Matching Funds Program Request for Proposals (RFP)
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I. TIMELINE¹

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<tr>
<td>April 6, 2011</td>
<td>RFP Release Date</td>
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<tr>
<td>April 20, 2011</td>
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<td>April 29, 2011</td>
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<td>June 20, 2011 – June 30, 2011</td>
<td>Selected Organizations Notified</td>
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All questions and requests for additional information regarding this RFP must be received in writing by First 5 LA by 5:00 p.m. on April 29, 2011. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information.

Questions and information requests can be submitted to:

R. Varisa Patraporn, Program Officer  
First 5 LA  
750 N. Alameda Street, Suite 300  
Los Angeles, CA 90012  
Phone: 213.482.7558  
Fax: 213.482.5903  
E-mail: matchingfunds@first5la.org

¹ First 5 LA reserves the right to modify the stated timeline at any time, all dates are subject to change at First 5 LA’s sole discretion.
II. BACKGROUND

A. First 5 LA – “Champions for Our Children”

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10. Since 1998, First 5 LA has invested over $800 million to support initiatives in all three of its goal areas. Additional information regarding First 5 LA can be found at http://www.first5la.org/.

In June 2009, the First 5 LA Board of Commissioners adopted a strategic plan to guide its investments through 2015: Strengthening Families and Communities in L.A. County.” The plan was developed during a public process that engaged community stakeholders, grantees, commissioners and staff and in conjunction with research in the field of early child development. We believe, and research confirms, that children are strongest when they live in safe and thriving families and neighborhoods. Therefore, First 5 LA will focus on strengthening families, while also building the capacity of communities and organizations to create and sustain nurturing environments for children. This new "place-based approach" will allow First 5 LA to have a deeper impact in select areas, while also supporting countywide objectives, and to better measure the impact of its investments.

B. The First 5 LA FY 2009-20115 Strategic Plan

In June 2009, the First 5 LA Board of Commissioners adopted its FY 2009–2015 Strategic Plan entitled Strengthening Families and Communities in L.A. County. This Plan incorporates lessons learned from the first 10 years of First 5 LA's grantmaking and research, which reveal not only the importance of supportive and informed parents and caregivers to a young child's quality of life, but also the role of safe and supportive neighborhoods, or places, to that child's development.

As a result, this new plan represents a major shift in First 5 LA's grantmaking from an initiative-based to a place-based approach. This new approach will allow First 5 LA to focus on strengthening families while fostering the communities' ability to create and sustain safe and nurturing places for children to grow and thrive. The Commission has selected 14 geographic communities to direct and focus their investments in. For more information about these Best Start communities please go to http://beststartla.org/.

In the Strategic Plan, the Commission established four specific outcomes that it seeks for young children in Los Angeles County. These priority outcomes are defined in the Plan as four long-term goals of ensuring that children:

- Are born healthy (decrease the percent of children born at a low birth weight)
- Are safe from abuse and neglect (decrease the number of substantiated cases of child abuse and neglect)
• Are ready for Kindergarten (increase the percent of children reading at grade level at 3rd grade)
• Maintain a healthy weight (decrease the percent of overweight children)

All of First 5 LA’s investments will be focused on changing outcomes in these areas.

**Countywide Approach**

In addition to the place based approach, FY 2009–2015 Strategic Plan outlines the critical role of strong, coordinated and responsive systems in supporting families and improving outcomes for children prenatal through five. These systems include the actual structures through which health and human services are provided in Los Angeles County, as well as to less formalized systems, such as the economic system, the policy environment, and overall public will for early childhood issues. By focusing on countywide systems improvement and change, strategic plan investments can have a widespread impact on children across Los Angeles County while improving the sustainability of the place-based approach and outcomes. Success in the Best Start communities requires that systems change occurs countywide in order to achieve sustained and long-term improved outcomes for children in those communities. First 5 LA understands that enduring systems changes are most successful when they are informed by, and grow out of, close-to-the-ground, culturally competent, community-based and resident-driven models for strengthening families, such as those we will be supporting in Best Start communities.

The countywide approach represents a comprehensive effort to address systems improvement in Los Angeles County through the following seven strategies:

A. Public Policy: To define and pursue First 5 LA’s priorities for policy change that support families within the four priority goal areas.

B. Public Education: To build public will and promote knowledge around issues facing children and families.

C. **Resource Mobilization:** To support and enhance the impact of the total portfolio of First 5 LA investments through effective, strategic partnerships; and by leveraging social and financial capital.

D. Workforce Development: To improve the knowledge and skills of the countywide prenatal to five workforce to strengthen families and support children’s healthy development.

E. Data Systems Integration: To support improvement of the quality and usefulness of data collected about children and families throughout Los Angeles County and the programs, projects and services that support them.

F. Health Access: To increase access to health insurance for children 0-5 by assisting families in obtaining coverage, and potentially subsidizing insurance for children not covered by other insurance.

G. Information Resource and Referral: To provide telephone lines or printed/online resource directories which community members can access in order to get information about resources available to them.

These strategies address countywide systems improvement from various points within these systems, yet work in a coordinated manner. Combined, they constitute a coordinated approach for First 5 LA to leverage opportunities, advocate for change, instill knowledge and raise awareness about how best to strengthen families with young children. In addition, while these strategies were approved as “countywide,” some of the activities will be specifically targeted to support the place-based approach.
Resource Mobilization Strategy
At the June 10, 2010 Commissioner meeting, Commissioners approved First 5 LA’s FY 2009 – 2015 Strategic Plan Implementation Plan including an $11 million allocation for the resource mobilization strategy. The resource mobilization strategy will leverage both fiscal and non-fiscal resources to sustain the well being of children and their families in Los Angeles County. The goal of resource mobilization is to maximize the amount of resources available to support and enhance First 5 LA’s four priority outcomes as outlined in the First 5 LA FY 2009-2015 Strategic Plan. At the October 14, 2010 Commission meeting information regarding the resource mobilization framework and potential activities was provided, identifying three approaches to leveraging fiscal and non-fiscal resources: (1) grantmaking; (2) building relationships; and (3) sharing information. The grantmaking approach included providing matching grants to help leverage additional funds for projects and organizations focused on impacting First 5 LA’s priority outcomes aligned with the First 5 LA Theory of Change (See Appendix I).

C. Matching Funds Program
On March 10, 2011 the Commission approved a $4 million dollar allocation for the Matching Funds Program to improve the odds of successful grant applications benefitting children prenatal to five in Los Angeles County. Applicants to this RFP must be applying for a grant from a non-First 5 LA source including grants from the state and federal government and private foundations. The Matching Funds Program builds off of the American Recovery and Reinvestment Act (ARRA) Matching Funds program approved by the Commission on June 11, 2009. The Commission approved up to $4 million in matching funds to support American Recovery and Reinvestment Act (ARRA) grant applications for Los Angeles County applicants. Of the 14 selected applicants, 12 were awarded federal ARRA grants and were eligible to receive First 5 LA matching funds. Consequently, these awardees received over $2 million in matching funds from First 5 LA leveraging approximately $22 million over two years in federal funds for Los Angeles County.

The Matching Funds Program is designed to help Los Angeles County organizations improve their odds of successfully applying for large grants thereby increasing their capacity to achieve financial sustainability in the long run. Therefore, matching funds are reserved for those applicants pursuing funds from a source other than First 5 LA. First 5 LA will commit to providing a 1:1 cash match contingent on receipt of a grant from a non-First 5 LA source. These grants include those awarded by the local, state or federal government, national philanthropies and private business. The Commission has allocated a total of $4 million for one round of matching funds to be awarded to Los Angeles County organizations.

Applicants may request up to $200,000 per year for their project over a two year period for a maximum award that will not exceed a total of $400,000 per organization and project. Up to $4 million is available and it is anticipated that approximately 10 grants will be awarded.

All applications, including all attached documentation, are required to be submitted online by 5:00 pm on May 11, 2011²

III. ELIGIBILITY, REQUIREMENTS & SUBMISSION GUIDELINES

A. Eligibility Criteria
In order to apply for the Matching Funds Program, organizations and projects must meet the following criteria:

- Applicants must be a nonprofit organization that has evidence of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and deemed “not a private foundation” under Section 509(a); or if the applicant organization lacks nonprofit status, the applicant must have a nonprofit 501(c)(3) organization serving as fiscal sponsor.

- Applicant must reside within and serve residents of Los Angeles County.

- Applicant’s project must ultimately benefit children prenatal through five.

- Proposed project activities must be new or clearly expand upon existing work.

- Applicants must be in the process of pursuing a non First 5 LA grant.

- Applicant’s project must impact one or more of First 5 LA’s priority measures and align with the First 5 LA Theory of Change (see Appendix I)

Alignment with First 5 LA Goals, Priority Outcomes, and Theory of Change
First 5 LA believes that by narrowing the parameters of its investments, it will have more focused impact across the established Goal Areas of Health, Safety and Early Learning. Applicants will need to demonstrate how their project and/or activities impact one or more of the First 5 LA’s priority outcomes below in order to be considered for funding. Applicants must focus on serving First 5 LA’s target population and be able to explain how its proposed project impacts one or more of First 5 LA’s priority outcome goals as explained in the First 5 LA 2009-2015 Strategic Plan. The four priority outcomes are:

- Babies are born healthy  
  (decrease the percent of children born at a low birth weight)
- Children are safe from abuse and neglect  
  (decrease the number of substantiated cases of child abuse and neglect)
- Children are ready for kindergarten  
  (increase the percent of children reading at grade level at 3rd grade)
- Children maintain a healthy weight  
  (decrease the percent of overweight children)

In addition to the four priority outcomes, applicants must describe how their project impacts the intermediate outcomes displayed in the First 5 LA Theory of Change (see

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3 Expanding upon existing work includes increasing the number of children 0 to 5 served. New programs and activities proposed must target children 0 to 5.
4 A non First 5 LA source can include funds from the state and federal government, philanthropies, and the business sector.
5 For additional information about the four priority outcomes please see the First 5 LA 2009-2015 Strategic Plan.
Appendix I). A teleconference call/webinar to be conducted on April 18, 2011 will provide further details on the First 5 LA Theory of Change.

B. Proposal Content
First 5 LA requires submission of proposals using First 5 LA’s online system accessed from the Matching Funds Program website at www.first5la.org/MatchingFunds. Applicants are strongly encouraged to participate in the teleconference call/webinar before submitting a proposal where information about how to use this system and proposal requirements will be reviewed. Information about the teleconference call/webinar is listed in the next section. Please carefully review the following requirements for proposal content.

1. **Online Application Form**: This online form accessible from the Matching Funds Program website must be completed prior to submitting the Project Narrative. Enter Executive Director’s name, address and other requested information. Complete all other required questions with respect to First 5 LA funding status, project eligibility, and organizational and project information.

2. **Proposal Narrative**: The Proposal Narrative must be uploaded in a Word or PDF document using the online proposal system on the Matching Funds website. No hard copies of the Proposal Narrative will be accepted. Responses cannot exceed 4 pages double spaced. The description must address the following:
   
   a. Summarize your project, including the outcome(s) that will be achieved.
   b. Describe how your project and activities will impact First 5 LA’s priority and intermediate outcomes identified within the First 5 LA Theory of Change (see Appendix I).

3. **Budget**: Applicants must submit a project budget. Refer to the instructions provided in Appendix A to complete the Project Budget Worksheet provided in Appendix B.

   **Applicants may request up to $200,000 per year for their project over a two year period for a maximum award that will not exceed a total of $400,000 per organization and project.**

4. **Budget Narrative**: The Budget Narrative should be included in a separate document. The Narrative should explain each of the line items contained in the project budget, relate expenses to specific activities, and indicate the project year associated with each cost.

5. **Resumes**: Provide detailed professional resumes and job description(s) if applicable for the key staff expected to work on the project, outlining all relevant work history, education, etc.

6. **Grant Application**: Copy of the applicant’s grant application to the non First 5 LA source of funding. Drafts and works in progress are sufficient. This is used to verify the intent to submit and assess level of readiness to submit application.

7. **Board of Directors**: Provide the most recent member roster for the organization’s Board.
8. First 5 LA Required Documents:

a) **Signature Authorization Form (Appendix C)** – Signature is required by the staff person that has the authority to make commitments of work such as the Executive Director or Board President. See Appendix C on the COF website for the required form. Applicants must submit two original forms signed in blue ink.

b) **Organization Involvement in Litigation and/or Contract Compliance Difficulties (Appendix D)** – Please read the information on the required form thoroughly and sign. An unsigned form or its omission will constitute an incomplete application and will be grounds for disqualification. Applicants must submit two original forms signed in blue ink.

9. **Proof of 501(c)(3) status:** Please include the organization’s IRS Tax Status Determination Letter.

10. **Bylaws:** Please include a copy of the organization’s Bylaws.

11. **Articles of Incorporation:** Please provide the organization’s Articles of Incorporation.


13. **Most recent audited financial statements (including management letter) and IRS Form 990**

C. Contractual Documents
These documents are for review only and should not be submitted with the proposal. Successful applicants will move into the contract negotiation phase which will entail the development of several contractual documents. Applicants should review these documents or requirements prior to proposal submission.

1. **Scope of Work (Appendix E):** Please review the attached Scope of Work. While it is **not required** to be completed for the proposal, it will be completed during contract negotiation for the organizations selected to receive funding.

2. **Sample Grant Agreement (Appendix F):** It is highly recommended that applicants review the Sample Grant Agreement prior to submitting a proposal in order to be aware of what will be expected of selected grantees. Selected applicants must be able to comply with all of the contract provisions.

3. **Memorandum of Understanding:** For collaborative grants, an MOU specifying understandings, agreements, resources and responsibilities of and between each of the partners will be required among collaborating partners after the proposal review process.

D. Proposal Assistance

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6 If audited financial statements are not available for your organization, provide a written explanation as to the reason along with IRS 990 Forms for the last three fiscal years. Your organization may also be subject to additional financial reporting requirements and conditions if a grant is awarded.
First 5 LA will host a teleconference call/webinar on April 20, 2011 from 9:00 a.m. to 11:30 a.m. Applicants are strongly encouraged to participate on the call to learn information about the Matching Funds Program requirements and process and to receive instruction in developing a proposal using the online system, and completing First 5 LA required budget forms. The workshop will review the Proposal Narrative and other components, and highlight what to expect following the proposal submission, review, and selection process. Applicants may register up to two participants from each organization at the Matching Funds Program website. To register, email the name and title of each attendee as well as the organization’s name to R. Varisa Patraporn, Program Officer at matchingfunds@first5la.org no later than 12:00 noon on April 18, 2011.

E. Submission Guidelines
The Proposal Checklist at the end of the RFP provides a complete list of the required proposal items. The Signature Authorization Form (Appendix C) and Agency Litigation Form (Appendix D) must be submitted in hard copy form with original signatures in blue ink by mail or hand delivered to:

Evelyn V. Martinez, Executive Director
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA  90012
Attention:  Matching Funds Program

All other proposal documents must be submitted electronically and should be completed through the online system by 5:00 p.m. on May 11, 2011, to be eligible for review. Please register early online in order to become familiar with the system. It is highly recommended that after entering your proposal you print a “printer-friendly version” of the online proposal form and review it carefully prior to submission. The printed version should be kept for your records, and will include a list of the proposal components that were attached. If the attachment is not listed, it was not successfully submitted.

If you experience any technical difficulties with submission of the proposal, you may email matchingfunds@first5la.org or call (213) 482-7558 for support. **First 5 LA is not responsible for delays due to computer malfunction, or if applicants have problems with the First 5 LA online system. Late proposals due to technical difficulties will be considered late and will be ineligible for review.** Please allow additional time to account for unexpected delays.
IV. REVIEW PROCESS AND CRITERIA

First 5 LA will commit a cash match to applicants that successfully receive a non-First 5 LA grant to implement a new project or expands an existing project impacting the prenatal to five population. The project in must be in line with the guidelines, requirements and criteria for the Matching Funds Program. Please keep in mind that this is a competitive proposal review process and only a limited number of organizations can be funded.

The review process is outlined below. First 5 LA reserves the right to modify the review process at any time if necessary. First 5 LA reserves the right, without prejudice, to reject any or all submitted proposals. An appeals process is not available — all decisions of First 5 LA are final.

A. Review for Completeness – First 5 LA staff will evaluate all applications for completeness and minimum qualifications as described in the Initial Review Tool I (Appendix G). Basic requirements include: timely receipt of application, inclusion of all appropriate attachments, etc. Applications with omissions of any required documentation are subject to disqualification. Applicants may use the Application Checklist (Page 13) as an aid in preparing the application. Please note that the Application Checklist is merely an aid. Late or incomplete proposals will not be accepted.

B. Programmatic Review – After the review for completeness, the applicant’s proposal will be evaluated and scored by a panel of three external reviewers. Please also refer to the External Review Tool II that the external reviewers will use to assess proposals (see Appendix H).

Review Criteria
The following criteria will be used to assess the strength of the proposals.

- Degree to which the project targets children prenatally to five years of age
- Degree to which the project targets residents of Los Angeles County
- Impact on one or more of First 5 LA’s priority outcome(s)
- Alignment with First 5 LA Theory of Change including how the applicant intends to impact First 5 LA intermediate outcomes.
- Capacity and commitment to report project outcomes (e.g. systems, dedicated staff)
- Level of readiness to submit application to non-First 5 LA source
- Capacity to implement and manage project (e.g. skills, experience)
- Level of committed matching funds from other sources and/or plan to secure additional funds
• Organization’s history of applying for and receiving similar grants (non-First 5 LA).

C. Compliance and Duplication – If the applicant has current or previous First 5 LA funding, compliance with and successful implementation of those prior and/or current grants will be considered. Applicants, regardless of past or current funding, cannot be funded for activities similar to those within the scope of work of an existing First 5 LA investment.

D. Project Budget Review – Project budgets will be reviewed for thoroughness and appropriateness based on the proposed activities and timeline.

E. Financial Review – Applicants will be reviewed to assess fiscal health in relationship to their capacity to implement the proposed project and manage the proposed budget.

F. Site Visit – Staff will conduct site visits of all qualified proposal applicants to gain additional knowledge regarding questions that may arise during programmatic or financial review.

G. Feedback Process – Proposal applicants who are declined may receive feedback if requested within two weeks of declination notification. There will be no consideration of appeals. Further details regarding the feedback process will be provided following the proposal review.
V. APPLICATION CHECKLIST

Refer to Proposal Narrative and Submission Guidelines requirements for complete information about required application content and requirements. Online Applications must be completed and documents must be submitted online by 5:00 p.m. on May 11, 2011. Hardcopies of Signature Authorization Forms and Organizational Litigation Forms also need to be received by First 5 LA by 5:00 p.m. on May 11, 2011.

Please note that incomplete proposals will be considered ineligible for review. A proposal is incomplete if any of the following documents are not submitted:

- Online application form (completed online)
- Proposal Narrative
- Project Budget (Appendix B)
- Budget Narrative
- Resumes of key staff
- Copy of grant application to non-First 5 LA source
- Board of Directors roster
- Signed and dated Signature Authorization Form, Appendix C (hard copy with original signature must be received)
- Signed and dated Organization Litigation Form, Appendix D (hard copy with original signature must be received)
- Copy of 501 (3) (c) status/IRS Tax Status Determination Letter
- Bylaws
- Articles of Incorporation
- IRS W-9 Form
- Audited Financial Statements including management letter and IRS Form 990
- Organizational budgets for the last three years
VI. CONTRACTUAL CONSIDERATIONS

Specific contractual considerations, including but not limited to the following, apply to Request for Proposals (RFP) submission process and project implementation and to any Grant Agreements that result from the submission and implementation of the project/proposal. The Grantee will need to comply with all of the provisions in the attached sample Grant Agreement (Appendix G) (See Sample Grant Agreement).

A. Conflict of Interest

The selected Grantee will be required to comply with the COMMISSION’s Conflict of Interest provisions, as outlined in the grant agreement, and as applicable under California Law. Grantee acknowledges that he/she/it is acting as public official pursuant to the Grant Agreement and shall therefore avoid undertaking any activity or accepting any payment, employment or gift from any third party that could create a legal conflict of interest or the appearance of any such conflict. A conflict of interest exists when one has the opportunity to advance or protect one’s own interest or private interest of others, with whom one has a relationship, in a way that is detrimental to the interest, or potentially harmful for the integrity or fundamental mission of the COMMISSION. Grantee shall maintain the confidentiality of any confidential information obtained from the COMMISSION during the Grant Agreement period and shall not use such information for personal or commercial gain outside the Grant Agreement period. By agreeing to the Grant Agreement and accepting financial compensation for services rendered hereunder, Grantee agrees that he/she/it will not subsequently solicit or accept employment or compensation under any program, grant or service that results from or arises out of the funded project and related initiative(s). During the term of the Grant Agreement and for one year thereafter, Grantee will not knowingly solicit or accept employment and/or compensation from any COMMISSION collaborator, Grantee or Contractor without the prior written consent of the COMMISSION.

B. Compliance

Current/Former grantees and/or Contractors must be in good standing and in compliance with all aspects of their Grant Agreements or Contracts with the COMMISSION in order to be eligible to apply for the current RFP. The COMMISSION may deem an applicant ineligible if it finds in its reasonable discretion, that applicant has done any of the following, including but not limited to: (1) violated any significant terms or conditions of Grant Agreement/Contract; (2) committed any act or omission which negatively reflects on Applicant’s quality, fitness or capacity to perform services listed in RFP with the COMMISSION or any other public entity, or engaged in a pattern or practice which negatively reflects on the same; (3) committed an act or offense which indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim against the COMMISSION or any other public entity.

C. Grant Agreement Information

1. The COMMISSION may, at its sole discretion, reject any or all submissions in response to this RFP. The COMMISSION also reserves the right to cancel this RFP, at its sole
discretion, at any time before execution of a Grant Agreement. The COMMISSION shall not be liable for any costs incurred in connection with the preparation of any submissions in response to this RFP. Any cover letters, résumés and/or curriculum vita, including attached materials, submitted in response to this RFP shall become property of the COMMISSION and subject to public disclosure.

2. The agency/organization submitting an application agrees that by submitting an application it authorizes the COMMISSION to verify any or all information and/or references given in the application.

3. The COMMISSION reserves the right, after Grant Agreement award, to amend the resulting Grant Agreement, scope of work, and any other exhibits as needed throughout the term of the Grant Agreement to best meet the needs of all parties.

4. The COMMISSION reserves the right to request additional financial information to verify applicant's past and current financial status. This information includes, but is not limited to: the most recent independent audit ending Calendar Year 2010 Fiscal Year June 30, 2010, Cash Flow Statement, Statement of Activities (Income Statement), and Statement of Financial Position (Balance Sheet).

5. Consistent with the intent of Proposition 10: California Children and Families Act of 1998, no monies for this Project may be used to supplant Federal, State, County and/or other monies available to the organization for any purpose. Activities funded under this proposal must be new or enhancements to existing activities.

6. The award of a Grant Agreement by the COMMISSION to an individual/agency/organization that proposes to use subcontractors for the performance of work under the Grant Agreement resulting from this application process shall not be interpreted to limit the COMMISSION’s right to approve subcontractors, assemble teams and/or assign leads. Each applicant will be evaluated independently for added value to the overall team. A copy of executed subcontract(s) related to Program funding must be provided to the COMMISSION.

7. The selected Grantee will be required to sign the Grant Agreement at least two (2) weeks prior to the intended start date of the Grant Agreement, as outlined in Terms of Contract section, to assure the timely completion of the signature process by all parties. If the Grant Agreement is not signed prior to the intended start date, the commencement of any activities under the Exhibit A – Scope of Work will not begin until the Grant Agreement execution date (the date all parties have signed the Grant Agreement) and Grantee will not be eligible to obtain reimbursement for any costs incurred prior to the Grant Agreement execution date, unless otherwise approved by the COMMISSION. If this Grant Agreement is not signed within the thirty-day (30) period from the intended start date, the COMMISSION has the right to withdraw the Grant Agreement award. Any agreed upon changes to the intended start date must be confirmed in writing by both parties.

8. Unless otherwise submitted during the application process, the selected Grantee will be required to submit the required documentation listed on the Grant Agreement
Checklist, which includes, but not limited to, the following documents before the Grant Agreement can be fully executed:

- Agency Involvement in Litigation and/or Contract Compliance Difficulties Form
- By-laws (if applicable)
- Articles of Incorporation (if applicable)
- Board of Directors or List of Partners (as applicable)
- Signature Authorization Form
- Form RRF-1 (required and filed annually with the California Attorney General’s Registry of Charitable Trusts) and IRS Form 990 (if applicable)
- Annual Independent Audit for prior fiscal year or calendar year (if applicable)
- Appropriate business licenses (for vendors or private organizations)
- IRS Letter of Determination (if applicable)
- IRS Form W-9
- Memorandums of Understanding (for any sub-contractors, collaborators, and/or partners listed under Contracted Services and Evaluation sections of Exhibit B – Budget Forms)
- Certificates of Insurance for all insurance requirements outlined in the Grant Agreement including Commercial General Liability, Auto Liability, Worker’s Compensation, Crime Coverage, Professional Liability, and Property.
- Annual Registration Renewal Fee Report to Attorney General of California with any attachments

9. Per the COMMISSION’s Policy and Guidelines for Hiring Consultants (Section 7), the total composite rate for a Consultant may not exceed $150 an hour. This means that the total cost of billable hours associated with a contract divided by the total number of hours billed must be equal to or less than $150. A blended rate is allowable. For example, for a contract totaling $150,000, a consultant may bill 500 hours for Consultant A at $200/hour, and 500 hours for Consultant B at $100/hour, with a total composite rate of $150/hour (1,000 total hours divided by $150,000 in billable hours = $150/hour).

10. The sample Grant Agreement requirements are attached (See Sample Grant Agreement). If successful, the Grantee will be required to meet all of the terms and provisions set forth in these documents and within the timeframe identified.

VII. APPENDICES

All Appendices are included as separate attachments.