



**First 5 Alameda County announces
2013-2015 Community Grants Initiative
Neighborhood Partnership
Application Guidelines**

Released January 2, 2013





January 2, 2013

Dear Applicant:

First 5 Alameda County is seeking qualified proposals for the 2013-2015 Community Grants Initiative Neighborhood Partnership Grants Program. Only public libraries and park and recreation departments in Alameda County which have not previously received Neighborhood Partnership funding are eligible to apply. As mandated by Proposition 10, the tobacco tax initiative that established First 5, funds must be used to expand (increase participation) or enhance (improve or enrich) services.

Applicants should be familiar with the First 5 Alameda County 2013-2017 Strategic Plan and guiding principles which can be found at: www.first5ecc.org > About Us > Strategic Plan. The strategic plan's four new results areas are:

1. Parents/primary caregivers provide stable, supportive, and nurturing environments for children
2. Children are prepared for school through quality early learning experiences
3. Children reach their optimal developmental outcomes
4. Comprehensive, coordinated early childhood system in Alameda County

First 5 Alameda County's guiding principles are to:

- Honor and respect diversity
- Narrow disparities
- Ensure access
- Support best practice
- Promote systems and policy change

These Application Guidelines describe the grantee requirements and grant review and funding processes for the Neighborhood Partnership grant category. Please read the guidelines carefully and contact our grants team if you have any questions.

Thank you for your interest. We look forward to your application.

Sincerely,

A handwritten signature in black ink that reads "Mark Friedman".

Mark Friedman
Chief Executive Officer

FIRST 5 ALAMEDA COUNTY
2013-2015 COMMUNITY GRANTS INITIATIVE
NEIGHBORHOOD PARTNERSHIP GRANT APPLICATION GUIDELINES

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TIMELINE AND IMPORTANT DATES

Application Released	January 2, 2013	
Neighborhood Partnership Applicant Information Session (Optional) General information session for all applicants. Attendance is strongly encouraged but not required. Staff will be available to answer questions after the session.	Wednesday, January 23 rd , 2:00 pm – 4:00 pm	
Accountability Plan Workshops (Optional) Pre-registration required To pre-register please contact: Kevin Bremond Tel: 510.875.2409 Email: kevin.bremond@first5ecc.org	Wednesday, February 6 th , 9:30 am – 11:30 am Thursday, February 14 th , 12:30 pm - 2:30 pm Tuesday, February 26 th , 2:30 pm – 4:30 pm	
Open Computer Lab Sessions (Optional) Computers and technical assistance will be available by appointment to complete and/or submit the online application.	Tuesday, February 5 th Wednesday, February 13 th Thursday, February 21 st	Appointments can be made between the hours of 9:30am & 4:00pm
To schedule an appointment, please contact: Kevin Bremond Tel: 510.875.2409 Email: kevin.bremond@first5ecc.org	Tuesday, February 26 th	
Application Deadline	5:00 pm on March 1, 2013	
Neighborhood Partnership applicant interviews and proposal review process	March – April 2013	
Funding Recommendations to First 5 Alameda County Commission	May 23, 2013	
Awards announced	May 31, 2013	
Term of funding	July 1, 2013 – June 30, 2015	

2013-2015 COMMUNITY GRANTS INITIATIVE OVERVIEW

The First 5 Alameda County Community Grants Initiative (CGI) is seeking proposals for the 2013-2015 grant cycle. The grant term will be July 1, 2013 – June 30, 2015. Available funds are approximately \$3.2 million over the two year grant term. The CGI promotes and advances the mission of First 5 Alameda County through grantmaking to, capacity building with, and convening of community partners. Funded activities must support the First 5 Alameda County strategic plan, which can be found at:

www.first5ecc.org > About Us > Strategic Plan.

In the 2013-2015 grant cycle there will be three categories of funding.

- 1. Community Support Grants**
- 2. Targeted Grants**
- 3. Neighborhood Partnership Grants** (Only public libraries and park and recreation departments in Alameda County are eligible to apply)

Each applicant may submit **only one** proposal. This document describes the funding priorities and application preparation guidelines for the Neighborhood Partnership grant category. Only public libraries and park and recreation departments in Alameda County which have not previously received Neighborhood Partnership funding are eligible to apply. Guidelines for the Community Support and Targeted grant categories are available in a separate document.

INFORMATION SESSIONS

First 5 Alameda County will provide opportunities for applicants to learn more about the application process and receive technical assistance in preparing their application.

All information sessions, workshops, and computer labs will take place at:

First 5 Alameda County Conference Center
1100 San Leandro Blvd. Ste. 130
San Leandro, CA 94577

Directions can be found at: <http://www.first5alameda.org/location-contact-info>

APPLICANT INFORMATION SESSION (OPTIONAL):

Attending the Neighborhood Partnership Applicant Information Session is **strongly encouraged** for all applicants. This session will provide general information about applying for a Neighborhood Partnership Grant. Staff will be available to answer questions after the session. Registration is not required to attend.

ACCOUNTABILITY WORKSHOPS (OPTIONAL):

Accountability Workshops will help applicants complete the accountability section of the application. Opportunities to ask specific questions and receive individual assistance will be available. In order for First 5 Alameda County to provide individual assistance, **you must pre-register to attend**. These sessions are most helpful if you attend with a clear idea of your proposed activities and, if possible, a rough draft of your accountability plan.

COMPUTER LAB SESSIONS (OPTIONAL):

Computers and technical assistance will be available for applicants to complete and/or submit online applications. Please make an appointment so that we can schedule staff to give you individual attention.

To register for an Accountability Workshop or to attend Computer Lab, please contact Kevin Bremond at 510.875.2409 or e-mail kevin.bremond@first5ecc.org.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

Eligibility for the Neighborhood Partnership grant category is limited to **public libraries and park and recreation departments** in Alameda County which have not previously received Neighborhood Partnership funding. Applicant agencies must be the system or department, not an individual branch site.

To be eligible to apply for a Neighborhood Partnership grant, agencies must:

- Use grant funds to serve children ages 0 to 5 and their parents/caregivers
- Serve Alameda County residents
- Agree to comply with First 5 Alameda County requirements for insurance, reporting, and tobacco policies

NEIGHBORHOOD PARTNERSHIP GRANTS

PARTNERSHIP GRANTS

Partnership Grants have been a funding category of the Community Grants Initiative (CGI) since 2003. These capacity-building awards are intended to both fund services and enhance the quality of early childhood practice through training, consultation and technical assistance, and reflective peer networks. Partnerships are different than traditional CGI awards in several specific ways:

- Grantees not only provide a specific set of services, they commit to engage in training, receive consultation, and actively participate in a network that offers peer support and opportunities for reflective practice
- Grantees commit to a process of program quality improvement and seek to bring their program services into alignment with best or promising practices
- Grantees are encouraged to share lessons learned from their work and take leadership roles in county-wide early childhood systems change efforts

Past Partnerships have focused on school readiness, mental health consultation to child care, developmental playgroups, and parenting education and support. The 2013-2015 Neighborhood Partnership builds on the success of the 2009-2011 and 2011-2013 Neighborhood Partnership grant programs.

Neighborhood Partnership grantees:

- Provide family-centered school readiness activities to children 0 to 5 and their parents/caregivers at library branches, parks, and/or recreation centers in high-need neighborhoods

- Attend a quarterly learning community which provides training, networking, and peer learning opportunities
- Work with a coach/consultant who supports the development and implementation of a grantee-specific plan to enhance staff and program capacity to provide strength-based, family-centered, developmentally-specific services
- Develop a “sustainability plan” for continuing developmentally-specific 0 to 5 programming and early childhood best practices and/or integrating increased early childhood expertise across programs and departments after the grant period concludes

PURPOSE OF NEIGHBORHOOD PARTNERSHIP GRANTS

The Neighborhood Partnership is intended to support family-centered, neighborhood-based school readiness activities for children 0-5 and their families throughout Alameda County, particularly in neighborhoods with limited access to these services.

Neighborhood Partnership grants specifically support and enhance the capacity of public libraries and park and recreation departments (“public institutions”) to provide strength-based, family-centered, developmentally-specific school readiness services for children ages 0 to 5 and their parents/caregivers. Neighborhood Partnership grants expand access to existing neighborhood resources by enabling 0 to 5 programming that is available to all families regardless of clients’ home language and ability to pay.

It is First 5 Alameda County’s intention that by the end of the Neighborhood Partnership program grantee agencies will have developed the organizational capacity and commitment to sustain free/low-cost 0 to 5 programming in neighborhoods that experience health and/or educational disparities. It is also our intention that grantee agencies will have developed stronger linkages with their local school districts and will share lessons learned from their work with peer agencies (i.e., public libraries and park and recreation departments), policymakers, and other stakeholders.

DESIRED OUTCOMES

Services offered by Neighborhood Partnership grantees must support the First 5 Alameda County Result Area #2, “Children are prepared for school through quality early learning experiences” and the following F5AC Outcomes:

- Increased access to quality preschool and child care settings and to other early learning experiences
- Smooth transition to kindergarten

In addition, the Neighborhood Partnership seeks to achieve the following desired outcomes for systems change:

- Increased access to school readiness services for children 0-5 and their families located at neighborhood public institutions
- Increased knowledge and use of best practices in early childhood practice at public institutions
- Increased collaboration between public institutions, school districts, and community based organizations
- Increased capacity for and commitment to sustainable early childhood programming at public institutions

EXAMPLES OF SERVICES THAT CAN BE FUNDED BY NEIGHBORHOOD PARTNERSHIP GRANTS

(not intended to be a complete list)

- Learn and Play Groups (parent-child playgroups)
- Family literacy activities (story times, family read events)
- Parent education and/or parent support
- Other innovative programming based on community need which is consistent with the First 5 Alameda County strategic plan result, “children are prepared for school through quality early learning experiences”

Programs may use First 5 Alameda County funds to:

- Create new services or expand or enhance existing services
- Expand access by offering parent-child school readiness activities that are free, low-cost, and/or available in languages other than English
- Purchase developmentally appropriate equipment and materials
- Improve cultural and linguistic access to services
- Conduct outreach
- Hire dedicated early childhood staff
- Hire staff or contractors with early childhood expertise
- Purchase release time for program staff and contractors to attend First 5 Alameda County trainings and meetings

MINIMUM/MAXIMUM GRANT AWARDS FOR THE NEIGHBORHOOD PARTNERSHIP CATEGORY

Neighborhood Partnership Grant awards will be for a minimum of \$41,000 and a maximum of \$130,000 over 24 months. Carefully consider the realistic costs of proposed activities and request only what you will need.

Assuming availability of funds, Neighborhood Partnership grantees in good standing at the end of the grant term will have the option of applying for a continuation grant for an additional 24 months (July 1, 2015 – June 30, 2017).

REQUIREMENTS IF FUNDED

- Provide parent/caregiver-child school readiness services at a **minimum of two** library branches or recreation centers located in high-need neighborhoods. Need may be demonstrated by the presence of elementary schools with low API scores or other quantitative or qualitative indicators
- Attend quarterly grantee meetings (one grantee orientation and seven half-day trainings). Trainings will build a common vocabulary and shared standards for early childhood practice. Trainings will also provide opportunities for peer sharing and networking
- Commit to participation in regular on-site consultation to implement a professional development and quality improvement plan. On-site activities will be determined by each grantee and consultant team but must include the following:

- ◆ An ongoing process of self-assessment and planning to set professional development and program improvement goals
- ◆ Monthly consultant meeting with all staff involved in the delivery of funded services (including contractors if applicable). Activities may include observation of funded services, facilitated reflection and feedback, coaching and problem-solving, training, and technical assistance
- Commit to participation by director-level staff at two “sustainability/systems change” convenings during the grant term
- Work with First 5 Alameda County to finalize an accountability plan that will include specific performance targets and required reporting measures
- Applicant understands that the final accountability plan and budget are subject to final approval by First 5 Alameda County and modifications may be required
- Report regularly on project progress and expenditures as described in the grant agreement and accountability plan
- Participate in an evaluation of the Neighborhood Partnership grant program
- Comply with First 5 Alameda County policies regarding tobacco control, insurance, and audits
- Make a good faith effort to sustain new, expanded, and enhanced 0 to 5 services beyond the grant term
- Make funded services accessible to all families regardless of income. Families may not be turned away from services supported by First 5 Alameda County because of an inability to pay

WHAT WILL SUCCESSFUL NEIGHBORHOOD PARTNERSHIP GRANT PROPOSALS INCLUDE?

Successful proposals will:

- Propose activities that clearly support the Neighborhood Partnership Grants desired outcomes
- Demonstrate commitment to the First 5 Alameda County guiding principles
- Propose activities that can be reasonably expected to narrow health or educational disparities
- Propose strategies that are best or promising practices
- Demonstrate relevant experience working with families
- Offer a clear rationale for why the proposed approach is a good fit for the specific community to be served
- Demonstrate a commitment to make good use of available training and consultation to support professional development for staff and enhance the quality of program offerings throughout the institution
- Include collaboration with community partners and service systems
- Describe specifically what will be done and what will be different as a result
- Focus on a limited number of strategies that support well-defined outcomes
- Describe a good faith effort to sustain the use of best practices in the provision of services to children 0 to 5 and their families within their institution beyond the grant term

FUNDING RESTRICTIONS

Grant activities that cannot be funded

- Services to children 5 years and older (with the exception of child care to siblings ages 5 and older to enable parents to participate in parent education/support programs)
- Preschool, summer camp, and child care slots
- Drop-off child care programs
- Classes and activities (e.g., ceramics, aquatics, dance, etc.) which do not have a parent-child focus or parent education/support component
- Any service for which First 5 funding will replace existing funding (supplantation)
- Capital improvements
- Mental health consultation to child care
- Any service which is reimbursable by a third party payer, including Medi-Cal, Regional Center, Child Health and Disability Prevention Program (CHDP), and Early and Periodic Screening, Diagnosis and Treatment Program (EPSDT)
- Planning, research, or needs assessment unrelated to delivering the proposed services

Supplantation

Proposition 10 (the legislation that created First 5) prohibits grant funds from being used to replace existing funding (supplantation). First 5 Alameda County will not fund any services or staff positions that supplant existing funding for services or staff positions. Proposed activities are eligible for funding (i.e. NOT supplantation) if:

- This is a new service for your organization
- You are adding additional clients (new service population or a higher number of clients)
- You are enhancing an existing service (adding service component)
- First 5 Alameda County funded staff positions do not replace existing staff positions
- First 5 funds are replacing funds that are no longer available

Administrative/Indirect Expenses

An Administrative/Indirect cost line item of up to 15% of direct costs may be included. Examples of expenses that are typically allowed only in the administrative/indirect line item are: audit, bookkeeping, payroll/finance, facilities maintenance, insurance, rent, storage, utilities, phone/internet, and allocated personnel costs (e.g., Director's time or any other staff who works minimally on the funded project).

Evaluation Expenses

A line item of up to 5% of direct costs may be included for costs associated with evaluation or accountability.

Equipment Expenses

Each piece of equipment that costs \$1,000 or more must be individually itemized in the proposal budget.

GRANTEE REQUIREMENTS

Training

All grantees will be required to attend the grantee orientation session, quarterly cohort meetings, and sustainability/systems change convenings as described above. Additional training and technical assistance opportunities will be available throughout the grant term.

Site Visits

Grantees will receive regular site visits from the Neighborhood Partnership coach/consultant throughout the grant term. Grantees may also receive visits from the Neighborhood Partnership Program Officer, First 5 Alameda County evaluation staff, and other consultants as requested or needed.

Tobacco Control Policy

Grantees must make a good faith effort to comply with the following First 5 Alameda County comprehensive tobacco education and control policy:

- Implement an agency tobacco control policy
- Maintain a comprehensive smoke free policy at your agency
- Divestment of tobacco related investments
- Disclosure of any funding from the tobacco industry including event sponsorships or in-kind contributions

Insurance

All grantees must demonstrate proof of General Liability and Workers' Compensation insurance coverage. First 5 Alameda County and Alameda County must be named as additional insured. If the funded project supports professional staff whose disciplines typically carry liability insurance (e.g. physicians, allied health professionals, therapists, etc.), the grantee must provide proof of professional liability insurance coverage. Grantees whose funded projects transport clients must provide proof of automobile insurance coverage.

Audit

First 5 Alameda County or their designated representative reserves the right, upon written notice, to audit books and records relating to the expenditure of any funds provided by First 5 Alameda County. First 5 Alameda County may request general ledger documentation in support of expense reports.

Reporting

All grantees are required to submit progress reports every six months. Reporting will be submitted online. A program progress report and a report on expenditures to date will be required for each reporting period.

Upon award, grantees will be required to work with First 5 Alameda County staff to develop a final accountability plan that will define desired project outcomes, strategies, performance targets, and reporting measures. Final accountability plan is subject to negotiation and final approval by First 5 Alameda County. Modifications may be required. Reporting measures and supporting documents specified in the accountability plan will be required at the 12 month and 24 month reporting periods.

All grantees will be required to collect and report data describing the race/ethnicity and primary language of clients. Grantees will be required to report the number of clients served with special needs as appropriate.

Grantees will be trained to use child observation tools, collect parent/caregiver feedback, and report on the level of client satisfaction with services. All grantees will be required to report data according to First 5 Alameda County data collection standards. Technical assistance will be provided.

PAYMENT SCHEDULE

Payments are scheduled in six month installments. Five percent of the total grant award will be withheld from the fourth payment. Final payment will be made after receipt of the final report and reconciliation of the award amount with actual expenses.

ADDITIONAL REQUIRED DOCUMENTS

In addition to completing the online application, some applicants may be required to submit letters of commitment.

Letters of commitment from partnering organizations will be required when the work outlined in your proposal *is dependent on that organization for implementation or operation*. For example, we need a letter of commitment when:

- You have a “significant working relationship” (i.e., the other organization helps you develop, plan, execute, track or evaluate the work outlined in your proposal)
- You regularly offer services at a site not owned or operated by your organization
- Your services are permanently or regularly infused with those of another organization

Letters of commitment must be received via mail, hand delivery, or e-mail (janice.edwards@first5ecc.org) by 5:00 pm on March 1, 2013.

FUNDING DECISIONS

All eligible applications submitted by the deadline will be screened and scored by a review panel of at least three First 5 Alameda County staff reviewers. The screening criteria and scoring guidelines are described below.

Selected applicants will participate in a 60 minute interview. Staff present at the interview should include key program staff and subcontractors (if they are a provider of proposed services). First 5 Alameda County anticipates scheduling interviews during the first two weeks of April 2013.

Funding recommendations will be based on proposal scores, the applicant interview, and consideration of geographic distribution. Final funding decisions will be made by the First 5 Alameda County Commission.

Screening Criteria

In order to be eligible for scoring, applications must meet the following criteria:

- Be complete and comply with grant application guidelines
- Be submitted by 5:00 pm, March 1, 2013
- Demonstrate that the proposed activities support the Neighborhood Partnership funding priorities and desired outcomes as described in these Application Guidelines

- Letters of commitment from collaborating agencies (if applicable) must be received at First 5 Alameda County by 5:00 pm, March 1, 2013

Scoring Criteria

Each proposal will be evaluated against criteria which will guide readers to assess the quality and comprehensiveness of responses to the application questions in a consistent way. Complete scoring criteria are attached as Appendix A.

The relative weight of each application section is below:

APPLICATION SECTION	RELATIVE WEIGHT
Need for Proposed Services	15%
Approach	25%
Organizational Capacity	15%
Accountability Plan	15%
Budget, Budget Justification	15%
Management and Staffing	15%

First 5 Alameda County prioritizes funding for services directed to communities which historically experience disparities in health and/or educational outcomes.* Children and families living in communities with low performing schools, as defined by low (1-5) Academic Performance Index scores, are more likely to experience health and educational disparities. Scoring preference will be given to applicants serving children and families who live in cities with low-performing elementary schools:

Alameda	Berkeley	Emeryville
Fremont	Hayward	Livermore
Mountain House	Newark	Union City
Oakland	San Leandro	San Lorenzo

*See Appendix B for resources on health and educational disparities in Alameda County.

Appeals

Decisions of the review panel and the First 5 Alameda County Commission are final. Appeals can be made only in the event of First 5 Alameda County procedural error. Appeals must be received in writing within 10 working days of the award announcement. Appeals should be addressed as follows:

Mark Friedman, Chief Executive Officer
 First 5 Alameda County
 Attention: Community Grants Initiative Appeal
 1100 San Leandro Blvd., Suite 120
 San Leandro, California 94577

INSTRUCTIONS ON HOW TO APPLY

Applications must be submitted using ECC Online located at www.f5ecc.org. Application instructions specific to each funding category are posted on the First 5 Alameda County website at www.first5ecc.org.

ECC Online application computer requirements are described below. If you do not have a computer system that meets the online application requirements and/or you need help with applying online, First 5 Alameda County will make computers and technical assistance available. Please see page 5 for Computer Lab times and registration instructions. For telephone assistance with computer issues related to applying online, call the First 5 Alameda County Help Desk at 510.875.2453 or send an email to ecchange@first5ecc.org.

GETTING STARTED: ECC ONLINE SYSTEM REQUIREMENTS

- Internet Connection
- PC-based computer running Windows XP or higher
- Internet Explorer (IE) version 6 or greater

(If you are using IE version 7 or greater, put your computer in **Compatibility View** by selecting **T**ools and **C**ompatibility View Settings and add **f5ecc.org**)

- Turn off your pop-up blockers

CREATING AN ECC ONLINE ACCOUNT (ONLY DO THIS ONCE)

- If you already have an ECC Online account, go directly to the next step
- Go to www.f5ecc.org
- Click the **Create an Account** link
- Enter your user information and click the **Save** button

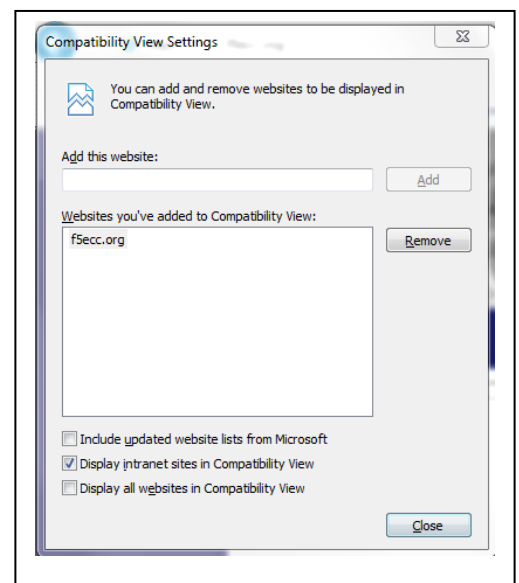
LOGGING INTO ECC ONLINE

- Go to www.f5ecc.org
- Enter your email address
- Enter your password and click the **Log In** button
- If you can't remember your password, click the **Forgot Password** link and follow the instructions. Your password will be emailed to you.

UPDATING YOUR PROFILE

Before applying for a grant, please review your profile information, including your agency's information.

- After logging in or using ECC Online for the first time, click the **My Online Profile** link
- Update information as needed and click the **Save** button



- To add your agency
 1. Click the **Add Agency Association** link
 2. Search for your agency on the following page
 3. If it is not listed in our database, follow the instructions for creating a new agency
- Select **Main Menu** at the bottom of your profile page to return to the start page

START YOUR GRANT APPLICATION

- Under the Main Menu, select **Apply for a Community Grant**
- Select the type of grant you are applying for
- You can complete your grant application over multiple sessions
 - ◆ To finish your application at a later time, you can click the **Save & Complete Later** button on any of the grant application screens. Log out.
 - ◆ To return to your application, log in to www.f5ecc.org and select the appropriate grant application under the My Grants section of the Main Menu

HELPDESK SUPPORT FOR ECC ONLINE

- The Help Desk is available Monday through Friday, 9:00 am to 5:00 pm at 510.875.2453 or by email at ecchange@first5ecc.org

CHECK THE STATUS OF YOUR GRANT APPLICATION

- Under the Main Menu, you will see the status of your grant application under the My Grants section
- Your application will be considered complete only after you electronically sign the application on the last screen of the application and click the **Submit** button
- Important: An email will be sent to you after you have completed and submitted the application. **If you do not receive a confirmation email from First 5 Alameda County, your application has not been successfully submitted.** If this occurs, please contact the Help Desk immediately at 510.875.2453.

FIRST 5 ALAMEDA COUNTY COMPUTER LAB SESSIONS

- Computer lab sessions are available to assist applicants in completing the online application (see page 5 for dates)
- To schedule a computer lab appointment, please contact Kevin Bremond at 510.875.2409 or email: kevin.bremond@first5ecc.org
- All computer labs will take place at:

First 5 Alameda County Conference Center
Conference Room C
1100 San Leandro Blvd. Ste. 130
San Leandro, CA 94577

A map and directions can be found at: <http://www.first5alameda.org/location-contact-info>

APPENDIX A: NEIGHBORHOOD PARTNERSHIP REVIEW CRITERIA

APPENDIX A: COMMUNITY GRANTS INITIATIVE SCORING RUBRIC – NEIGHBORHOOD PARTNERSHIP

SCORING CRITERIA – NEED (15%)			
0-1 points	2-3 points	4-5 points	+1 *
<ul style="list-style-type: none"> ▪ Fails to demonstrate understanding of community needs ▪ Proposed services are not explicitly linked to a defined need 	<ul style="list-style-type: none"> ▪ Need is described but evidence offered for the need is incomplete or data is not specific to the community where services will be offered 	<ul style="list-style-type: none"> ▪ Clearly describes a need for the proposed service that is specific to the community ▪ Statistical or anecdotal evidence of need is supported by a credible reference or citation ▪ Need, if unmet, contributes to disparities 	<ul style="list-style-type: none"> ▪ Services are provided in communities with elementary schools that have low API scores <p>* bonus points for serving low API communities must be awarded even if other point criteria have not been met</p>

SCORING CRITERIA – APPROACH (25%)		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ▪ Does not clearly define what activities will be supported by funding or how recipients of services will benefit ▪ Weak alignment with NP goals ▪ Poorly defined project specific outcomes 	<ul style="list-style-type: none"> ▪ Complete description of proposed strategies and activities that fit with NP goals ▪ Organization has experience that suggests they will be successful with proposed strategies ▪ Project specific outcomes are well defined (describe how clients or system will be different as a result of services) 	<ul style="list-style-type: none"> ▪ Strong alignment of proposed activities with NP goals ▪ Provides a reason(s) (e.g., a theoretical model or evidence base) to support the choice of proposed strategies for this community or population ▪ Can be reasonably expected to narrow health and or educational disparities ▪ Proposes to implement best or promising practices ▪ Sensitivity to and respect for cultural and linguistic diversity ▪ Approach strengthens community collaborations ▪ Contributes to sustainable improvement in systems for families with young children

SCORING CRITERIA – ORGANIZATIONAL CAPACITY (15%)		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ▪ Weak organizational alignment with NP goals ▪ Poorly defined plan to use NP training and consultation and extend learning beyond NP program ▪ Weak sustainability plan 	<ul style="list-style-type: none"> ▪ Good organizational alignment with NP goals ▪ Detailed plan to use NP training and consultation and extend learning beyond NP program ▪ Sustainability plan is clearly addressed 	<ul style="list-style-type: none"> ▪ Demonstrates expertise serving groups who experience disparities in health and/or educational outcomes ▪ Strong organizational alignment with NP goals ▪ Well-defined plan to use NP training and consultation and extend learning beyond NP program ▪ Well-defined sustainability plan

SCORING CRITERIA – ACCOUNTABILITY PLAN (15%)		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ▪ Accountability plan is incomplete ▪ Performance targets are not well defined and not linked to outcomes ▪ F5AC Result/Outcome, project specific outcomes, and strategies do not have a logical and coherent relationship 	<ul style="list-style-type: none"> ▪ Accountability plan includes strategies and project specific outcomes that fit logically with F5AC Result/Outcome ▪ Accountability plan provides strategies and project specific outcomes that are consistent with the proposed project as described in the narrative ▪ Performance targets are relevant and realistic 	<ul style="list-style-type: none"> ▪ Performance targets capture all major proposed activities and are specific, measurable, realistic, and time limited ▪ Strong logical fit between outcomes, strategies, performance targets and reporting measures

SCORING CRITERIA – BUDGET FORM AND BUDGET JUSTIFICATION (15%)		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ▪ Budget does not comply with application guidelines ▪ Budget and justification do not provide sufficient detail about how funds will be used ▪ Described activities and staffing are not supported by the budget ▪ Budget is not accurate 	<ul style="list-style-type: none"> ▪ Budget complies with application guidelines ▪ Budget is accurate but not sufficiently detailed ▪ Costs are not completely justified ▪ Budget appears to support the activities and staffing as described 	<ul style="list-style-type: none"> ▪ Detailed and realistic budget with sound use of funds ▪ Funding request seems reasonable¹ given the number of clients and the intensity of services ▪ Each line item is justified

¹ A “reasonable” cost per client will vary by service model. For example, an intensive therapeutic intervention program will serve fewer clients than a program offering parenting classes for the same budget and both may be “reasonable”

SCORING CRITERIA – MANAGEMENT AND STAFFING (15%)

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ▪ Staff has minimal experience and/or qualifications to carry out proposed activities. ▪ No staff person clearly designated to manage project and be responsible for programmatic and fiscal reporting ▪ Staffing pattern does not appear adequate to achieve performance targets 	<ul style="list-style-type: none"> ▪ Qualified person identified who will be responsible for project management ▪ Clear plan to report on progress and expenditures ▪ Appropriate professional supervision provided for direct service staff ▪ Level of staffing is realistic for number and type of services proposed 	<ul style="list-style-type: none"> ▪ Clear role descriptions for all staff positions ▪ Named staff are well qualified ▪ Staffing pattern provides linguistic and cultural compatibility with families served ▪ Reflective supervision is available for staff

APPENDIX B: RESOURCES ON HEALTH AND EDUCATIONAL DISPARITIES IN ALAMEDA COUNTY

The Executive Summary of Life and Death from Unnatural Causes: Health and Inequity in Alameda County is posted on:

<http://www.acphd.org/data-reports/reports-by-topic/social-and-health-equity/life-and-death-from-unnatural-causes.aspx>