
Parent Café Implementation RFA (Parent Engagement Strategy)

Request for Applications (RFA) 2020-01
Due Date: Monday, March 2, 2020, 5:00pm

SECTION 1: SCOPE OF WORK AND FUNDING AVAILABLE

First 5 Solano, in partnership with Solano County Health & Social Services (H&SS), Public Health Division, invites Solano county organizations to apply for funding to implement the Parent Café model as a parent engagement strategy within an agency's menu of program offerings. A Parent Café (approximately 2 to 2½ hours per session) is an effective tool for helping parents engage in keeping their families strong and to prevent child abuse and neglect.

What are Parent Cafés?

Parent Cafes are physically and emotionally safe spaces where parents and caregivers talk about the challenges and victories of raising a family. Through individual deep self-reflection and peer-to-peer learning, participants explore their strengths, learn about the Strengthening Families Protective Factors and create strategies from their own wisdom and experience to help strengthen their families.

Cafes are designed, structured, discussions that use the principles of adult learning and family support. They are highly sustainable with training reinforcement, institutional support, and a commitment to an approach that engages and affirms parents as leaders. Participants leave Parent Cafes feeling inspired, energized, and excited to put into practice what they've learned.

Available Funding

First 5 Solano and H&SS, Public Health Division are in support of strategies that create overall community health. Utilizing Community Health Improvement Plan (CHIP) funds, the total funding amount available in this RFA is \$20,000, to be expended from approximately April 1, 2020 through June 30, 2020. Applicants may propose to complete Parent Cafés with a maximum award per agency up to \$7,500, however, funding amounts for successful applicants may be negotiated in the contracting phase, as the objective of this RFA is to ensure the model is offered by multiple agencies across Solano County. Agencies will receive \$800 for implementation of its first Parent Café, and \$500 for additional Parent Cafés completed prior to June 30, 2020. Common costs which have been factored into the reimbursement rate include:

- Staff/facilitator salary & benefits (including outreach/prep time for Parent Cafés)
- Mileage (for travel to Parent Café location)
- Food/Snacks
- Location rental
- Parent/client incentives
- Parent/client travel assistance
- Child care (during Parent Café)
- Other operating expenses



Funding recipients will be required to submit an invoice for completed Parent Cafés no later than July 8, 2020 and a final narrative report no later than July 30, 2020.

SECTION 2: REQUEST FOR APPLICATIONS PROCESS

A. Who is eligible to apply?

Non-profit, for-profit, and government agencies may apply for funding to implement Parent Cafés. Agencies must either:

- 1) Currently have staff trained to facilitate the Parent Café model, or
- 2) Will have staff registered and confirmed to participate in Cohort #1 or Cohort #2 of Parent Café training offered in March 2020 (Attachment C)

B. What is the Application Process?

To apply for a grant:

- 1) Review this Request for Applications to see if you are eligible for funding.
- 2) Submit any questions you have on the RFA in writing to the RFA coordinator by February 4, 2020 at 5:00PM PST. You will also have the opportunity to ask questions at the RFA Information Session (if you choose to attend).
- 3) Attend an optional Information Session on February 6, 2020 at 11:00AM on the RFA and the application process (see location below).
- 4) Complete the attached Application Form (Attachment A) and return it to First 5 Solano Children and Families Commission, 3375 Sonoma Blvd., Ste. 30, by March 2, 2020 at 5:00 PM PST.

See also Schedule of Events below.

C. What if I have questions about the Request for Application?

You can submit questions in writing prior to the Information Session via email to gmibe@solanocounty.com with the Subject Line RFA #2020-01. Written questions are due no later than February 4, 2020, 5:00PM PST.

You can also ask questions at the Information Session. Written inquiries and questions asked at the session will be addressed in writing on the website and via email to those who attend the Information Session.

Note: Oral communications shall be considered unofficial and nonbinding on the County. The County will respond to all questions by email to Information Session attendees and by posting the response on the County's website. These responses will constitute an amendment to the RFA.

Optional Information Session: There will be an Information Session held on:

**Thursday, February 6, 2020 11:00AM-12:00PM
3375 Sonoma Blvd, Ste. 30, Vallejo, CA 94590**

The Information Session will provide an overview of the RFA and provide potential applicants with the opportunity to ask questions related to the RFA. Participation in the Information Session is not required.

D. Schedule of Events:

The following schedule of events reflects important dates for the selection process; however, First 5 Solano reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the First 5 Solano website (www.first5solano.com). Applicants are responsible to view the website continually for any revisions up to the deadline to submit applications.

Event	Date
County issues Request for Application packet	January 23, 2020
Deadline for submitting written questions to RFA Coordinator at gmibe@solanocounty.com	February 4, 2020 5:00 PM
Optional Applicant Information Session 3375 Sonoma Blvd., Ste. 30, Board Room Vallejo, CA 94590	February 6, 2020 at 11:00 AM
County issues responses to questions	February 11, 2020
Deadline for submitting an Application	Monday, March 2, 2020 5PM PST Late submittals will not be accepted
Review Panel Meets	March 17, 2020
Notice of intent to award	March 19, 2020
Contract development and signature period	March 19-30, 2020
Activities begin (tentative—contracts must be fully executed prior to work beginning)	April 1, 2020
Submit Final Invoice to First 5 Solano	July 8, 2020
Submit Final Narrative Report to First 5 Solano	July 30, 2020

E. Application Format and Submittal

To apply for funding, complete the attached Application Form (Attachment A) and submit to:

Hardcopy: First 5 Solano
Attn: Gene Ibe, RFA 2020-01
3375 Sonoma Blvd., Suite 30
Vallejo, CA 94590

Or

Electronic: cfcsolano@solanocounty.com Subject: RFA 2020-01

Applications must be received by 5pm, Monday, March 2, 2020. Late applications or incomplete applications will not be accepted. Only information on the Application Form in response to questions asked will be considered.

Complete applications will be considered by a review panel. RFA applicants must either currently have staff trained in the Parent Café model, or will have staff already registered in a Parent Café cohort training offered by Be Strong Families.

F. How will First 5 Solano decide what to fund?

All applications will initially be screened for compliance with the RFA:

1. Is the Application complete?
2. Is the Applicant eligible?
3. Will the Parent Café model be implemented within Solano County?

Applicants who pass the initial screening will be forwarded to an Evaluation Committee composed of First 5 Solano staff and other parties with relevant expertise or experience. The EC will score and recommend proposals according to the criteria below.

Applications will be scored based upon the following criteria:

Application Evaluation Criteria		Maximum Score
Question 1	Qualifications and Experience	0-15 Points
	Applicant clearly articulates the capacity of the organization to accomplish the project.	
Question 2	Program Narrative	0-20 Points
	Applicant proposes an adequate plan to implement Parent Cafes.	
Question 3	Sustainability	0-15 Points
	Applicant explains the organization's ability to sustain the project beyond the initial funding period.	
Total Available Points		0-50 Points

Section 3: Contracting Process

A. Contracting with First 5 Solano

Successful Applicants will be required to complete an Agreement for Parent Café Implementation (Attachment B). An agreement with the required terms will be completed during the contract negotiation process. Agreement must be fully executed before activities can begin.

B. Contractor Responsibilities:

What are your responsibilities if you are awarded funding?

1. Contract with First 5 Solano for the activities you have proposed. Complete any additional necessary paperwork for payment processing, such as a W-9 and Solano County Vendor Application.
2. Complete the Parent Café implementation proposed in the Application and as in your contract.
3. Acknowledge First 5 Solano in information and advertising related to Parent Cafés.
4. Notify First 5 Solano immediately if you will not be able to complete your project as proposed or if you need to request a modification.
5. Submit a final invoice for completed Parent Cafés by July 8, 2020.
6. Submit a final report by July 30, 2020. Any organization that fails to provide these reports may be considered ineligible for future funding.



C. First 5 Solano Responsibilities:

Should you be awarded funding, First 5 Solano will:

1. Prepare the "Contract Agreement" for signature.
2. Provide the First 5 Solano logo and associated language for use in advertising and outreach materials.
3. Provide (as requested) community engagement materials, as appropriate and as available.
4. Provide technical assistance prior to, during and after the receipt of funding to meet administrative requirements, such as invoicing and evaluation of the effectiveness of the program.
5. Coordinate support with other First 5 Solano funded programs for related services.

Note: First 5 Solano cannot provide staffing for any grant activities beyond scope listed above, day-to-day supervision of program, or direct purchase of program materials, food, supplies or equipment.

D. Funding and Payment Structure:

Grant funds are for Parent Cafés completed prior to June 30, 2020. First 5 Solano will issue funding payment upon submittal of final invoice.