

Community Participants

Montira Warren, Asian Women's Resource Center
Alicia Daniel, Family Child Care Association of San Francisco
Mai Mai Q. Ho, APA Family Support Services
Linda Asato, Wu Yee's Children's Services
Alyson Suzuki, Wu Yee Children's Services
Irene Kao, Wu Yee Children's Services
Beckie Masaki, Asian Women's Shelter
Vanessa Flores, Asian Women's Shelter

Introduction

This was the bidders' conference for RFP 2007 / 05, for Asian and Pacific Islander Immigrant Parent and Child Services. First 5 San Francisco answered questions potential applicants had regarding the RFP document and process.

Questions

1. How much is the grant? Is the \$100,000 for the entire RFP?

Answer: The funding to be allocated through this RFP will be \$100,000 per year in total.

2. How many grants will be awarded?

Answer: The RFP document states the following on page 7:

First 5 San Francisco seeks to support multiple racial/ethnic groups of Asian and Pacific Islander immigrant families with these grant funds. To achieve this, a single or multiple grants may be awarded based on the specifics of the proposals received.

3. The grant is for a period of 18 months? Is the \$100,000 for 18 months or 12 months?

Answer: The \$100,000 is an annualized grant amount. When First 5 San Francisco eventually gets to a full fiscal year, the funds available will be \$100,000 annually.

4. Can we build on existing services or are you expecting new services? Specifically, can we enhance or expand services that are currently funded by First 5 San Francisco or possibly strengthen the infrastructure of that work?

Answer: The RFP document states the following on page 8:

In reviewing proposals of this RFP, First 5 San Francisco will seek to target these funds to Asian and Pacific Islander populations that may be underserved or unserved.

5. So you can build upon existing services as long as you are serving underserved or unserved population?

Answer: Yes. You can see how First 5 San Francisco is judging that by reading the questions on page 17 on Form C under the *Target Population Description and Need* section.

6. Is this new money or is it pulled from another category or previously funded agencies? Is this building on specific grants that were made?

Answer: The money that has been allocated through this RFP originated from the new strategic plan that was recently adopted by the Commission. It is placed within the family support area of the strategic plan under a new category of funding called vulnerable populations. This was defined as populations that might have difficulty forming communities of mutual support on their own (i.e.

homeless, LGBTQ, and new Asian and Pacific Islander immigrant families). In that sense, this is a new funding allocation.

7. So the funds are from within the First 5 funding? It is from the original source and not from DCYF's general fund? The funds are not being taken away from existing services and being reallocated?

Answer: First 5 funds originated from tobacco tax money. First 5 San Francisco receives an annual allocation from the State based on the amount of taxes collected and the proportion of live births that occur in the county. First 5 San Francisco has a projection as to how much money that is going to be in addition to funds that have been added to that amount that First 5 San Francisco is spending down from unexpended funds of the Commission's earlier years. This created a total budget where funds were allocated to initiatives that were created. Within this initiative, a \$100,000 was set aside for this particular project.

First 5 San Francisco is trying to build a network of support through our family support initiative. The Commission is looking to support the development of services for new Asian and Pacific Islander immigrant populations. These populations were funded in the past.

8. Is it more fitting to say this is a reallocation of funds since there is no new money coming from the state?

Answer: No. In the past, First 5 San Francisco supported the family support initiatives at the level of \$2 million. With these new vulnerable populations, First 5 San Francisco has reallocated funds from within our program to create this new initiative. We were able to do this because of the level of funding from the State and the unexpended funds from earlier years.

9. Must physical space be a "center" that is akin to a permanent space rather than a temporary rental space for activities?

Answer: The RFP language should speak for itself. Applicants may take different approaches when developing their proposals, so First 5 San Francisco cannot answer this question.

10. Indirect cost should not be more than 12% overall and it should not be more than 15% of personnel. How would indirect cost be calculated in a collaboration where a lead or fiscal agency gets only a small percentage of the funds? Would salaries of subcontractors be counted?

Answer: First 5 San Francisco does not want to pre-negotiate a grant before it exists. The RFP language should speak for itself. If there are any idiosyncratic situations that occur in individual proposals, we can address that through grant negotiations. In general, the guideline that First 5 San Francisco uses and the policy is what is stated in the RFP. To be fair to all applicants, more guidance cannot be given. However, there is some leeway with the policy if there are idiosyncratic circumstances in the proposals.

Note: First 5 San Francisco is currently reviewing its policy regarding its indirect and administrative costs. The new policy may be applied to this grant. However, please include budgets that comply with the policy described in the RFP.

11. In the *Operating Expenses* section of the budget forms for subcontractors, would details be required if the subcontractor took an administrative piece? You would consider this a part of the 15% of personnel costs? If a subcontractor charges an administrative cost, the administrative cost would be a total?

Answer: Yes. First 5 San Francisco's Administrative and Indirect Costs policy states the following:

For Commission-funded programs, the total Indirect Cost allocation to a grant may not exceed 15% of total Personnel costs (Salaries plus Benefits). In addition, the total of Administrative and Indirect Costs may not exceed 12% of the total grant budget.

Grantees must provide line-item detail for Administrative Costs. Indirect Costs should be presented as one line item equal to 15% of total Personnel Costs.

Please note that these are guidelines. Commission Staff will review any exceptions to this policy on a case-by-case basis.

Note: First 5 San Francisco is currently reviewing its policy regarding its indirect and administrative costs. The new policy may be applied to this grant. However, please include budgets that comply with the policy described in the RFP.

12. Do you have any guidance on whether there is a sense of the number of grants you want funded? Is there a range for the proposals?

Answer: No, but First 5 San Francisco would want it to make sense.

13. If you like parts of a proposal and not the whole, you might return it to the applicant?

Answer: First 5 San Francisco does not want to conjecture.

14. Can you clarify the section with the request for financial statements? Can you clarify the definition of supplantation?

Answer: The reference is to the section *Attachments to Original* under Form B. First 5 San Francisco is requesting the most recently filed Form 990 tax return and a list of the current government grants that ended starting June 2007 through now. First 5 San Francisco has a policy of non-supplantation. The Commission will take a look at the funding an agency recently lost to make sure that these funds are not being used to supplant the lost funding.

First 5's definition of supplantation was defined in the statute and the Commission is just carrying it forward. Proposition 10 states that these funds cannot replace federal, state or local funds that were lost or had ended. Proposition 10 funds must go to create new or enhance existing services.

15. In the section that requests a description of the staff, can the "to be hired" staff be used if there is no existing staff to meet the needs of the underserved population?

Answer: Yes.

16. Do the non-required activities garner any additional points?

Answer: First 5 San Francisco does not want to conjecture.

17. Are there any specific API ethnic groups that First 5 is interested in funding?

Answer: First 5 San Francisco did not name specific groups. First 5 San Francisco just identified the groups shall target these funds to Asian and Pacific Island populations that may be underserved or unserved.

18. Do you have notes or background that substantiated what and when the Commission decided on the unserved population? Was there documentation that led the Commission to this decision?

Answer: No, not specifically. The origins are spoken to in the RFP on page 7 in the third paragraph. No new assessment was conducted. However, First 5 San Francisco did convene a thinking group on this topic. A summary of the thinking group notes will be posted on the website.

19. What about the other priority areas such as the homeless and LGBTQ? Is a similar process taking place for these populations?

Answer: For the homeless families, First 5 San Francisco continued initiatives already in place prior to the adoption of the new strategic plan. The program administered through HSA that allocates funds for move-in and eviction prevention grants (direct cash grants to families) is being continued to address the needed identified in the strategic plan. There is currently a parallel process taking place with the LGBTQ families, and the proposals were turned in last week. The RFP is on the website for those who wish to view it.

20. Frankly, \$100,000 for the API communities is a very small amount of money because of the diversity and complexity of the group. It will be really hard to see how we want to dice it out to improve services.

Answer: It was the amount that was allocated to this particular vulnerable populations' initiative but is not the only funds in the First 5 San Francisco portfolio that addresses the needs of API families. There are other grants that also serve almost exclusively API families. There are also grants that address the general population with API families as a significant part. This will not be First 5 San Francisco's sole funding that serves this population.

In recognition of the amount of money, there is not much that is required in the RFP so there is a long list to choose from to implement. It was written this way to recognize the level of funding that was being made available.

21. In regard to the section on *Information on Schools and Other Supports*, is it intentionally vague (not as specific to the how, as in must have "case management services") or do you have a sense of what this looks like to the Commission?

Answer: These topics were highlighted in this way because they are priorities for First 5 San Francisco and are seen as cross-leveraging other funding. How it happens will be left up to the applicant.

22. Under the Allowable Grant Costs section on page 6, the third bullet states that funds shall only be used for services to children 0 -5 years old, their families or caregivers, or expecting parents. Can the Family Child Care Association use the funds to support the Asian providers in the association (by building on the family support in the FCC home)? When the word caregiver is used does that mean it is open for the Family Child Care Association? Can the Association use part of the grant to support the caregivers?

Answer: The Family Child Care Association would not be excluded.

23. Is the 3 month planning period mandatory?

Answer: No.

24. Do you want us to submit the budget form on a 12-month year grant wherever the 12-months begin regardless of prorated to fiscal year?

Answer: Yes.

25. Regarding section 3 of the Form F Tobacco – Free policy, does that include subcontractors and collaborations under a self-disclosure type of compliance?

Answer: Yes.

Notes to Remember

A non-mandatory letter of intent is due on October 17, 2007.

Proposals are due at 5pm on November 5, 2007.