorities as outlined in the Plan.

In June 2022, the Commission approved \$500,000 in funding for Strategic Investment. This catalytic funding is meant to support grants of any amount that represent a strategic use of the Commission's unallocated fund balance. The grants must meet all of the following criteria set forth in the Commission's 2021-2026 Strategic Plan:

1. Prioritize the highest need children in Butte County
2. Address the impact of local disasters on vulnerable families with young children
3. Build and support long-term sustainable impact
4. Positively move an indicator identified in the Strategic Plan
5. Elevate the Commission as a systems partner

This funding may be offered in two stages:

1. **Stage 1:** Through August 31, 2022, 5:00PM, applicants may apply for funding for qualified projects. All eligible applications will be reviewed after the August 31 deadline, and funding will be allocated based on alignment with the Commission's priorities and funding availability.
2. **Stage 2:** If funds remain after the initial awards, applications will be opened again from January 1, 2023 – March 31, 2023, and awards will be granted on a first-come-first-served basis.

II. FUNDING GOALS AND ACTIVITIES

A. Strategic Investments

The purpose of the Strategic Investment (up to \$500,000) is to provide funds for capital improvements, asset acquisition, workforce development and retention, system stabilization and enhancement, and other projects that will improve the overall system of services for families and young children in Butte County. Investments must be sustainable well past the contract period, and applicants must provide proof of sustainability in their application.

III. FUNDING APPLICATION AND REQUIREMENTS

A. Required Activities

Grantees receiving Strategic Investment funds will be required to:

1. Submit quarterly data and performance measure reports to the Commission no later than the 15th of the month following the end of the quarter (October 15; January 15; April 15; July 15) per the specific terms of their contract.
2. Adhere to all Commission Contract Requirements.
3. Support data requests from the Commission and their evaluator.

B. Eligible Applications

The Commission will accept inquiries from non-profit (501c3), government, tribal, education, faith, health care, and early care and education.

Strategic Investment applications must receive a minimum score of 70 to be considered for funding. Scoring criteria is detailed in #E.2 of this section. Applications will be screened by Commission staff and scored by a committee of commissioners. Collaborative applications are encouraged.

C. Strategic Investment Critical Dates and Funding Terms

1. First 5 Butte County will accept applications through August 31, 2022 5:00PM. If funds remain after the initial awards, applications will be opened again from January 1, 2023 – March 31, 2023, and awards will be granted on a first-come-first-served basis.
2. Grantees may not begin work to be charged to the contract until the contract is fully executed.

D. Strategic Investment Allocation and Terms

The purpose of the Strategic Investment funding is to reimburse grantees for the acquisition of capital assets, capital improvements, investments in workforce development and retention, system stabilization and enhancement, and other services or interventions that will improve the overall system of services for families and young children in Butte County. The Commission reserves the right to negotiate all aspects of an application before executing a final contract.

E. Strategic Investment Application Instructions

All documents related to applying for Strategic Investment funds are available in the appendix of this solicitation, and on the Commission website at first5butte.org.

1. Applicants must first submit an inquiry with contact information and a brief summary of the funds request. The [inquiry form](http://first5butte.org/partners/apply-for-funding) is available at first5butte.org/partners/apply-for-funding. Commission staff will review the inquiry and verify

eligibility. Verification may take up to 5 business days. Inquiries submitted after August 19, 2022, 5:00PM will not be considered for Stage 1 funds.

2. Upon staff approval, an application and budget link will be provided via email to the contact provided in the inquiry. Applications must be developed and submitted in accordance with the acknowledgements described herein and must be complete at the time of submission. Applications shall address the following:
 - Specific community and/or target population(s) that will benefit from the Strategic Investment in both short and long-term.
 - The applicant’s experience providing services to the target population and/or residing in the identified community.
 - Rationale for the prioritization of the requested investment.
 - Explanation that other funding sources are not available, and/or how other funding sources will be utilized to augment the Commission’s investment (for example, leveraged/match funds).
 - Individual(s) responsible for managing the Strategic Investment.
 - Resources, timeline, and key milestones to successfully implementing the Strategic Investment.
 - Description of how the Strategic Investment meets the criteria identified in the Commission’s Strategic Plan:
 - Prioritize the highest need children in Butte County
 - Address the impact of local disasters on vulnerable families
 - Build and support long-term sustainable impact
 - Positive move and indicator(s) identified in the Strategic Plan
 - Elevate the Commission as a systems partner

Applications will be scored by a committee of commissioners, and recommended for Commission consideration with a score of 70 or higher, based on the following rubric. Due to the broad nature of the funding announcement, staff may request additional information before considering or forwarding the application.

Metric	Points
Does the application meet the five criteria identified in the Strategic Plan?	20
Does the applicant have sufficient organizational capacity and experience providing relevant services to the proposed target population/ community?	20
Is the rationale for the investment clear and logical?	20
Is there significant likelihood of long-term impact and sustainability past the contract period?	20
Is the budget aligned with the proposed investment?	20
Total points possible	100

3. Any applicant unable to complete the documents online should contact the Commission at First5Funding@Buttecounty.net.

F. Commission Notices

1. All work performed for the Commission, including all documents associated with the project, shall become the exclusive property of the Commission.
2. Any and all costs including travel, arising from development and delivery of a response to this RFA incurred by any applicant shall be borne by the applicant without reimbursement by the Commission.
3. The applicant shall remain an Independent Contractor, working under their own supervision and direction and is not a representative or employee of the Commission. The applicant agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to any contract that arises from the RFA.
4. Applicants must be prepared to begin work promptly following execution of the contract and is expected to complete the project in its entirety.
5. Issuance of this Solicitation in no way constitutes a commitment by the Commission to award a contract. If the Commission determines it is in its best interest to do so, no applicant may be selected and no contract may be executed.
6. The Commission reserves the right to reject any or all submittals received if the Commission determines that it is in its best interest to do so. Further, the Commission may cancel or amend this Solicitation at any time and may submit similar solicitations in the future.
7. The Commission may reject any submittal that does not meet all of the mandatory requirements of this Solicitation, is conditional, or is incomplete.
8. The selected applicant(s) must maintain a tobacco-free environment in compliance with all local, county, and state regulations.
9. The selected applicants(s) must agree not to accept any funds from the tobacco industry, including in-kind donations and event sponsorships.
10. The Commission will allow for the protest of denial of Prop 10 funding. The protest of denial must be filed within ten days of the receipt of the denial notification and must follow the Commission's procedures. Upon receipt of the rejection notification from the Commission, the applicant may file a Request for Protest of Grant Denial by emailing first5funding@buttecounty.net and requesting a protest of denial application. The applicant will be provided with an application and a copy of the policy to ensure proper documentation. The protest should provide evidence that the denial violated the Commission's procurement procedures or State law. Mere disagreement with the Commission's decision shall not be the basis for a successful protest.
11. All information and materials submitted to the Commission in response to this RFA may be reproduced by the Commission for the purpose of providing copies to authorized individuals involved in the evaluation of the applications, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Solicitation awards are a matter of public

record. Once a Contract is executed, submitted responses to this RFA are subject to public disclosure as required by law. Application submission is considered consent to the Commission's disclosure of the application. The Commission shall not be liable for disclosure of any information or records related to this procurement.

12. Questions and requests for clarification may only be submitted by e-mail to First5funding@buttecounty.net. All questions and requests for clarification shall be submitted no later than **Monday, August 15, 2022, 5:00PM**. The Commission will provide answers to all questions at the bidder's conference. A recording of the bidder's conference will be made available on the Commission website on **August 18, 2022**.

IV. Program, Evaluation, Administration and Fiscal Accountability

This section describes the program, fiscal, administration and evaluation responsibilities of the grantee.

A. Grantee Responsibilities

Once a grantee has been approved to receive Strategic Investment funds, there are multiple responsibilities and restrictions regarding how funds may be spent. This section includes information regarding the responsibilities of grantees, allowable costs, use of subcontractors, compliance requirements, and other fiscal considerations integral to program implementation and accountability. Due to the broad nature of the potential uses of the Strategic Investment funds, the Commission shall negotiate specific terms and conditions with contractors based on the unique nature of their request. Terms and conditions shall be agreed upon and the contract shall be fully executed before any costs are incurred.

The grantee shall be responsible for the oversight and administration of the Strategic Investment funds, including all requirements and responsibilities outlined in this RFA. All requirements are material to the award of the Strategic Investment funds. Reimbursement and expenditure claims are contingent on the grantee's performance of and compliance with these responsibilities and requirements.

The applicant's submission of the documents required in this RFA constitutes its assurances that it will meet all requirements (program, administrative, evaluation and fiscal) of the Strategic Investment funds and retain records that substantiate its performance and compliance. For monitoring and auditing purposes, the grantee will follow all fiscal accounting reporting and auditing standards required by First 5 Butte County.

The grantee must maintain accurate fiscal data, in accordance with generally accepted accounting principles and standards for non-profit and governmental entities and report actual expenditures by category on the First 5 Butte County

budget and invoice template. All invoices or claims must be substantiated by adequate supporting documentation based on verifiable financial records.

B. Reimbursement Requirements

To receive reimbursement for Strategic Investments activities, grantees must:

1. Submit timely invoices with backup documentation for expenses. Invoices are due by the 10th day of the following month.
2. Certify expenditures were used only for the purposes detailed in the contract, and are allowable, accurate, and consistent with the approved budget.
3. Comply with all program, administrative, evaluation, and fiscal requirements identified in the RFA and the contract terms.

V. STRATEGIC INVESTMENTS- ALLOWABLE ACTIVITIES AND EXPENSES

Applicant budgets will be reviewed and any items that are deemed non-allowable, excessive, or inappropriate will be eliminated or disputed. Generally, all expenditures must contribute to the goals and objectives outlined in **Section II**. Budgets and workplans will be negotiated collaboratively. Commission Funding terms and conditions shall apply.

A. Reimbursable Costs

Funds can only be used for costs incurred in direct support of the Strategic Investment.

Personnel: Compensation (salaries and benefits) for the time devoted and identified specifically to the performance of approved activities. Indirect costs, not to exceed 15%, will be considered for Personnel costs, depending on the activities.

Operating: Expenditures for activities related directly to the application, including but not limited to, the following:

- Materials and supplies
- Meetings and networking events, including meals, snacks, and beverages that comply with the Commission's Food and Beverage Policy.
- Equipment
- Travel related specifically to the approved activities, reimbursed at the rates and terms determined in the [U.S. General Services Administration Travel Rates](#).
- Consultants or subcontracts with partners to facilitate, support, or carry out the proposed activities.
- Capital assets
- Facilities renovation, improvement, and repairs

- Trainings and stipends

Administrative: Reimbursement for costs related to Strategic Investment. For budgeting purposes, administrative costs related directly to the proposed activities should be reflected in the Administrative section of the budget. Indirect will not be allowed on Operating or Administrative costs.

Application Timeline Summary:

Event	Anticipated Date/Time (Subject to Change)
Solicitation Publication	July 18, 2022
Final Date to Summit Questions and Requests for Clarification for the Bidder’s Conference	August 15, 2022, at 5:00 pm
Optional Applicants Conference	August 17, 2022, at 12:00 pm
Final Date to Submit Inquiries for Stage 1 funds	August 19, 2022 at 5:00 pm
Stage 1 Applications Due:	August 31, 2022, at 5:00 pm

VI. APPENDIX

The following documents are attached for information only. Actual documents may contain different information, terms and/or conditions. Applicants are encouraged to visit the Commission’s website for more information. Application and budget links with instructions for submission, will be provided to qualified applicants, via email, who submit an inquiry and are invited to submit an application:

[Inquiry Template](#) (submit through the first5butte.org website)

[Application Template](#)

[Budget Template](#)

[W9 Template](#)

[Commission Standard Contract Template](#)