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Jim Holmes, Commissioner
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(2 seats vacant)

The Tobacco Tax Program

The First 5 Placer Children and Families Commission is pleased to announce the release of the Funding Process for 2011-2013.

The First 5 Placer Children and Families Commission (F5P) is charged with allocation and oversight of Proposition 10 tobacco tax funds in Placer County, to benefit the County's children prenatal through age 5 and their families. The Commission will release up to \$7,500,000 Dollars to fund projects for the period January 1, 2011 through June 30, 2013 to further the goals of its 2011-2016 Strategic Plan.

The Competitive Funding process includes two stages: a Letter of Intent Application and a formal Request for Results Proposal.

Agencies or businesses who wish to request funding from First 5 Placer through the major competitive grant process must attend the Applicant Workshop on May 25th from 9am to 3pm at the Parkside Church of the Nazarene in Auburn, CA before they submit a Letter of Intent. Letters of Intent are due to the F5P office by June 17, 2010.

Letters of Intent will be reviewed by the Commission in a public meeting on July 8, 2010. At that time, at the Commission's discretion, Formal Proposals will be invited.

This document is lengthy because it includes both the 2011 Request for Results proposal Package (11 pages) and the Letter of Intent (LOI) Guidelines & Application Package (4 pages).

The First 5 Placer Strategic Plan for 2011-2016 and the Evaluation Plan for 2011-2016 are available separately at www.first5placer.org or from First 5 staff at 365 Nevada Street, Auburn, California, 95603. Staff can be reached at (530) 745.1365, or e-mail cbrown@placercoe.k12.ca.us

Applicant Workshop

May 25, 2010 – 9 a.m. to 3 p.m.

Parkside Church of the Nazarene, 3885 Richardson Drive, Auburn, CA 95602
(Participation in the workshop is required to apply for funding through the First 5 Placer)



**First 5 Placer Children and Families Commission
2011 Request for Results (RFR) Proposal Package
For Funding January 1, 2011 through June 30, 2013**

1. General Information

The First 5 Placer Commission is charged with allocation and oversight of Proposition 10 tobacco tax funds in Placer County, to benefit children prenatal through age 5. The Commission will release up to \$7,500,000 Dollars to fund projects for the period January 1, 2011 through June 30, 2013 to further the goals of its 2011-2016 Strategic Plan. The plan may be reviewed at www.first5placer.org or is available from First 5 Staff at 365 Nevada Street, Auburn, California, 95603.

2. Funding Process

The Funding process includes two stages: a Letter of Intent (LOI) Application Process and a formal Request for Results Proposal (by invitation only) **All proposals must advance through the Letter of Intent Application process before a formal Request for Results proposal can be submitted.** Please refer to the Letter of Intent guidelines and process for more information on the LOI. This package outlines the Request for Results portion of the funding process. Both the LOI and RFR require MANDATORY attendance at workshops.

3. Calendar of important dates

May 18, 2010	The application packet is released.
May 25	Mandatory LOI Applicant Workshop – Parkside Church of the Nazarene 3885 Richardson Drive, Auburn, CA 95602. 9am to 3pm
June 17	LOI Due date
July 8	Commission reviews LOIs and invites formal proposals
July 20	Request for Results Proposers Workshop on Protective Factors – Placer County Office of Education Nobili Room, 365 Nevada Street, Auburn, CA 95603, 9am to 3pm
August 11	Formal RFR Proposals are due
August 16-20	Proposal Review Committee reviews RFR proposals and develops funding recommendations.
September 9	Presentation of recommendations to Commission.
Mid September (If necessary)	Meeting with RFR Applicants to interview/negotiate awards
October 14	Funding decisions made by the First 5 Placer Commission
October to December	Scopes of Work, Evaluation Plans and Contracts Developed
January 1, 2011	Contracts begin.

4. Funding Levels and Proposers Workshop

For the period of January 1, 2011, through June 30, 2013, the Commission will make available up to \$7,500,000 under this Request for Results Process (up to \$3,000,000 annually). The RFR Proposers Protective Factors Workshop will be held on July 20, 2010 in the Nobili Room at the Placer County Office of Education, 365 Nevada Street, Auburn, CA from 9am to 3pm.

To be eligible for First 5 Funding, participation in the workshop is required. The workshop will provide an opportunity for proposers to:

- Understand the Request for Results process and forms.
- Receive an overview of First 5 Placer goals and protective factor approach.

There is no maximum dollar amount for individual RFR proposals, however applicants are encouraged to consider previously-funded projects to determine a reasonable amount to request. The Commission reserves the right to request modification to budgets at any time before awards are finalized.

Any questions and answers coming from the Proposers workshop or those fielded by staff before the RFR due date will be made available to all who attend the Proposers Workshop and intend to submit proposals. **In order to assure an equitable process, please direct all questions to First 5 Placer Staff** by phone (530) 745.1365, or e-mail cbrown@placercoe.k12.ca.us

5. Eligible Applicants

- Applicants may be a non-profit community-based organization, foundation, faith-based organization, community association or group (including a joint venture with a fiscal sponsor) school, municipality or unit of local government located in Placer County. Fiscal sponsors for non-incorporated groups and/or joint ventures will also be accountable for achievement of outcomes.
- Private businesses that serve the prenatal through 5 population in Placer County may apply with a current business license and compliance with all local, state and federal requirements that may apply.

Organizations should have the capacity to be audited annually by an independent auditor (for contracts over \$50,000/year), obtain adequate insurance and collect and compile data for reporting to First 5.

6. Types of Funding

Although there are no guarantees as to how long Proposition 10 funds will be available to Placer County, the Commission envisions investing these resources in at least three ways:

- One-time Projects
- One-year Programs or Services
- Multi-year Programs or Services (up to 2½ years – beginning January 1, 2011 renewed annually, ending on June 30, 2013)

7. General Proposal Guidelines

Proposals will only be accepted from applicants invited to submit after the Letter of Intent Process. Proposals will be evaluated by a Proposal Review Committee to determine responsiveness to the Commission's Strategic Plan and the proposal requirements. A description of the Review Process is contained in Section 11 of this document. Generally, a responsive proposal is one that:

- Provides services, supports, systems changes and/or programs to benefit the prenatal through 5 population, their families and caregivers in Placer County.
- Addresses the five family strengthening and/or one or more of the three community building protective factors in the First 5 Placer 2011-2016 Strategic Plan
- Addresses at least one of the sustainability approaches described in the First 5 Placer Strategic Plan.
- Contains clear outcome statements and demonstrates the ability to collect, compile, analyze and present data that addresses the implementation of the program and achievement of outcomes.
- Contains clear strategies (services/processes) that will support progress toward successful achievement of the stated program outcomes, and fit the chosen protective factors
- Contains a reasonable budget that leverages and/or maximizes funds other than First 5 funds and directly supports the achievement of the outcomes for children prenatal through 5 years of age.
- Provides for cultural and language appropriate services that reflect the cultural and linguistic diversity of the community addressed.
- Establishes and/or expands formal linkages with traditional and non-traditional partners.
- Follows the Submission Requirements in Section 10.

8. Funding Restrictions

- Consistent with the intent of the California Children and Families Act, First 5 Placer will not supplant existing services or relieve agencies of their current responsibilities in serving and reaching out to children and families.
- Capital improvements or fixed assets are not eligible for funding under this Request for Results process.
- There is no "means test" or income level that children must meet to receive services. All prenatal through 5 children, their families and caregivers are eligible to receive services funded by First 5 Placer. This funding is not necessarily geared toward "at-risk" populations, nor are there any restrictions due to race, color or creed. Therefore, an

organization receiving these funds must not discriminate and must comply with all equal opportunity laws in the planning and delivery of services.

Proposals for \$5,000 or less are not being accepted under this Request for Results. The Commission will provide ongoing funding opportunities with no deadline for one-time projects up to \$5,000 through its Mini-Grant Process. Up to \$50,000 annually will be available for this purpose. Please contact staff or see www.first5placer.org for more information about Mini-Grants.

9. Required Contract Documents

If funding is awarded, applicants will be required to provide the following documents that fit your organization or affiliation before a contract will be approved:

- For collaborative approaches, letters of commitment or Memoranda of Understanding from key partners outlining specific types and levels of commitment to your proposed activities and anticipated outcomes.
- Proof of non-profit status, appropriate business license, and/or fiscal sponsor.
- Copy of your most recent Form 990, and independent CPA audit and audited year-end financial statement, if available.
- Proof of appropriate insurance indemnifying the First 5 Placer Children and Families Commission will be required at the execution of a contract.

10. Submission Requirements

- Submit one signed original copy of your proposal (no binders) and eleven (11) copies of your proposal. No documents will not be accepted by Fax, email or over the Internet.
- Proposals submitted in folders or binders will not be accepted. Securely staple the proposal in the upper left hand corner. Please make sure your proposal can be copied on a standard copy machine.
- Use standard 8 ½ by 11 paper. Use no less than a 12-point font, single spaced, black ink and page margins no less than 1-inch on all sides.
- Do not submit any attachments or brochures with your proposal. Any extra materials and/or attachments submitted that are not requested under this Request for Results will be discarded prior to proposal review, including pages that go over the maximum number specified in the proposal page limitations directions.

Submit your proposal to the following address:

**First 5 Placer
365 Nevada Street
Auburn, CA 95603**

Proposals may be mailed or hand-delivered, but must be received at the address listed above by 5:00 p.m. on August 11, 2010. **Late proposals or faxed or emailed proposals will not be accepted. Postmarks will not be accepted as proof of timely delivery.** No changes, modifications, corrections, or additions may be made to the proposal once it is received.

Proposals that do not comply with the requirements of this Request for Results may be considered non-responsive and excluded from review. Also, omission of any required document or form, failure to use required formats for response, or failure to respond to any requirements may lead to rejecting the proposal prior to any formal review.

The Commission may, at its sole discretion, reject any or all proposals submitted in response to this Request for Results. The Commission also reserves the right to cancel this Request for Results, at its sole discretion, at any time prior to execution of an agreement or contract.

The Commission shall not be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this Request for Results.

11. Proposal Review

There is a two-step process to evaluate proposals: Proposal Review Committee and Commission Approval for Funding.

All responsive and responsible proposals will be reviewed by a Proposal Review Committee. The Proposal Review Committee will be responsible for the reading of all proposals and development of funding recommendations to the full First 5 Placer Commission. The Review Committee and/or the Commission may request applicants to make verbal presentations to further explain their proposals.

Proposals must include all of the following sections:

- Statement of the Opportunity or Problem
- Proposed Outcomes
- Proposed Strategies
- Compliance or fit with Strategic Plan, protective factor framework and approach
- Program Performance Measures
- Capacity to Implement the Project
- Sustainability
- Proposed Costs

Be sure to include elements contained in Section 7 (General Proposal Guidelines).

Because accountability and evaluation are integral to First 5, those who write proposals should be aware of the evaluation and reporting requirements. Attached to this document is a handout on evaluation the new evaluation process for First 5 Placer, so that you can get a sense as to what would be required regarding evaluation, should your project be funded by First 5 Placer. Much technical assistance will be provided, but the time and cost devoted to the collection and compilation of data should be considered in your proposal.

Relative ranking will be used in evaluating proposals and formulating recommendations by the Proposal Review Committee to the Commission. Relative ranking means that all proposals will be compared to each other, and each ranked on a scale from 0 to 100. No formal point scoring will be used. During this stage of the process, proposers may be asked questions by the Proposal Review Committee.

12. Commission Funding Decisions

On September 9, 2010, funding recommendations will be presented to the First 5 Placer Children and Families Commission. The Commission may choose to accept the funding decisions as presented, negotiate funding levels and scope of project, or request more information. The Commission may choose to hold a Special Meeting in Mid-September. Final funding decisions will be made at the Commission on October 14, 2010. Funding will be awarded contingent upon the stipulation that the parties can negotiate a written contract scope of work and budget acceptable to First 5 Placer staff and the Commission.

All First 5 Placer Children and Families Commission decisions relating to this Request for Results process are final; there is no appeals process.

First 5 Placer Children and Families Commission 2011-2013 Request for Results Proposal Package Cover Sheet

Complete all information requested in this cover sheet. Not to exceed two pages.

Name of Contact Person:	Name of Organization or Group:
Mailing Address:	E-Mail address:
Phone:	Fax:
Name of Fiscal Agent: (If applicable)	Phone Number for Fiscal Agent:
Amount of Funds Requested:	
<p>This is the only Request for Results process that will be initiated for the period January 1, 2011 through June 30, 2013. Indicate the duration of the funding you are requesting in your proposal:</p> <p><input type="checkbox"/> One Time Project</p> <p><input type="checkbox"/> One-Year Program or Services</p> <p><input type="checkbox"/> Multi-Year (Up to 2½ years maximum)</p> <p>Project Start Date: _____ Project End Date: _____</p>	
Geographic Areas Served:	
Ages of Children Served:	

Check the one protective factor category that best describes how your project will benefit children and their families:

- Family Strengthening
- Community Building

In the box below provide a brief summary of your project.

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Check the protective factor(s) that will be directly addressed in your project:

Family Strengthening

- Increased Individual and Family Social Connections**
- Increased Knowledge of Parenting and Child Development**
- Enhanced Development of Children**
- Concrete support in Times of Need**
- Enhanced Parental Resilience**

Community Building

- Healthy Community Beliefs and Clear Standards**
- Caring and Supportive Community Connections and Networks**
- Community-based Opportunities for Participation**

The undersigned hereby certifies that the funds requested in this proposal will not supplant any existing revenue sources.

Printed Name of Applicant Authorized Representative:	
Signature:	Date:
Name of Fiscal Agent Authorized Representative:	
Signature:	Date:

2011-2013 Request for Results

*Do not use anything smaller than a **12-point font** to complete your proposal. Describe your proposal by answering the following questions using these forms. No attachments.*

1. Statement of the need, opportunity or problem. Not to exceed one page.

What existing opportunities, needs and/or problems does your organization propose to address with First 5 funding?

2. Proposed Outcomes. Not to exceed one page.

- What positive conditions and/or behaviors will exist, or be enhanced, as a result of the activities or services you provide? This may address either family strengthening or community building protective factor categories.
- For programs applying under the family strengthening category, if appropriate, how many children will be served directly by this project? If children are served indirectly, how many parents, caregivers or others will you serve directly?
- For programs applying under the community building category, describe the breadth of community contact you will have with your program (i.e. how many community partners, agencies or other stakeholders, and what types, will be involved?)

3. Proposed Strategies. No more than two pages.

List the steps (strategies, activities, services and/or community processes) your organization will provide/undertake with First 5 funding to achieve your proposed outcomes. Indicate what protective factors your strategies/activities will address.

4. Compliance or Fit with Protective Factor framework and approach. Not to exceed two pages.

Briefly provide an overview of why you have selected the specific protective factor category (family strengthening or community building), how it fits with your organization's mission and/or enhances your current programs and services, and in what way you expect the activities discussed in #3 above will impact the protective factors selected. If you have chosen to address fewer than 5 of the family strengthening protective factors, please explain why.

5. Capacity to Implement the Project. No more than two pages.

- Briefly, what is your organization's history or actual experience with this type of project and/or the prenatal through 5 population?
- Describe how you will collaborate, network or interact with other organizations to achieve the proposed outcomes.
- Briefly, what is your organizations staffing capacity to compile, analyze and present the data you will use to gauge achievement of outcomes? (Please review the

6. Program Performance Measures. Not to exceed one page.

Please list specifically, what qualitative and/or quantitative information (data) you will collect to describe the extent to which your program achieves the proposed outcome(s) **List no more than three (3) measures per outcome, and indicate which protective factor(s) is (are) being measured.**

7. Sustainability. No more than one page.

- What approaches will you use to achieve one or more of the sustainability strategies listed in the First 5 Placer Strategic Plan? For example, how do you anticipate that using a protective factor approach will strengthen your organization's social capital?
- How will the results you envision be sustained beyond the First 5 Placer investment?

8. Proposed Costs: Program Budget Format (use the format provided) and Budget Narrative (not to exceed two pages.)

Proposers must complete a Program Budget and Budget Narrative for the project describing how First 5 money will be used along with the source and amount of all non-First 5 Placer funds to be applied to the project. Use the budget format provided. Proposals will not be accepted that do not use this format and provide the information requested.

A **budget narrative** is required for each line item in the budget. The narrative must include detail that describes what the item is, how the item relates to the project and how the amount shown was arithmetically determined. Also, in the budget narrative, state your anticipated **cost per child/family/provider served (if appropriate)** and the formula you used to arrive at that that cost.

Indirect costs are limited to 8%. Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project.

Administrative Costs are limited to 15%. Administrative costs are defined as costs incurred in support of the general management and administration of a First 5 Placer funded project, for a common or joint purpose that benefits children 0-5, that is not included in program or evaluation activities.

Program Costs are defined as costs that are readily assignable to a service or program provided as part of a First 5 Placer funded project that are incurred in the execution of direct service.

Evaluation Costs are defined as costs incurred in the data collection and reporting to meet First 5 Placer local needs requirements of the State First 5 Commission. Costs should also include staff time for two annual meetings with the First 5 local evaluator and staff to discuss ongoing program implementation and data collection. Accountability and evaluation are integral to First 5. Attached to this document is a handout describing the new evaluation process for First 5 Placer, so that you can get a sense as to what would be required regarding evaluation, should your project be funded by First 5 Placer. Much technical assistance will be provided, but the time and cost devoted to the collection and compilation of data should be considered in your proposal.

**Proposed Costs
Budget Format**

Line Item	First 5 Placer Funds	Other Funds (including Source)	Total Funds
Administrative Costs:			
Rent			
Maintenance			
Utilities			
Insurance			
Cleaning/Janitorial			
Audit			
General Accounting/Fiscal Reporting			
Supplies			
Meetings			
Travel			
Staff Member #1			
Staff Member #2			
Payroll			
Benefits			
Subtotal Administrative Costs:			
Evaluation Costs:			
Staff Member #1			
Staff Member #2			
Reporting to First 5			
Subtotal Evaluation Costs:			
Program Costs:			
Direct Client Services			
Program Outreach and Education			
Program Materials and Supplies			
Program Planning			
Program/Provider Education and Training			
Program/Client Database Management			
Subtotal Program Costs:			
Indirect Costs			
TOTAL			

BUDGET NARRATIVE: (not to exceed two pages)

Each line item in the budget must be justified in a budget narrative, not to exceed two pages. The narrative should include detail that describes what the item is, how the item relates to the project and how the amount shown was arithmetically determined.

Whether you are serving children directly or indirectly, include a section in the budget narrative that states your anticipated cost per child/parent/provider served and the formula you used to arrive at that that cost.

**First 5 Placer Children and Families Commission
Letter of Intent (LOI) Guidelines & Application Package
For Funding January 1, 2011 through June 30, 2013**



The First 5 Placer Children and Families Commission (F5P) is charged with allocation and oversight of Proposition 10 tobacco tax funds in Placer County, to benefit the County’s children prenatal through age 5 and their families. The Commission will release up to \$7,500,000 Dollars to fund projects for the period January 1, 2011 through June 30, 2013 to further the goals of its 2011-2016 Strategic Plan. The plan may be reviewed at www.first5placer.org or is available from First 5 Staff at 365 Nevada Street, Auburn, California, 95603.

The Competitive Funding process includes two stages: a Letter of Intent Application and a formal Request for Results Proposal. Agencies or businesses who wish to request funding from First 5 Placer through the major competitive grant process must attend the applicant workshop and submit a Letter of Intent. **Letters of Intent are due to the F5P office by June 17, 2010.**

Letters of Intent will be reviewed by the Commission in a public meeting on July 8, 2010. At that time, at the Commission’s discretion, Formal Proposals will be invited. **This package describes the Letter of Intent process. Be sure to review the 2011 Request for Results Proposal package for more information about First 5 Funding policies and that stage of the process.**

Calendar of important dates

May 18, 2010	The application packet is released.
May 25	Mandatory LOI Applicant Workshop – Parkside Church of the Nazarene 3885 Richardson Drive, Auburn, CA 95602 – 9am to 3pm
June 17	LOI Due date
July 8	Commission reviews LOIs and invites formal proposals
July 20	Request for Results Proposers Workshop on Protective Factors – Placer County Office of Education Nobili Room, 365 Nevada Street, Auburn, CA 95603 – 9am to 3pm
August 11	Formal RFR Proposals are due
August 16-20	Proposal Review Committee reviews RFR proposals and develops funding recommendations.
September 9	Presentation of recommendations to Commission.
Mid September (If necessary)	Meeting with RFR Applicants to interview/negotiate awards
October 14	Funding decisions made by the First 5 Placer Commission
October to December	Scopes of Work, Evaluation Plans and Contracts Developed
January 1, 2011	Contracts begin.

Background

A Letter of Intent (LOI) is a brief conceptual ‘snap-shot’ of your Formal Proposal. The LOI will allow the Commission to review your idea in a useable and informative way, while gaining perspective on the entire applicant pool. It should be brief, specific, and to the point.

F5P provides funding to improve the lives of children prenatal through age five, as defined in the 2011-2016 Strategic Plan. (available at www.first5placer.org) Funding will follow the Commission’s fiscal year which ends June 30th of each year. The Commission will consider proposals up to a 2½ year period, ending June 30th, 2013. The maximum the Commission expects to award for all proposals in total is up to \$3,000,000 per year: up to \$7.5 million over the 2½ year period.. There is no maximum dollar amount for individual proposals, however applicants are encouraged to consider previously-funded proposals to determine a reasonable funding request. The Commission reserves the right to request modification to budgets at any time before awards are finalized. **Formal Proposals will not be accepted unless the Commission has invited one through the Letter of Intent process. Be sure to check the 2011 Request for Results Proposal Package to ensure your proposal complies with the policies established by the Commission and the Strategic Plan and to determine eligibility for funding.**

Prospective applicants must attend the MANDATORY Applicants Workshop on May 25, 2010 at the Parkside Church of the Nazarene, 3885 Richardson Drive, Auburn, CA 95602 in Auburn, CA from 9am to 3pm. If the Executive Director or manager of the bidding organization cannot attend, he/she should send an authorized representative. Please contact F5P office with any questions: (530) 745.1365, or e-mail cbrown@placercoc.k12.ca.us

Any questions and answers coming from the Applicant workshop or those fielded by staff before the LOI due date will be made available to all who attend the Applicant workshop. **In order to assure an equitable process, please direct all questions to First 5 Placer Staff** by phone (530) 745.1365, or e-mail cbrown@placercoc.k12.ca.us

Guidelines

Letters of Intent that do not comply with the following requirements are subject to disqualification and will not be forwarded onto the First 5 Placer Commission.

The LOI shall not exceed **three pages (plus a cover page)**, in a **12-point font with one-inch margins**, and shall include ALL of the following information:

- 1) Completed Cover Page
- 2) A Brief Description of the applying Agency or Entity Applicant (including a description of your mission and capacity to carry out this project)
- 3) A Description of the Project: Describe your project, including
 - a) a description of the need, problem or opportunity the project will address
a description of the strategies, activities, services and/or community processes your organization plans to follow to achieve your proposed outcomes
 - b) the proposed goals or outcomes of the project – indicating how they relate to the strategic result areas of the Commission’s Strategic plan and the fit to the protective factor framework.
 - c) IF YOU HAVE BEEN PREVIOUSLY FUNDED BY FIRST 5 PLACER FOR THIS PROJECT describe the outcomes that were generated, what challenges the project met during the previous contract, and what changes/improvements have been made to address these challenges. Outline what steps were taken to gain fiscal self-sufficiency, including what new funding sources were targeted since the original proposal was submitted.
- 4) Project Budget: Indicate total proposed budget. This does not have to a detailed, exhaustive budget narrative. Provide a breakout of major line items, total projected cost per each year of funding requested. Also include other sources of funding for the project and whether those funds are committed or potential.

Letter of Intent Review

The Commission will hold a public meeting on July 8, 2010, to review the Letters of Intent. At that time, at the Commission’s discretion, invitations to submit Formal Proposals will be issued to selected applicants. If you submit a LOI, plan to attend the July 8, 2010, F5P Commission meeting. The Commissioners will not expect a presentation but may call on individuals if they have questions. If you cannot attend this meeting, please send an authorized representative and notify the F5P office when you turn in your LOI.

Letter of Intent Submission

You must submit an **original plus ten copies** of your LOI. Staple the copies in the top left hand corner and paperclip the original. Please note that the F5P Commission office will not make copies for individuals submitting a LOI. Letters may be mailed or hand delivered to the following address and must arrive no later than 5:00 p.m. on June 17, 2010, at the F5P office. Postmarks will not be accepted in lieu of the delivery date.

Please mail or deliver to: Attention: LOI, First 5 Placer
 365 Nevada Street, Auburn, CA 95603

Incomplete letters of intent will not be considered for funding.

**First 5 Placer Children and Families Commission
Letter of Intent Application January 1, 2011- June 30, 2013
Cover Sheet**

Complete all information requested in this cover sheet.

Name of Contact Person:	Name of Organization or Group:
Mailing Address:	E-Mail address:
Phone:	Fax:
Name of Fiscal Agent: (If applicable)	Phone Number for Fiscal Agent:
Total Amount of Funds Requested: (for the period January 1, 2011 through June 30, 2013)	
Indicate the duration of the funding you are requesting in your application: <input type="checkbox"/> One Time Project <input type="checkbox"/> One-Year Program or Services <input type="checkbox"/> Multi-Year (Up to 2½ years) Project Start Date: _____ Project End Date: _____	
Geographic Area(s) Served:	
Descriptive Title of Project: (6 words or less)	

Check the Protective Factor Category that will be directly addressed in your project:

- Family Strengthening** **Community Building**

The undersigned hereby certifies that the funds requested in this application will not supplant any existing revenue sources.

Printed Name of Applicant Authorized Representative:	
Signature:	Date:
Name of Fiscal Agent Authorized Representative:	
Signature:	Date:

Attach to the Cover Sheet a typed Letter of Intent not to exceed 3 pages, in a 12-point font with one-inch margins, and include ALL of the following information:

- 1) A Brief Description of the applying Agency or Entity Applicant (including a description of your mission and capacity to carry out this project)
- 2) A Description of the Project: Describe your project, including
 - a) a description of the need, problem or opportunity the project will address
a description of the strategies, activities, services and/or community processes your organization plans to follow to achieve your proposed outcomes
 - b) the proposed goals or outcomes of the project – indicating how they relate to the strategic result areas of the Commission’s Strategic plan and the fit to the protective factor framework.
 - c) IF YOU HAVE BEEN PREVIOUSLY FUNDED BY FIRST 5 PLACER FOR THIS PROJECT describe the outcomes that were generated, what challenges the project met during the previous contract, and what changes/improvements have been made to address these challenges. Outline what steps were taken to gain fiscal self-sufficiency, including what new funding sources were targeted since the original proposal was submitted.
- 3) Project Budget: Indicate total proposed budget. This does not have to a detailed, exhaustive budget narrative. Provide a breakout of major line items, total projected cost per each year of funding requested. Also include other sources of funding for the project and whether those funds are committed or potential.