

Strategic Partner RFP Frequently Asked Questions

Date	Question	Answer
4/2/21	RFP program description and proposal, says the program description should be "comprehensive and responsive to community needs". Is it appropriate to include SOW activities that meet goals without specifying program names or groups?	Yes, it is appropriate to include those activities. Including specific program names is also acceptable, if desired.
Date	Question	Answer
4/2/21	When answering about organizational capacity, can I list departments/divisions separately and speak a little about the strengths of each component? Even if everything isn't answered for both if it's complete as a whole?	Yes, you may speak to the higher levels or your organization as well as specific departments and programs. This information should help show your department and/or organization and capacity to implement the program.
Date	Question	Answer
4/2/21	When submitting the organizational description and capacity, do you want an organizational chart? Can I include one? Is it counted as one of the two pages or will it be treated as the "end note" and not included in the count?	An org chart is not necessary. You may submit one but it will be counted toward you page maximum.
Date	Question	Answer
4/2/21	On question 8 of the cover page of the RFP do I have to list all the years we were funded and the exact amounts that we were funded for each year or is it ok to put when we were first funded and the most recent yearly funding level?	Please list all years funded (or range if applicable) and most recent annual award.

Date	Question	Answer
4/2/21	On the evaluation plan is the desired result something that is personal/specific to the program or is it a category in the strategic plan that I am missing?	The desired result should relate to the outcome. Please refer to the indicators listed in the Strategic Plan on page 17.
Date	Question	Answer
4/2/21	On the SOW how many characters do we have for the objective and goal area? If I have 3 objectives, can I include them all? What if my goals correspond primarily to my strategic goal but some also apply to a different area, is it appropriate to include those too?	There is no character limit. You can include as many objectives as helps to outline your program. You may include objectives and/or activities that apply to a different or secondary goal area as well.
Date	Question	Answer
4/2/21	On page 6 of the RFP, it says that "secondary goal areas selected will not be eligible for funding" does this mean that I can't include parenting classes as part of my SOW and that I have to stick to services that fall under the primary strategic goal area that I selected?	You can include any activities and components that support your program. You may select a secondary goal and include that in your proposal. However, you cannot request funding out of this specific goal area. You may only request funding in your primary goal area.
Date	Question	Answer
4/2/21	Page 12 of RFP says the question-and-answer period is March 10- April 2, page 13 says all questions must be submitted from March 10 through March 26. Which is correct?	The last day to submit questions is April 2, 2021, by 5:00 pm.

Date	Question	Answer
3/30/21	I have a citations that are long and the needs statement is only one page. Do you have to put all that information into the body of your writing or can it be on a separate reference page that does not count as part of the one page?	You may either: 1. Put it in the body of the text which will count towards page limit. or 2. Reference the citation on an <i>End Note</i> (separate page), which will not count towards any maximum page counts.
Date	Question	Answer
3/25/21	Does any agency have to submit a separate LOI and RFP to request funds for a program under 2 different goal areas?	Yes you must submit 2 different LOI's and 2 separate proposals as it directly relates to each goal area and funding levels.
Date	Question	Answer
3/23/21	How do we determine where our program fits in terms of a goal area?	Please refer to the Strategic Plan in order to determine where your proposal fits best.
Date	Question	Answer
3/19/21	How much detail needs to be in the Letter of Intent?	The LOI should provide a snapshot of your program. Include the goal area you are requesting funding for, the amount and overall program purpose. The LOI will not be rated/scored.
Date	Question	Answer
3/18/21	With regards to 'Applicant Financial Audit or Statement'... what does that look like and, where can I find that information, or for which entity this applies.	Please provide financial documents for the lead agency which will include either a copy of either the most recent audit statement or tax statement minus the salary schedules. Fiscal or administrative departments should be able to provide this information.
Date	Question	Answer
3/15/21	Do salaries that you do not request funding for count as in-kind funding?	They can be listed as in-kind but can also be placed under indirect costs. It is at your

		discretion how you would like to align your budget.
Date	Question	Answer
3/15/21	What is the purpose of the Letter of Intent (LOI)?	To provide a general snapshot of the goal area you are requesting funding for, the amount and overall program purpose. The LOI will not be rated/scored.
	What is the page limit for the Letter of Intent (LOI)?	The LOI should be no more than 1 page.
Date	Question	Answer
3/15/21	How much can my indirect costs be?	Indirect costs should be no more than 10% of your budget.
Date	Question	Answer
3/15/21	Where can we access the RFP and other supporting documents?	RFP and supporting documents can be accessed Via the First 5 Yuba website at https://www.first5yuba.org/funding-information.html
Date	Question	Answer
3/15/21	Can you include in your budget the costs for modifying a facility to be compliant with licensing?	There are no restrictions as to what your proposal can request, as long as it is tied to your program proposal and objectives and falls within the scope of the RFP.
Date	Question	Answer
3/15/21	Does this RFP encompass mini grants?	No, this RFP is not the same as the mini-grant process. The mini-grant process will be made available at a later date in the next fiscal year. This RFP is for the major, multi-year grants with our key strategic partners to assist First 5 to carry out the 2021-2026 Strategic Plan.
Date	Question	Answer
3/15/21	Under the RFP funding eligibility requirements, it states that services must be provided at locations only in Yuba County,	Yes, any direct services must be provided within Yuba County. An agency's offices may be located outside Yuba County but services must be provided within the Yuba County boundaries.

	may I get more information on that and clarification?	
Date	Question	Answer
3/15/21	To clarify, at no time will the rating and scoring be made public?	Proposals will be maintained as confidential until the recommendation to fund proposals is forwarded to the Commission. At that time, all proposals will become public record. All reviewers' comments, notes and scores will remain the confidential property of the Commission.
Date	Question	Answer
3/15/21	In a large organization, such as YCOE, does the organizational background piece need to focus on the entire organization or on the specific program within that organization?	In a large organization, it would be best to show the capacity of the specific program, with a general overview of the organization as a whole. Smaller agencies may need to expand on that to show their entire agency to give a comprehensive picture of capacity.
Date	Question	Answer
3/15/21	Will the online portal allow us to submit multiple PDF's or does it need to be one large PDF submittal?	The online submission portal will allow you to submit separate PDF's for each required <i>Proposal Contents</i> section. We encourage applicants to explore the online portal prior to the submission date. You may edit your responses and/or uploads as many times as needed prior to submitting. Keep in mind that once you select "SUBMIT" responses cannot be edited.
Date	Question	Answer
3/15/21	Is there a limit to how much an agency can request?	Your proposal request should commensurate with your program, the services provided and the reach. Refer to the maximum funding allocated for each goal area within the RFP.

Date	Question	Answer
3/15/21	Do you want the entirety of the agency's audit and/or tax return?	If submitting an audit the agency must submit the entire audit. If submitting the prior year tax return they should submit the tax return minus the schedules.
3/18/21	With regards to 'Applicant Financial Audit or Statement'... what does that look like and, where can I find that information, or for which entity this applies.	Please provide financial documents for the lead agency which will include either a copy of either the most recent audit statement or tax statement minus the salary schedules. Fiscal or administrative departments should be able to provide this information.
Date	Question	Answer
3/15/21	Since everything is online this year, can applicants reach out to First 5 Yuba County if they have any difficulties going through this process?	<p>If you need technical assistance, you can reach out to Robin at 530-749-4959.</p> <p>A PDF example of the online application process will also be provided to those who have submitted a Letter of Intent.</p> <p>We encourage applicants to explore the online portal prior to the submission date. You may edit your responses and/or uploads as many times as needed prior to submitting. Keep in mind that once you select "SUBMIT" responses cannot be edited.</p>
Date	Question	Answer
3/15/21	Is the funding decision based on the final scoring for each proposal or is that just one factor?	<p>The scores will be used as a guidance for reviewers when considering overall application completeness and thoroughness.</p> <p>The key goals and considerations of the RFP will also be considered by the RFP Ad Hoc Committee and help guide the committee to make recommendations to the Commission.</p>

Date	Question	Answer
3/15/21	In the Letter of Intent (LOI) do we need to list what specific services and programs we intend to offer or a general idea?	<p>The Letter of Intent should include general ideas (1-2 paragraphs with a 1-page maximum) e.g. social emotional, family support services, etc.</p> <p>The Proposal is where you will give more specifics about the programs and services being offered.</p>
Date	Question	Answer
3/15/21	On the proposal cover page, do we have to specify the budget?	No, you do not need to include the final budget on the proposal cover page. An estimate of requested funds does however need to be provided.
Date	Question	Answer
3/15/21	What if the requested fund amount we put in the Letter of Intent/Proposal Cover Page shift as we get further along in the proposal writing process?	<p>Final budgets do not need to exactly match requested funds on the LOI and Cover Page.</p> <p>The requested amount on the Letter of Intent and Proposal Cover Page is for guidance and a starting point for information gathering purposes only.</p>
Date	Question	Answer
3/15/21	Should I take into consideration increased salary costs over the course of the proposed budget?	We suggest factoring in increased salary costs, including but not limited to cost of living adjustments. Many times this information can be obtained by reaching out to your accounting departments, collective bargaining units, etc.
Date	Question	Answer
3/15/21	Is it true, an agency does NOT qualify for the grant if we are located and do business in Sutter County?	<p>An agency that has a main office located in a surrounding county is eligible and may apply.</p> <p>The services must be provided in Yuba County.</p>

