



REQUEST FOR APPLICATIONS

RA # 39-22

FAMILY RESOURCE CENTER CAPACITY BUILDING FUNDING

Issued by:
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Applications must be submitted electronically via the Commission's database, and will be accepted ongoing until Tuesday, February 15, 2022 at 5:00 p.m. Eligible applicants will receive up to \$24,999 in Capacity Building Funds, total funding not to exceed \$300,000. Funds will be awarded to eligible applicants in the order in which they were approved.

Optional bidders conference will be offered virtually on Friday, January 7, 2022 at noon. Login information will be provided with application link.

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
The First 5 Butte County Children and Families Commission seeks qualified agencies or entities to conduct a comprehensive Community Scan and develop a Proposal, and Sustainability Plan, for Family Resource Center services uniquely tailored to the identified community(s).

Contract Period
Capacity Building Funding Contracts shall conclude June 30, 2022

Eligibility
Non-profit, government, tribal, education, faith-based, health care provider, and individuals with qualified fiscal agent, as applicable.

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 and First 5 Butte County (F5BC) can be found by visiting their website at first5butte.org.

B. Authority and Funding Summary

California Health and Safety Code (HSC) section 130140.1 authorize 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 all of the goals of the *Strong Families* Strategic Priority.

In October 2021, the Commission [approved up to \\$1 million](#) in funding for five years, through Fiscal Year 2025-26, to help communities create a sustainable, coordinated system of Family Resource Centers (FRCs) that support families with direct services they need and maximize access for all families in Butte County, while specifically prioritizing families that live in the most disinvested communities. This catalytic funding is meant to seed place-based family strengthening services, promote increased coordination and collaboration amongst service providers, and is expected to yield significant systems change, including but not limited to:

1. Increased access to community-driven, place-based family strengthening programs and services that are inclusive, innovative and engage the whole family
2. Increased collaboration of local and regional service providers
3. Establishment of a coordinated network of Family Resource Centers

This funding will be offered in two stages:

1. **Stage 1:** Through June 30, 2022, agencies may apply for funding up to \$24,999, to develop a comprehensive Community Scan and feasibility report. During this time, F5BC will offer technical assistance and coaching to assist agencies or entities engage with community and families to determine the best fit for a Family Resource Center, as well as the likelihood of sustainable, diverse funding strategy.
2. **Stage 2:** Agencies that have participated in Stage 1 and have successfully developed and submitted a comprehensive Community Scan, FRC Program Proposal and Sustainability Plan will be eligible to apply for Long Term Funds to provide FRC services between July 1, 2022 and June 30, 2026. Funding will be administered through contracts and will prioritize the entities that have demonstrated the most readiness to provide community-driven family-centered FRC services.

II. BACKGROUND OF KEY ISSUES

According to the [Casey Foundation](#), Family resource centers (FRCs) — also referred to as family centers, family success centers, family support centers, parent-child resource centers, or parent education centers — are community-based resource hubs where families can access formal and informal supports to promote

their health and well-being. FRCs can be located in apartment complexes, schools, health centers, libraries, community centers, storefronts, and churches. FRC services vary widely but typically include some combination of the following: play groups, support groups, classes, parent skill training, job training, substance abuse prevention, mental health services, housing support, crisis intervention services, school readiness programs, and concrete supports such as food and clothing banks, utility support and transportation. While there are other programs that may provide some of the services listed above, FRCs are distinct in that they are uniquely community-focused, are driven by family needs, and offer a multitude of programs and resources. Most aim to be one-stop shops for children and parents that address all [Five Protective Factors](#)™ (Parental Resilience; Social Connections; Concrete Support in Times of Need; Knowledge of Parenting and Child Development; Social and Emotional Competence of Children). The FRC model seeks to provide multiple services to both children and families, increase parenting skills and protective factors, and reduce the likelihood of formal involvement with child welfare services. FRCs also are designed to help stabilize families before a crisis reaches a level requiring child welfare intervention, or a child's placement in out-of-home care. Despite being in different facilities and having diverse approaches to service selection and delivery, FRCs generally share a common goal of improving outcomes for children and families by strengthening and supporting families and the communities in which they live.

In addition to preventing child welfare involvement, there are a number of important reasons to promote family strengthening and positive childhood experiences in all families. Butte County has been consistently identified as having an excessively high rate of [Adverse Childhood Experiences](#) (ACEs). Research demonstrates that the higher the ACEs, the more likely a person is to experience a variety of health issues across their lifespan. Emerging research highlights the importance of [Positive Childhood Experiences](#) and demonstrates the health promotive effects of safe, stable and nurturing relationships during the first five years of life. In short, FRCs have a role in not only preventing child abuse and neglect, but also in promoting a healthy caregiver-child attachment, positive parenting, and a positive connection with community.

Interested parties are encouraged to familiarize themselves with the concepts of Family Resource Centers by reviewing the following monographs:

[Vehicles for Change Volume I & II](#)

Butte County is no stranger to poverty, natural disaster and isolation, and many communities in Butte consistently experience multiple stressors simultaneously and chronically. The Commission has identified the following communities/regions as priority for FRC exploration:

Berry Creek and Enterprise Rancheria; Paradise and the Upper Ridge: Concow and Yankee Hill; Berry Creek; Bangor; South Oroville; Palermo; Gridley, and Biggs.

Exclusion of additional communities was not intentional, and applicants representing other disinvested communities in Butte are encouraged to apply.

III. FUNDING GOALS AND ACTIVITIES

A. Capacity Building Funds

The purpose of the Capacity Building Funds (up to \$24,999) is to reimburse entities for the time and resources required to conduct a comprehensive Community Scan and develop a Proposal, and Sustainability Plan, for FRC services uniquely tailored to the identified community(s).

At minimum, the Community Scan should include the following:

- A geographical definition of the target community(s).
- An estimate number of 0-5 year old's and/or family units with 0-5 year old children that live in the defined community.
- An estimate of the number of people and/or households in the geographic area.
- Comprehensive demographic community data to include, but not limited to: Race and ethnicity; languages spoken; rates of child welfare involvement; Medi-Cal and other public benefit rates; median income and range; high school graduation rates and other markers of school success such as third grader reading and math, etc.; violent crime rates; domestic violence rates; law enforcement calls for service; gang activity; substance use; incarceration and justice system involvement rates.
- Description and history of how the community is owned, who owns (or owned) much of the land, what is the connection of the residents with the land?
- Description of the formal supportive services in the community such as hospitals and medical clinics; county and municipal services; public schools and preschools; community based organizations that provide local services; public transportation; homeless shelters and services including transitional housing; recovery services; food banks.
- Description of the community amenities such as grocery stores and vendors that provide access to healthy food; churches, community, and cultural centers; private schools and preschools, child care centers, or homes; parks and recreation facilities and sports leagues; service groups; support and recovery groups.
- Description of the current and historical community challenges such as history of racism and oppression, natural disaster, unsafe housing, health and safety

issues such as excess trash or abandoned items, illegal and criminal activity, unsafe streets and parks, transportation challenges, non-existent or inconsistent social service provision.

- Description of other community resources and dynamics that may not be specifically identified but are relevant to tell the story about the unique strengths or challenges of the community.
- Identify and describe the formal community leaders, such as educators, directors, elected officials and major employers. Which of them will be key partners in establishing and supporting a FRC? How have they been engaged in the exploration process and what are their ideas?
- Identify and describe the informal community leaders, such as pastors, coaches, service group leaders, historians, elders, former formal leaders, and other prominent trusted community members. Which of them will be key partners in establishing and supporting a FRC? How have they been engaged in the exploration process and what are their ideas?
- Of the informal and formal supportive services and agencies, which are the key community partners that will be involved with a FRC? How have they been engaged and what is their current level of commitment and involvement?
- How have families and caregivers been engaged and included in the exploration process? What would they like to see for their community, and how do they recommend services and opportunities be provided?

At minimum, the FRC Program Proposal and Sustainability Plan should include the following:

- What is the vision for a Family Resource Center in the community?
- Who is the lead agency and what is their role? How will their leadership be engaged?
- Where is the proposed location?
 - What is required in order to make the location viable?
 - What is the extent that a physical hub will be effective in this community, vs mobile services?
- What services would be provided initially, what services would be added over time?
 - What is the timeline to initiate service provision?
 - What are the key milestones to be achieved in the first year?
 - Is there a duplication of existing community services?
 - Is there a commitment from existing service providers and community partners to collaborate with FRC services?
- What is the preliminary annual operating budget for the proposed location and services?

- What funding sources, in addition to First 5 funds, can be utilized to sustain a FRC over the long term?
 - What in-kind resources can be leveraged, such as space, support services, etc.?

B. Long Term Funds

The purpose of the Long Term Funds are to fund infrastructure, programs, services and network activities that result in a coordinated and effective system of family strengthening place-based services.

IV. FUNDING APPLICATION AND REQUIREMENTS

A. Required Activities

Entities receiving Capacity Building Funds will be required to:

1. Submit a completed Community Scan, FRC Program Proposal and Sustainability Plan by June 30, 2022. Interim progress reports shall be submitted to F5BC monthly, with the first report due no later than 30 days after contract execution. Subsequent progress reports shall be due on the 10th of each month for the month prior.
2. Participate in F5BC FRC collaboration meetings.

Entities receiving Long Term funds will be required to:

1. Submit quarterly data and performance measure reports to F5BC no later than the 15th of the month following the end of the quarter (October 15; January 15; April 15; July 15).
2. Participate in the F5BC FRC Network
3. Support data requests from F5BC and their evaluator.

B. Eligible Applicants

F5BC will accept inquiries from non-profit, faith-based, healthcare, tribal, government and education organizations. If individuals want to submit an application on behalf of their community, they must be willing to work with a locally-based 501c3 fiscal agent or umbrella organization that can provide the necessary insurance, administrative and programmatic support. Individuals that are not connected to a local fiscal agent should contact F5BC at First5funding@buttecounty.net in order to be linked with an agency. Entities must be located in Butte County and should have connection to the community(s) they are proposing to serve. Grassroots efforts are encouraged.

Capacity Building Funds are not intended to be competitive, however 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 F5BC staff and scored by a committee of commissioners, F5BC staff and community members. Collaboration is encouraged, and applicants will be required to participate in collaborative meetings and share information about the successes and challenges they are experiencing during the Community Scan process. The Commission recognizes that in rare instances, more than one entity may be seeking to provide FRC services in the same geographical region, and those proposals will be considered within the context of the unique community(s).

C. Capacity Building Funds Critical Dates and Funding Terms

1. First 5 Butte County will accept applications continuously, through February 15, 2022.
2. First 5 Butte County staff will review applications within two weeks of receipt and will contact the applicant if questions arise. Applications will be referred to the Strong Families Committee for approval.
3. The funding list for award recipients will be posted on the First 5 Butte County website as they are approved.
4. Entities may not begin work to be charged to the contract until the contract is fully executed.

D. Capacity Building Funds Allocation and Terms

The purpose of the Capacity Building Funds (up to \$24,999) is to reimburse entities for the time and resources required to conduct a comprehensive Community Scan and develop a Proposal, and Sustainability Plan, for FRC services uniquely tailored to the identified community(s). Funding amounts may vary by the complexity of the proposed Community Scan. The Commission reserves the right to negotiate all aspects of a proposal before executing a final contract.

Entities must make monthly progress towards the completion of the Community Scan, Proposal and Sustainability Plan to continue receiving monthly reimbursement.

E. Capacity Building Funds Application Submission Process

1. All documents related to applying for Capacity Building Funds are available in the appendix of this solicitation, and on the F5BC website at [first5butte.org](https://www.first5butte.org).
2. Applicants must first submit an inquiry with organization and contact information. The [inquiry form](https://www.first5butte.org/for-partners/apply-for-funding) is available at [first5butte.org/for-partners/apply-for-funding](https://www.first5butte.org/for-partners/apply-for-funding). Upon F5BC 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 geographic location (community) for proposed FRC
- The organization/entity experience providing services and/or residing in the identified community.
- Strategies to be utilized to collect the information required for the Community Scan.
- Individual(s) responsible for conducting Community Scan activities.
- Resources, timeline and key milestones to successfully developing a Community Scan.
- Prediction of how a FRC will specifically benefit the families and children in the identified community.
- Identification of a specific population within the community that may require targeted outreach or that services should be tailored towards.

Applications will be scored by a committee of commissioners, F5BC staff and community members, and approved with a score of 70 or higher, based on the following rubric:

Metric	Points
Do the Community Scan activities seem reasonable and sufficient with clear milestones?	30
Does the application identify sufficient resources to successfully develop the Community Scan?	10
Is the budget aligned with the proposed activities?	30
Does the application demonstrate an understanding of the Commission's goals and the purpose of Family Resource Centers?	10
Does the applicant demonstrate a connection to the community?	20
Total points possible	100

3. Any entity unable to complete the documents online should contact F5BC at First5Funding@Buttecounty.net.

F. Capacity Building Funds Technical Assistance

The Commission recognizes that not all entities will have the same experience and capacity to develop a robust application and/or conduct a comprehensive Community Scan, Proposal and Sustainability Plan and produce a succinct report. F5BC has partnered with the North Valley Community Foundation to make technical assistance and coaching available to any entity who requests support with their application and/or any portion of the Community Assessment and plan development. Entities may request support through direct communication with F5BC staff once they have been approved to submit an application. Technical assistance and coaching can support applicants by the following:

- Assist applicants with ideas about how to find data
- Make recommendations for community and caregiver engagement strategies
- Provide guidance for focus groups and surveys
- Provide coaching for effective FRC strategies and programs
- Direct applicants to literature and guidance about FRCs
- Assist applicant with budget and sustainability plan development
- Review draft reports and make recommendations

G. 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 Respondent shall be borne by the Respondent without reimbursement by the Commission.
3. The Respondent shall remain an Independent Contractor, working under their own supervision and direction and is not a representative or employee of the F5BC. The Respondent agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
4. Respondents 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 Respondent 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 Respondent must maintain a tobacco-free environment in compliance with all local, county, and state regulations.
9. The selected Respondent 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 F5BC, 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 award violated F5BC'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 F5BC in response to this RFA may be reproduced by F5BC 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 F5BC disclosure of the proposal. The F5BC 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 **Thursday, January 6, 2022**. The Commission will provide answers to all questions at the bidders conference.

V. Program, Evaluation, Administration and Fiscal Accountability

This section describes the program, fiscal, administration and evaluation of the lead agency.

A. Capacity Building Funds Fiscal Lead Agency Responsibilities

Once a lead agency has been approved to receive Capacity Building Funds, there are multiple responsibilities and restrictions regarding how funds may be spent. This section includes information regarding the responsibilities of lead agencies, allowable costs, use of subcontractors, compliance requirements, and other fiscal considerations integral to program implementation and accountability.

The lead agency shall be responsible for the oversight and administration of the Capacity Building Funds, including all requirements and responsibilities outlined in this RFA, and fiscal accountability for local funds. All requirements are material to the award of the Capacity Building Funds. Reimbursement and expenditure claims are contingent on the lead agency's performance of and compliance with these responsibilities and requirements.

The lead agency'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 Capacity Building Funds, and retain records that substantiate its performance and compliance. For monitoring and auditing purposes, the lead agency will follow all fiscal accounting reporting and auditing standards required by First 5 Butte County.

The lead agency 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. Reporting and Meeting Requirements

1. During the Community Scan process, lead agencies will provide a monthly performance report to F5BC describing activities and accomplishments for each month. The performance reporting will be structured to elicit data on progress toward meeting objectives as well as barriers that could inform future community engagement and service delivery strategies. In addition to performance reporting, lead agencies will participate in a monthly collaborative meeting with F5BC and other Capacity Building Fund applicants to discuss successes and challenges and identify technical assistance and coaching priorities.
2. Lead agencies shall also report the following:
 - a. Demographics of families engaged with Community Scan activities
 - b. Demographics of partners and community members engaged with Community Scan activities
3. Final Report shall include the following:
 - a. Comprehensive Community Scan
 - b. Family Resource Center Proposal (if identified as feasible)
 - c. Preliminary Annual Budget
 - d. Funding Sustainability Plan

C. Reimbursement Requirements

To receive reimbursement for Capacity Building Fund activities, lead agencies must:

1. Submit a monthly invoice 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.

VI. CAPACITY BUILDING FUNDS- ALLOWABLE ACTIVITIES AND EXPENSES

Applicant budgets will be reviewed and any items that are deemed non-allowable, excessive, or in appropriate will be eliminated or disputed. Generally, all expenditures must contribute to the goals and objectives outlined in **Section III**.

A. Reimbursable Costs

Funds can only be used for costs incurred for the development of the Community Scan, Proposal, and Sustainability Plan.

Personnel: Compensation (salaries and benefits) for the time devoted and identified specifically to the performance of approved activities.

Operating: Expenditures for activities related directly to FRC development, 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 with a unit cost of \$1,000 or less
- In-State travel related specifically to the development of FRC, 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 FRC development activities.

Administrative: Reimbursement for costs related to FRC development. For budgeting and reimbursement purposes, administrative costs related directly to the FRC development should be reflected in the Administrative section of the budget.

B. Non-reimbursable Costs

Non-reimbursable direct and indirect costs include:

Program

- Costs associated with providing Family Resource Center services
- Promotional items or memorabilia, including gifts and souvenirs
- Capital assets

Facilities

- Facilities renovation, improvement, and repairs

Travel

- Out-of-State travel

Carryover

- Capacity Building Fund reimbursement will be restricted to actual costs, carryover to Long Term Funds will not be approved

VII. LONG TERM FUNDS AND FRC SUSTAINABILITY

Capacity Building Funding and the Community Scan, Proposal and Sustainability Plan represent the first step in the process of establishing a network of FRCs in identified communities. The Commission will collaborate and provide Long Term Funds with entities that submit a final report that demonstrates the following:

- Alignment with the Commission’s *Strong Families* goals.
- A comprehensive description and understanding of the identified community that includes historical knowledge, identification of community strengths and challenges and a clear description of the target population.
- Clear evidence of commitment and engagement from families, formal and informal community leaders, and community partners.
- A realistic sustainability strategy that includes a commitment from the lead agency to actively and continuously support resource development and community engagement.
- A clear statement for how leadership at all levels of the lead agency will be engaged in FRC services.
- Demonstrated willingness to participate as a network, and contribute time and resources with a collaborative spirit.
- Identified viable location with a realistic strategy for initial service provision and a plan to expand services with clear timelines and milestones.

Budgets and workplans will be negotiated collaboratively, with funds available for use for all costs associated with FRCs, including administrative, direct service costs, capital improvements and agency indirect. Commission Funding terms and conditions shall apply.

Timeline Summary:

Event	Anticipated Date/Time (Subject to Change)
Solicitation Publication	December 10, 2022
Optional Bidder Conference	January 7, 2022 at 12:00pm
Final Date to Summit Questions and Requests for Clarification for the Bidders Conference	January 6, 2022 at 5:00pm
Stage 1 Applications Due:	February 15, 2022

VIII. APPENDIX

The following documents are attached for information only. Editable 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 \(Professional Services\)](#)