

REQUEST FOR APPLICATIONS

Family Serving Shelter Program Funds

APPLICATIONS DEADLINE: NOVEMBER 14 2025, 5PM PDT

Optional Online Application Information Session: Thursday, October 16, 2:30pm
Register [here](#) for a live Zoom session to learn about RFA, application and facilities interest form

General Application Information:

1. To be considered, all sections of the application must be completed.
2. Completed applications should be submitted [here](#).
3. All applicants will be notified by December 1, 2025

If you have any questions, please submit via email to:
Sheltergrants@First5Alameda.org



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1. INTRODUCTION

First 5 Alameda County (First 5) is an independent public agency that funds, partners, administers, and advocates to create the conditions every child needs to be ready for kindergarten. Since 1998, First 5 has worked collaboratively with local systems to ensure that families with young children have access to the support, services, and opportunities they need to thrive. We build a better future for young children through a broad network of community partnerships, investments in early care and education, support for families and providers, and the use of data to drive equity-centered action and advocacy and public systems.

Recent local voter-approved initiatives—such as the Oakland Children’s Initiative (Measure AA) and the Children’s Health and Child Care Initiative for Alameda County (Measure C)—are providing transformational opportunities to scale this work. These new resources present a critical moment to strengthen systems and address long-standing structural inequities impacting families and the early care and education workforce.

As part of the implementation of Measure C, First 5 is seeking applications from eligible **family serving shelters** for funding to **provide family navigation, increase access to basic needs, and increase system coordination**. Interested applicants should review this Request for Application (RFA) for allowable program activities, eligibility requirements, and application instructions.

Additionally, family serving shelters will be able to indicate if there are urgent health and safety facilities improvements needed at their site via the facilities interest form within the application. Family serving shelters will be reviewed and selected to receive facilities improvements funds as part of a separate process.

2. BACKGROUND

Measure C was approved by Alameda County voters on March 3, 2020, by a nearly 2:1 margin. Following a delay due to legal challenges, the California Supreme Court upheld the measure on April 24, 2024, allowing implementation to proceed. This 20-year ordinance supports child wellness, kindergarten readiness, and long-term school success through investments in early care and education access, provider wages, and the health care safety net.

Measure C presents a transformative opportunity for Alameda County’s families, child care providers, and communities to move toward a more equitable, coordinated system that promotes early learning, school readiness, and economic stability. It aims to build a skilled and supported workforce across the entire early care and education landscape.

Under Section 2.08.305 of the ordinance, First 5 is designated as the Administering Agency for the Child Care, Preschool, and Early Education Program. In June 2025, the First 5 Commission and the Alameda County Board of Supervisors approved the [Measure C Child Care, Preschool and Early Education Program Plan and Budget 2025–2030 \(5-Year Plan\)](#).

The 5-Year Plan was developed through a transparent, 10-month, facilitated, and participatory process that centered community voice and equity. It incorporates extensive input from families, child care providers, community members, and public partners, gathered through more than 63 hours of public meetings. In addition, surveys, focus groups, needs assessments, research reports, and data analytics were used to inform planning and program design. Throughout the process, the Measure C Community Advisory Council (CAC) provided ongoing input, helping to refine proposals and ensure alignment with both community priorities and the overarching goals of Measure C.

The 5-Year Plan identifies investments in 21 strategy areas organized under five overarching goals:

- Goal 1: Increasing Access to Child Care Services
- Goal 2: Recruiting, Retaining, and Supporting Early Educators
- Goal 3: Enhancing Child-Serving Spaces
- Goal 4: Accountability and Measuring Impact
- Goal 5: Effective Administration and System Improvements

First 5 is committed to being an equity-centered, anti-racist, and anti-classist organization. Our Place, People, Policy framework intentionally prioritizes our investments in communities that have experienced historic and systemic racism and disinvestment. Please see our [Equity Statement and Principles](#) for more information.

Project Overview

First 5 is launching an application process to fund family serving shelters to connect families and caregivers to resources (Strategy 1D in the 5-Year Plan).

The first Grant term for this programming is expected to begin January 2026 and have an initial grant term of January 2026-June 2027. Grants will be awarded to all eligible applicants.

Eligibility Criteria

- Non-profit or public agency operated family serving shelter
- Provides ongoing, weekly programming for families/caregivers with children prenatal to 5 years old since July 2022
- Provides family navigation to families with children prenatal to 5 years old since 2022

Funding Requirements and Details

- Organization can apply for more than one site
- Funding may not be used to supplant other funds; must expand, enhance, or create services/programs benefiting children prenatal to age five
- Organization should exhaust all other available funding prior to using Measure C funding for basic needs for families
- Agree to participate in grant reporting using First 5's Results Based Accountability framework
- Comply with First 5 communications, media, and press engagement requirements

- Comply with insurance requirements

Applicants will receive funds based on the formula:

Tier 1: \$25,000 to shelter sites serving between 1-19 unduplicated children ages 0-5 between January 1, 2024-December 31, 2024

Tier 2: \$50,000 to shelter sites serving 20 or more unduplicated children ages 0-5 between January 1, 2024-December 31, 2024

3. SCOPE OF WORK AND REQUIREMENT

Community partners are positioned to best understand family and shelter system needs. The activities below represent areas that have been identified as supports that families and community partners have consistently requested, and are in line with the Measure C ordinance goals. This is not intended to be an exhaustive list, and other types of expenses will be considered.

Allowable activities for funded family serving shelters include:

- Providing basic needs for families (could include items like food, diapers and wipes, clothing, transportation, fees for obtaining new/replacement ID documents, security deposits (all or a portion), defray child care expenses, including respite care, car repairs)
- Providing enhanced referrals for families to child care, and other basic resources, including additional family navigator positions
- Providing playgroup programming (could include paying access to local cultural institutions)
- Parent/caregiver programing engagement
- Providing Fatherhood programming/initiatives
- Expansion of community partnerships, including creating, expanding or enhancing community and neighborhood collaboratives
- Purchasing furniture/furnishings/equipment needed to conduct programming. These items should not require a contractor and would be limited to moveable/non-fixed items, i.e. rugs, tables, chairs, couches, air filters.
- Developing and participation in training, for both parents/caregivers and staff serving families with children 0-5

Communications, Media, and Press Engagement Requirements – First 5 is interested in how Measure C funds impact the community—both countywide and locally. Prior to communicating with public audiences about the contracted work, grantees will need to coordinate with First 5 on the communications strategy to ensure alignment with First 5's communication goals, plans, and First 5 and Measure C branding as well as seek First 5 approval of contract metrics, data, expenditures, or results to be publicly disclosed.

Accountability & Evaluation – First 5 applies a [Results Based Accountability \(RBA\)](#) framework to measure effectiveness and impact. Grantees will be expected to use this framework in developing and reporting on performance measures. Grantee performance measures will be chosen in

partnership with First 5 during contract negotiation and will be drawn from the Scope of Work outlined in the contract. Performance measures may be requested at varying levels of granularity, including individual-level data reporting. Sample RBA measures for this programming are included as Attachment 1. For more about First 5's RBA approach, please refer to our [strategic plan](#).

Measure C requires a Program Plan Evaluation during the implementation period of each Five-Year Plan and prior to the development of a new Plan. (Section 2.08.307(D)). First 5 Alameda County has engaged American Institutes for Research (AIR) to consult, scope, and design a comprehensive evaluation of Measure C. With input from the Community Advisory Committee, AIR will examine the effectiveness of the current 5-year cycle of investments and to inform the next 5-year plan. The CONTRACTOR/ Grant-making partner is expected to participate in the third-party evaluation as required by First 5 Alameda. This evaluation may assess the effectiveness, impact, and compliance of the services provided under this agreement and the larger Measure C investments.

4. TIMELINE & FUNDING

First 5 anticipates awarding contracts in January 2026, with onboarding beginning shortly thereafter. The award will span January 2026 - June 2027, with anticipated continuation of funding for organizations who successfully complete contract deliverables through the duration of the Measure C 5-Year Plan, concluding in June 2030.

Progress will be reviewed at regular intervals to ensure the program remains aligned with community needs, Measure C goals, and equity commitments.

Contract renewals and future-year allocations will be contingent on performance, verification via annual reporting that the site has served the requisite number of children ages 0-5 the prior July 1- June 30, and continued availability of funds.

Contract Requirements and Qualifications

Family serving shelters will assign a designated lead individual or small team to serve as the primary point of contact for First 5 and other partners. This team will be responsible for day-to-day project management and coordination of all contract activities.

Travel

It is expected that the contractor will provide agency automobile insurance coverage or require individual staff members to maintain valid automobile insurance coverage, as appropriate for any travel associated with the project.

Meeting Requirements

Key staff assigned to the project will participate in First 5 meetings as required to provide an overview of organizational priorities, Measure C objectives, and expectations for collaboration.

The contractor's lead staff will meet with First 5 staff on an approximately quarterly basis (with more frequent meetings anticipated during the beginning of the contract). Additional meetings with the Community Advisory Council (CAC) and other relevant groups will be scheduled as needed to

support program development and implementation.

Oversight

Ongoing contract oversight will be conducted by First 5 staff. This includes regular check-ins, performance monitoring, and collaboration to ensure successful execution of the contract and alignment with Measure C goals.

Applicants may propose subcontractors to support specific components of the work, such as outreach or training. All subcontracting relationships must be:

- Negotiated prior to the start of the contract
- Approved in writing by First 5

5. APPLICATION INSTRUCTIONS

Interested family serving shelters should submit their responses to the application questions and program budget [here](#).

For your reference, a copy of the application questions is Attachment 2, and a copy of the budget proposal form is Attachment 3 of this RFA.

Additional Information Requested

The family serving shelter Application includes sections that are requested by First 5 Alameda County to assist with programmatic planning and other purposes. This information will not impact a shelter's eligibility to receive funding.

Programmatic planning sections of the application include:

Facilities Grant Interest: Family serving shelters will be able to indicate if there are urgent health and safety facilities improvements needed at their site. The selection process for Family serving shelters to receive facilities improvements funds will follow a **separate administrative and selection process**, and more information is included in the application. Sites expressing interest in facilities funding will be contacted with the status of their request and information on next steps in early 2026.

Diaper Distribution: Family serving shelters will be asked if they are currently distributing diapers or have interest in distributing diapers. This information will be used to help First 5 in continuing to support [diaper programming](#) in Alameda County.

Technical Assistance: Family serving shelters will be asked to indicate if they anticipate needing technical assistance in implementing or expanding programming proposed in the application. This information will be used to help First 5 to plan for supporting partners.

Budget Expectations

Budgets will be finalized during contract negotiations and must demonstrate reasonableness, clarity, and cost-effectiveness in relation to the proposed scope of work.

Payment Terms

Payment structure will be finalized during contract negotiation in alignment with the approved scope of work and budget.

6. OTHER INFORMATION

- 1) No response will be considered for award unless submitted in full, delivered on or before the date specified in this RFA.
- 2) Specifications are carefully prepared describing the services desired. An addendum will be issued to all applicants, if necessary, stating revisions, deletions, or additions to be made to the specifications.
- 3) First 5 reserves the right to cancel the RFA process at any time, for any reason, even after review of all the applications, and it is not responsible for any expenses incurred by an applicant in developing an application.
- 4) First 5 reserves the right to reduce, amend, and/or rescind this RFA at any time prior to final execution of the contract.
- 5) First 5 reserves the right to negotiate scope of work, budget, and costs with successful applicant. If negotiations fail to culminate in a contract, First 5 may not fund applicant.
- 6) First 5 reserves the right to request clarification from any applicant on their application.
- 7) First 5 reserves the right to accept all or a portion of an application. First 5 reserves the right to waive any minor irregularities in an application. First 5 reserves the right to contract with more than one firm. All applications become the property of First 5.
- 8) All applications will remain confidential until a contract is negotiated. However, because First 5 is a public entity, all applications can become public after all successful contract negotiations.
- 9) First 5 shall require indemnification on behalf of itself and Alameda County entities with any agencies or individuals into which it enters into agreements. In addition, First 5 requires all agencies to provide evidence of both workers compensation and general liability insurance, with First 5 listed as additional insured.

ATTACHMENT 1: RBA TEMPLATE

ATTACHMENT 2: SHELTER APPLICATION QUESTIONS

ATTACHMENT 3: BUDGET TEMPLATES (\$25k and \$50k Budget templates)



ATTACHMENT 1

RESULTS BASED ACCOUNTABILITY (RBA) PLAN

Contractor:

Contract Term (Select 1)

Shelters: January 1, 2026 - June 30, 2027

Family Resource Centers: March 1, 2026 - June 30, 2027

First 5 Strategy: Measure C

Program: Family Resource Center/Shelter Programming

Program Specific Result 1			
Meet First 5 Grantee Requirements			
Funded Activity 1.A For FRCs only: Designate a staff person to enter all applicable programs and services into the online Early Childhood Resource Directory (alamedakids.org) and ensure data is up to date throughout the grant term.	Performance Measure 1.A.1 Programs and services entered into Alamedakids.org and kept updated YES/NO	Notes Instructions will be provided to grantee post-award	Periodicity of Reporting July 15, 2026 July 15, 2027

Program Specific Result 1 Meet First 5 Grantee Requirements			
Funded Activity 1.B For FRCs only: Provided Photos/Videos of programming/progress For Shelters only: Provided quotes and stories of programming/progress	Performance Measure 1.B.1 Materials shared with First5 YES/NO	Notes Not Applicable	Periodicity of Reporting July 15, 2026 July 15, 2027

Program Specific Result 2 Connected families/caregivers to resources and childcare			
Funded Activity 2.A Provide parent-child activities	Performance Measure 2.A.1 # of parent-child activities provided	Notes Please list title and dates of activities offered in the comments section of HIGH5	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.A.2 # of adult caregivers with children under 6 years attending parent-child activities (duplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.A.3 # of adult caregivers with children under 6 years attending parent-child activities (unduplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027

Program Specific Result 2 Connected families/caregivers to resources and childcare			
	Performance Measure 2.A.4 # of children under 6 attending parent-child activities (duplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.A.5 # of children under 6 attending parent-child activities (unduplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
Funded Activity 2.B Provide parenting/parent leadership for parents only (e.g., Family Cafes, coffee times, leadership workshops, kindergarten info events, etc.) <i>Please report fathers groups separately below.</i>	Performance Measure 2.B.1 # of parenting/parent leadership activities provided	Notes Please list title and dates of parenting/parent leadership activities offered in the comments section of HIGH5 (List for July Reporting Only)	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.B.2 # of adult caregivers with children under 6 years attending parenting/parent leadership activities (duplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.B.3 # of adult caregivers with children under 6 years attending parenting/parent leadership activities (unduplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027

Program Specific Result 2 Connected families/caregivers to resources and childcare			
Funded Activity 2.C Provide father groups	Performance Measure 2.C.1 # of father groups activities provided	Notes Please list title and dates of fathers group activities offered in the comments section of HIGH5 (List for July Reporting Only)	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.C.2 # of adult caregivers with children under 6 years attending father groups (duplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.C.3 # of adult caregivers with children under 6 years attending father groups (unduplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
Funded Activity 2.D Provide family navigation services	Performance Measure 2.D.1 # of families with children under 6 years receiving family navigation (unduplicated)	Notes Please include families who receive navigation to internal agency services/supports as well as external supports/services.	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.D.2 # out of # of families receiving family navigation services who are connected to at least one service or support	Notes Please include families who are connected to internal agency services/supports as well as to external supports/services.	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027

Program Specific Result 2 Connected families/caregivers to resources and childcare			
	Performance Measure 2.D.3 # out of # of families receiving family navigation services who are connected to childcare	Notes Not Applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
Funded Activity 2.E Provide basic needs support (e.g., food, diapers and wipes, clothing, cash, etc.)	Performance Measure 2.E.1 # of families with children under 6 years receiving basic needs support (unduplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.E.2 # of basic need supplies distributed by type	Notes <u>Only</u> report if supplies were purchased with Measure C funding	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
Funded Activity 2.H Develop and/or participate in training, for both parents/caregivers and staff serving families with children 0-5	Performance Measure 2.F.1 # of staff participating in trainings (duplicated)	Notes Please provide list of trainings offered and date(s) offered here. (List for July Reporting Only)	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.F.2 # of staff participating in trainings (unduplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.F.3 # of parents/caregivers participating in trainings (duplicated)	Notes Please provide list of trainings offered and date(s) offered here. (List for July Reporting Only)	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 2.F.3 # of parents/caregivers participating in trainings (unduplicated)	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027

Program Specific Result 3 Improved System Coordination			
Funded Activity 3.A Expanded community partnerships, including creating, expanding or enhancing community and neighborhood collaboratives	Performance Measure 3.A.1 # of system/community/ coalition building meetings/events held and description of them	Notes Please provide description and list of meetings offered and date(s) offered here. (List for July Reporting Only)	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 3.A.2 # of new or expanded partnerships	Notes Provide list of names of agencies that you have new or expanded partnerships with as a result of this activity, and a brief description of the partnership details.	Periodicity of Reporting July 15, 2026 July 15, 2027

Program Specific Result 4 Enhanced child serving spaces (community spaces)			
Funded Activity 4.A Enhance physical environment for families through new furniture/furnishings	Performance Measure 4.A.1 Dollar amount spent on new furniture/furnishings	Notes Not applicable	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
	Performance Measure 4.A.2 Provided list of new furniture/furnishings purchased YES/NO	Notes Please upload photos of furniture/furnishings if available.	

Program Specific Result 5 Tracking of unduplicated number of clients served and client demographics			
Funded Activity 5.A Track and report unduplicated number of clients (children by age, parents/caregivers, and providers) served for the year	Performance Measure 5.A.1. Submitted # of clients served for the year (children birth to two, children three to five, parents/caregivers, providers) to First 5 YES/NO	Notes Please use the HIGH5 Client Served Reporting module for reporting Note here any exceptions to tracking the number of clients served (e.g., for drop-in only or one time only events)*	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027
Funded Activity 5.B Track and report race/ethnicity, primary language, gender, zip code of unduplicated children and/or parents/caregivers and providers served for the year	Performance Measure 5.B.1. Submitted demographics (race/ethnicity, primary language, gender of adults, residential zip code of children and/or parents/caregivers, and provider gender and workplace zip code) to First 5 (YES NO)	Notes Please use the HIGH5 Client Served Reporting module for reporting Note here any exceptions to tracking demographics (e.g., for drop in only or one time only events).*	Periodicity of Reporting July 15, 2026 January 15, 2027 July 15, 2027

* Demographics should be collected for all families actively engaged in the program. Please use the notes section of the RBA plan to identify when you collect demographic information on clients served. Demographics are typically not collected when clients infrequently attend drop-in sessions that do not use a curriculum (e.g., onetime events).

Additional Gift Card Guidelines

The following criteria is required if gift cards are purchased as incentives for families:

1. Recipient must certify via signature that they will use the gift card for the intended purpose.
 - i. Certification for families must include the following language:
 - a. *"By accepting and redeeming the included gift card, I certify that the funds will be used solely for basic needs"* (or enter other intended purpose.
2. Gift cards may not exceed \$100.00 per family

3. Prohibited vendors: Walmart and Visa or other credit card gift cards are prohibited.
4. Contractor must provide the following gift card documentation upon request:
 - a. The number of gift cards distributed per family and their intended purpose (e.g., 100 families received a gift card for educational needs);
 - b. A tracking spreadsheet reporting the total amount and number of gift cards purchased and distributed and the vendor(s) used

Attachment 2

(This is a copy of the application you will need to fill out [online](#). Please use this attachment as a tool to help you prepare your responses)

Measure C Shelter Program Application (includes: Facilities Interest Form)

First 5 is excited to announce this funding opportunity to improve access to resources for families, enhance coordinated systems, and strengthen child-serving spaces.

We invite family serving shelters to submit an application to receive access to these resources.

Before you start, make sure you have the following information ready:

Information on any urgent facilities needs, current programming, clients served, proposed programming, and proposed budget.

Important:

- *Organizations who operate multiple family serving shelters in Alameda County may submit separate applications for each shelter site.*
- *Sites can apply for program funds and/or express interest in funds for their facilities through this application.*
- *All eligible applicants applying for programming will receive funding.*
- *Those interested in facility improvements may be invited to participate in a separate process to assess needs and finalize details.*
- *Funding allocations will be determined by the annual number of children birth to age 5 served.*
 - Tier 1: \$25,000 to shelter sites serving between 1-19 unduplicated children ages 0-5 between January 1, 2024-December 31, 2024
 - Tier 2: \$50,000 to shelter sites serving 20 or more unduplicated children ages 0-5 between January 1, 2024-December 31, 2024

These grants are funded by Alameda County taxpayers via Measure C, the Children's Health and Child Care Initiative for Alameda County. [Click here](#) to access resources with more information about Measure C in multiple languages.

GENERAL INFORMATION

1. Organization Name
2. Organization Address
3. Shelter Site Name
4. Which Alameda County Board of Supervisorial District is your shelter located?
Click [here](#) to find out your Alameda County Supervisorial district:
 - 1st Supervisorial District
 - 2nd Supervisorial District
 - 3rd Supervisorial District
 - 4th Supervisorial District
 - 5th Supervisorial District
5. Name of main contact for Application
6. Email address for main contact for Application
7. Phone number for main contact for Application
8. How many children birth to age 5 were served by this shelter in 2024?
9. How many parents/caregivers with children prenatal to age 5 were served by this shelter in 2024?

OVERALL ELIGIBILITY

10. Is your organization a non-profit or public agency operated family serving shelter?
11. Has your organization provided ongoing, weekly programming for families/caregivers with children prenatal to 5 since July 2022?
12. Has your organization provided family navigation to families with children prenatal to 5 since July 2022?

FACILITIES FUND INTEREST SECTION

By answering the questions below, you consent to the collection, use, and sharing of the information provided with First 5's partner, the Low Income Investment Fund (LIIF), herein for the purpose of administering facilities funding. Your information will not be shared with unauthorized third parties without your explicit consent. If you have any questions about how your information is used, please contact us at sheltergrants@first5alameda.org.

13. **Does your site have an urgent facilities need?** Urgent facilities needs may include repairs that must be carried out immediately to prevent disruption to operations or to avoid potential threats to service. These situations require prompt attention to ensure the continued safety and functionality of the facility.
14. What is the current condition of the spaces where children are cared for, or play in your facility?
 - Spaces are safe and in good condition
 - Spaces are functional but need updates (e.g., old flooring, better lighting)
 - Spaces have safety or health concerns (e.g., leaks, mold, broken fixtures)
 - Spaces are inadequate or missing (e.g., no dedicated child-friendly activity areas)
 - Other (please describe): _____

15. In the past 12 months, have you had to limit or adjust programming for children and families due to facility limitations?

- Yes
- No
- Not sure

16. What are your most urgent facility-related needs for child-focused areas? (Select up to 3)

- Health and Safety (child-proofing, plumbing issues, water intrusion, mold, broken fixtures)
- Activity and learning areas (dedicated spaces for children's programs, family workshops, quiet/reading areas)
- Bathroom or hygiene access for children (child-friendly bathrooms, sinks, diaper-changing areas)
- Ventilation and light (HVAC, windows, natural light, air circulation)
- Outdoor Space (safe play areas, fencing, shade, drainage)
- Structural repairs (roof, flooring, HVAC, paint, etc.)
- Accessibility (ADA compliance for family spaces)
- Storage and Functionality (dedicated space for child and program-related supplies, not furniture storage)
- Other, If Other is selected, (please describe): _____

17. What facilities upgrades would make the biggest difference in how you support families with children 0-5?

All eligible family serving shelters who complete the application by the deadline will receive program funding. The following questions gather information to support program planning and contract development.

Would you like to apply for Shelter Program funding?

SHELTER PROGRAMMING APPLICATION: POPULATIONS AND COMMUNITIES SERVED

18. Demographic data: populations served

- a. Languages: Arabic, Cambodian (Khmer), Chinese (Cantonese), Chinese (Mandarin), English, Farsi, Hindi, Korean, Mam, Spanish, Tagalog, Vietnamese, Other
- b. If Other is checked, please write in here:

CONNECTING FAMILIES AND CAREGIVERS TO RESOURCES AND CHILD CARE

19. Please select the activities your Shelter is currently offering:

- Basic needs for families (could include items like food, diapers and wipes, clothing, transportation, fees for obtaining new/replacement ID documents, security deposits (all or a portion), defray child care expenses, including respite care, car repairs)

- Enhanced referrals for families to child care, and other basic resources
- Playgroup or other enrichment activities (both parent-caregiver and child(ren) served)
- Parent/caregiver engagement (only parents/caregivers served)
- Fatherhood programming/initiatives
- Expanded community partnerships, including creating, expanding or enhancing community and neighborhood collaboratives
- Development & participation in training, for both parents/caregivers and staff serving families with children 0-5

20. For each area you selected above, please briefly describe the services offered.

21. Please select the **NEW OR ENHANCED** activities your Shelter would like to offer using this funding:

- Basic needs for families (could include items like food, diapers and wipes, clothing, transportation, fees for obtaining new/replacement ID documents, security deposits (all or a portion), defray child care expenses, including respite care, car repairs)
- Enhanced referrals for families to child care, and other basic resources
- Playgroup or other enrichment activities (both parent-caregiver and child(ren) served)
- Parent/caregiver engagement (only parents/caregivers served)
- Fatherhood programming/initiatives
- Expanded community partnerships, including creating, expanding or enhancing community and neighborhood collaboratives
- Purchase of furniture/furnishings/equipment needed to conduct programming. These items should not require a contractor and would be limited to moveable/non-fixed items (i.e. rugs, tables, chairs, couches, air filters, etc.)
- Development & participation in training, for both parents/caregivers and staff serving families with children 0-5

22. For each activity you selected above, please briefly describe the new or enhanced activities your Shelter would like to offer.

ESTIMATED INDIVIDUALS SERVED

23. Tell us the estimated number of children birth to 5 years old to be served with these funds annually

24. Tell us the estimated number of parents/caregivers with children prenatal to 5 years old to be served with these funds annually

25. Tell us the estimated number of staff to be served with these funds (i.e. via trainings, professional development, recognition and other supports) annually

BUDGET TEMPLATE

ADDITIONAL QUESTIONS

This information is requested by First 5 Alameda County to assist with programmatic planning and increased systems building and systems coordination.

26. Do you distribute diapers (Y/N) and if not, do you want to distribute diapers (Y/N)

27. Tell us about your experience referring families to childcare

28. Please provide your site's current annual funding source(s) and amounts

29. What areas of technical assistance would be helpful to receive from First 5 Alameda County?

- Referring families to child care
- Policy and Advocacy
- Data and Evaluation
- Staff Development
- Setting up trainings or workshops for Parents
- Implementing Father Friendly Principles and Programming
- Offering programming in multiple languages
- Child Development/Help Me Grow/Developmental Screenings
- Financial/Operations
- Other _____

AFTER APPLICATION/INTEREST FORM IS SUBMITTED:

Thank you for submitting your Shelter Program application and/or facilities interest response.

For Shelter Program Applications: Your application will be reviewed, and you will be notified if your application is accepted in December 2025.

For Shelter Facilities Interest: You will be contacted in early 2026 with the status of your interest form.

If you made a mistake in your application, do not submit a new application. Please email us to revise it at sheltergrants@first5alameda.org

If you are interested in updates about future funding opportunities, please sign up for our newsletter [here](#).



ATTACHMENT 3

Family Serving Shelter Proposed BUDGET

Organization and/or Shelter Name: _____

BUDGET LINE ITEMS	Total Proposed Budget 1/1/26 - 6/30/27	Justification of Expense
PERSONNEL EXPENSES * for positions greater than 5% FTE		
<i>List position, FTE % on project, rate</i>		<i>Brief description of job responsibilities</i>
Total Salaries	-	
Personnel Benefits		
PERSONNEL EXPENSES SUBTOTAL	\$ -	
GENERAL EXPENSES		
Training		
Program Materials		
Printing		
Office Supplies		
Staff Travel		
Consulting Services		
<i>List hourly unit cost, # of hours, term</i>		
Evaluation		
Miscellaneous		
GENERAL EXPENSES SUBTOTAL	\$ -	

BUDGET LINE ITEMS	Total Proposed Budget 1/1/26 - 6/30/27	Justification of Expense
EQUIPMENT		
<i>Itemize equipment costs more than \$2,000</i>		
EQUIPMENT SUBTOTAL	\$ -	
SUBCONTRACTORS <i>Requires First 5 prior approval; List separately, if more than one subcontractor, and submit subcontractor's project budget</i>		
SUBCONTRACTORS SUBTOTAL	\$ -	
BASIC NEEDS EXPENSES		
BASIC NEEDS EXPENSES SUBTOTAL	\$ -	
SUBTOTAL OF DIRECT EXPENSES		
Sum of totals for Personnel, General, Equipment, Subcontractors and Other	\$ -	
ADMINISTRATIVE/INDIRECT COSTS		
Not to exceed 15% of Direct Costs		
TOTAL BUDGET	\$ -	Not to Exceed \$25,000



Budget Line Item Definitions & Guidelines

DESCRIPTION	DEFINITIONS & GUIDELINES
Salaries/Wages	This line item must identify each position, the salary/hourly rate, and percent of time (FTE) to be funded. Staff who work minimally at 5% FTE or less cannot be included as a direct expense.
Personnel Benefits	Express the benefits as a percentage of the aggregate salaries. Benefits cannot exceed those already established by the contractor prior to the award of the contract. Employer contributions or expenses for social security, life and health insurance plans, unemployment insurance, liability insurance and/or pension plans are allowable items.
Training	Training related to the implementation of the project must be identified, as related to staff specific activities.
Program Materials	Costs for materials that are essential to the provision of program services that are not considered training costs or general office supplies. Include itemized list and costs in explanation. Examples include purchase of program and outreach materials and incentives.
Copying/Printing	Costs associated with the printing of essential items for the program, such as brochures, flyers, and marketing materials. These materials must include the First 5 Alameda County branding/logo.
Office Supplies	Costs associated with office supplies, postage, and copying that are general to the operation of the program and not included in Training Costs or Program Materials.
Staff Travel	In-state travel for staff related to the administration of the project.
Evaluation	Costs associated with the evaluation of the funded program. This amount cannot exceed 5% of total direct costs.
Consulting Services	Consulting services are provided by individuals or organizations that are not employees of the applicant, and provide subject matter expertise. List each specific consultant, the proposed rate, number of hours and terms of service.
Equipment	Itemize equipment costs directly related to the project greater than \$2,000. For costs less than \$2,000, include the itemized cost in the relevant category.
Subcontractors	Subcontracted services are provided on a contractual basis by individuals or organizations that are not employees of the applicant, and perform a portion of the contractor's scope of work. List each specific subcontractor, the proposed subcontract rate, number of hours and terms of service. Prior approval of Subcontractor by First 5 Staff is required.
Basic Needs	Expenses may include essential items and services such as food, diapers and wipes, clothing, transportation, fees for obtaining new/replacement ID documents, security deposits (all or a portion), defray childcare expenses, including respite care, car repairs.
Miscellaneous / Other	Costs in excess of \$5,000 that are not general operating or program costs, but are related to program operations. Include itemized list and costs in explanation.
Administrative/ Indirect Costs	A 15% Administrative/Indirect cost line item can be included in contracts of \$150,000 annually or less and must be based on direct expenses. Contracts in excess of \$150,000 must identify the specific administrative line-items that will be charged to the contract for approval by First 5. Eligible line items include audit, bookkeeping/payroll/finance, computer information technology services, facilities/maintenance, insurance, utilities and personnel costs, including staff time who works minimally at 5% FTE or less. An approved Indirect Cost Rate Agreement may be submitted in lieu of itemization of administrative/indirect costs. Administrative/Indirect Costs cannot exceed 15%** of direct costs.



ATTACHMENT 3

Family Serving Shelter Proposed BUDGET

Organization and/or Shelter Name: _____

BUDGET LINE ITEMS	Total Proposed Budget 1/1/26 - 6/30/27	Justification of Expense
PERSONNEL EXPENSES * for positions greater than 5% FTE		
<i>List position, FTE % on project, rate</i>		<i>Brief description of job responsibilities</i>
Total Salaries	-	
Personnel Benefits		
PERSONNEL EXPENSES SUBTOTAL	\$ -	
GENERAL EXPENSES		
Training		
Program Materials		
Printing		
Office Supplies		
Staff Travel		
Consulting Services		
<i>List hourly unit cost, # of hours, term</i>		
Evaluation		
Miscellaneous		
GENERAL EXPENSES SUBTOTAL	\$ -	

BUDGET LINE ITEMS	Total Proposed Budget 1/1/26 - 6/30/27	Justification of Expense
EQUIPMENT		
<i>Itemize equipment costs more than \$2,000</i>		
EQUIPMENT SUBTOTAL	\$ -	
SUBCONTRACTORS <i>Requires First 5 prior approval; List separately, if more than one subcontractor, and submit subcontractor's project budget</i>		
SUBCONTRACTORS SUBTOTAL	\$ -	
BASIC NEEDS EXPENSES		
BASIC NEEDS EXPENSES SUBTOTAL	\$ -	
SUBTOTAL OF DIRECT EXPENSES		
Sum of totals for Personnel, General, Equipment, Subcontractors and Other	\$ -	
ADMINISTRATIVE/INDIRECT COSTS		
Not to exceed 15% of Direct Costs		
TOTAL BUDGET	\$ -	Not to Exceed \$50,000



Budget Line Item Definitions & Guidelines

DESCRIPTION	DEFINITIONS & GUIDELINES
Salaries/Wages	This line item must identify each position, the salary/hourly rate, and percent of time (FTE) to be funded. Staff who work minimally at 5% FTE or less cannot be included as a direct expense.
Personnel Benefits	Express the benefits as a percentage of the aggregate salaries. Benefits cannot exceed those already established by the contractor prior to the award of the contract. Employer contributions or expenses for social security, life and health insurance plans, unemployment insurance, liability insurance and/or pension plans are allowable items.
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Basic Needs	Expenses may include essential items and services such as food, diapers and wipes, clothing, transportation, fees for obtaining new/replacement ID documents, security deposits (all or a portion), defray childcare expenses, including respite care, car repairs.
Miscellaneous / Other	Costs in excess of \$5,000 that are not general operating or program costs, but are related to program operations. Include itemized list and costs in explanation.
Administrative/ Indirect Costs	A 15% Administrative/Indirect cost line item can be included in contracts of \$150,000 annually or less and must be based on direct expenses. Contracts in excess of \$150,000 must identify the specific administrative line-items that will be charged to the contract for approval by First 5. Eligible line items include audit, bookkeeping/payroll/finance, computer information technology services, facilities/maintenance, insurance, utilities and personnel costs, including staff time who works minimally at 5% FTE or less. An approved Indirect Cost Rate Agreement may be submitted in lieu of itemization of administrative/indirect costs. Administrative/Indirect Costs cannot exceed 15%** of direct costs.