



**COMMUNITY GRANT MAKING (CGM)
REQUIREMENTS STATEMENT & APPLICATION**

**TECHNICAL ASSISTANCE PROJECTS
FOR
CHILD CARE CENTERS
ROUND 4**

Release Date: Monday, February 13, 2012

Applications for the Round 4 must be submitted by:

Thursday, March 29, 2012 by 5:00 p.m.

Applications for the fourth round of funding will not be accepted after this time.

*This date and any date in this document may be changed at the discretion of First 5 Monterey County. All changes will be posted on the website at www.first5monterey.org.

First 5 Monterey County

1125 Baldwin Street

Salinas, CA 93906

Phone: (831) 444-8549

www.first5monterey.org

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FIRST 5 MONTEREY COUNTY - COMMUNITY GRANTMAKING (CGM)
TECHNICAL ASSISTANCE PROJECTS FOR CHILD CARE CENTERS ROUND 4

1. INTENT

The intent of this Community Grantmaking (CGM) application is to select child care programs to receive technical assistance services that will improve child care quality and support inclusion for children ages 0 to 5 years and their families.

Eligible applicants are licensed center-based child care programs (in good standing with California Community Care Licensing).

F5MC funded Technical Assistance Projects outcomes will include:

- Improved program quality.
- Improved infrastructure and operations that support program quality.
- Increased professional development and leadership skills¹ of staff/providers.
- Increased collaboration and networking, among early educators.

2. TIMELINE* – Round 4 Funding

February 13, 2012	Community Grantmaking Application Released
March 2, 2012	Application Workshop from 10:00 – 11:00 a.m.
March 14, 2012.	Final date to email questions to lisa@first5monterey.org
March 19, 2012	Final date for questions and answers to be posted to the website: www.first5monterey.org
March 29, 2012 by 5:00 p.m	Applications due to Commission
April 2 - 6, 2012	Review Panel Meeting(s)
April 11, 2012	Announcement of Intent to Award
April 23, 2012	Recommendations to F5MC Commission
April 23, 2012 and ongoing	Approval process of contracts begins. Contracts brought to Commission for approval as they are developed.

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3. BACKGROUND

3.1. Authority – The Children and Families Act, Proposition 10

In 1998, California voters passed The California Children and Families Act of 1998, adding a 50-cent per-pack tax on tobacco products for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage of development to five years of age. Twenty percent of the revenues are overseen by First 5 California; the remaining eighty percent are distributed among the 58 counties based upon the number of births in each county. Funding decisions are made at the local level to best meet local needs and interests. The First 5 Commission in each county is responsible for developing a strategic plan based on input and data reflective of its own community.

¹ “Leadership skills” as used here are defined as “the ability to listen, ask effective questions, make proposals, use interest based negotiation, reach consensus, and commit to specific aligned action” (Annie E. Casey Foundation’s Leadership in Action Program)

3.2. First 5 Monterey County

The Monterey County Children and Families Commission, also known as **First 5 Monterey County (F5MC)**, was established in 1999 and is led by a seven member Commission appointed by the Monterey County Board of Supervisors. **F5MC** is responsible for developing a strategic plan to guide local funding decisions that are consistent with the intent of the California Children and Families Act.

Vision: *All children reach their full potential in a family and community that values and respects childhood.*

Mission: *To serve as a catalyst to create sustainable change in systems, policies and practices that enrich the development of children in their FIRST 5 years of life.*

3.3. Strategic Plan 2007 - 2015

The Commission selected Early Learning Opportunities (ELO) as the focus of its efforts for funding under the 2007-2015 Strategic Plan. **F5MC** convened a variety of stakeholders, community groups and forums to obtain input to determine our community's priorities for the development of our youngest children. The participatory strategic planning process was guided by the ELO Advisory Team and included the voice of more than a thousand community members. It resulted in the identification of three community visions for the ELO funding cycle and formed the basis for selecting funded agencies for program implementation. Additionally, the community identified a list of key characteristics they believe are essential to the success of programs, which are called the *Essential Program Characteristics* (see Appendix A).

The three community visions identified by the community are:

- (1) Parents feel competent, well-informed and capable of supporting their child.
- (2) Families have quality, affordable early care and education of choice.
- (3) Children are mentally and physically healthy.

Workforce development is the **F5MC** primary strategy for achieving the ELO Vision #2: *Families have quality, affordable early care and education of choice.* The Workforce Development Initiative (WDI) is comprised of multiple strategies to support a comprehensive approach to workforce development including: A Workforce Development Incentive Project (WDIP); Technical Assistance Projects and Professional Development Seminar Series.

For more information please visit the **F5MC** website at <http://www.first5monterey.org>.

F5MC funded services will be prioritized to specific areas (Priority Zones) of Monterey County that have populations disproportionately living in poverty and/or with other risk factors.

3.4. Technical Assistance Projects

Technical Assistance (TA) Projects will support child care quality and inclusion through on-site technical assistance provided by a consultant grounded in best practice research and relationship-based, collaborative work. TA projects will engage program participants (including administrators, educators/teachers, families and children) in developing and enhancing program quality. Additionally, project participants will share their learning with others in the community in order to create an extended community of learners.

Consultants² grounded in best practice and relationship-based work will be matched with selected projects in order to:

² **F5MC** has published a *Request for Qualifications (RFQ) for Consultants to Provide Technical Assistance to Early Learning and Care Programs*. This solicitation will provide those awarded a grant with a qualified pool of consultants from which to draw.

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- Co-develop goals and strategies based on observation and dialogue;
- Share research-based resources and materials;
- Develop training related to new approaches and techniques followed by immediate feedback and support; and
- Model new approaches and techniques in alignment with unique requirements, strengths and challenges of the child care context (including program requirements, values and beliefs of the teachers and parents).

Criteria and requirements for TA Projects were developed through a planning process involving the Access Workforce Development Workgroup (25 stakeholders) and Advisory Committee (23 stakeholders) during the summer and fall of 2008. The program goals, approach and values are in alignment with the community identified desired outcomes and best practice research.

The following best practice approaches and values will be incorporated into the design of each TA project:

- Project goals will be co-developed by participants and consultant.
- Project goals will relate to the practical and daily experiences of the program.
- The project will include on-site work with a consultant grounded in early childhood education best practices and committed to relationship-based learning.
- Professional development activities will incorporate a variety of learning methods (including individual work as well as small and large group discussion and activities).
- Professional development activities will support collective/collaborative learning that incorporates the diverse experiences and knowledge of the project participants.
- All levels of an organization (including administration and staff) will support the project and participate in appropriate ways.
- The project will be responsive to cultural and socioeconomic diversity.
- The project will incorporate “*unanticipated learnings*” as the technical assistance project unfolds.

F5MC funded technical assistance will have the following outcomes:

- Improved program quality.
- Improved infrastructure and operations that support program quality.
- Increased professional development and leadership skills³ of staff/providers.
- Increased collaboration and networking, among early educators.

4. REQUIREMENTS FOR TECHNICAL ASSISTANCE PROJECTS

All applicants will demonstrate how their potential project fits with the requirements identified below:

4.1. Priority Areas

Priority will be given to projects in the following order:

- 4.1.1. Projects serving children and families in South County (including Chualar, Gonzales, Soledad, Greenfield, King City, San Ardo, San Lucas).

Applicants may also propose or recommend a consultant, however all consultants will be selected through the RFQ and need to apply through that process.

³ “Leadership skills” as used here are defined as ‘the ability to listen, ask effective questions, make proposals, use interest based negotiation, reach consensus, and commit to specific aligned action’ (Annie E. Casey Foundation’s Leadership in Action) Program.

- 4.1.2. Projects serving other **F5MC** priority areas including: North County (Pajaro, Castroville), Peninsula (Seaside), and Salinas (East Salinas).

4.2. Statement of Anticipated Project Goals

Projects will identify their initial or anticipated goals and areas for improvement through the application process. The anticipated goals may be developed based on staff or parent feedback about the program or the use of an assessment tool such as the environmental rating scales. Final project goals will be co-developed with a consultant.

Anticipated goals may be based on:

- Teacher-child interactions
- Teacher-teacher interactions
- Teacher-parent interactions
- Peer interactions
- Physical environment
- Specific programming areas (such as English language learners, use of creative materials, etc.)
- Program structure, administration and supervision

4.3. Statement of Draft Project Timeline

Projects will identify a draft timeline for their project in alignment with their program's calendar of services. On-site technical assistance will be provided during program hours and also typically includes the need for additional professional development activities in the evenings or on weekends. Site-specific supervisors, as well as all staff need to be available to work with the consultant on a flexible basis during the period(s) of on-site technical assistance. Initial contracts for selected projects will be for one year with the potential to renew for a second year based upon project performance and availability of funding. Final project timelines may vary from the initial proposed timeline based on availability of an appropriate consultant.

4.4. Commitments to Support the Work of the Project

- 4.4.1. Willingness and commitment to support the work of the project and to participate in appropriate ways will be required from all participants including but not limited to:
- a. administration from all levels of center-based programs (i.e., Executive Director, Regional Managers, Site Supervisor, Center Director); and
 - b. staff of center-based programs (including all staff that interface with children which may include transportation providers or cooks and part-time workers).
- 4.4.2. The work of the project may include extra work hours (paid through the project budget) for meeting time and staff development activities during and/or after work, evening, or weekend hours.
- 4.4.3. The work of the project will include sharing of learning with other members of the community through participation in **F5MC** sponsored seminars or other community meetings in order to create an extended community of learners.

4.5. Evaluation and Communication

- 4.5.1. Projects will collect data such as participant demographics (of both parents and teachers) and attendance at activities and enter it into **F5MC** supported database (currently *Persimmony*). Training will be provided.
- 4.5.2. Project participants will participate in focus groups and/or interviews to support project evaluation.

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- 4.5.3. Projects will allow a **F5MC** evaluator to observe the program and implement an assessment tool (i.e., Environmental Rating Scales or other tool relevant to the project goals).
- 4.5.4. Projects will participate in all other evaluation activities including, but not limited to Funded Partner Survey and Parent Interviews.
- 4.5.5. Projects will maintain on-going verbal communication with **F5MC** and their consultant.
- 4.5.6. Projects will provide written reports three times per year in the Persimmony database.
- 4.5.7. Projects will provide expenditure reports (invoice) three times per year in the Persimmony database. Required documentation of expenditures will at a minimum include a general ledger report showing all expenditures including payroll detail. **F5MC** reserves the right to request further documentation and/or receipts to verify expenditures.
- 4.5.8. Projects of \$25,000.00 or more will provide audited financial statements within eight months of the entity's fiscal year end.

4.6. Alignment between Program Characteristics and Consultant

Applicants will provide the following information in order to determine alignment of the proposed project's goals, budget and timeline to allow for an appropriate match with a consultant:

- 4.6.1. Length of time the program has been providing services to the community.
- 4.6.2. Stability of project staff (as indicated by turnover information).
- 4.6.3. Structural features of quality including groups sizes and teacher-child ratio(s).
- 4.6.4. Role of Center Director (or other staff/program supports) in supportive supervision and mentoring.
- 4.6.5. Information about any other special characteristics of your program such as accreditation or special services provided.

4.7. Budget Information

Applicants will submit information that will be used to estimate a budget for the project. **F5MC** will support selected projects to fully design the program and budget after selection of a consultant and during the contracting phase. The following information will be included in the application:

- 4.7.1. *Rate of pay for hourly employees (both regular and overtime):* hourly employees will be paid for actual time spent in professional development activities specifically related to the project goals that is not conducted during regular program hours. All center-based staff are expected to be involved in the project's professional development activities (including support staff such as transportation providers or cooks) in order to develop a shared understanding of the goals of the project and the role they play in supporting program quality. Center-based *salaried* employees are expected to participate in the project activities, but will not receive payment for the actual time spent in professional development activities.
- 4.7.2. *Employer Taxes percentage rate for the hourly employees:* The percentage rate will be used to estimate additional employer expenses related to the additional pay for participation in the activities of the project.
- 4.7.3. *Proposed list of materials to support the work of the project:* Each project will be allowed to purchase materials related to the goals of the project. Applicants will submit a proposed list of materials needed to accomplish the potential project goals. There is no guarantee that all proposed materials will be allowed. Appropriate and related purchases will be determined in

collaboration with the project's consultant. Possible materials may include but are not limited to: consumable materials; program supplies related to specific curriculum goals; or a limited number of specific items of furniture that directly relate to environmental goals. Purchases will also comply with **F5MC** purchasing policies. For example, **F5MC** cannot pay for leasehold improvements (building additions/wallpapering/new plumbing etc.) or capital assets (building/land/ etc.).

- 4.7.4. *Proposed Consultant:* An applicant may propose a specific consultant but is not required to do so. All consultants will be selected by **F5MC** with input from the Review Panel based on their application through the related "**F5MC Request for Qualifications for Consultants to Provide Technical Assistance to Early Learning and Care Programs**". Information provided related to a specific consultant does not guarantee selection or approval of the consultant.
- 4.7.5. *Administrative/Indirect cost rate (capped at 15%):* **Administrative /Indirect cost rate** is a formally calculated rate that establishes the percent allocable to the project for administrative and overhead costs. Administrative/Indirect costs are identified as expenses that cannot be readily assigned to one specific program or are purely administrative functions. The rate is typically calculated using the financial information from the last completed audited financial statements.

4.8. Program Stability

Applicants will provide information to ensure that the program/organization is stable and has good financial status. We will also ask if you are in good standing with licensing and if not, to describe your licensing status. This documentation will include, but is not limited to:

- 4.8.1. Financial documentation including:
- a. Audited Financial Statements for the last two most current fiscal years.
 - b. Financial statements and annual budget for the current fiscal year.
 - c. If there is a "year missing" between previous years audited financial statements and the current years financials the applicant will then submit unaudited financial statements *and* address when the audited statements for that year(s) will be available. Note: audits are required for all **F5MC** funded programs of \$25,000 or more.
- 4.8.2. Confirmation of licensing status.
- 4.8.3. Confirmation of the ability to meet **F5MC** insurance requirements (see Appendix B).
- 4.8.4. A letter indicating approval for submission of the grant application as follows:
- a. If a non-profit/for profit: A letter from the Board Chairperson or Vice Chairperson
 - b. If a government agency: A letter from the Agency Head
 - c. If a school or school district: A letter from the Superintendent

5. COMMUNICATION, QUESTIONS AND SELECTION

Community Grantmaking (CGM) is a collaborative funding allocation process that uses community and staff input to design services by fostering cooperation among qualified groups, organizations and individuals to join together to plan and implement programs, services and/or activities maximizing the impact and involvement in the community. During the procurement process **F5MC** staff provides technical assistance and assists potential applicants in clarifying Commission need, sharing desired outcomes, means of evaluation, budget, and program development until the date of written submission.

5.1 Communication and Questions

Unlike other funding processes, contact with **F5MC** employees for questions, clarifications, etc. is strongly advised. The main office phone number is (831) 444-8549. The hours of operation are typically 8:30 am to 5:00 pm. Main contact person will be Lisa Luis, Program Support. Programmatic support will be provided by Beth Reeves-Fortney, Sr. Program Officer.

Specific questions and responses to every inquiry will not be posted on the website and will not be sent to all applicants. However, a general question and answer document based on the questions and inquiries in the Application Workshops and individual appointments will be posted on the website at www.first5monterey.org. The final question and answer document will be posted on March 19, 2012. All applicants are to have similar access to staff assistance and information during this process. Current Commissioners involved in developing applications for submission will be required to recuse themselves from discussion or voting on those applications.

The ways to communicate with **F5MC** staff during this funding process include:

1. Applicants may ask questions at CGM Application Workshop. The workshop will be held at the **F5MC** office located at 1125 Baldwin Street, Salinas, CA on Friday, March 2, 2012 from 10:00 – 11:30 a.m.
2. Applicants may request an appointment (in person or on the phone).
3. Applicants may email questions to lisa@first5monterey.org. *The last day to submit questions is Wednesday, March 14, 2012.*

5.2 Selection Criteria

Applications for potential projects will be evaluated on demonstration of the following:

- Alignment with Priority Areas (section 4.1)
- Alignment of potential project goals (section 4.2) with best practices in early childhood education and the needs of **F5MC**.
- Alignment of proposed timeline (section 4.3) with availability of a consultant.
- Commitments to the project from participants (section 4.4)
- Ability to conduct evaluation and communication (section 4.5)
- Alignment of program characteristics and consultant (section 4.6)
- Budget information (section 4.7)
- Program stability (section 4.8)

5.3 Review Selection Process

An independent Review Panel will evaluate the submissions and recommend award levels. CGM awards are not based upon cost but upon technical ability to meet community needs and desired outcomes.

F5MC employees will not be members of the independent Review Panel. The Review Panel will be comprised of individuals familiar with: First 5, program and budget design, program implementation, and Monterey County. The Panel will review the applications and make a recommendation to the **F5MC** according to the timeline outlined.

In addition, selected applicants may be requested to provide additional information, invited to be interviewed or required to allow a site visit during the review process and/or before the final contracts are issued. **F5MC** employees may be asked to provide background, clarification, or information about the

applications submitted but will not participate in ranking the applications or making final funding recommendations to the **F5MC**.

5.4 Appeal Process

Any applicant who wishes to file an appeal must file a written Letter of Appeal delivered by certified mail to Lisa Luis at the address on the cover of this CGM within 3 business days of the announcement of intent to award. Appeals are limited to violations of law, regulation or procedure. Appeals will not be accepted on any other grounds. The Letter of Appeal must state the reason for the appeal, including all facts, citations of law, regulation or procedure that are the basis for the appeal. The Executive Director will review the Letter of Appeal and issue a written decision. The decision on appeal is final.

6. APPLICATION SUBMISSION GUIDELINES

The Application Submission Checklist (Appendix C) lists all of the materials to be submitted.

All applications must be received **by 5:00 p.m. on Thursday, March 29, 2012**. One (1) original and five (5) copies must be received in hard copy. In addition an electronic version of Appendix D must be provided in Word format. The electronic version may be submitted by email to Joanna@first5monterey.org

NOTE: All materials submitted as part of application submission become the property of **F5MC**. Materials will not be returned to proposal respondents.

Applications will be accepted at the following address:

First 5 Monterey County
CGM for Technical Assistance, Round 4
1125 Baldwin Street
Salinas, CA 93906

No other location is acceptable for delivery. Faxed proposals and postmarks will not be accepted.

F5MC is not responsible for delayed or lost proposals that miss the submission deadline.

Applications should be type written on the application form provided (Appendix D) using a 12-point font equivalent to Times New Roman in size.

The failure of an applicant to comply with the instructions in this application may eliminate the applicant from further review. However, **F5MC** also reserves the right to waive any minor irregularities or informalities in any submission at its sole discretion.

7. CONTRACTING, NEGOTIATIONS AND AWARD OF CONTRACT

- 7.1** The initial Agreement term will be for one year and will commence upon signing of the Agreement. Upon successful completion of the initial Agreement term, **F5MC** will determine whether the Agreement may be extended for an additional year based upon annual performance considerations and the best interests of **F5MC**. No additional competition will be required if such extension is desired by **F5MC**.
- 7.2** Contracting is expected to be on a cost reimbursement basis with a not to exceed specific amount. **F5MC** reserves the right to determine, upon negotiation, other reasonable terms that are in **F5MC's** best interests.

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- 7.3** In a Lead/Subcontractor relationship - the Lead holds the contract and all payments are made to the Lead. The contractual obligations and payment will flow from the Lead to the Subcontractors as delineated. It is the Lead's responsibility to ensure that all contractual obligations are met by the Subcontractors.
- 7.4** Required insurance (detailed in Appendix B) will be provided by applicant before any costs are incurred. Insurance expenses are included in the indirect cost rate.
- 7.5** All applicants contracted for \$25,000 or more in one fiscal year will be required to provide audited financial statements for the contracted period. This requirement applies to organizations serving as lead contractors (Lead) as well as Subcontractors, if the Subcontractors are contracted for \$25,000 or more. Audit expenses are included in the indirect cost rate.
- 7.6** Applicant must be able to manage and report use of public funds in compliance with Generally Accepted Accounting Principles (G.A.A.P.) and audited in accordance to Generally Accepted Auditing Standards (G.A.A.S.) issued by the Controller General of the United States.
- 7.7** Applicant will keep grant expenditures separate from other expenditures, including other **F5MC** grants, in their accounting records.
- 7.8** Applicant will provide expenditure reports (invoices) three times per year utilizing the Persimmony database. The expenditure reports will include each line item as itemized on the contracted budget. Expenditure documentation, at minimum, will include a detailed general ledger and labor reports. **F5MC** reserves the right to request additional documentation as necessary.
- 7.9** Applicant will provide reporting on scope of work and evaluation data three times per year utilizing the data collection software provided by **F5MC**. **F5MC** reserves the right to withhold payment until all scope of work and evaluation information is received and approved.
- 7.10** The selected applicant(s) must submit an agreed upon work plan and budget during contract negotiations. **F5MC** reserves the right to make minor changes to the scope of work during the negotiation of the contract based upon the best interest of **F5MC** and the overall objectives of the application.
- 7.11** Upon award, the successful applicants will be expected to execute an Agreement with **F5MC**. **F5MC** is not required to award a contract, is not bound to accept the applicants with the lowest price and may choose not to fund an application, even if it costs less than all other applications. The award is not based upon cost but upon technical ability to meet community needs and desired outcomes.

8. CAVEATS AND LEGAL NOTES

- 8.1** **F5MC** reserves the right to cancel the CGM process at any time for any reason, even after review of all the applications, and is not responsible for any expenses incurred by an applicant in developing an application. The costs of developing an application cannot be charged to **F5MC** or included in the proposed budget.
- 8.2** All Applications and associated materials become the property of **F5MC** upon submission and will not be returned to applicants.
- 8.3** **F5MC** reserves the right to request clarification on an application or additional submissions from any applicant. **F5MC** reserves the right to accept or reject all or a portion of any application. **F5MC** reserves the right to waive any minor irregularities in any application.
- 8.4** **F5MC** reserves the right to reject an application based on errors made in computing costs or due to noncompliance with the requirements of this application as determined by **F5MC** at its sole discretion. **F5MC** is not responsible for any errors in the application, including mathematical errors.
- 8.5** **F5MC** may determine to contract with more than one applicant for various portions of the application.

- 8.6** The application is not a contract for employment or hire and the final terms of the proposed contract are subject to review and approval of **F5MC**.
- 8.7** In the event that **F5MC** is not satisfied with the submitted applications and corresponding scopes of work from a service, budget, and/or geographic perspective, it may choose to negotiate the scope of work with the existing applicant pool, other vendors, or institute Article IV, *Section 11: Selection Process Exceptions* of the **F5MC** Policies and may select another vendor.
- 8.8** No Supplanting – **F5MC** is prohibited from providing funds to maintain existing levels of service and from replacing State or Local general fund money (supplanting). **F5MC** funds may only be used to enhance existing services or create new programs or services.

9. APPENDICES LIST

- APPENDIX A - Essential Program Characteristics**
- APPENDIX B - Insurance Requirements**
- APPENDIX C - Application Submission Checklist**
- APPENDIX D - Application Form for Center-based Programs**

APPENDIX A: Essential Program Characteristics

Research shows that *how* help is provided to families is as important as *what* is provided if services are to produce positive outcomes for children and families. During **First 5 Monterey County's** ELO (Early Learning Opportunities) Strategic Planning process, the community clearly identified *key characteristics* that are essential to developing effective programs and services. These are now part of **F5MC** funded partner service criteria. All funded services are required to be delivered in accordance with the five Essential Characteristics.

I. Culturally and Linguistically Appropriate

Organization honors and respects the diversity of children and families, their socio-economic status, family structures, individual abilities, beliefs, interpersonal styles, language preferences, attitudes and behaviors. Programs and services are targeted to the primary beneficiaries in a community.

II. Family-Centered/Centric

The role of family as central to the health and well-being of children is recognized and supported through a respectful family-provider partnership based on equality. Families are celebrated for their strengths, expertise, cultures, and traditions; their knowledge, skills and experience are utilized collaboratively in the decision making process.

III. Community-Based

In the community, of the community, for the community; centered in and around a particular community, and reflective of community needs and dynamics.

IV. Coordinated

Working together harmoniously in a collective effort to support families and children, maximize resources, reduce duplication, and produce positive outcomes for the community.

V. Flexible Hours

Flexible staffing and program planning to ensure services are provided at convenient times so that family members can participate year round without conflicts with school, work or other commitments; includes evenings, weekends and holidays.

APPENDIX B: Insurance Requirements

The successful applicant will be required to provide proof of insurance for the following and maintain in full force and effect, during the term of the Agreement, the following types of insurance:

- [X] Commercial General Liability** [“occurrence” coverage]
Minimum Limit \$1,000,000, with an Additional Insured Endorsement (see below)

Additional Insured Endorsement shall name Monterey County Children and Families Commission, the individual members thereof, and all F5MC officers, agents, employees, and its Board of Directors as Additional Insureds with respect to services being provided, including ongoing and completed operations. Additional insured endorsement shall be equivalent to ISO form CG 20 09 10 93.

- [X] Sexual Abuse Liability**
Minimum Limit \$1,000,000

- [X] Workers’ Compensation**
Required for all CONTRACTORS with employees
Statutory Limits or \$1,000,000, Employers Liability minimum \$100,000

Please have Insurance Certificates with any Additional Insured Endorsements sent to First 5 Monterey County, 1125 Baldwin Street, Salinas, CA 93906, attention: Joanna Steinbruner.

- A. All Insurance Certificates showing proof of insurance must include a 30-day Notice of Cancellation endorsement.
- B. F5MC’s legal name, Monterey County Children and Families Commission, must be used on all insurance certificates and endorsements
- C. All insurance provided required under this Agreement shall be primary coverage with respect to F5MC, and any insurance or self insurance maintained by F5MC shall be in excess of FUNDED PARTNER’s insurance coverage and shall not contribute to FUNDED PARTNER’s coverage. F5MC is to be notified immediately if any aggregate insurance limit is exceeded.
- D. Failure to provide these documents shall be grounds for termination or suspension of this Agreement.
- E. It is the responsibility of FUNDED PARTNER to confirm that any and all subcontractors that FUNDED PARTNER may use for the completion of this Agreement comply with all terms and conditions of the insurance provisions.
- F. Policies shall not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to F5MC.

Prior to any obligations of F5MC, FUNDED PARTNER shall file certificates of insurance with F5MC, showing that FUNDED PARTNER has in effect the insurance required by this contract. FUNDED PARTNER shall file a new or amended certificate including applicable endorsements promptly after any change is made in any insurance policy, which would alter the information on the certificate then on file.

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APPENDIX C – Application Submission Checklist

NAME OF APPLICANT/ORGANIZATION: _____

Your application packet should include all items listed on this Application Checklist. Please indicate the items enclosed by marking the corresponding box. Put a copy of this completed checklist in the envelope with your application papers. Submit one unbound original and 5 copies of the completed Application packet (8 ½ x 11" white paper).

My application packet includes:

- This completed Application Submission Checklist.
- A completed Application Form, (Appendix D).
- A letter indicating approval for the Application submission as described in section 4.8.4.
- One (1) unbound original and five (5) copies of the entire Packet (with each copy securely stapled)
- An electronic version of the Application (Appendix D).

Financial documentation one (1) hard copy to be submitted (as described in Section 4.8.1)

- Audited Financial Statements for the last two most current fiscal years.
- Current fiscal year financial statements and annual budget. *If there is a "year missing" between previous years audited financial statements and the current years financials the applicant will then submit unaudited financial statements and address when the audited statements for that year(s) will be available. Note: audits are required for all **F5MC** funded programs of \$25,000 or more.*