Community Opportunities Fund
Cycle 3: Policy and Advocacy
Request for Proposals

Los Angeles County Children and Families First – Proposition 10 Commission (aka First 5 LA)

RELEASE DATE: August 7, 2009
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All questions and requests for additional information regarding this RFP must be received in writing by First 5 LA on **Wednesday, August 14, 2009**. 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:

William F. Rowel, Program Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Phone: 213.482.7530
Fax: 213.482.5903
E-mail: cof@first5la.org

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1 Note: *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

Summary

First 5 LA (also referenced as the Commission) works proactively to advocate for public policy improvements to achieve large scale and lasting change in the lives of children, families and communities. Public policy reform is an important component of First 5 LA’s investments – to improve the environments in which children are born and nurtured; we must work to strengthen both families and their communities. The Commission convenes and collaborates with stakeholders and grantees to develop, analyze, track, advocate and provide expertise on policies impacting children and families.

In 2007, First 5 LA established the Community Opportunities Fund (COF) in order to support policy and advocacy efforts by community organizations to improve conditions for children, families and communities. To date COF has made it possible to provide grants to a range of policy, advocacy and organizational capacity building activities across Los Angeles County.

First 5 LA recently launched its FY 2009-2015 Strategic Plan (the Plan), which was developed with input from stakeholders and experts and is based on what current research reveals about early childhood development. Under the new Plan, First 5 LA’s overall priority is to strengthen families and communities. Specifically, it seeks to improve the multiple environments that come into contact with young children, including their family, medical and social services, and the places where they live. While our vision for all children to grow up healthy, eager to learn and reach their full potential remains the same, the Commission aims to better focus its outcomes and strategies in order to strengthen its ability to more deeply impact children. As a result, First 5 LA is shifting its grantmaking approach from initiative-based to a place-based approach. This place-based approach will focus First 5 LA’s program and organizational capacity building activities in targeted communities and will be strengthened through countywide strategies. Policy and advocacy will be a vital part of the countywide aspect of the new approach. Organizational capacity building will help to ensure that organizations and communities are able to connect parents with the social supports and resources necessary to build strong families and communities that promote child well-being.

For Cycle 3 of COF, First 5 LA is aligning its grantmaking efforts with the new Plan and requests proposals from public agencies and private nonprofit organizations located in Los Angeles County to develop policy and advocacy projects. In each of the previous two COF cycles, First 5 LA invested in both organizational capacity building and policy and advocacy projects; however, Cycle 3 will solely fund policy and advocacy activities, and Cycle 4 will support organizational capacity building efforts. First 5 LA anticipates releasing Cycle 4 in early 2010 focused upon selected communities, which will be determined in Fall 2009.

The purpose of this Request for Proposals (RFP) process is to select the most qualified organizations to engage in and implement policy and advocacy efforts that will support First 5 LA’s priorities as well as the applicant’s goals. Applicants must select one of the Policy Goals on pages four and five that support First 5 LA’s Policy Agenda and the
Commission’s priority measures that are associated with the Strategic Plan. Applicants should demonstrate both their past experience and capacity in policy and advocacy and goal area and how their project will seek to significantly advance the identified goal, preferably in collaboration with other public or private organizations and community members affected by the policy initiative.

Projects may include policy activities, advocacy activities, or both, in an effort to achieve systems\(^2\) change. For the purposes of COF, policy is defined as rules, standards, guidelines or laws enacted by government, organizations or communities to influence the behavior of systems, communities or individuals and/or to direct resources to achieve one of the Policy Goals that are identified on pages three and four. For the purposes of COF, advocacy is defined as the effort to raise public or policymaker awareness in order to achieve one of the policy goals at the organizational, community, city, county, state, or federal level.

When designing a policy and/or advocacy project, it is necessary to consider the existing policy environment in which the activities will be taking place. The selected policy issue may be at the initial stages of building awareness, it may have strong support but be in need of refinement of policy language or development of an implementation plan, or it may be somewhere in between. There are many different models describing the stages of policy change. Chart 1 at the end of this document represents one such model, including a sample of activities that may be undertaken within each stage of policy change. While First 5 LA does not require that applicants utilize this model or these particular activities, we do ask that applicants consider this model and the existing policy environment specific to the issue being addressed when developing proposed strategies and activities.

Applicants may request up to $500,000 total for their project for a period no longer than five years. All application materials are due by **5:00 pm on September 11, 2009.**

**Overview of First 5 LA and Community Opportunities Fund**

**First 5 LA**
First 5 LA is a unique child-advocacy organization created by California voters (Proposition 10) to invest tobacco tax revenues in programs that aim to improve the lives of children in Los Angeles County.

First 5 LA’s vision and commitment is to create a future throughout Los Angeles’ diverse communities where all young children are born healthy and raised in a loving and nurturing environment so that they grow up healthy, eager to learn and reach their full potential. First 5 LA is to make significant and measurable progress towards increasing the number of children from the prenatal stage through age five who are physically and emotionally healthy, safe and ready to learn.

**Community Opportunities Fund**
Community Opportunities Fund (COF) is designed to be responsive to the needs of organizations and communities in LA County by funding policy and advocacy and organizational capacity building activities that support First 5 LA priorities. The

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\(^2\) Systems are defined as the structures through which health and human services are provided in LA County as well as to less formalized systems, such as the economic system, the policy environment, and overall public will for early childhood issues.
Commission recognizes these strategies are key to sustaining the well-being of children and their families beyond First 5 LA’s funding. The first two cycles of COF funded a total of 29 organizations including 6 policy and advocacy and 23 organizational capacity building grants. See Table 1 for a list of policy and advocacy grantees and funded projects.

**COF Cycle 3 will fund organizations to conduct policy and advocacy activities with the specific focus delineated in this RFP in order to integrate First 5 LA investments under the new Strategic Plan. Up to $3 million is available for Cycle 3 and it is anticipated that up to six grants will be awarded. Grant awards will not exceed $500,000 total per grantee.**

In the upcoming Cycle 4 (early 2010), COF will provide funding exclusively for organizations within the target communities to conduct organizational capacity building as First 5 LA shifts to grantmaking focused on selected geographic communities. Proposals for organizational capacity building projects will not be accepted in Cycle 3.

### III. COF ELIGIBILITY, REQUIREMENTS & SUBMISSION GUIDELINES

**Eligibility Criteria**
In order to apply for the Community Opportunities Fund, organizations and projects must meet the following criteria:

- Nonprofit organizations must have 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). Applicants or sponsored projects lacking 501(c)(3) status must have a nonprofit 501(c)(3) organization serving as a fiscal sponsor

- Public or governmental organizations are eligible to apply

- Organizations must reside within and serve residents of Los Angeles County

- Proposed project activities must benefit children prenatal through five years old

- Proposed project activities are new or clearly expand upon existing work

**Restricted Activities:**
- Funds **may not** be used for the lobbying of any policymaker, local, state, or federal legislative organization. While education regarding a policy issue is an eligible activity, funding may not support lobbying for specific policies or legislation.

- Funds may not be used to influence voters to support or oppose any candidate, specific legislation, or ballot measure.

- Funds may not be used for any other restricted activities:
  - Political campaigns, voter registration drives and lobbying
  - Capital improvements

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3 Please note that while First 5 LA monies may not be used for these purposes, organizations participating in these activities utilizing other sources of funding for these purposes remain eligible to apply.
• Endowments or other fundraising events
• Support solely for existing operations
• Activities with religious purposes
• Grants to individuals
• Operating deficits or retirement of debt

➤ Projects that duplicate current or past projects funded by First 5 LA will not be funded.

Alignment with COF Policy Goals
Policy and advocacy activities conducted under COF grants must support one of the following Policy Goals listed below. These goals are intended to support First 5 LA’s overall priorities to strengthen families and communities. These goals are based on an overall theory of change outlining the areas with the strongest link to impact the Commission’s priority measures. It is intended that applicants demonstrate past experience or currently work on the selected Policy Goal. Projects supporting the goals in bold will be given priority consideration.

Children are Ready for Kindergarten
▪ Universal, voluntary family assessments that are linked to family supports, including home visitation.
▪ Long term sustainability for universal preschool.
▪ Early identification of children with developmental and/or behavioral concerns using high quality validated screening tools in pediatric, home and community settings.
▪ Expansion of Early Head Start, Head Start, and State Preschool programs in underserved areas.
▪ A strong early learning workforce system which has the capacity to recruit, train, retain, and advance the careers of professional, culturally competent staff reflective of the communities they serve.
▪ Wage incentives tied to higher quality standards for child care.

Children are Safe from Abuse and Neglect
▪ Reduced maternal alcohol and drug use [including nicotine] to increase positive, nurturing environments for young children.
▪ Family-centered interventions for children who have disabilities or developmental, mental health, learning, or behavioral issues.
▪ Improved access to high quality child care and preschool for children whose families are in kinship care, foster care, or the probation or parole systems.

Children are Born at a Healthy Weight
▪ Comprehensive, affordable and continuous health insurance coverage for all young children. Cover all children in families under 300% of the Federal Poverty Level (FPL) and provide affordable options for those above 300% of FPL.
▪ Perinatal depression screening as a universal standard of care, and increased treatment options.
▪ Increased supports for breastfeeding, including hospital based “Baby Friendly” programs.
Children Maintain a Healthy Weight

- Increased availability and affordability of healthy food options in low-income or minority neighborhoods.
- Improvement of public park facilities, including family programs to promote physical activity and healthy nutrition.
- Inclusion of higher levels of physical activity in early childhood education settings.
- Medi-Cal benefits for two years postpartum to improve maternal health and subsequent birth outcomes.

Proposal Content
First 5 LA requires submission of your proposal using First 5 LA’s online system accessed from the COF website www.first5la.org/COF. Applicants are strongly encouraged to attend a Proposal workshop before submitting a proposal where information about how to use this system and proposal requirements will be reviewed. Session information is listed in the following section. Please review carefully the following requirements for the content of the proposal.

A. Online Registration Form: This online form accessible from the COF website must be completed prior to the Project Narrative. Enter Executive Director’s name, address and other requested information. Provide a Lead Organization contact person if different from the Executive Director. Complete all other required questions with respect to First 5 LA funding status, project eligibility, and organizational and project information.

B. Project Narrative: The Project Narrative must be uploaded in a Word or PDF document using the online proposal system on the COF website. No hard copies of the Proposal Narrative will be accepted. Responses cannot exceed 10 pages or 5,000 words. The narrative must address the following questions:

1. Project Description
   a. Please summarize your project. Include what First 5 LA policy goal the project will support selected from list on pages 7 and 8 and how your plan for the project supports the goal.
   b. By the completion of your policy and/or advocacy project, what changes or outcomes do you expect to have accomplished. (Outcomes refer to the results your program intends to achieve).
   c. What are the primary policy and/or advocacy activities you are proposing to implement with the project? If you are collaborating with other organization(s) on this project, please identify which organizations will be responsible for which activities. Include a timeline for the activities. (Activities refer to the actions and processes that your organization would implement to achieve results).
   d. What will be the key benchmarks or milestones you will achieve in this policy and advocacy project as a result of the proposed activities? (Benchmarks or milestones are important activities or events that occur on the way to achieving your outcomes).
   e. What policy and/or advocacy tools will the project utilize? (For example, coalition building, letter writing, advocacy training for community members, etc.).
f. Which decision-maker(s), system(s) or organizations(s) will be targeted by the project in order to change public policy? How will you ensure effective engagement with this target and what is your organization’s past history working with this entity? (Please remember that political campaigns, voter registration drives, and lobbying are restricted activities).

2. Project Rationale
   a. Describe the community condition(s) your policy and advocacy efforts will address through the grant (Community conditions include location, population, demographics and identified needs related to your selected policy goal).
   b. How did you select your proposed policy and advocacy activities and why are these activities most likely to contribute to accomplishment of the policy goal?
   c. What is the current political/policy environment related to the issue you plan to address, and how will it affect the success of your project? What challenges or barriers does it present?
   d. Describe your organization’s capacities and readiness to implement the proposed policy and advocacy project. Include your past policy and advocacy experience as it relates to the policy goal.
   e. What resources does your organization bring to the project and how will this grant allow you to secure additional resources to implement the project activities? (Resources refer to the organization’s strengths, materials, or capacities such as staff, organizational experience, data, etc.)

3. Project Evaluation and Monitoring
   a. What data will you collect to ensure that you arrive at the benchmarks and achieve the policy goal outlined in Section 1 above?
   b. How will you utilize that data to improve your policy and advocacy work during the course of the project?
   c. Will you utilize an outside evaluator or does your organization have sufficient internal expertise to evaluate the project?

4. Collaboration (Please complete ONLY if you will be working in partnership with another organization(s) on project.)
   a. What organization(s) do you intend to collaborate with to implement the proposed policy and advocacy project?
   b. Describe the nature of the relationship(s) including the level of formality, past experience collaborating, accountability structure, etc.
   c. Explain how the collaboration between your organizations will be more effective than if each of you worked individually.

D. 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.

E. Board of Directors: Provide the most recent member roster for the organization’s Board.

F. Letter(s) of Support (for Collaborative Projects ONLY): Provide Letter(s) of Support from each collaborative partner participating in the project.
G. Project 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. Matching funds are not required; however, if secured, they should be included as directed. At least 8% should be allocated to project evaluation.

- Applicants may request no more than $500,000 total over a maximum grant period of five years. Requested amounts and lengths of grants must be appropriate for the proposed activities.

H. 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 the cost.

I. Organizational Budget: Please include the organization’s operating budget for the past three years.

J. Proof of 501(c)(3) status: IRS Tax Status Determination Letter for nonprofit organizations only.

K. Most recent audited financial statement or 990 if audit is not available

L. First 5 LA Required Documents:
   1. Signature Authorization Form – 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.

   2. 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.

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.

A. 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.

B. Logic Model (Appendix F): Applicants are not required to submit the Logic Model as part of their proposal. However, successful grantees will be required to complete one during the scope of work negotiation process. The Logic Model is a tool to describe the flow or processes of your project. A sample is included in Appendix F.
C. Sample Grant Agreement (Appendix G): 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.

D. 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.

Proposal Assistance
First 5 LA will host Proposal Workshops on August 24, 2009 from 10:30 a.m. to 3:30 p.m. The Proposal Workshop will be held at the First 5 LA office at 750 N. Alameda Street, Los Angeles 90012. Additional workshops will be added as needed. Applicants are strongly encouraged to attend a workshop to learn critical information about the COF requirements and process and to receive hands-on instruction in developing a proposal using the online system, completing First 5 LA required budget forms, and planning for evaluation activities. 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 online for up to two participants from each organization at the COF website.

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 Organization Litigation Form (Appendix D) must be submitted in hard copy form with original signatures 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: Community Opportunities Fund

All other proposal documents must be submitted electronically and should be completed through the COF online system by **5:00 pm on September 11, 2009** to be eligible for review. Please register early online in order to become familiar with the system. It is highly recommended that after submitting 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 **cof@first5la.org** or call (213) 482-7562 for support. **First 5 LA is not responsible for delays due to computer malfunction, or if applicants have problems with the F5LA 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 award grants to applicants that have the expertise and qualifications to successfully implement a policy and advocacy project in line with the COF guidelines, requirements and criteria. 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.

1. **Review for Completeness** – First 5 LA staff will ensure that all required components of the Proposal are included. Late or incomplete proposals will not be accepted.

2. **Programmatic Review** – First 5 LA staff along with external reviewers overseen by First 5 LA staff will review the programmatic strengths of each proposal. The following criteria will be used to assess the strength of the proposals. Please also refer to the Review Tool that the reviewers will use to assess proposals in Appendix H.
   - Eligibility requirements and restrictions on p. 6 and 7 of the RFP and also:
     - Focus on one of the COF Policy Goals listed on p. 7 and 8 of the RFP
   - Project Design
     - Overall project design is clear, logical and well-formulated
     - Clarity and detail in the project’s activities and benchmarks
     - Identification of change or outcomes to be achieved
     - Alignment between community conditions and project design
     - Alignment between evaluation data indicators and project benchmarks
     - Use of evaluation data to inform project
   - Project Viability
     - Likelihood of successful implementation based on narrative response.
     - Thoughtful and appropriately developed within the context of the policy environment and community
   - Organizational Experience and Capacity
     - Past and/or current experience within the selected Policy Goal area
     - Necessary capabilities and preparedness to implement the proposed activities
   - Collaboration (if applicable)
     - Clarity in the roles of the partners participating in the project
     - Clear rationale for the collaborative and demonstration that the collaborative will enhance the applicant’s ability to meet the policy goal
   - Financial Capacity
     - Demonstrates the capacity to manage all financial requirements related to the implementation of the program
     - Assessment of fiscal health once programmatic criteria are met
Additional Considerations
• Applicants who address one of the Priority Policy Goals on p. 3 and 4 of this RFP will be given priority. See Review Tool in Appendix H for details on the scoring process.

• In the interest of distributing First 5 LA funding to a broader number of agencies in Los Angeles County, at least 60% of funding will be allocated to applicants who 1) have not received a prior grant from First 5 LA, or 2) are partnering with an organization without First 5 LA funding history.

3. 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.

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

5. 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.

6. Site Visit – Staff will conduct site visits of all qualified proposal applicants to gain additional knowledge regarding the applicant’s relationship to the community, its capacity for services, or to answer questions that may arise during programmatic or financial review.

7. Recommendations to the First 5 LA Board of Commissioners – It is anticipated that staff will present the funding recommendations to the First 5 LA Board of Commissioners for approval in November 2009. Following the Commission’s decision, all applicants will be notified in writing of the status of their submitted proposal. Contract negotiations will be conducted with all approved awardees. Execution of the grant agreement will be based upon successful contract negotiation.

8. Feedback Process – Proposal applicants who are declined may receive feedback if requested. There will be no consideration of appeals. Further details regarding the feedback process will be provided following the proposal review.
V. PROPOSAL CHECKLIST

Refer to Proposal Narrative and Submission Guidelines requirements for complete information about required application content and requirements. Electronic and hard copies must be submitted to First 5 LA by 5:00 pm on September 11, 2009. Please note that incomplete proposals will be considered ineligible for review.

☐ Online registration form (complete online)

☐ Proposal Narrative

☐ Project Budget (Appendix B) and Budget Narrative

☐ Resumes of key staff

☐ 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)

☐ Proof of 501 (3) (c) status/IRS Tax Status Determination Letter

☐ New Audited Financial Statement (or 990 if audit is unavailable)

☐ Organizational budget for the last three years

☐ Letter(s) of Support for collaborative projects
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 will all of the provisions in the attached sample Grant Agreement (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 2008 Fiscal Year June 30, 2008, 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) or completed 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.

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.
CHART 1 POLICY PROCESSES AND POTENTIAL STRATEGIES

PROMOTION

Problem Identification/Agenda Setting
- Public/Policymaker awareness
- Public/Political will

Policy Formulation
- Potential interventions/policy identification
- Consensus on solution
- Policy language formulation

Policy Adoption
- Policy introduction
- Vote
- Negotiation
- Authorization
- Funding Approval

Implementation
- Regulatory changes
- Funding distribution
- Programmatic changes

Evaluation
- Implementation analysis
- Policy revision/reauthorization

ADVOCACY STRATEGIES

Coalition Building
- Promoting Leadership
- Public/Policymaker Education
- Coalition Involvement
- Community Engagement
- Problem Identification/Agenda Setting

Draft Policy Language
- Influence Policy Formulation
- Provide Testimony
- Influence funding distribution
- Inform revision/reauthorization language

Policy Formulation
- Develop Policy Briefs
- Legislative Visit
- Track implementation/funding distribution
- Review research

Policy Adoption
- Conduct Research
- Support Letter
- Implementation

Implementation
- Conduct research/eval.
- Evaluation

## TABLE 1

### Cycle 1 & 2 COF Policy and Advocacy Grantees

<table>
<thead>
<tr>
<th>Grantee</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Center for Public Health Advocacy</td>
<td>Policy and grassroots advocacy initiative in Baldwin Park and surrounding cities to improve access to fruits and vegetables and physical activity</td>
</tr>
<tr>
<td>LA Best Babies Network</td>
<td>Advocacy to increase access to perinatal mental health services</td>
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<tr>
<td>Los Angeles Gay and Lesbian Community Services Center</td>
<td>Advocacy to influence systems change within social institutions (e.g. Community Care Licensing, CalWORKS, shelters, etc.) to provide LGBT families with equal access to critical services</td>
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<tr>
<td>Community Coalition Prevention Network Casey Family Programs</td>
<td>Organize primary caregivers for children of family members in South LA to advocate for formal rights as caregivers</td>
</tr>
<tr>
<td>Breastfeeding Taskforce of Greater LA</td>
<td>Advocacy to change Medi-Cal regulations and reimbursement policies to support hospitals in achieving higher breastfeeding rates and for Medi-Cal funded hospitals within LA County to become “Baby-Friendly.”</td>
</tr>
<tr>
<td>Maternal and Child Health Access</td>
<td>Policy and advocacy to address the barriers facing pregnant mothers in seeking and accessing prenatal and early childhood oral health services</td>
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