



2010  
Letter of Intent  
Guidelines

Applicants who wish to request funding from the First Five Yuba (FFY) through the major grant competitive grant process must first submit a Letter of Intent. **Letters of Intent are due to the FFY office by March 8, 2010.** These letters will be reviewed by the Commission in a public meeting on March 25, 2010. At that time, at the Commission’s discretion, Formal Proposals will be invited.

**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.

FFY funds projects to improve the lives of children prenatal through age five, as defined in the 2009-2011 Strategic Plan. Funding will follow the Commission’s fiscal year which ends June 30<sup>th</sup> of each year. The Commission will consider multi-year proposals, as long as they end on June 30<sup>th</sup>. The maximum the Commission expects to award is indicated below:

INITIATIVES	DESCRIPTION
COMMISSION	Countywide Volunteer Program(s)
	ECE Quality Improvement Program(s)
	Oral Health Program(s)
	Childhood Obesity Program(s)
	New Priority – Anything within the FFY Strategic Plan

Individual proposals may not exceed \$100,000. The Commission may modify the maximum allocation amounts 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 **2010 Request for Proposal Information & Application** to ensure your proposal complies with the policies established by the Commission.

**Prospective applicants must attend one of the two MANDATORY Applicants’ Workshop at the Yuba County One-Stop Building, 1114 Yuba Street, Marysville, CA 95901 on  
February 11, 2010, Thursday at 10:00 a.m., Beckwourth Room Side A  
OR  
February 11, 2010, Thursday at 5:30 p.m., Maidu Room  
(Spanish translation available at both meetings.)**

If the Executive Director or manager of the bidding organization cannot attend, he/she should send an authorized representative. Please contact FFY office with any questions: (530) 749-4961, or e-mail [kewing@co.yuba.ca.us](mailto:kewing@co.yuba.ca.us).

## **Guidelines**

Letters of Intent that do not comply with the following requirements are subject to disqualification and will not be forwarded to the full Commission. The LOI shall not exceed **three pages**, in a **12-point font, double-spaced, with one-inch margins**, and shall include ALL of the following information:

1. A Brief Description of the Applicant including the organization name, mailing address, telephone, fax and e-mail contact information.
2. Descriptive Title of the project (one line).
3. Strategic Plan Outcome Area, Strategies, and Indicators to be addressed. These must conform to the definitions in the current Strategic Plan. For a copy of the current FFY Strategic Plan, call the FFY Commission office at 749-4877 or visit the website at [www.first5yuba.org](http://www.first5yuba.org).
4. A Description of the Project
  - a. For new projects, fully describe the project. Also, please indicate whether your project will serve the entire County or portions of the County and, if so, identify those areas where services will be provided.
  - b. For projects that have been funded previously by FFY, describe the project with the following guidelines: include a summary of the project, the outcomes that were generated, the previous award amount(s), a description of 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. The burden is on the proposer to demonstrate continued need for FFY funds. Also, please indicate whether your project will serve the entire County or portions of the County and identify those service areas.
  - c. Length of time to complete projects is limited to no longer than three years.
5. Approximate Budget and Duration of the Project. Indicate other sources of funding for the project and whether those funds are committed or potential. The Commission may be more interested in projects that demonstrate additional funding partners or a sustainability plan for future independence from FFY funding.

Start date: Projects will begin as soon as a contract can be completed. We anticipate work starting July 1, 2010, in most cases.

Completion Date: This grant may be spread over a three year period without any additional funding. One year projects are expected to be completed on or before June 30, 2011. Two year projects are expected to be completed on or before June 30, 2012. Three year projects are expected to be completed on or before June 30, 2013. Commission polices prohibit contracts longer than three years.

6. Signature of the individual applicant, or the authorized agent of the applicant organization.

### **Letter of Intent Review**

The Commission will hold a public meeting on March 25, 2010, to review the Letters of Intent and issue invitations for the submission of Formal Proposals. At that time, at the Commission's discretion, Formal Proposals will be invited.

If submitting a LOI, plan to attend the March 25, 2010 FFY 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 FFY office when you turn in your LOI.

### **Letter of Intent Submission**

You must submit an **original plus eight copies** of your LOI. Staple the copies in the top left hand corner and paperclip the original. Please note that the FFY 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 March 8, 2010 at the FFY office. Postmarks will not be accepted in lieu of the delivery date.

Attention: LOI  
First Five Yuba  
1114 Yuba Street, Suite 121  
Marysville, CA 95901

Incomplete letters of intent will not be considered for funding.

Commission staff will send out Invitations to Submit Formal Proposals by March 26, 2010.

Invited Formal Proposals are due to the address above no later than April 12, 2010 at 5:00 p.m.