



Request for Proposals

Thriving Families Partnerships

*A range of funding opportunities to promote the well-being of
Fresno County families*

Deadline to submit electronically on our website:

Monday, March 13, 2023 at 11:59 p.m.

www.first5fresno.org/funding

First 5 Fresno County
2405 Tulare Street, Suite 200
Fresno, CA 93721
559-558-4948

Introduction

This Request for Proposals (RFP) includes **two separate funding levels**.

Use the Table of Contents and the color indicators below to guide you through the document.

Items specific to **Level 1** will be marked with this box 

Items specific to **Level 2** will be marked with this box 

Unless otherwise noted, content **not marked** as Level 1 or Level 2 **applies to both levels**.

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Overview of Funding Opportunity

First 5 Fresno County (F5FC) seeks to partner with various **nonprofit/community organizations/groups, via this Request for Proposals (RFP)**, to provide direct services and resources to families with young children that address challenges families face, especially coming out of the COVID-19 pandemic, and thus strengthen the early childhood system of care in Fresno County.

Annual Funding

The total funding available under this RFP is approximately \$1,100,000 for one year.
This funding opportunity is designed with **two separate partnership levels**.
Organizations/groups may not apply for both levels.

	Level 1 Partnerships	Level 2 Partnerships
Annual Funding Range Per Contract	\$5,000 - \$40,000 (per year)	\$40,001 - \$120,000 (per year)
Approximate Number of Awards	3-7 contracts	8-10 contracts
Contract Period	Two Years July 1, 2023 – June 30, 2025 <i>With the option to renew agreements for one additional year (for a total of three years), based on performance, availability of funds and the nature of activities proposed.</i>	
Eligibility¹	All public benefit and community organizations (e.g. 501(c)(3), grassroots organizations, fiscally sponsored groups, etc.)	Only 501(c)(3) nonprofit public benefit organizations
Description	Smaller partnerships to expand direct supports to families with young children. Not anticipated to fund programs but could expand family-centered supports within a program.	Funding for various direct service program models , uniquely tailored to meet the needs of the community. <i>For the purposes of this RFP, programs are generally defined as a set of services delivered to a specific population by a distinct set of personnel in order to achieve one or more intended outcomes.</i>

¹ Faith-based Funding Policy: All funded partners must abide by F5FC’s Faith-based Funding Policy
<https://www.first5fresno.org/wp-content/uploads/2018/11/Faith-based-Funding-Policy.pdf>

Timeline	
Date	Action
January 18, 2023	Release of Request for Proposals
January 26, 2023 at 1:00 p.m.	Virtual Informational Session (attendance is optional)
Wednesday, March 1, 2023	Deadline to submit questions
January 19, 26; February 2, 9, 16, 23; and March 2, 2023	Days when a response to submitted questions, if any, will be posted on the F5FC website
Monday March 13, 2023 at 11:59 p.m.	Submission deadline (see submission method information on page 9)
April 14, 2023	 Notification to Level 2 proposers
April 28, 2023	 Notification to Level 1 proposers
May – June 2023	Scope of work and budget development
May 31, 2023	 Recommended Level 2 organizations presented to the Commission for approval
June 21, 2023	 Recommended Level 1 organizations/groups presented to the Commission for approval
July 1, 2023	Contract start date for selected organizations (<i>note: depending on the proposal, Level 1 organizations/groups may have a later contract start date</i>)

Thriving Families Partnerships Request for Proposals (RFP)

ABOUT FIRST 5 FRESNO COUNTY

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved, and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. The F5FC Commission (also referred to as the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission, not being a direct service provider, is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

RFP INTENT

F5FC seeks to partner with various **nonprofit/community organizations/groups** to provide a range of **family-centered supports** that promote the well-being of children, from the prenatal stage to age five, and their families in Fresno County. At F5FC, we believe that families and communities are the ultimate experts on their needs and so, we are requesting organizations/groups to propose **services, program models, and/or supports** that are uniquely tailored to the communities they serve.

All proposals must 1) be rooted in and reflective of the cultural, linguistic, and overall diversity of every family served and 2) address the various challenges facing families with young children today. This includes, but is not limited to, personnel reflective of the proposed community.

This funding is intentionally divided into two partnership levels – **Level 1 Partnerships (\$5,000 - \$40,000 annually)** and **Level 2 Partnerships (\$40,001 - \$120,000 annually)** to support a range of organizations/groups and community needs.

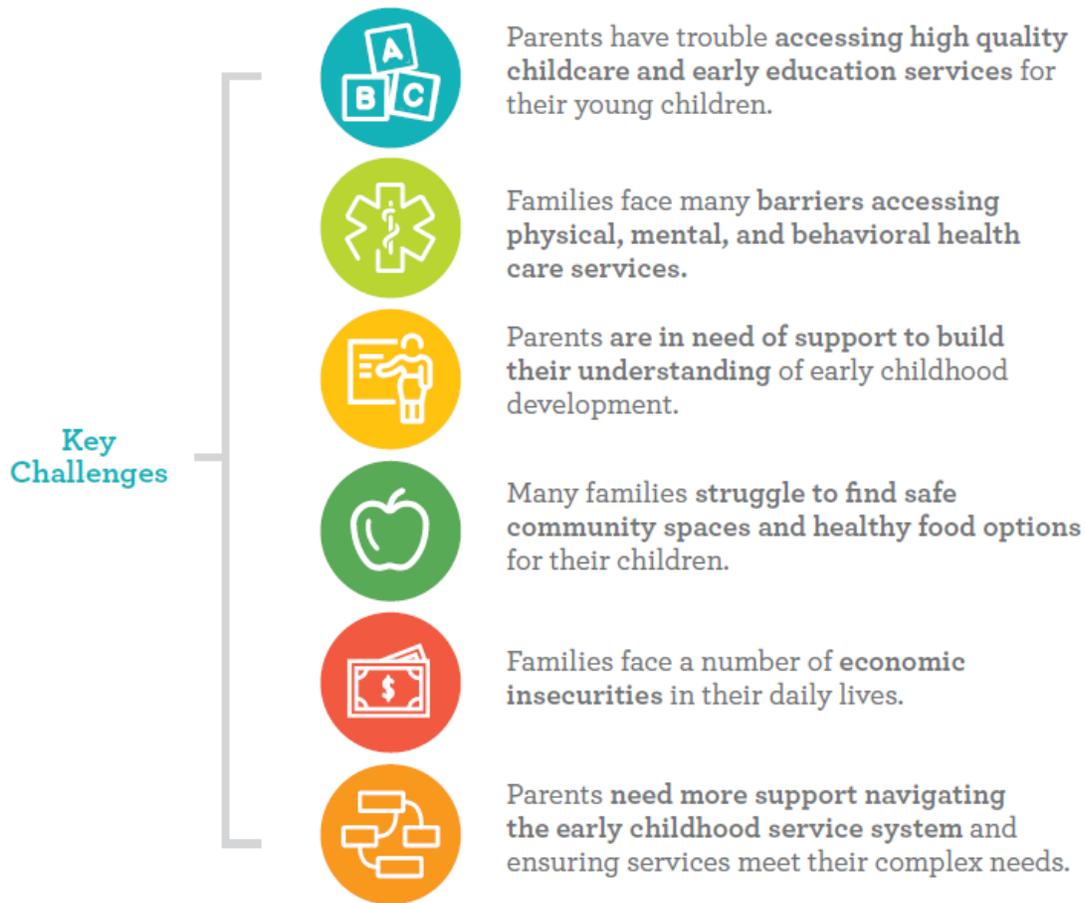
BACKGROUND

We are dedicated to partnering with the community to raise up the needs of young children, and ensure families have access to the community-based supports they deserve.

In the fall of 2018, F5FC and our partners engaged more than 600 parents, caregivers and community members to learn about the most pressing challenges facing families with young children in Fresno County. **Figure 1** highlights the six key challenges identified through this process which became the capstone of F5FC's 2020-2025 Strategic Plan.²

² [Preconception to Age 5 Blueprint for Funding and Advocacy - Findings from Phase III - Community Engagement](https://www.first5fresno.org/wp-content/uploads/2019/03/Final-Findings-Report-Blueprint_Comm-Engagement-Updated.pdf): https://www.first5fresno.org/wp-content/uploads/2019/03/Final-Findings-Report-Blueprint_Comm-Engagement-Updated.pdf

Figure 1



In response to these six challenges, we launched the first Thriving Families funding opportunity in the spring of 2020, unintentionally coinciding with the catastrophic onset of the COVID-19 pandemic and the national outcry and reckoning with systemic racism following the murder of George Floyd.

From what we know so far, the last three years have only amplified these challenges, as families continue to grapple with job loss, technology barriers, complicated eligibility requirements for services, and rising costs to provide for their family’s basic needs. Community organizations remain a vital component to an effective system of services and are often the most trusted resource among families. In light of these realities, we are releasing this Thriving Families funding opportunity to continue partnering with nonprofit/community organizations/groups to provide needed resources and supports to Fresno County families.

As an agency, we remain committed to advancing equity through community partnerships. **This funding opportunity has been updated from the original 2020 version with revised submission and eligibility criteria** as we continue to strive for equity and accessibility in our funding policies and procedures.

DESCRIPTION OF FUNDING OPPORTUNITIES

The total funding available under this RFP is approximately \$1,100,000 for one year, with the option to renew the agreements of selected nonprofits/community organizations/groups for up to three years total based on performance, availability of funds, and the nature of the activities proposed. For example, if an organization proposes funds for a one-time activity, renewal may not be applicable.

We anticipate awarding **multiple contracts** with these funds, divided into two categories:

1) **Level 1 Partnerships** (approximately 3-7 annual awards ranging from \$5,000 - \$40,000)

and

2) **Level 2 Partnerships** (approximately 8-10 annual awards ranging from \$40,001 - \$120,000)

Organizations/groups **may not** apply for both funding levels.

We anticipate awarding approximately 11-17 total contracts. Based on submissions, this range may change.

Level 1 Partnerships are smaller, shorter-term opportunities designed to expand an organization's/group's support to families with young children, resulting in long-term impact. For example: community educational workshops, opportunities for families to build social and community connections, purchasing culturally reflective materials, providing child-based activities during a parent-focused service, funding critical needs of families, etc. These funds can be used to provide training/professional development or other support to individuals directly working with children and families to increase capacity to provide developmentally appropriate, culturally responsive, and trauma-informed care (for example: Adverse Childhood Experiences (ACEs) training; Ages and Stages Questionnaire (ASQ) trainings; race, equity, diversity and inclusion workshops, etc.).

Level 2 Partnerships are larger investments to pilot new or expand existing **programs** supporting families with young children. *For the purposes of this RFP, programs are generally defined as a set of services delivered to a specific population by a distinct set of personnel to achieve one or more intended outcomes.*³

Applicants can propose any program model so long as it directly supports young children and their families in Fresno County and meets the intent and requirements of this RFP. For example, program services could include case management, developmental screenings, parent-child early math or literacy activities, parent/caregiver social support groups, etc. **Direct program services for families must be the primary focus of Level 2 Partnerships.** Example expenses include, but are not limited to: personnel costs, materials, trainings, operating costs, etc.

Summary

The scope of both funding opportunities is intentionally broad to allow organizations/groups to propose what they have concluded is needed, coupled with innovative ways to support families in specific

³ Adapted from *The What, When, How and Why of Program Models and Business Process Analysis (Maddex)*

communities. However, **all proposed expenses and activities for Level 1 and Level 2 Partnerships must be directly connected to supporting families with young children in Fresno County and meet the intent and requirements of this RFP and F5FC.**

Proposals must convey the gap that the submission is filling and cannot be to supplant (meaning take place of, overlap, or duplicate) what is already funded by another source. Note: no capital purchases (non-consumable items with a purchase price of \$5,001 or more per item or in aggregate) will be allowed for Level 1 or Level 2 Partnerships.

Funding ranges, eligibility guidelines, submission and contracting requirements differ for each funding type. See [page 3](#) and the remainder of the RFP for specific information.

ELIGIBILITY

All public benefit and community organizations (e.g. 501(c)(3), grassroots organizations, fiscally sponsored groups, etc.) may apply for **Level 1** Partnerships.

Only 501(c)(3) nonprofit public benefit organizations are eligible to apply for **Level 2** Partnerships.

If the proposer is a past or current F5FC funded partner, their contract(s) must be in good standing.

FOCUS POPULATION

Funding under this RFP **must directly support Fresno County families with children from the prenatal stage to age 5.** Under this RFP, all **proposals must focus on our community's most underserved children and families** including, but not limited to: Black families, families living in rural communities, undocumented individuals, dual language learners, children with special needs, single parents, and low-income households.

SERVICE/RESOURCE REQUIREMENTS

This RFP is designed for organizations/groups to propose a range of program models, services and/or resources that uniquely meet the needs of the communities each organization/group serves. While the RFP does not mandate which services or resources to include, **all proposals must directly address one or more of the key challenges listed in Figure 1** ([page 6](#)).

All organizations/groups applying for funding under this RFP must also adhere to the following requirements for the programs, services and/or resources proposed:

- Organization/group must convey their experience and capacity (or future capacity with the aid of this proposal) to provide the proposed resources/services to families with young children.
- Services/resources must be directly connected to supporting families with young children to thrive in Fresno County.
- Services/resources must be family-centered, culturally, and linguistically responsive for all participants.
- As applicable, organizations/groups must connect children to developmental screening and referral resources including the Ages & Stages Questionnaire (ASQ) and Ages & Stages

Questionnaire: Social-Emotional (ASQ:SE), through Help Me Grow Fresno County or another community partner. F5FC can connect an organization/group to developmental screening resources, as needed.

For Level 2 Partnerships Only

In addition to the above:

- Program models must be research and community-informed.
- Program must be based on a holistic whole-child, whole-family approach to supporting the well-being of children and families.
- Personnel must be culturally and/or linguistically reflective of the participating families.
- F5FC funding cannot be the program's sole funding source. In-kind, leverage and/or cash match funding must be included in the program budget.

SUBMISSION REQUIREMENTS

Submission Deadline

Completed proposals must be submitted **by Monday, March 13, 2023 by 11:59 p.m. via the F5FC website submission portal** (www.first5fresno.org/funding).

As an exception, if submission through the website portal is not possible, proposals may be emailed to funding@first5fresno.org or hand delivered to the F5FC office at 2405 Tulare Street, Fresno, CA 93721 Suite 200. ***Hand delivered submissions must be received at the F5FC office by 6:00 p.m. on Monday, March 13, 2023.***

Late proposals will not be accepted. Proposers are solely responsible for ensuring that submissions are received on time. **We strongly encourage you to submit proposals before Monday, March 13th to ensure your submission is received by the deadline.**

Please note, after we receive your electronic submission, proposers will receive an email from funding@first5fresno.org as proof of submission. If the proposer identifies an error after submitting, they may resubmit before the deadline. Only the most recent submission will be accepted. *Note: Hand delivered submissions will also receive a printed, time-stamped proof of submission.*

How to Submit

To complete the submission process, follow the steps on the website (www.first5fresno.org/funding) to enter all required information and upload the required forms and attachments listed below. *Note: website documents must be submitted as Adobe PDF files, Microsoft Word files, PNJ and/or JPEG/JPG files.* Each form listed below is available on the F5FC website.

What to Submit

Please note, **submission requirements differ for Level 1 and Level 2 Partnerships.**

Below is a list of the forms and documents required for each type of submission. All forms referenced below are included at the end of this RFP with additional instructions on how to complete each form.

If you previously submitted a Thriving Families proposal to First 5 Fresno County in 2020, you may email funding@first5fresno.org to request a copy of your past submission.

What to Submit for Level 1 Partnerships (\$5,000 - \$40,000 per year)

- **A. Cover Page – FORM A**

- **B. Project Proposal** (90 total points) – Submit a brief narrative responding to the questions below. No specific format is required and you can answer the questions in any order that makes sense to you. You may include tables, infographics, etc. Alternatively, you may include a link to a video, PowerPoint presentation or other similar format as long as each of the questions below are addressed. Note: our website only accepts Adobe PDF, Microsoft Word, PNG and JPEG/JPG files.

Please keep your proposal to **5 one-sided pages or less, font size 11 or larger** to support with the review of multiple proposals.

Include the following information in your proposal:

- 1) **Organization:** Share about your organization/group/entity and your capacity/qualifications to implement this proposal.

- 2) **Intent:** Describe how you intend to use this funding and how you will support families with young children residing in Fresno County to thrive. Be sure to highlight how your proposal is 1) rooted in and reflective of the cultural, linguistic and overall diversity of all families served, and 2) addresses at least one of the challenges facing families today (see [page 6](#)).

- 3) **Timeframe:** A description of when and how often proposed activities will take place.

- 4) **Budget:** Describe the primary costs associated with your proposal for one year. You may use FORM C if helpful, but a full budget is not required as long as it is clear how the funding would be used (e.g. two staff trainings for 20 staff for a total of \$5,000). *Remember proposals must convey the gap that the submission is filling and cannot be to supplant (meaning take place of, overlap, or duplicate) what is already funded by another source.*

- **C. Attachments** (10 total points)
 - a. A completed W-9 Form (linked [here](#))

Letters of Support can be submitted as attachments but are not required.

**What to Submit for
Level 2 Partnerships**
(\$40,001 - \$120,000 per year)

- **A.** Cover Page – **FORM A**
- **B.** Narrative (60 total points) – **FORM B**
- **C.** Scope of Work and Budget (30 total points) – **FORM C**
- **D.** Attachments (10 total points) – Submissions must include the following:
 - a. Agency Organizational Chart:
Can be in any format as long as it shows the positions referenced in the narrative.
 - b. Statement of Financial Standing - Signed statement, from an individual with signing authority (i.e. executive director, board chair, business director, etc.), certifying that the organization is in good financial standing.
 - c. A completed W-9 Form (linked [here](#))

Note: if selected for funding the organization will be asked to submit audited financials or similar documentation, but these are not required for the RFP submission.

Letters of Support can be submitted as attachments, but are not required.

Our Available Technical Support

Please add funding@first5fresno.org to your approved contact list to avoid interference from spam filters. If you do not receive an email after electronic submission or experience any technical difficulties, please contact funding@first5fresno.org or leave a voicemail at 559-558-4948. *Please note, on Monday March 13, 2023 staff will be available until 6:00 p.m. to support with technical assistance related to website, email or hand delivered submissions.*

You may also schedule a time to submit your proposal onsite at our F5FC office. We will provide internet access, a printer, scanner and/or a laptop connected to our website. Please contact funding@first5fresno.org or leave a voicemail at 559-558-4948 to schedule a time to submit your proposal onsite between February 21, 2023 and March 9, 2023. *Appointments must be made prior to March 9, 2023.* Please note, F5FC staff can only support with the technology and technical pieces needed to submit a proposal and will not review or discuss any other aspects of the RFP.

REVIEW PROCESS AND NOTIFICATION

Each submission will be initially reviewed to ensure all required forms/documents are included. If a required form/document is missing or incomplete, our staff will make a reasonable effort to contact the proposer and provide an opportunity to submit the missing form/document within **two business days**. A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFP. If requested, organizations/groups should be prepared to elaborate on their proposal to the Review Committee.

Submissions may receive a maximum of 100 points.

Scoring **will be based** on:

- Overall alignment with the intent of this RFP and vision/mission of F5FC
- How well the proposal reflects and honors the cultures, languages, abilities, and overall diversity of the population served
- Appropriateness/feasibility of the proposed budget and activities
- Capacity of the organization/group to carry out the proposed activities and RFP requirements

While scoring **will not be based** on the formatting or grammar of the submission, all proposers will ensure that their submission is clear and accurately conveys the proposer's intent.

The contact person for each submission will be notified via email of F5FC's decision. All submitters, including the recommended organizations, will be notified of the status of their submission.

 **Level 1** submitters will be notified by April 28, 2023

 **Level 2** submitters will be notified by April 14, 2023

Following the review process, F5FC will work with the recommended organizations/groups to finalize a contract agreement, including scope of work/activities and budget, that will be presented to the F5FC Commission for consideration and ultimate approval for funding.

INFORMATIONAL SESSION AND QUESTIONS

Informational Session

An informational session is an opportunity for organizations to seek clarification on the contents of this RFP. The informational session for this RFP will be held virtually on **Thursday, January 26, 2023 at 1:00 p.m. on Zoom**. The following week, a recording of the presentation will be posted on the funding page (www.first5fresno.org/funding) of the F5FC website. Attending the informational session is **optional**. Please register for this meeting via the link on our website (www.first5fresno.org/funding). Note: The session will include American Sign Language interpretation.

Questions

Any questions about this RFP must be submitted via email to funding@first5fresno.org with the subject line: “**Question RFP – Thriving Families**”. Questions will be accepted until **Wednesday, March 1, 2023**. If questions are received, responses will be posted on the funding page (www.first5fresno.org/funding) of the F5FC website every Thursday beginning January 19, 2023, through March 2, 2023. Note: if questions are received after March 1st, we cannot guarantee a response.

PARTNER REQUIREMENTS (IF FUNDED)

All organizations/groups funded by F5FC must abide by all the policies and guidelines stipulated in our Funded Partner Manual, as appropriate. The Funded Partner Manual is updated as needed and can be found here: <http://www.first5fresno.org/forms-docs/>.

Data Collection and Reporting Requirements

All funded partners are required to collect demographic and service data, including the deidentified age, language, race/ethnicity and service types of the participating parents/caregivers and children. Any additional required data beyond this information will be agreed upon between the selected organization/group and F5FC. Data reports are typically due on a quarterly basis, but may be less frequent for **Level 1 Partnerships** based on the type of activities funded.

Below are the anticipated data collection and reporting timelines for each partnership level. Subject to change based on F5FC evaluation design and contract negotiations with funded partners.

Data Collection and Reporting Requirements		
	Level 1 Partnerships	Level 2 Partnerships
Reports Due (minimum)	Annually (or with each invoice)	Quarterly (or with each invoice)
Required Participant Data	Total number of participating children ages 0-2 and 3-5 years old	
	Total number of participating parents/caregivers	
	Language and race/ethnicity of participating children, parents/caregivers	
	Total number of participating professionals	
Required Service Data	N/A	Total count, type and frequency of services for each participant
Narrative	Narrative describing the services/activities that took place	Brief narrative including challenges, short-story and highlights from the quarter

We currently use the Apricot 360 data system and will work with each partner to develop a data reporting process that complements your existing reporting system and infrastructure to the full extent

possible. Our aim is to reduce duplicative data entry and help you and the F5FC Commission share out the known quantitative and qualitative impact of this funding opportunity.

Partners are required to maintain applicable back-up documentation (e.g. sign-in sheets, flyers, brochures, enrollment forms, etc.) for the participant and service data reported.

See page 10 of the Funded Partner Manual for more information on Data Reporting Requirements (www.first5fresno.org/forms-docs).

Financial Reporting Requirements

In most cases, payments are made electronically through a reimbursement request process. From time-to-time, advance payments may be considered and approved. All expenses must be supported by backup documentation (i.e. general ledger, receipts, invoices, etc.). Invoices are typically due on a quarterly basis but may vary for Level 1 Partnerships based on the activities and expenses funded.

See page 16 of the Funded Partner Manual for more information on invoicing and payments (www.first5fresno.org/forms-docs). You can also find a list of disallowed costs and budget line-item definitions under the Fiscal section of this same webpage (www.first5fresno.org/forms-docs).

OTHER IMPORTANT INFORMATION

Protest Process

Upon notice by F5FC staff of a proposed award, any proposer may file a formal written protest regarding a potential award by the Commission. The protest shall be filed with the Executive Director no less than forty-eight (48) hours before the day of the meeting at which the Commission is scheduled to award the subject contract. The protest shall be in writing addressed to and filed with the Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the award violated F5FC's procurement procedures or State law. Mere disagreement with the Commission, the Review Panel, or Executive Director's decision shall not be the basis for a successful protest.

Confidentiality of Responses

F5FC cannot guarantee the confidentiality of information submitted by the organization/group. In the event that F5FC receives a public request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide those records that it deems responsive to the request. All materials submitted as part of a proposer's response to this RFP become the property of F5FC.

Communication

As of the issue date of this RFP and continuing through the public notification of the award, organizations/groups/individuals submitting proposals are specifically directed not to hold any meetings, conferences, or technical discussions regarding this RFP with F5FC staff, Commissioners or any members of the Community Review Committee unless expressly authorized by this RFP.

“Off the record” contacts can potentially taint the Commission’s decision-making process. Interested organizations/groups may only submit inquiries through the funding@first5fresno.org email address in response to any matter pertaining to the RFP. Any prohibited contact may result in disqualification of the potential contractor’s submission.

Contracts

Issuance of this RFP does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all submissions received in response to this RFP, or to cancel this RFP if the Commission deems that it is in the best interest of the Commission to do so. In addition, F5FC staff reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

Any contract awarded by the Commission will contain various material terms and conditions that will not be negotiable, including, but not limited to, proposer’s obligation to indemnify, defend, and hold the Commission harmless from and against proposer’s negligence and willful actions, insurance requirements as determined by the Commission, and compliance with various Commission policies.

Supplanting

No Commission funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money for any purpose. This prohibition does not apply to federally funded or privately funded programs.

Conflicts of Interest

Proposers must adhere to the Commission’s Conflicts of Interest Policy, as amended, as applicable. No Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit a proposal to the Commission.

Additionally, under no circumstances, may a financial dependent of a F5FC Commissioner or staff respond to this RFP. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not dependents are discouraged from submitting.

FORM A - COVER PAGE

Thriving Families Partnerships RFP



FOR ALL SUBMISSIONS
Please complete the information below.

Organization/Group Name:			
Type of Nonprofit Organization/Group:		<input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Fiscally sponsored by _____ <input type="checkbox"/> Other _____	
Contact Person:		Title:	
Address:			
City/State/Zip Code:			
Phone:			
Contact Person's Email:			
Which partnership level are you applying for?		<input type="checkbox"/> Level 1 (\$5,000 - \$40,000) <input type="checkbox"/> Level 2 (\$40,001 - \$120,000)	
Total Amount Requesting		\$	
Describe the purpose of your submission in 1-2 sentences:			
<i>By signing below you certify that the information contained in this submission is true and accurate to the best of your knowledge and belief. You further certify that this is submitted with the full knowledge and endorsement of the governing board of this organization, if applicable, which is empowered to enforce compliance with all contract conditions. You understand that this submission will remain valid for a period of no less than 180 days from the date of submittal.</i>			
Representative authorizing the submission of this proposal.		Name:	
		Title:	
		Signature (digital or scanned):	
For Level 1 Partnerships			
Remember to submit a proposal describing your funding request and the required attachment. See page 10 of the RFP for what to include in your proposal.			
For Level 2 Partnerships			
Remember to complete FORM B and FORM C and submit your required attachments. See page 11 of the RFP for more information.			

FORM B - NARRATIVE

Thriving Families Partnerships RFP

FOR LEVEL 2 PARTNERSHIPS ONLY

This form is only required for those applying under Level 2 Partnerships (\$40,001 - \$120,000).

Please provide a **brief narrative** for the following questions and, to the extent possible, organize using headers. No specific format is required, you can answer the questions in any order that makes sense to you. You may include tables, infographics, etc. to support your response to any of the questions below. Please keep your response to no more than **15 one-sided pages** to support with the review of multiple proposals. Please do not use a font size smaller than **11-point** size for legibility.

1. Share about your organization's **mission** and **history** of supporting the proposed population with the intended services.
2. Based on the RFP requirements, **describe your organization's proposed program model** and supports for families. Please include the following:
 - Share how funding from this RFP will be utilized to enhance or complement an existing program or pilot an emerging program.
 - Describe the service(s) you are proposing to provide and how it/they address(es) one or more of the key challenges identified by community members (see **Figure 1**).
 - Describe program model and curriculum, service frequency and location, population, and program staff qualifications.
 - i. Please include:
 1. The cultural, linguistic, and overall diversity of your organization's personnel (particularly related to the focus population) and, if possible, include the personnel positions who would be supporting this project. If personnel are not reflective of the focus population please share the experience and resources your organization will bring to ensure the program is rooted in the diversity of participating families.
 2. How your organization currently supports and will support existing and new personnel with training/development related to equity, inclusion, early childhood development, family strengthening and trauma-informed care.
 - Describe additional resources your organization will be contributing to this program (i.e. cash match, in-kind, leveraged funds, etc.) and/or partnerships with other agencies.
3. Share how you will evaluate the effectiveness of the proposed services in addressing the key challenges identified and engage families in continuous program improvement.
4. Provide an estimated timeline for the planning and implementation of the service(s).

FORM C - SCOPE OF WORK AND BUDGET

Thriving Families Partnerships RFP

■ FOR LEVEL 2 PARTNERSHIPS ONLY

This form is only required for those applying under Level 2 Partnerships (\$40,001 - \$120,000).

Complete the following **two tables (Table 1 and Table 2)** with estimated activities and dollar amounts **for one year**. *Or you may submit your own scope of work and/or budget template instead of using the tables below. If you do so, please be sure the primary information below is still included.*

Table 1: You may leave rows blank if there are no more activities to list or duplicate Table 1 to add rows.

Table 2: Please use the provided categories to capture the requested funding from this RFP and the amount your organization will contribute. For budget line item definitions (including **Other Funding**) visit <http://www.first5fresno.org/wp-content/uploads/2017/12/Budget-Line-Item-Definitions-WEB.pdf>.

A scope of work and budget will be finalized between F5FC and your organization if you are recommended for funding.

Table 1 - Annual Activities			
Activity Name	Brief Description of the Activity	Anticipated Number of Participants <i>(include children, caregivers, and/or families as applicable)</i>	How often will this activity take place?

Table 2 - Annual Program Budget

Category	F5FC Budget Request (The amount you are requesting)	Other Funding The amount your organization will contribute to this program
Personnel <i>Salaries, benefits, taxes</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Operating Expenses <i>Facilities costs, operational/supplies, training/travel</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Program Expenses <i>Materials and supplies</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Professional Services <i>Professional and consultant services</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Other <i>Equipment, misc.</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Indirect <i>Not to exceed 15%</i>	\$	
Totals	\$	\$
Total Project Budget		\$

List the funding source/s for Other Funding (i.e. in-kind, leverage, cash match)