

Capacity Building Grant Request for Application June 30, 2012

GENERAL APPLICATION INFORMATION

Project Scope

The Children and Families Commission of Orange County is requesting applications from organizations interested in participating in the 2012 Capacity Building Grant Cycle. This cycle has a total grant funding allocation of up to \$3.5 million, and will provide selected organizations with one-time funding to build capacity through:

1. Capital Facility Expansion (total grant budget not to exceed \$2 million), or
2. New Program Development (total grant budget not to exceed \$1.5 million).

Projects must be consistent with the Commission's overarching goal of benefiting the health and early education of children from the prenatal stage through age five, as outlined in the Commission Strategic Plan. The full text version of the Commission Strategic Plan can be viewed on the Commission's website located at www.occhildrenandfamilies.com. From the menu bar at the top of the page, click on Newsroom, and then select "Strategic Plan" from the drop down menu.

Individual Grant Award Amounts

Capacity Building Grants in the Capital Facility Expansion category will not exceed \$250,000; Capacity Building Grants in the New Program Development category will not exceed \$100,000.

Funding Criteria

Programs and organizations interested in applying for funding must:

- Demonstrate the new project/expanded program meets a documented community need for children ages 0 – 5 and their families.
- Explain how the project proposes to expand services to Orange County's prenatal through age five population and their families. Expansion of services may be through:
 - a new facility (Capital Facility Expansion)
 - expansion of an existing facility (Capital Facility Expansion)
 - expanded services to incorporate new programs (New Program Development)
 - one-time investments to reduce ongoing costs to the Commission (Capital Facility Expansion or New Program Development)
 - launching new demonstration project(s) to better meet the needs of children 0-5 (New Program Development)
- Show how the project/services will expand rather than supplant or replace an existing service or expiring revenue source for an existing service.
- If the proposed project is an expansion of a program currently funded by the Commission, applicants must demonstrate how it will reduce future demand on the Commission's budget.

Eligible Applicants

Capacity Building Grant applicants may be single organizations or a collaborative of organizations that serve children ages 0 – 5 and their families.

Ineligible Projects

Projects eligible for other Catalytic Investment opportunities are not eligible for Capacity Building grants. Ineligible projects include those programmed for funding through the Commission's Round 1 Catalytic Investments in the following areas: Autism/Early Developmental Program; Children's Dental Program; Emergency Shelter Capital Construction; Countywide Early Literacy Program; Healthy Child Development (Pretend City); and, VISTA Program Transition. Additionally, projects that fall within the Commission's Catalytic Investment funding initiative for community clinics are also ineligible.

Key Dates

June 30, 2012	RFA Released
July 13, 2012 and July 31, 2012	RFA Pre-Application Information Sessions
August 17, 2012 at 3:00 p.m.	Applications Due to Commission
Fall 2012	Award of Funds (final date dependent on the number of applications received)

Pre-Application Information Sessions

Applicants are encouraged to attend one of the two Pre-Application Information Sessions. These two sessions will include the same content; providing details about the capacity building grant criteria, the two funding categories, and allowing potential applicants to ask questions about project eligibility or other elements of the grant application and process. Attendance at a Pre-Application Information Session is not required; however, they will be the only opportunities for prospective applicants to have questions addressed. The sessions will be held as follows:

Session One

Date: July 13, 2012

Time: 9:30 – 11:30 a.m.

Location:

1505 E. 17th Street,
Suite 201 (CASA Training Room)
Santa Ana, CA 92705
Tel: 714.361.1417

Session Two

Date: July 31, 2012

Time: 1:30 – 3:30 p.m.

Location:

1505 E. 17th Street,
Suite 201 (CASA Training Room)
Santa Ana, CA 92705
Tel: 714.361.1417

Please RSVP your attendance to one of these sessions by calling or emailing Jennifer Martinez at 714/834-5310 or jennifer.martinez@cfcoc.ocgov.com.

The Capacity Building Grant RFA and instructions are also available on the Commission's website www.occhildrenandfamilies.com.

Application Submittal

All applications must be received by **3:00 p.m. on Friday, August 17, 2012** at the Commission offices located at 17320 Red Hill Ave, Suite 200, Irvine, CA 92614. Early submittals are encouraged. The Commission's regular business hours are Monday through Friday (excepting

holidays) 8:00 a.m. to 5:00 p.m. The reception area is closed between noon and 1:00 p.m. daily.

Applications may be submitted:

- In person on or prior to Friday, August 17, 2012 at 3:00 p.m. during regular business hours Monday-Friday at the Commission offices; or,
- By courier/overnight delivery service/USPS mail delivered to and received at the Commission offices on or prior to Friday, August 17, 2012 at 3:00 p.m.

Postmark and/or proof of transmittal alone shall not be considered timely submission; receipt at Commission offices is required. Please do not send your applications via USPS/Registered Mail or Return Receipt Requested. Commission staff will NOT be responsible for picking up applications at the local post office. The Commission is not responsible for late or non-delivery of applications by the USPS.

Delinquent applications of any kind will not be considered for funding. Mailed proposals received after the deadline will not be accepted. All proposals received will be provided a receipt for their submission. In submitting applications, note the following:

- Do not bind the application in any way, including stapling – paperclips or binder clips are best method.
- Do not provide supplemental information, including a cover sheet or letter that was not specifically requested in this RFA. Any additional documents such as a cover letter or cover sheet will be discarded prior to review.

Questions and Contact with Commission Staff

If applicants have questions about the application process or about the application itself, please attend one of the Pre-Application Information Sessions described above. Commission staff will not be available to answer questions outside of these two Information Sessions. Please do not contact Commission staff with questions related to the RFA or RFA process except as part of the Pre-Application Information Sessions.

CAPACITY BUILDING GRANT OBJECTIVES

Demonstrated Need

The Commission intends for its investment in Capacity Building Grants to support projects or programs that meet a demonstrated need in the Orange County community. Applicants should show the following for their proposed project or program:

- Describe the community need that the project or program is addressing.
- Include the number of children in need, and the number of children to be reached by the proposed project/services.
- Include socio-economic descriptions of children and families to be served.
- Describe the anticipated outcome of the proposed project or program as it relates to the Commission's Strategic Plan goals (e.g., expected behavioral or developmental change, increased children receiving early intervention services, increased scores on school readiness measurements, etc.).

Maximize Commission Investment

Capacity Building Grants are also intended to reduce the ongoing financial contribution of the Commission, add infrastructure, and/or enable grantees to access non-Commission revenues. Applicants must show how the proposed project or services achieve one or more of these financial goals:

- Demonstrate how the project/program will reduce ongoing cost to the Commission, quantifying anticipated savings to the Commission's future budget(s).
- Demonstrate how the project will add to infrastructure serving children 0 – 5 and their families, quantifying the increased number of children/families served through the added infrastructure.
- Demonstrate how the project/program will enable the applicant to leverage Commission funds and access non-Commission revenues, quantifying the additional revenues expected to be generated through the Capacity Building Grant.

Innovative Projects/Programs Consistent with Commission Strategic Plan

Capacity Building funds should be used to support or develop promising and/or innovative ways to address documented and substantiated community needs.

Sustainability Considerations

As part of the proposed scope of work for the Capacity Building Grant, applicants must document how the organization will leverage and sustain the Commission's investment such that the proposed services to children 0-5 will continue after the one-time grant is awarded and implemented. This may be in the form of an operational plan or an organizational report that outlines how the expanded services will be sustained, measured and documented.

CAPACITY BUILDING GRANT EVALUATION CRITERIA

Applications will be evaluated on the following:

1. Completeness and accuracy of the completed Application Forms.
2. Proposed project meets a demonstrated need in the Orange County community for children ages 0 – 5.
3. Proposed project maximizes Commission Investment through reduced costs to the Commission, additional non-Commission revenues, or added infrastructure/increased services.
4. Application includes acknowledgement of requirement to include sustainability considerations as a component of the scope of work to be developed.
5. Applicant has a reasonable level of organizational capacity and professional capability to implement the proposed project without additional Commission funding.
6. Milestone activities to complete the project are comprehensive, reasonable, and feasible to implement within an 18-month time-frame.
7. Proposed project has a reasonable budget to achieve the specified milestones.

Commission reserves the right to reject any and all submittals and to confirm any information in the submitted application.

SUMMARY OF MAJOR CONTRACT REQUIREMENTS

Standard Grant Agreement

As a condition of Commission funding, all applicants who are recommended for funding are required to comply with the terms and provisions of the Commission's standard grant agreement and any additional funding conditions specific to the selected organization's Capacity Building Grant. To obtain an electronic copy of the Commission's standard grant agreement, please contact Jennifer Martinez at 714/834-5310 or jennifer.martinez@cfcoc.ocgov.com.

Insurance

Amounts, types of coverage, and/or policy requirements for insurance may be adjusted depending on the scope of work for the Capacity Building Grant. Each Capacity Building Grant Agreement includes specific insurance requirements that each applicant organization must be prepared to provide, including:

- Comprehensive General Liability Insurance for bodily injury (including death) and property damage which provides not less than \$1,000,000 combined single limit per occurrence and not less than \$2,000,000 annual aggregate.
- Comprehensive Automobile Liability Insurance for bodily injury (including death) and property damage which provides total limits of not less than \$1,000,000 combined single limit per occurrence applicable to all owned, non-owned and hired vehicles/watercraft, \$1,000,000 annual aggregate.
- Workers' Compensation Insurance for all employees engaged in project services or operation.
- Employers' Liability Coverage of not less than \$1,000,000 per occurrence for all employees engaged in project services or operations.
- Professional Liability of not less than \$1,000,000 for professional staff engaged in project services or operations.

Distribution of Funds

Once grantee(s) have been selected to receive grant funds, contract negotiations will occur. During contract negotiations, the grantee will develop a scope of work with help from Commission staff, and determine a schedule of compensation.

For Capital Facility Expansion projects, funds may be distributed through:

- A single up-front payment of all grant funds. This option requires security for the Commission's one-time investment in the form of a Letter of Credit, Deed of Trust, or other mechanism approved by Commission Counsel.
- Progress payments in arrears tied to specific milestones mutually agreed upon by the Commission and grantee.

For New Program Expansion projects, funds will be distributed through:

- Progress payments in arrears tied to specific milestones mutually agreed upon by the Commission and grantee.

Sustainability Considerations

Each organization awarded a Capacity Building Grant will be required to document how the organization will leverage and sustain the Commission's investment such that the proposed services to children 0-5 will continue after the one-time award is implemented. This may be in the form of an operational plan or an organizational report that outlines how the expanded services will be sustained, measured and documented. **This documentation is a deliverable of the Capacity Building Grant Agreement, and is NOT required to complete the Capacity Building Grant Application.**

APPLICATION INSTRUCTIONS

Grant applications must include each of the following sections, in the order shown.
All incomplete applications will be rejected and not considered for funding.

FOR PARTS ONE THROUGH FOUR BELOW, SUBMIT ONE (1) COMPLETE APPLICATION WITH ORIGINAL SIGNATURES AND FIVE (5) COPIES, FOR A TOTAL OF SIX (6). ADDITIONALLY, SUBMIT TWO (2) SETS OF PART 5 “REQUIRED DOCUMENTATION.”

Part One: Application Form	Complete the attached Part 1: Funding Application Form. For a collaborative, each organization receiving funds and/or having a significant role in the proposed project must complete a separate application form.
Part Two: Project Narrative	Include a maximum of five (5) pages, each page on 8.5 x 11 inch paper, double spaced, 12 point font size, with one inch margins on all sides, addressing the items listed in Part 2: Project Narrative below.
Part Three: Budget and Budget Narrative	Provide a detailed description of the funds requested using the form provided, accompanied by a budget narrative. A separate budget and budget narrative must be completed for each organization proposed to receive funds under a collaborative. See Part 3: Budget and Budget Narrative Instructions and Part 3A/3B: Budget Form for further information.
Part Four: Schedule of Activities	Identify the major activities to be accomplished as part of the proposed project as well as the schedule for implementation of these activities in Part 4: Schedule of Activities. The total project time frame should not exceed 18 months. The Schedule of Activities should be provided in a Gantt chart format (example attached).
Part Five: Required Documentation	<p>Each organization applying for a Capacity Building Grant must submit two copies of each of the following:</p> <ul style="list-style-type: none"> (1) Articles of Incorporation and Secretary of State certification of corporation in good standing. (2) A complete list of the organization’s current Board of Directors including names, board position, and professional position or employment. (3) The most current year of audited financial statement(s) or its prior year’s tax returns. <p>If this is a start-up organization that has not yet received documentation of non-profit status, then include the documentation of the organization that will serve as fiscal agent for this grant until non-profit status is achieved by applicant.</p>

PART 1: FUNDING APPLICATION FORM

Instructions: Complete all requested information in full. An application form should be submitted for all partners in a Funding Collaborative.

Organization Name:		
Name of Lead Organization (for a collaborative only):		
Collaborative Name (if appropriate):		
Project Title:		
Address:	Organization Phone:	
	Project Contact:	
	Contact Phone:	
	Contact Fax:	
	Contact Email:	
Organization's Total Annual Budget: _____		
Number of full time employees:		Number of part time employees:
Number of years organization has been in existence:		
Total Funds Requested for Project:		Total Term (up to 18 months):
<p>I have read and understand the Application and supporting materials and acknowledge and agree: the funds requested in this application will not supplant any existing organization revenues, and this is a one-time only grant.</p> <p>Authorized Officer or Director Signature: _____</p> <p>Print Name and Title: _____</p>		
OFFICE USE ONLY		
Section		Comments:
Application Form	Yes No	
Project Narrative	Yes No	
Maximum of 5 pages	Yes No	
Sections 1-7 included	Yes No	
Budget Form 3A or 3B	Yes No	
Budget Narrative	Yes No	
Schedule of Activities	Yes No	
Required Documents	Yes No	

PART 2: PROJECT NARRATIVE INSTRUCTIONS

The submittal provided for this Part 2 shall not exceed a maximum of five (5) pages, with each page on standard paper 8.5x11 inches, double spaced, 12 point font size, with one inch margins on all sides. The project narrative shall include the following:

1. Organization Background

Provide a brief description of the organization's specific goals, population served (based on geographic location, socio-economic class, ethnicity and age), strategies utilized, significant challenges, and successes.

2. Project Summary and Description

Project Summary: Provide a summary description (one to two sentences not more than 120 words) of the purpose of the Capacity Building Project and how it will be accomplished. The statement should be specific and measurable.

Project Description: Provide a detailed description of the purpose of the Capacity Building Grant. Include an acknowledgement that grant funds are a one-time investment and describe: why this funding is a good fit for the proposed project; how the organization intends to use the grant funds in a timely manner; and any previous experience the organization has with implementation of capacity building project(s).

3. Community Need

Present data that indicates the critical local need that will be addressed by the proposed project.

- Describe the community need that the project or program is addressing.
- Describe how the project develops promising and/or innovative ways to address documented and substantiated community needs.
- Include the number of children in need, and the number of children to be reached by the proposed project/services.
- Include socio-economic descriptions of children and families to be served.
- Describe and quantify the anticipated outcome of the proposed project or program as it relates to the Commission's Strategic Plan health and/or developmental goals (e.g., expected behavioral or developmental change, children receiving early intervention services, increased scores on school readiness measurements, etc.)

4. Maximize Commission Investment

Describe how the proposed project or services achieve one or more of the following objectives:

- Reduce ongoing cost to the Commission. Quantify anticipated savings to the Commission's future budget(s).
- Add to infrastructure serving children 0 – 5 and their families. Quantify the increased number of children/families served through the added infrastructure.
- Leverage Commission funds and access non-Commission revenues. Quantify the

additional revenues expected to be generated through the Capacity Building Grant.

5. Project Sustainability

Describe how the organization or collaborative will develop an operational plan or an organizational report outlining how the capital facility and/or expanded services funded through the Commission's one-time grant will be sustained, and how project implementation will be measured and documented.

6. Organizational Capacity

Describe your organization's, or the collaborative's organizational, capacity related to the development, planning and possible deployment of a new or expanded service or capital facility/facility expansion. If applying as a collaborative, identify all collaborative partners and identify each partner's role and responsibility.

7. Professional Experience

Describe relevant staff's experience and qualifications in the subject matter of the proposed project.

PART 3: BUDGET AND BUDGET NARRATIVE INSTRUCTIONS

Please fill out either Part 3A: Budget Form for Capital Facility Expansion, or Part 3B: Budget Form for New Program Development. Include the requested Budget Narrative.

Part 3A Budget Form - Capital Facility Expansion is used to provide the cost of the proposed Capital Facility Development or Expansion. If there are discreet elements to the capital project, please list them as separate line items on the Budget Form (Column A). List the requested capacity building grant funds (Column B), leveraged funds (other capital funds contributed to the project – Column C), and a total project budget (Column D = Columns B + C).

The maximum amount awarded for a Capital Facility Expansion project is \$250,000. Applicants should review the Commission's standard contract terms and conditions and ensure their proposed program budget accommodates all required expenses.

Part 3B Budget Form – New Program Development is used to provide estimates of the expenses for salaries and/or wages, including benefits, project supplies, administrative expenses, etc. for the proposed project (Column A). List the requested capacity building grant funds (Column B), leveraged funds (other funds contributed to the project – Column C), and a total estimated project budget (Column D = Columns B + C).

The maximum amount awarded for New Program Development project is \$100,000. Applicants should review the Commission's standard contract terms and conditions and ensure their proposed program budget accommodates all required expenses.

Organizational Collaborative

If the request is for funding for multiple organizations associated with a single collaborative, complete ONE funding request form for EACH organization that is a part of the collaborative. Complete an ADDITIONAL form that totals the requests for all organization(s) involved in the collaborative and mark that form TOTAL.

Provide an itemized list of leveraged funding including amount(s) and source(s) in Column C on the Budget Form. Provide a Total Project Cost in Column D on the Budget Form.

Budget Narrative

Provide a budget narrative as requested in the space provided, attaching additional sheets as necessary.

PART 3A: BUDGET FORM – Capital Facility Expansion Category

Organization Name: _____

Collaborative Name (if applicable): _____

Column A	Column B	Column C	Column D (Total Columns B+C)
CAPITAL FACILITY FUNDS	Funds Requested	Leveraged Funds (include sources)	Total Project Budget
TOTAL	(not to exceed \$250000)		

Attach a copy of the entire capital project budget.

Budget Narrative: Present a narrative explanation, description, and justification for each category of capital facility funds. State how the funds will be spent for each line item in the budget. Be complete and thorough in your description and attach additional pages if needed. Include a description of the proposed capital outlay, e.g. construction, tenant improvements, equipment, building purchase. Include a narrative description of all proposed sources of project funding, and schedule for receipt and expenditure of funds. The Commission's intent is to understand what additional resources will be available to support the proposed project. Existing resources that are used to match other services provided by the agency may not be considered for leveraging. Leveraged funds must be available to directly support the project requested in the application. Leveraged funds must reflect new funds that are coming to the organization specifically for supporting the project seeking funding from the Commission.

PART 3B: BUDGET FORM – New Program Development Category

Organization Name: _____

Collaborative Name (if applicable): _____

Column A	Column B	Column C	Column D (Total Columns B+C)
	Funds Requested	Leveraged Funds	Total Project Budget
Staff Salaries and Benefits			
Direct Project Expenses (supplies, materials, trainings, etc.)			
Indirect Expenses (administrative, overhead)			
TOTAL FUNDS REQUESTED	(not to exceed \$100,000)		

Budget Narrative: Present a narrative explanation, description, and justification for each category of expenses. State how the funds will be spent in each of the line items in the budget. Be complete and thorough in your description and attach additional pages if needed. For example:

- Staff Salaries and Benefits – explain the number of positions, level, cost per position, and part- or full-time status in terms of FTE (full time equivalents).
- Direct Project Expenses – explain what types of materials will be purchased, how they will be used, and other expenses such as audit and insurance.
- Indirect and Administrative overhead – indirect rates charged should be comparable to those of other similar organizations, but in no event exceed 10% of the grant. A rate may be calculated by determining the percentage of the funds requested against the total revenue from the prior year. For example, if your organization received revenue from other sources last year in the amount of \$100 and the amount requested from the Commission is \$8, then the organization may claim not more than 8% of indirect costs against the budget for the Commission.

Provide details of the proposed sources and uses of leveraged funding. The Commission's intent is to understand what additional resources will be available to support the proposed project. Existing resources that are used to match other services provided by the agency may not be considered for leveraging. Leveraged funds must be available to directly support the project requested in the application. Leveraged funds must reflect new funds that are coming to the organization specifically for supporting the project seeking funding from the Commission.

PART 4: SCHEDULE OF ACTIVITIES

Instructions:

In this section of the application, applicant will identify the major activities of the project, the individual that has primary responsibility for accomplishing the activity, and the schedule for implementation of each activity. The Schedule of Activities should be provided in a Gantt chart format.

1. Develop a list of major activities to be accomplished with Commission funding
2. Identify the start and end time for each major activity
3. Identify the individual primarily responsible for ensuring the activity is accomplished.
4. The total time frame to complete the project should not exceed 18 months.

Sample Gantt Chart

		Month																	
Activity	Responsible Individual	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Program Manager																		
	Executive Director																		