

**Community Opportunities Fund (COF) Cycle 4
Additional FAQs as of March 25, 2010**

1. One of the requirements of the RFP is to complete the Online Registration Form. Can you clarify whether this is a separate document from the online application form (which we have already registered for and have accessed the application online)? If it is a separate document, can you direct me to this form?

The Online Registration Form referred to in the RFP is the same as the online application form. There is not a separate document.

2. Hello, I work for a program at UCLA called TIES for Families and we are interested in applying for the Community Opportunities Fund RFP. The University of California is considered a California state agency and does not file form 990. We are wondering if this will prohibit us from applying to this RFP.

Yes, public agencies, including the University of California, are prohibited from applying.

3. In reference to the Restricted Activities section of the RFP (pg 6), it states that funds may not be used to fund salaries of new or existing staff to provide direct services. However, would it be possible to utilize COF funds to cover a portion of an operations staff person's time in which they would be engaged in the capacity building activities of the grant?

Proposing a portion of an operations staff person's time would receive close examination by reviewers to ensure that the position is not supporting existing operations and that support is not being provided to the ongoing provision of direct services. Proposing this type salary coverage would have to be clearly justified by the applicant.

4. Can an organization have more than one First 5 LA contract at a time?
Yes. Having contracts that are part of First 5 LA initiatives other than COF are permitted.

5. Our organization is interested in applying for the capacity building grant proposal. Our concern is that the application asks for a budget that covers the past 3 years. However, this organization has received its 501(c)(3) status in Summer of 2008, but has been offering programs before we received our 501(c)3 status. Would it be possible to still apply for the grant with the limited budget that we can provide, considering that it does not cover 3 years, as requested?

Your organization would need to provide a board approved budget for your organization's most recent fiscal year along with a written explanation of why the additional years were not available. This would meet basic eligibility requirements for your organization's application to be considered for review.

6. Also, because our organization is new, we have not yet been able to complete a financial audit. Will it be necessary?

If audited financial statements are not available, submit a written explanation as to the reason along with IRS Form 990s for the last three years. If your organization has not been in existence for three years, provide the 990s that you have available along with a written explanation as to why additional years are not available.

7. Currently, a few NEVHC providers are and have been working with the UCLA Early Developmental Screening Collaborative at UCLA which is funded through First 5 LA. One of the activities that the Collaborative is working on is to develop educational materials for parents. Rather than "reinvent the wheel," NEVHC would utilize some of these materials in its tool kit.

Is this a project that First 5 LA would consider funding or would you see it a duplication of the efforts of the UCLA Early Developmental Screening Project?

COF funding is not available for existing work. A clear distinction would have to be made in the proposal between activities that were planned under the Early Developmental Screening Initiative (EDSI) and new activities to build the organizational capacity of NEVHC in supporting developmental screening. Also, the organizational capacity building activity related to educational materials for parents being proposed would need to be clearly defined as not being "development of curricula to be used for direct services" as stated on page 6 of the RFP.

8. I am writing with regards to First 5 LA's Community Opportunities Fund - Cycle Four RFP. I understand that First 5 LA funds cannot be used towards direct services, or the development of curricula to be used for direct services. However, we seek clarification as to whether staff training is a permissible use of funds.

Staff training that is used to build new organizational capacities is a fundable activity under COF Cycle 4.

9. We are proposing to enhance the capacity of our organization to provide prevention services regarding abuse and neglect for children with disabilities. One aspect of our proposal includes the provision of training to appropriate staff regarding identification and prevention of abuse and neglect among multi-disabled children, how staff can provide information to parents of these children regarding resources available to them, and how staff can mitigate the stress and burnout they may feel as a result of working with our target population. Would this type of staff training constitute an allowable cost under this RFP?

Increasing the capacity of your organization's staff to expand upon existing work is a permitted activity under COF Cycle 4.

10. Will the funds our organization received for special events preclude them from consideration for Cycle 4 funding?

Receiving funds from special events, in and of itself, would not preclude your organization from being considered for COF Cycle 4 funding. Please be aware that if your organization receives COF Cycle funding, those funds cannot be used for fundraising events.

11. Can part of the funding be used to purchase equipment, such as a computer?

Yes, as long as long as the computer is being used to build organizational capacity. Please be aware that large equipment purchases will be rigorously reviewed to ensure that they are fully justified and that they do not represent an excessive expenditure.

12. Can part of the funds be used to purchase software and IT consulting, such as accounting or database management system?

Yes, if the accounting services and/or software are being used to assist the organization expand into a new area of activity or clearly expand on existing activities.