



# **Emerging Critical Needs Fund Application Packet**

First 5 Commission of San Diego  
Emerging Critical Needs Funds Application Instructions & Forms

## **Background**

The First 5 Commission of San Diego was established by the California Children and Families Act (Proposition 10), passed by California voters in November 1998. This statewide Proposition imposed an additional tax on tobacco products. The revenue generated from the tax is used to fund programs and activities that promote early childhood development from the prenatal stage through age five. The First 5 Commission of San Diego is responsible for implementing Proposition 10 in San Diego County.

The First 5 Commission of San Diego County leads the San Diego community in promoting the vital importance of the first 5 years of life to the well-being of children, families and society. The Commission's vision is that *all children ages 0 through 5 are healthy, are loved and nurtured, and enter school as active learners*. The Commission seeks to achieve this vision by funding services and activities to achieve desired results, advocating for policy change at local and state levels, acting as a catalyst and leader for coordinating, integrating and leveraging existing resources, and building community and organizational capacity to support families.

The Commission's Strategic Plan for 2010 – 2015 identifies as a core strategy “*targeted response to critical needs emerging from state and local economic conditions*.” On September 11, 2009, the First 5 Commission of San Diego (“Commission”) approved the 5-Year Allocation Plan which includes the appropriation of funds for such Emerging Critical Needs.

## **Purpose and Definition of Emerging Critical Needs Fund**

The Emerging Critical Needs funds are available to address critical gaps in children's services that have resulted from state and local economic conditions. These services must promote the health and well being of children from the prenatal stage through age 5 and their families, and services must advance one or more of the objectives of the [First 5 Commission's Strategic Plan](#) and achieve at least one of the measurable outcomes listed in the [Strategic Plan Evaluation Framework](#).

## **Eligibility**

Applicants must be private or public non-profit organizations and must follow all other criteria stated on the Emerging Critical Needs Policy ([Policy F5C-022-Emerging Critical Needs](#)). Funding for research, planning, and capital expenses are excluded.

## **Application Due Dates**

The Emerging Critical Needs funding cycle is open ended, meaning applications will be accepted on an on-going basis as long as funds remain available. Applications are reviewed by an evaluation committee quarterly.

## **Review and Approval of Emerging Critical Needs Grant Requests**

Commission staff will conduct an initial review to determine whether an application meets the minimum eligibility requirements as indicated in the [Policy F5C-022-Emerging Critical Needs](#). Applications will then be reviewed by a committee comprised of community experts and Commission management staff. Recommended applications will be presented to the Commission for final consideration.

## **Application Instructions**

### **Application Steps:**

1. Before completing the application, interested applicants should read the [Policy F5C-022-Emerging Critical Needs](#) to ensure that the applicant organization and proposed project meet all the eligibility criteria set forth in the Policy.
2. If the applicant organization and proposed project meet all the eligibility requirements and the applicant organization would like to apply for Emerging Critical Needs funds, please do the following:
  - a. Complete the application.
  - b. Ensure that a response is provided for each question on the application [using attached pages] and all required attachments are included.
  - c. Use the following formatting:
    - i. Type the question at the beginning of each response in bold.
    - ii. Complete the application using: Arial or Times New Roman font in size 11, 1.5 or double- spaced.
    - iii. Include page numbers. The first page of the completed application should be numbered as page “1”.
  - d. Make sure that the application is signed and dated (page 5).
  - e. Provide a one-page cover letter on the applicant’s organization letterhead addressed to Barbara Jiménez that provides a summary of the request, the total dollar amount and the time length of the request [eg...one year, two years...].
  - f. Make three (3) copies of the application and attachments; mail or deliver the original copy of the letter with the original and three copies of the application in a sealed envelope to:

First 5 Commission of San Diego  
Attention: Barbara Jiménez, Executive Director  
1495 Pacific Highway, Suite 201  
San Diego, CA 92101-2417

All Emerging Critical Needs funds applicants will receive a letter or email confirming receipt of their application within five business days of receipt at the Commission office. The letter or email will be sent to the contact name provided in the application.

### **Questions:**

For questions on the Emerging Critical Needs application process and approximate review dates contact Grace Young at (619) 230-6474 or [grace.young@sdcounty.ca.gov](mailto:grace.young@sdcounty.ca.gov)

**FIRST 5 COMMISSION OF SAN DIEGO  
EMERGING CRITICAL NEEDS FUNDING APPLICATION  
COVER PAGE (PLEASE TYPE)**

<b>I. ORGANIZATION INFORMATION</b>		
<b>1. Name of Applicant Organization:</b>		
<b>2. Address:</b>	<b>City/State:</b>	<b>Zip Code:</b>
<b>3a. Executive Director or President Name and Title:</b>	<b>Phone: (    )</b>	<b>Fax: (    )</b>
	<b>Email:</b>	
<b>3b. Project Contact Name and Title:</b>	<b>Phone: (    )</b>	<b>Fax: (    )</b>
	<b>Email:</b>	
<b>4. Tax Identification Number:</b>	<b>5. Organization's Operational Start Date:</b>	
<b>6. Organization Type (Please Select One):</b> <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Public Non-Profit		
<b>8. Name of Authorized Signatory for Grant Application:</b>		
<b>II. PROJECT INFORMATION-</b> Questions 1-7 should be provided on separate pages. On all attached pages, please re-type each question along with the response. Use Arial or Times New Roman 11-point font, 1.5 or double- spaced, and number the pages.		
<b>1. Name of Project to be funded:</b>		
<b>2. Project Address:</b>		
<b>3. What zip codes and/or communities does this project serve? If the project serves all county regions, state "county-wide."</b>		
<b>4. What is the target population of this project?</b>		
<b>5. Executive Summary: Provide not more than three (3) pages to include responses to the following:</b>		
<ul style="list-style-type: none"> <li>a. Organizational summary and outcomes. Provide a brief summary of the organization and services provided including whether the applicant's organization currently provides services to children in the County of San Diego and a brief description of those services. Provide a summary of the most important outcomes of past/current services provided to children 0 to 5 and their families in the last 5 years.</li> <li>b. Provide a brief summary of proposed project.</li> <li>c. Why is there a compelling need for project services as a result of state and local economic conditions? Explain whether a new need has emerged for which there is no funding OR whether the need has increased substantially due to economic conditions and there is inadequate funding to meet the increased need OR whether the funding source for the project has been reduced/ eliminated due to economic conditions and there is no other funding source for the project. Address where the funding went, if applicable.</li> </ul>		
<b>6. Project Description: Provide not more than three (3) pages to answer the following:</b>		
<ul style="list-style-type: none"> <li>a. What services will be provided in this project and how will this project support children ages 0-5 and their families? Include the target population, location(s) of services, and when services are/will be available for the target population, including day(s)/time(s) of the week.</li> <li>b. How many children and families will receive services under this project?</li> <li>c. What evidence-based practice or proven practice will be used in service delivery?</li> <li>d. How will project services address the compelling community need noted in the Executive Summary?</li> </ul>		
<b>7. Project Narrative: Provide not more than six (6) pages that respond to the questions listed below:</b>		
<ul style="list-style-type: none"> <li>a. How does this project measurably advance one or more of the objectives of the First 5 Commission of San Diego County 2010-2015 Strategic Plan Evaluation Framework and achieve one or more of the measurable outcomes listed in the Strategic Plan Framework?</li> <li>b. What are the desired outcomes for this project and how/when will the outcomes be measured?</li> <li>c. What leveraged, in-kind or matched resources will be provided for this project, if any?</li> <li>d. Provide an 'exit strategy' and a plan for sustaining services after First 5 San Diego funding ends.</li> </ul>		

# FIRST 5 COMMISSION OF SAN DIEGO

## EMERGING CRITICAL NEEDS FUNDING APPLICATION

### III. FISCAL INFORMATION – Items 1 – 3 should be provided on a separate page.

1. Total amount requested (The applicant may not apply for funding for more than 49% of their organization’s total operating budget):

2. Total annual operating budget for Organization:

3. Describe how an award from the Commission for this project will not supplant any existing funding streams:

4. Attach a Budget and Budget Narrative (See instructions beginning on page 7).

### IV. FINANCIAL INFORMATION

1. The applicant shall provide documentation that the organization has sufficient reserves to maintain the Project services for sixty (60) days. Documentation may include cash and/or credit reserves.

2. In addition, the applicant shall provide the following information depending on the amount requested:

- a. For requests in the amount of \$0 to \$249,999 information shall be for the last one Fiscal Year
- b. For requests in the amount of \$250,000 to \$499,999 information shall be for the last two Fiscal Years
- c. For requests greater than or equal to \$500,000 information shall be for the last three Fiscal Years
  - The applicant shall provide the following information
    - Audited financial statements with the applicable notes;
    - Independent Auditor’s Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards;
    - Independent Auditor’s Statement of Findings and Questioned costs.
  - If the applicant has not had an audit conducted, then the applicant shall provide the following un-audited financial statements for either one, two or three years depending on the amount of funding requested as described above:
    - Statement of Financial Position (Balance Sheet);
    - Statement of Activities (Income Statement);
    - Statement of Cash Flows.

### V. APPLICATION CHECKLIST

- A Completed Application form
- An Executive Summary not to exceed three (3) pages
- A Project Description not to exceed two (2) pages
- A Project Narrative not to exceed six (6) pages
- Fiscal Information including a completed Budget and Budget Narrative
- Financial Information
- Verification of Non-profit status

### V. SIGNATURE AND CERTIFICATION

I certify that the contents of this Emerging Critical Needs Funding Application are true and correct and all required materials are included. I understand that if any of the pages are not included or are incomplete, my application will be considered incomplete and may not be reviewed. I certify that the applicant organization has received administrative approval to apply for these funds. I further certify that the organization providing direct services will adhere to all State licensing requirements for proposed services. If the applicant organization receives any additional funds via another pending grant application, applicant will notify the Commission of such funds

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Signature of Approved Authority

\_\_\_\_\_  
Organization Name (Print)

\_\_\_\_\_  
Date

**DELIVER OR MAIL AN ORIGINAL COVER LETTER WITH APPLICATION AND THREE COPIES TO:**

**FIRST 5 COMMISSION OF SAN DIEGO  
1495 Pacific Highway, Suite #201  
Attention: Barbara Jiménez, Executive Director  
San Diego, CA 92101  
MS A-211**

**SUBMIT QUESTIONS OR COMMENTS TO:**

**Grace Young, Contracts and School Readiness Program Manager  
[Grace.young@sdcounty.ca.gov](mailto:Grace.young@sdcounty.ca.gov) or (619) 230-6474**

# FIRST 5 COMMISSION OF SAN DIEGO

## BUDGET INSTRUCTIONS

### **I. Overview**

- Provide a complete project budget and budget narrative for the twelve (12) month contract period as described on the following pages. Complete the budget using the format and instructions below. If more than twelve months is being requested provide a budget and budget narrative for each additional twelve month period.  
**Note:** The Offeror may not apply for funding for more than 49% of their organization's total operating budget. For example, if the Offeror organization's operating budget is \$1,000,000 annually, the Offeror can only apply for a maximum of \$490,000 to support the costs of the proposed program.
- It is very important that the itemized project budget include enough detail so that it is understood how each line item cost supports the work of the project.
- For the project budget narrative, provide a clear and concise explanation of how all budget figures (line items) were derived, and a simple justification of expenses including how each cost supports the project's activities. For example, an explanation of who the subcontractor is, dollar amount for that subcontractor and why the subcontractor is being used, or if office supplies are listed, what the supplies consist of, what they are being used for, and the dollar amount proposed.
- For Offeror resources, provide a dollar estimate of the Offeror's resources to be applied to this project and note whether the resources are provided in cash or in-kind.
- **Offeror Match.** If donations of services or property are to be used, describe the method of determining the value of the contribution. If cash is donated, describe the source and purpose of the donation. Also provide an assessment of how the Offeror has ensured that the resources to be utilized as in-kind contributions are not included elsewhere in the project budget.

### **II. Project Budget Template Instructions**

- Double-click on the template (below) to activate the worksheet to enter values.
- Only enter data in the non-shaded (white) cells.
- The template has formulas built-in for cells that are shaded yellow; please do not enter data nor change the formulas for these cells.
- Only enter whole numbers; the template will reject decimals.
- The template includes sample line items; they may be removed or renamed if they are not applicable to the project.
- When adding or removing rows please update the numerical sequence (column A) accordingly.
  - If adding rows, add them two rows above the yellow rows (subtotal rows) so that the values are captured by the subtotal formulas.
- To exit the template, hit the Esc key; you may also click your mouse anywhere outside the template border.
  - Before exiting, make sure that row 1 (Project Budget) is visible.

### **III. Budget Line Items**

#### ***A. PERSONNEL***

##### **1. Salaries**

- Enter total personnel costs to be incurred in the program. Provide the prorated share of the salary based on the full-time equivalent (FTE).
- The budget narrative shall list all positions that sum up to the total personnel amount on the budget. Personnel line items shall be specific and include the position title, staff name, and budget amount as derived from time allocated to this project, hourly rate or annual salary. List the full-time staff separately from part-time staff.

## 2. One-Time Personnel Compensation

- The total amount for one-time compensations for all eligible employees shall be budgeted as a separate line item in the *Personnel* budget category.
- All one-time personnel compensations, such as merit pay and bonuses, are allowed pursuant to a written labor agreement between the organization and the employee that addresses such compensations. The written labor agreement, or established plan, must be in place before the compensation is granted. If there is no formal labor agreement, an established plan that is followed consistently by the organization shall be evidenced by written documents, such as policies and procedures or guidelines, referring to the one-time compensation arrangement. The documents must clearly state the eligibility criteria, the timing of the compensation, and the calculation methodology.
- As with salaried or hourly compensation, one-time compensations must be reasonable and relevant to the terms of the contract.

## 3. Fringe Benefits

Provide the total dollar amount of the fringe benefits. Examples of Fringe Benefits are: State Unemployment Insurance, Workers' Compensation, FICA, SDI, and health insurance. These benefits shall be listed on the project budget as *Fringe Benefits* and the total amount listed. This line item is not to be combined with the *Personnel* line item. The budget narrative shall list each benefit separately and list the rate and calculation used to determine the budget amount.

## B. SERVICES AND SUPPLIES

- Itemize line items that are appropriate to support the work of the project. Note that subcontractors/consultants are to be listed in the **Subcontracts** section.
- All services and supplies shall be listed separately on the project budget and budget narrative. Each item shall contain a clear and detailed description of the line item to include the reason, purpose, and cost of the line item. If the line item is an allocation (percentage of the organization's total cost), the calculation must be listed in detail to show how the budget line allocation was derived. Some line items under **Services and Supplies** include: rent, utilities, insurance, IT support, and printing costs.
- Line items in this category that require additional clarification are:

### 1. Mileage

Mileage reimbursement to staff shall not exceed the County's approved rate. The budget narrative shall list the number of staff, number of miles and rate with the budget amount (for example: 3,000 miles (5 staff at 600 miles each) x 48 cents = \$1,440). Please refer to: <http://www.irs.gov/newsroom/article/0.,id=200505.00.html> for current mileage rates.

### 2. Conferences and Training

Conferences and trainings shall be listed individually in the narrative and shall include a description of the events, costs, and the names and work titles of the attendees. The conference/training subject needs to be directly related to the attendee's contracted position and responsibility. Generally, one or two persons attend and bring back information for the rest of the staff. An exception to this rule is if the training is on a curriculum required for the attendee's position.

### 3. Incentives

- **Food, Beverages, Refreshments**

Meeting incentives such as food, beverages, or refreshments can be purchased for special events, workshops, or meetings if official business is conducted. In addition, it is expected that an important speaker, or guest, and a substantial number of participants be present.

Food, beverages, or other refreshments are not to be purchased for routine meetings for staff, or where there are adequate refreshments and food purchasing options available.

The cost of refreshments, including minor snacks and supplies such as cups, napkins, etc., should be reasonable. The cost shall not exceed the County's current approved cost of five dollars (\$5) per person.

The cost of breakfast and supplies such as cups, napkins, etc., should be reasonable. The cost shall not exceed the County's current approved cost of twelve dollars (\$12) per person.

The cost of lunch and supplies such as cups, napkins, etc., should be reasonable. The cost shall not exceed the County's current approved cost of eighteen dollars (\$18) per person.

Commission funds are never to be used to purchase alcohol.

- **Other Incentives**

Incentives such as pens, t-shirts, gift cards, child care, baby items, or transportation passes shall be documented in detail in the budget narrative. The description shall include the incentive item, the quantity, item description, and reason for purchase (who it will be distributed to). For example: 100 pens will be purchased for a total cost of \$10 and will be distributed to parents during parent education classes. The project budget shall list the total cost of the incentives under *Incentives* or *Program Incentives*.

**4. Program Evaluation Cost**

Contractors will be required to evaluate their programs and activities, using client-level data for key outcomes and indicators as well as project-specific process measures. It is recommended that proposed budgets include adequate funding, approximately 8%, to meet the data collection and evaluation requirements. A separate line item in the proposed budget must reflect the cost of data entry for the Contract Management and Evaluation Data System (CMEDS).

**5. Purchase of Equipment**

Funding is not available for: (1) vehicle purchases; (2) capital improvements exceeding \$25,000; and/or (3) fixed asset purchases exceeding \$5,000 for a single item. If equipment is purchased, title will vest in the Contractor; however, the Contractor must provide assurances that the equipment will continue to be used for the purposes of this project after the Commission funding ends. The Contractor will also be requested to provide an inventory of all the equipment purchased.

**C. SUBCONTRACTS**

Include all subcontracts that will provide services for the program and their budgeted amounts. The budget narrative must include the breakdown of each subcontractor's budget per the following three categories: Personnel & Benefits, Services & Supplies, and Overhead. The Personnel section should include a listing of staff positions to be funded in the subcontract.

**D. OVERHEAD**

The allowable overhead rate will be up to 15% of the total personnel and benefits only. Federally Approved Indirect Cost Rates will not be considered for this Application.

