



**First 5 Alameda County Every Child Counts announces
2013-2015 Community Grants Initiative
Targeted and Community Support
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 to serve pregnant women, infants, and children ages 0 to 5 in Alameda County.

Any eligible nonprofit or public agency in Alameda County may submit a proposal. 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 addresses four new results areas:

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

This grant cycle, three categories of funding are available:

- Community Support Grants
- Targeted Grants
- Neighborhood Partnership Grants (open only to public libraries and park and recreation departments)

These Application Guidelines describe the grantee requirements and grant review and funding processes for the Community Support and Targeted grant categories. Neighborhood Partnership Application Guidelines are available in a separate document. Please read the application 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

CATEGORIES, PRIORITIES, AND FUNDING LEVELS

Preference will be given to proposals that serve communities which experience disparities in health and/or educational outcomes.

CATEGORY	PRIORITIES	FUNDING LEVELS
<p>COMMUNITY SUPPORT GRANTS</p> <p>Approximately 8 grants to be awarded</p>	<p>Activities that contribute to any of the First 5 Alameda County strategic plan outcomes. We encourage proposals that creatively address unmet community needs and/or enable organizations to expand their services to include a focus on children ages 0 to 5 and their families. Applicants are not required to have prior experience serving the 0 to 5 population, but must have experience serving families.</p>	<p>Minimum of \$15,000 and maximum of \$40,000 over 24 months</p>
<p>TARGETED GRANTS</p> <p>Approximately 20 grants to be awarded</p>	<p>Activities that address the following Targeted Grant funding priorities:</p> <ul style="list-style-type: none"> ▪ Parents/primary caregivers are better able to support their child’s development/school readiness ▪ Children receive appropriate developmental and/or behavioral support services, including, but not limited to, services that address concerns about speech and language, and/or social-emotional development <p>Applicants must demonstrate at least two years of programmatic experience serving children ages 0 to 5 years and their families. Proposed programs must demonstrate close alignment with First 5 Alameda County desired outcomes and funding priorities and the ability to report on required impact measures.</p>	<p>Minimum of \$41,000 and maximum of \$120,000 over 24 months</p>
<p>NEIGHBORHOOD PARTNERSHIP GRANTS</p> <p>Approximately 4 grants to be awarded</p>	<p>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 First 5 Alameda County Outcomes:</p> <ul style="list-style-type: none"> ▪ Increased access to quality preschool and child care settings and to other early learning experiences ▪ Smooth transition to kindergarten <p>Only public libraries and park and recreation departments in Alameda County are eligible to apply. Neighborhood Partnership Application Guidelines are covered in a separate document.</p>	<p>Minimum of \$41,000 and maximum of \$130,000 over 24 months</p>

**FIRST 5 ALAMEDA COUNTY
2013 - 2015 COMMUNITY GRANTS INITIATIVE
APPLICATION GUIDELINES**

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TIMELINE AND IMPORTANT DATES

Application Released	January 2, 2013
<p>Community Support and Targeted Applicant Information Sessions (Optional)</p> <p>General information sessions for all applicants. Attendance at an Applicant Information Session is strongly encouraged but not required. Staff will be available to answer questions after each session.</p>	<p>Tuesday, January 15th, 9:30 am – 11:30 am</p> <p>Wednesday, January 30th, 1:30 pm – 3:30 pm</p> <p>Wednesday, February 13th, 5:30 pm – 7:30 pm</p>
Scope of Work Workshop (Optional, Community Support Grant Applicants Only) Pre-registration required	Wednesday, February 20 th , 12:30 pm – 2:30 pm
<p>Accountability Plan Workshops (Optional, Targeted Grant Applicants Only) Pre-registration required</p> <p>To pre-register please contact: Kevin Bremond Tel: 510.875.2409 Email: kevin.bremond@first5ecc.org</p>	<p>Wednesday, February 6th, 9:30 am – 11:30 am</p> <p>Thursday, February 14th, 12:30 pm – 2:30 pm</p> <p>Tuesday, February 26th, 2:30 pm – 4:30 pm</p>
<p>Open Computer Lab Sessions (Optional)</p> <p>Computers and technical assistance will be available by appointment to complete and/or submit the online application.</p> <p>To schedule an appointment, please contact: Kevin Bremond Tel: 510.875.2409 Email: kevin.bremond@first5ecc.org</p>	<p>Tuesday, February 5th Appointments can be made between the hours of 9:30am & 4:00pm</p> <p>Wednesday, February 13th</p> <p>Thursday, February 21st</p> <p>Tuesday, February 26th</p>
Application Deadline	5:00 pm on March 1, 2013
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.

This document describes the funding priorities and application preparation guidelines for the Targeted and Community Support grant categories. Guidelines for the Neighborhood Partnership grant category are available in a separate document. Only public libraries and park and recreation departments in Alameda County are eligible to apply for Neighborhood Partnership Grants.

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

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

APPLICANT INFORMATION SESSIONS (OPTIONAL):

Attending one Applicant Information Session is **strongly encouraged** for all applicants. Applicant Information Sessions are for applicants in the Community Support and Targeted grant categories and will provide general information about applying for Community Grants. Staff will be available to answer questions after each applicant information session. Registration is not required to attend.

ACCOUNTABILITY/SCOPE OF WORK WORKSHOPS (OPTIONAL):

Accountability and Scope of Work workshops will help applicants complete the Accountability or Scope of Work section of the application. Opportunities to ask specific questions and receive individual assistance will be available. Accountability Workshops are only for applicants in the Targeted category. The Scope of Work Workshop is only for applicants in the Community Support category. 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 or scope of work.

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 staff can give you individual attention.

To register for an Accountability or Scope of Work 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?

Each applicant may submit **only one** proposal. Exceptions are Alameda County government entities, cities in Alameda County, and Children's Hospital & Research Center Oakland. These organizations are limited to one proposal per fiscally independent department.

To be eligible to apply in any category, agencies must:

- Use grant funds to serve children ages 0 to 5 and their families
- Serve Alameda County residents
- Have experience serving children and families
- Agree to comply with First 5 Alameda County requirements as described in the grant agreement
- Be a community based 501(c)3, or have the fiscal sponsorship of a 501(c)3, or be a public agency

In addition

Targeted applicant agencies must:

- Have at least two years of experience offering services that are specifically for families with children ages 0 to 5

FUNDING CATEGORIES

The Community Grants Initiative promotes and advances the mission of First 5 Alameda County through grantmaking to, capacity building with, and convening of community partners. All categories of funding will be limited to activities that support the vision, mission, goals, and guiding principles of First 5 Alameda County as described in our 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)

COMMUNITY SUPPORT GRANTS

PURPOSE OF COMMUNITY SUPPORT GRANTS

The purpose of Community Support Grants is to encourage innovative community based responses to unmet needs. This category is open to family service programs that may not have traditionally worked with young children and want to expand or strengthen their focus on the 0 to 5 population.

Organizations that serve historically underserved communities and organizations that serve children and families from groups which experience disparate health and/or educational outcomes are encouraged to apply.

Proposed activities must address one of the following First 5 Alameda County strategic plan outcomes:

- Improved family functioning (enhanced primary caregiver mental health, improved parent-child attachment, reduced parenting stress)
- Increased access to concrete basic needs and economic support
- Enhanced parent knowledge of child development and parent capacity to support their child's development
- Increased access to quality preschool and child care settings and to other early learning experiences
- Smooth transition to kindergarten
- Increased optimal breastfeeding/nutrition and prenatal and postpartum health
- Increased early identification and linkages to supports for development and social and emotional, behavioral health
- Improved child developmental and social-emotional well-being
- Coordinated countywide children's outcomes and budget
- Enhanced coordination and linkages among providers of early childhood system of care
- Increased awareness and focus on early childhood

Examples of services that may be funded by Community Support Grants

(not intended to be a complete list)

- Parent leadership and advocacy training
- Parent education and/or support
- Parent-child activities designed to support parent-child attachment and school readiness, including literacy, music, art, science, cooking, and/or movement activities
- Support for families to meet their basic needs
- Services to support lactation and early nutrition
- Integration of an early childhood development/mental health perspective into case management services for pregnant and parenting mothers
- Kindergarten transition activities
- Socialization opportunities for children with special needs
- Coaching for providers to enhance their expertise in serving children 0 to 5
- Other activities consistent with First 5 Alameda County outcomes that address unmet community needs and/or enhance capacity to serve children 0 to 5 and their families

Minimum and maximum grant awards for the Community Support category

The minimum award will be \$15,000 over 24 months and the maximum award will be \$40,000 over 24 months. Carefully consider the realistic costs of proposed activities and request only what you will need.

Requirements if funded

- Reporting on project progress and expenditures as described in the grant agreement
- Participate in a grantee orientation
- Comply with First 5 Alameda County policies as described in the grant agreement
- The proposed scope of work and budget are subject to negotiation and final approval by First 5 Alameda County. Modifications may be required.

What will successful Community Support proposals include?

Successful proposals will:

- Propose activities that clearly fit with the goals and desired outcomes of First 5 Alameda County
- Demonstrate commitment to the First 5 Alameda County guiding principles
- Propose activities that can be reasonably expected to narrow health or educational disparities
- Demonstrate experience working with families
- Offer creative responses to clearly identified community needs
- 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 your project-specific outcome(s)

TARGETED GRANTS

PURPOSE OF TARGETED GRANTS

The purpose of Targeted Grants is to support and enhance the capacity of organizations to provide services that achieve specific outcomes for Alameda County families. For the 2013-2015 grant term, Targeted Grants will support the following funding priorities:

- Parents/primary caregivers are better able to support their child’s development/school readiness
- Children receive appropriate developmental and/or behavioral support services, including, but not limited to, services that address concerns about speech and language, and/or social-emotional development

Please see Appendix A for a list of required reporting measures for each funding priority.

Examples of services that may be funded by Targeted Grants

(not intended to be a complete list)

- Parenting education and/or support
- Parent-child activities that promote parent-child attachment, child’s self-regulation and/or child’s speech and language development
- Opportunities for peer parent support and activities
- Integration of social-emotional curriculum into existing parent-child services
- Developmentally appropriate school readiness activities for families
- Parent-child playgroups that enhance children’s development
- Other activities consistent with funding priorities #1 and #2

Minimum and maximum grant awards for the Targeted category

Targeted Grant awards will be for a minimum of \$41,000 and a maximum of \$120,000 over 24 months. Carefully consider the realistic costs of proposed activities and request only what you will need.

Requirements if funded

- Report regularly on project progress and expenditures as described in the grant agreement and accountability plan
- Participate in a grantee orientation
- Comply with First 5 Alameda County policies as described in the grant agreement
- The proposed accountability plan and budget are subject to negotiation and final approval by First 5 Alameda County. Modifications including specific performance targets, required reporting measures, and budget adjustments may be required.

What will successful Targeted Grant proposals include?

Successful proposals will:

- Propose activities that are consistent with the Targeted Grants funding priorities
- 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 children ages 0 to 5 and their families
- Offer a clear rationale for why the proposed approach is a good fit for the specific community to be served
- 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

FUNDING RESTRICTIONS AND GRANTEE REQUIREMENTS

FUNDING RESTRICTIONS

Grant activities that cannot be funded

- Services to children 5 years and older
- Child care slots
- Drop-off child care programs
- 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 agency
- 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
- You are continuing services funded by the 2011-2013 First 5 Alameda County Community Grants Initiative

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, fiscal sponsor costs, insurance, rent, storage, utilities, phone/internet, and allocated personnel costs (e.g., Executive 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. Additional training and technical assistance opportunities will be available throughout the grant term.

Site Visits

Grantees will receive 2-3 site visits from their Program Officer during the grant term. Grantees may also receive visits from First 5 Alameda County evaluation staff and 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. Grantees that have fiscal sponsors are required to show evidence of the required levels of coverage for their projects.

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 scope of work or accountability plan that will define desired project outcomes, strategies, performance targets, and reporting measures. Your final scope of work/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 your scope of work/accountability plan will be required at the 12 month and 24 month reporting periods.

All grantees that serve a consistent client population 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. Targeted grantees will collect 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 available.

Fiscal Leveraging

It is the mandate of the First 5 Commission to leverage the tobacco tax dollars as aggressively as possible to sustain services for children ages 0 to 5 and their families. Grant recipients must be willing to have their First 5 funded program assessed for federal fiscal leveraging potential during the grant term and to participate in claiming activities as appropriate.

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 the online application, some applicants must submit additional documents as follows:

- Proof of fiscal sponsorship
- Letters of commitment

Proof of fiscal sponsorship documentation is required of applicants who do not have 501(c)3 status and are not public agencies.

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 any services at a site not owned or operated by your organization
- Your services are permanently or regularly infused with those of another organization
- You are offering ongoing services at a school district site. School site letters of commitment must be signed by both the site director and a district representative

Supporting documents (letters of commitment and/or proof of fiscal sponsorship) must be received via mail, hand delivery, or e-mail (kevin.bremond@first5ecc.org) by 5:00 pm on March 1, 2013. Do not fax documents; we cannot guarantee they will be received and included as part of your application.

Please note: Supporting documents received after 5:00 pm on March 1, 2013 will be discarded and your application may be disqualified.

FUNDING DECISIONS

All applications submitted by the deadline will be screened and scored (see criteria below) by First 5 Alameda County staff. In the Targeted Grant category, only the most competitive applications (based on proposal scores, alignment with Targeted funding priorities, past performance, and geographic distribution) will be forwarded on to the community review panel which will make recommendations to the First 5 Alameda County Commission. In the Community Support grant category, recommendations to the Commission will be made by staff.

The screening criteria and scoring guidelines are described below. Funding recommendations will be based upon application scores, consideration of geographic distribution, balance across funding priorities, and past performance (only for applicants who have received First 5 Alameda County funding since July 2009). 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 Community Grants Initiative funding priorities and desired outcomes of the First 5 Alameda County Strategic Plan as described in these Application Guidelines

- Additional documents (letters of commitment from collaborating agencies, proof of fiscal sponsorship, if applicable) must be received at First 5 Alameda County by 5:00 by 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 Appendices C and D.

The relative weight of each application section is below:

APPLICATION SECTION	RELATIVE WEIGHT
Organizational Capacity	15%
Need for Proposed Services	15%
Approach	25%
Accountability Plan or SOW	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 community 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 Tools and Compatibility 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

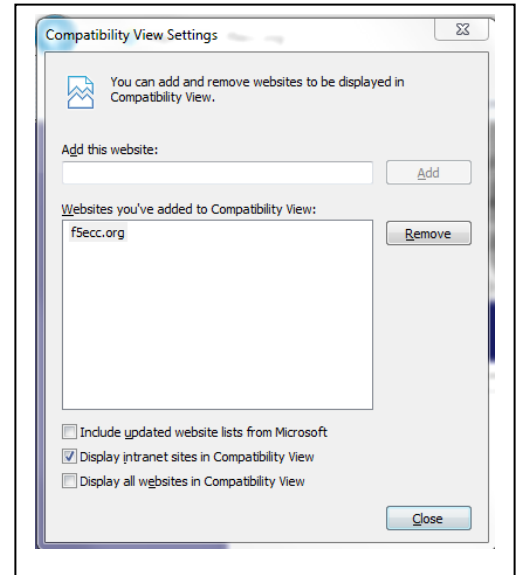
LOGGING INTO ECC ONLINE

- 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-infoBY>

APPENDIX A: REQUIRED REPORTING MEASURES FOR TARGETED GRANTS

Instructions: Select one funding priority. Then select required reporting measures from each menu if a selection is offered.

Funding Priority #1: Parents/primary caregivers are better able to support their child’s development/school readiness

Select at least two measures from Menu A:

Menu A:	
Required Reporting Measures:	<input type="checkbox"/> # out of # of parents who report increased knowledge of child development/school readiness <input type="checkbox"/> # out of # of parents who report increased understanding of how they can support their child’s social-emotional development <input type="checkbox"/> # out of # of parents who report improved social supports <input type="checkbox"/> # out of # of parents who report increased use of community resources <input type="checkbox"/> # out of # of parents who were screened for depression <input checked="" type="checkbox"/> Specify screening tool used <input checked="" type="checkbox"/> Number of parents who screened positive for depression <input checked="" type="checkbox"/> Number of parents who screened positive and were referred for services <input checked="" type="checkbox"/> Number of referred parents who received services <input type="checkbox"/> # out of # of parents who completed an ASQ or ASQ-SE for their child <input checked="" type="checkbox"/> Specify screening tool used <input checked="" type="checkbox"/> # out of # of children served, who were screened for developmental/social-emotional concerns <input checked="" type="checkbox"/> Number of children who screened “of concern” for developmental/social-emotional concerns <input checked="" type="checkbox"/> Number of children who screened “of concern” and were referred for further assessment or treatment services, by referral type <input checked="" type="checkbox"/> Number of children referred for assessment/treatment services who received referred services (or appropriate follow-up)

Select at least one measure from Menu B:

Menu B:	
Required Reporting Measures:	<input type="checkbox"/> # out of # of parents who report feeling more connected to their child
	<input type="checkbox"/> # out of # of parents who use more positive parenting strategies
	<input type="checkbox"/> # out of # of parents who report increased positive parenting attitudes
	<input type="checkbox"/> # out of # of parents who report they feel more confident as a parent
	<input type="checkbox"/> # out of # of parents who report they play more with their child
	<input type="checkbox"/> # out of # of parents who report reading, storytelling or singing to their children daily
	<input type="checkbox"/> # out of # of parents who visited, along with their child, their child's future elementary school
	<input type="checkbox"/> # out of # of parents who report they are better able to advocate for their child's needs

Funding Priority #2: Children receive appropriate developmental and/or behavioral support services, including, but not limited to, services that address concerns about speech and language, and/or social-emotional development

All reporting measures are required for Menu A.

Menu A	
Required Reporting Measures:	✓ Number of children referred to F5AC funded program by referral source
	✓ # out of # of children served who were previously identified with concerns before enrolling in our F5AC funded program
	✓ Specify by domain
	✓ # out of # of children served who were screened for developmental/social-emotional concerns by our F5AC funded program, specified by screening tool
	✓ Number of children who screened "of concern" for developmental/social-emotional concerns
	✓ Number of children who screened "of concern" and were referred for further assessment or treatment services, by referral type
	✓ Number of children referred for assessment/treatment services who received referred services (or appropriate follow-up)

Select at least one measure from Menu B:

Menu B	
Required Reporting Measures:	<input type="checkbox"/> # out of # of children showing progress on issue of concern <input checked="" type="checkbox"/> Method used to document progress <input type="checkbox"/> # out of # of parents who report increased understanding of their particular child’s development and needs <input type="checkbox"/> # out of # of parents who report they are more knowledgeable about services and supports that are available for their child <input type="checkbox"/> # out of # of parents who report they are better able to advocate for their child’s needs

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>

APPENDIX C: COMMUNITY SUPPORT SCORING RUBRIC

COMMUNITY GRANTS INITIATIVE SCORING RUBRIC – COMMUNITY SUPPORT

SCORING CRITERIA – ORGANIZATIONAL CAPACITY (15%)		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> No, or minimal, relevant experience and/or expertise with services to families Weak alignment with the goals, guiding principles and mission of F5AC 	<ul style="list-style-type: none"> Some experience and expertise serving families Applicants’ mission, programs, and services are sufficiently aligned with F5AC goals If this client population is new for the applicant, they offer a clearly stated rationale for expanding to serve the 0 to 5 population 	<ul style="list-style-type: none"> Significant experience and expertise serving families Mission, programs, and services are strongly aligned with F5AC goals and guiding principles Demonstrates potential to develop a programmatic focus on families with children ages 0 to 5

SCORING CRITERIA – NEED (15%)			
0-1 points	2-3 points	4-5 points	+1 point*
<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, will contribute to disparities 	<ul style="list-style-type: none"> ▪ Services are provided in communities with elementary schools that have low API scores <p>* bonus point 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 ▪ Does not clearly define what “success” will look like 	<ul style="list-style-type: none"> ▪ Provides a sufficient description of proposed strategies and activities ▪ Project specific outcomes are well defined (describe how clients or system will be different as a result of services) ▪ Describes how progress toward outcomes will be tracked 	<ul style="list-style-type: none"> ▪ Complete description of proposed activities ▪ Creative or innovative response to an unmet community need ▪ Sensitivity to and respect for cultural and linguistic diversity ▪ Community partners are included as collaborators ▪ Builds community capacity to serve families with children ages 0 to 5 ▪ Services are open/accessible to any family in need

SCORING CRITERIA – SCOPE OF WORK (15%)		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ▪ Scope of Work is not clear or complete 	<ul style="list-style-type: none"> ▪ Scope of Work is complete and specifies staff responsible for activities ▪ Scope of work is consistent with the proposed project as described in the narrative 	<ul style="list-style-type: none"> ▪ Scope of Work is specific and coherent with a realistic timeline of activities ▪ Reviewer can determine what quantity of services will be provided by when

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 ▪ 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

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 accomplish scope of work 	<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 ▪ Clinical supervision is available for professional staff

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”.

APPENDIX D: TARGETED SCORING RUBRIC

COMMUNITY GRANTS INITIATIVE SCORING RUBRIC – TARGETED

SCORING CRITERIA – ORGANIZATIONAL CAPACITY (15%)

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ▪ Did not meet the 2 years required experience and/or expertise with services to families of children ages 0 to 5 ▪ Weak alignment with the goals, guiding principles, and mission of F5AC 	<ul style="list-style-type: none"> ▪ Some experience and expertise serving families with children ages 0 to 5 ▪ Mission, programs, and services are sufficiently aligned with F5AC goals 	<ul style="list-style-type: none"> ▪ Significant experience and expertise serving families with children ages 0 to 5 ▪ Mission, programs, and services are strongly aligned with F5AC goals ▪ Demonstrates expertise serving groups who experience disparities in health and/or educational outcomes

SCORING CRITERIA – NEED (15%)

0-1 points	2-3 points	4-5 points	+1 point*
<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 very low API scores <p>* bonus point 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 funding priorities for Targeted Grants ▪ Poorly defined project specific outcomes 	<ul style="list-style-type: none"> ▪ Complete description of proposed strategies and activities that fit with the funding priorities for Targeted Grants ▪ Organization has experience that suggests they will be successful with these 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 funding priorities for Targeted Grants ▪ 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 ▪ Services are open/accessible to any family in need

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 ▪ ECC Outcome, Project Specific Outcome 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 selected F5AC 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 reasonable² given the number of clients and the intensity of services ▪ Each line item is justified

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 ▪ Clinical supervision is available for professional staff

² 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”