Addendum to RFA #2019-02
Annual Grants Program
Applicants' Questions & Answers

Q1. Can the grant be utilized to pay for staff training so that they can utilize the innovative interventions with their children (birth to 5) and their caregivers?
A1. Yes, the grant funding can be utilized for staff training.

Q2. Can the grant be used to obtain staff training that they can implement with the children under 5 that they provide services for?
A2. Yes, the grant funding can be used to obtain staff training.

Q3. Is there an opportunity for out of county agencies who provide services to Solano County residents in a physical location outside of the county to apply?
A3. Projects must be provided **in Solano County** and benefit children ages 0-5, their parents/caregivers, and/or providers of services to children ages 0-5.

Q4. Are individuals who have a business but are not considered an organization eligible to apply for the grant?
A4. Non-profit organizations, for-profit organizations (including businesses), and government entities are eligible to apply.

Q5. Who is the Commission?
A5. **The "Commission" refers to** The First 5 Solano Children and Families Commission, which is composed of nine appointed members and includes one member of the Board of Supervisors and two representatives of the County Health and Social Services Departments.

Q6. Does the application need to be typed?
A6. The application must be legible and preferably typed but not required.

Q7. Is the $200,000 total going to be divided up to each applicant for a total of $20,000 maximum for each agency?
A7. Multiple grants of up to $20,000 per applicant/agency will be awarded, up to $200,000 maximum total awards.

Q8. What are the requested community engagement materials the application says First 5 Solano will provide.
A8. First 5 Solano has community engagement materials that can be used for outreach activities for parents and children. Items are available for pick up at the

First 5 Solano office by first completing the community engagement supply request form located on the www.first5solano.com website.

Q9. Would parent questionnaires be provided or part of the budget?
A9. Parent questionnaires are not provided by First 5 Solano but may be included as part of your budget.

Q10. Can you define what it means by "providing access to training opportunities during the grant?"
A10. As a recipient of an Annual Grant, grantees will have access to trainings hosted by First 5 Solano during the grant period.

Q11. Is there a publication process that you can help us with to expand these grants into bigger things?
A11. No, First 5 Solano does not have a publication process.

Q12. Once the first payment is received what are the following reporting requirements in order to ensure complete funding?
A12. Upon completion of the project the grantee must submit an invoice of all costs associated with the project and a final report that includes demographics.

 Q13. Would you like a funding summary with the invoice?
 A13. A funding summary is not required with the submission of the final invoice.

Q14. When the funding is executed what type of payment will it be? Paper? Electronic?
A14. At the time of notification of the award grantees will be given the option of receiving funds through an Electronic Funds Transfer by completing the necessary forms or receiving payment by paper checks.

Q15. Will it be two checks?
A15. First 5 Solano will provide funding in 2 payments. The grantee has the option of receiving two checks or receiving funds through electronic funds transfer.

Q16.Can a grant writer take a percentage of the funding?
A16. No, First 5 Solano will not pay any costs associated with the preparation, submittal, or presentation of any Proposal.

Q17.Can there be a line item for a grant writer to help with a different grant from a different agency?
A17. Yes, you may utilize funding from this grant to help write a grant from a different agency.

Q18. Where is the strategic framework on the website?
A18. The strategic framework can be located on the www.first5solano.com website under the options tab titled Plans and Reports:
http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=21881

Q19. Is this funding for a one-time opportunity? Or is there an opportunity to keep it going?
A19. The Annual Grants Fund is designed for one-time projects to address the needs of children ages 0-5, their parents/caregivers, and/or providers of services to children ages 0-5 in Solano County and must be new or provide enhancements to existing activities.

Q20. Does all of the funding have to be spent in the one fiscal year?
A20. Grant funds must be utilized in the fiscal year in which they are issued. Any funds not utilized in the fiscal year in which they were issued must be returned to First 5 Solano.

Q21. Has there ever been a situation where the first payment was received but the second one was not due to reporting issues or something else?
A21. Yes, in a situation where a grantee received the first payment but was not able to meet the entire obligations of the contract the second payment was not issued, and the first payment was required to be returned to First 5 Solano.

Q22. Is there a resource that shows programs in all the other counties?
A22. No, First 5 Solano does not have a resource for programs in other counties.

Q23. Do you have a list of your grantees and their programs?
A23. Yes, a list of current grantees can be found on the First 5 Solano website on the options tab Our Programs/Funded programs:
https://www.solanocounty.com/depts/first5/our_programs/funded_programs.asp

Q24. How and when will the responses to the questions be received?
A24. First 5 Solano will post questions submitted in writing and those asked at the optional workshop and answers on the website by April 12, 2019. Applicants attending the workshop will also receive questions and answers via e-mail provided at the workshop.

Q25. Are the insurance minimums carried out from the state or County requirements?
Q25. Insurance minimums for this grant are requirements of Solano County and can be found in #7 of the sample Standard Contract.

Q26. Is the one page maximum for each section or subsection?
A26. The application clearly defines the maximum page(s) allowed per section.

Q27. What if there are questions when the application is being reviewed?
A27. The review panel will score the application on what is provided by the Applicant in the application packet and will base their recommendation on the Application; there is no mechanism to ask additional questions during the review process. In addition, First 5 Solano cannot answer any questions pertaining to the application while it is in the review process.

Q28. What qualifies as overhead expenses?
A28. Overhead expenses may include shared expenses such as accounting fees, advertising, insurance, interest, rent, repairs, supplies, taxes, telephone bills, travel expenditures, and utilities**.**

Q29.What does FTE stand for?
A29. Full Time Equivalent

Q30. Is your tax ID number the same as Federal tax ID number?
A30. Yes

Q31. What kind of outcomes are you looking for in a systems change grant? It is hard to project the number of children who will be impacted. Are you looking for quantitative outcomes or qualitative?
A31. Proposal should outline expected outcomes of the project. First 5 Solano has a Systems Change Action Plan on its website that outlines the results it is seeking. You can find that plan at:
http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=25661 .

Q32.Can you tier your program to get funding for multiple years?
A32. No. Funds are available for one year.

Q33. Is there somewhere on the website that identifies current programs and service gaps in the community?
A33. Funded programs are listed at:
https://www.solanocounty.com/depts/first5/our_programs/funded_programs.asp
There is no list of service gaps in the community.

Q34. Is there somewhere on the website that has data or community indicators for children in Solano?
A34. A snapshot of community indicators for Solano County children can be found on our website under Plans and Reports/Community Indicators Review at:
http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=30239

Q34. If the innovative idea is linked to a project that is already happening in Solano County and is not funded by First 5 Solano is it ok to piggy back off that program?
A34. Yes, as long as the First 5 Solano Annual grant expands upon the existing program to provide something new or fill a gap.