



Request for Applications

Promoting Equity and Quality Across all Fresno County Early Learning and Care Settings

Child care settings have an impact on a child's learning, development, and later outcomes and opportunities.

**Deadline to submit via email:
Wednesday, April 2, 2025
at 5:00 p.m.**

funding@first5fresno.org

First 5 Fresno County
2405 Tulare Street, Suite 200
Fresno, CA 93721
(559) 558-4900
www.first5fresno.org

Overview of Funding Opportunity

First 5 Fresno County requests applications for a lead agency, with subcontractors, to coordinate and provide coaching, training and other capacity-building support for early learning and care providers (i.e. child care providers) in alignment with the Fresno County Early Stars quality improvement system and the Early Matters Fresno Investment Plan.

Annual Funding	Contract Period
\$950,000 <i>one lead agency with subcontractors</i>	July 1, 2025 – June 30, 2026 <i>option to renew for an additional year</i>

Eligibility
<p>This funding is designed to fill gaps and expand services in Fresno County’s child care quality improvement system, known as Fresno County Early Stars. To this end, the Fresno County Superintendent of Schools will have a right of first refusal to apply as the lead agency of Fresno County Early Stars. At this time, it is unknown if the Fresno County Superintendent of Schools will apply for the lead agency role. If Fresno County Superintendent of Schools declines to apply as the lead agency for this Request for Applications, other state, city and county government agencies; 501(c)(3) nonprofit public benefit organizations; higher education institutions; and local education agencies are eligible to apply for the lead agency role.</p>

Timeline	
Date	Action
February 7, 2025	Release of Request for Applications
February 20, 2025	Letter of Interest or Refusal Due from Fresno County Superintendent of Schools
March 24, 2025	Deadline to submit questions
February 13,20,27 March 6,13,20,27	Days when a response to submitted questions will be posted on the F5FC website
April 2, 2025	Submission deadline
April 30, 2025	Notification to applicant(s)
May & June 2025	Scope of work and budget development
June 11, 2025	Recommended agency presented to Commission for approval
July 1, 2025	Contract start date

Promoting Equity and Quality Across all Fresno County Early Learning and Care Settings Request for Applications (RFA)

ABOUT FIRST 5 FRESNO COUNTY

At First 5 Fresno County (F5FC), we know that children thrive when their families thrive. We envision a future where all children and their families are healthy, loved and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. The First 5 Fresno County Commission (also referred to as the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission, not being a direct service provider, is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

RFA INTENT

First 5 Fresno County requests applications for a lead agency, with subcontractors, to coordinate and provide coaching, training and other capacity-building support for early learning and care providers (i.e. child care providers) in alignment with the Fresno County Early Stars quality improvement system and the Early Matters Fresno Investment Plan. Quality early learning opportunities are foundational to an equitable and accessible early childhood service system, inclusive of all settings where young children receive care. As such, it is expected that the lead agency will convene and collaborate with a wide range of early learning and care partners to develop, implement, and continue to adapt a research and community-informed plan to individualize capacity-building support to formal and informal care providers across Fresno County.

BACKGROUND

Access to high quality, equitable early learning and care opportunities is a multi-faceted, long-standing challenge facing families in our community and across the country. In Fresno County alone, approximately 77% of children of working families who are eligible for state subsidized child care programs are unserved. Alongside the challenge of availability is the lack of equitable compensation and support to the early learning and care workforce. According to Children Now's 2024 Report Card, many early childhood educators rely on Medi-Cal health coverage, food assistance, child care subsidies, or other public assistance to make ends meet.

"California still lacks clear financing and pathways for early childhood educators to further their education, develop their skills, and advance to higher-paid positions. Without effective compensation and recruitment strategies, children most in need of highly trained and effective teachers – those who face systemic barriers including poverty and racism or who have unique needs, including dual language learners and students with disabilities – could be the least likely to have access to them."¹

¹ The 2024 California Children's Report Card – Children Now

In 2022, First 5 California, the California Department of Education, and the California Department of Social Services partnered with WestEd and School Readiness Consulting, an organization working for equity in early childhood systems, to conduct the Quality Counts California (QCC) Equity Project. This is one of many steps being taken to ensure an equitable, quality early learning and care system for all children and families in California. Per the final project report, “The quality of an early learning and care program matters because how a child experiences these settings impacts their learning, development, and later outcomes and opportunities. For all children to have access to high-quality early learning and care; programs, providers, and teachers need resources and supports that help them create safe environments where children can learn and feel cared for. Equity exists when all California children have the support they need to succeed.”²

At F5FC we believe we are a piece, not the whole, of the solution. To this end, we are committed to prioritizing sustainable, innovative solutions that leverage and build on local strengths, wisdom and resources to combat the challenge of accessing quality early care and education. That is why we are aligning investments with Fresno County Early Stars, the statewide Quality Counts California initiative, and Early Matters Fresno.

Quality Counts California

*Quality Counts California (QCC) is a statewide effort to strengthen California’s early learning and care system to support young children and their families. QCC focuses on quality early learning experiences that build the foundation for skills all children need in school, work, and life. (Reference: Harvard University’s Center on the Developing Child). QCC uses an equity approach as an essential component of quality to close the opportunity gap by prioritizing communities where we can make the highest impact. QCC supports quality early learning and care programs to promote environments, relationships, interactions, and activities supporting all children’s growth and development to prepare them for success in school and life.*³

Fresno County Early Stars

The mission of Fresno County Early Stars is to “increase the quality and accessibility of early care and education in Fresno County. We accomplish our mission by connecting families in Fresno County with high quality licensed care and education providers, while supporting those providers in their efforts for continuous quality improvement of their services.”

Early Matters Fresno

*Recognizing that our children are our greatest asset, Early Matters Fresno has united experts in the fields of maternal and child health to early childhood care and education around one goal: By 2035 Fresno County will have a well-functioning, culturally responsive two-generation model of family support in place that reduces pre-term births, promotes kindergarten readiness and produces notable gains in 3rd grade reading and math assessments. In September 2024, Early Matters Fresno completed a comprehensive investment plan that includes impact goals, priorities, strategies, and progress measurement metrics. Quality Child Care and School Readiness is a central strategy to the Early Matters Fresno Plan.*⁴

² The Quality Counts California (QCC) Equity Project, 2023

³ <https://qualitycountscalifornia.net/about/>

⁴ <https://www.fresnoc2c.org/systems-change/early-matters-fresno>

We at F5FC recognize the early learning and care system in California is inherently complex and evolving and thereby are seeking a lead agency to coordinate a range of professional development and capacity building opportunities in partnership with multiple subcontracting agencies who work directly with early learning and care providers. This RFA builds on more than a decade of F5FC investment in professional development and training opportunities for the early learning workforce. Local and state data continues to point to the importance and value of supporting early childhood educators and staff with coaching, training and capacity building opportunities.

According to the QCC Equity Project, “Trainings, coaching, a peer community, and financial support were found to be the most important QCC resources and supports across all provider groups. More than 80% of participants said that QCC trainings that improve their knowledge and program quality were an important QCC resource.”² Locally a similar theme emerged through surveys and focus groups with Fresno County early learning and care providers, who reported positive experiences with Fresno County Early Stars and perceived it as a key resource for capacity building and improving their skills and quality of services they provide.⁵

Building on the funding and strategies of QCC, Fresno County Early Stars, and Early Matters Fresno, the lead agency will partner with the community to provide responsive and effective direct support to the early learning workforce in all types of Fresno County early learning and care settings, ultimately increasing the number of quality early learning opportunities available to families with young children.

FUNDING AND CONTRACT PERIOD

F5FC will fund **one lead agency, with subcontractors**, under this RFA in an amount not to exceed **nine hundred and fifty thousand dollars (\$950,000) for one year** with the **option to renew the agreement for an additional year** based on performance and availability of funds. The selected lead agency will subcontract funding to agencies with the experience and expertise set forth in this RFA to create a seamless system of support for early learning and care providers. The initial contract period will run from July 1, 2025 through June 30, 2026.

ELIGIBILITY AND LETTER OF INTEREST

Eligibility

This funding is designed to fill gaps and expand services in Fresno County’s child care quality improvement system, known as Fresno County Early Stars. To this end, the Fresno County Superintendent of Schools will have a right of first refusal to apply as the lead agency of Fresno County Early Stars. At this time, it is unknown if the Fresno County Superintendent of Schools will apply for the lead agency role. If Fresno County Superintendent of Schools declines to apply as the lead agency for this Request for Applications, other state, city and county government agencies; 501(c)(3) nonprofit public benefit organizations; higher education institutions; and local education agencies are eligible to apply for the lead agency role.

Applicants must:

- Have extensive experience with and established infrastructure for working with early learning and care settings across Fresno County and engaging in local and state child care quality improvement efforts.

⁵ First 5 Fresno County Quality Counts Annual Report - 2023

- Demonstrate the experience and capacity to partner with other entities supporting those involved in early learning and care settings.
- Have adequate financial resources and accounting standards to manage the RFA requirements, including overseeing subcontractors and being responsible for their performance.

Note: there is not a separate application process for subcontracts. Applicants applying as a lead agency must complete “FORMS D and E – Subcontractor Signature Page and Budget” per proposed subcontractor by the April 2, 2025 deadline.

Letter of Interest or Refusal

Fresno County Superintendent of Schools must submit a Letter of Interest or Refusal by Thursday, **February 20, 2025** to indicate their intent to apply. The letter must be signed by an individual or designee authorized with the submission or refusal of the RFA and clearly communicate the agency’s intent or refusal to apply for this RFA. The letter may be submitted in any format to funding@first5fresno.org or hand delivered to the F5FC office. Applicants are cautioned not to contact the Fresno County Superintendent of Schools about this RFA prior to the issuance of this letter.

Following the receipt of the Letter of Interest or Refusal, we will update the F5FC website (<https://first5fresno.org/what-we-do/#funding-opportunities>) by February 21st to publicly communicate if the RFA will be open to other eligible applicants.

EXPECTATIONS AND FUNCTIONS

The intent of this RFA is to build upon and align with the existing and evolving Fresno County Early Stars⁶ and Quality Counts California efforts. This RFA will not establish a separate quality improvement system of its own. Therefore, it is recommended that any agency interested in engaging in the work of this RFA reach out to Fresno County Early Stars for more information on local quality improvement work (www.earlystars.org).

Below are the primary expectations and functions of the lead agency for this RFA:

Subcontracts

The selected lead agency will establish subcontracts and partnerships with at least two qualified agencies to develop, implement, and continue to adapt a research and community-informed plan to individualize capacity-building support to implement a unified support system for those involved in Fresno County’s quality improvement system and early learning and care settings. The lead agency will be responsible for overseeing each subcontractor’s deliverables and budgets and coordinating all partners to fulfill the requirements of the RFA. For more information on F5FC’s requirements for lead contractors and subcontractors refer to the “Funded Partner Manual” on the F5FC website (<https://first5fresno.org/what-we-do/#funded-partners>).

⁶ Fresno County Early Stars (www.earlystars.org)

Partnerships

To maximize resources and sustain quality across the early learning and care system, the selected lead agency must also establish partnerships (formal or informal) with other local entities that provide quality improvement support to their agency's staff (e.g. local education agencies, Head Start and Early Head Start) to strengthen and not duplicate quality improvement services within these organizations.

Other Funding

F5FC funding cannot be the applicant's sole funding source for this project. In-kind, leverage and/or cash match funding must be included in the project budget. A specific percentage is not required.

Scope of Work

Final scope of work activities will be negotiated based on current Quality Counts California (and other) related funding and renegotiated should future funding duplicate the identified services.

- F5FC recognizes that children are cared for in a variety of settings throughout the county and each care provider's quality improvement path is unique. Therefore, services delivered must be **tailored to support both informal and formal early learning and care settings** including, but not limited to, licensed centers and family child care homes; legally license-exempt centers; family, friend and neighbor (FFN) care; and alternative settings (e.g. family resource centers, libraries, playgroups, community-based organizations) for young children. Support services should not be designed with a "one-size-fits-all" strategy, but rather strategically created to **meet individual care provider/setting needs**.
- As children develop in the context of their families and communities, all services must be based on a **broad definition of quality**. Along with incorporating the elements of the approved Quality Counts California standards (e.g. Effective adult-child interactions/CLASS®, Ages & Stages Questionnaires®, Ages & Stages Questionnaires®: Social Emotional, and Desired Results Developmental Profile), **services should focus on at least four (4) of the following**:
 - Advancing equity, justice and anti-racism for all children
 - Business operations/capacity related to early learning and care programs
 - Family engagement strategies (e.g. Strengthening Families Protective Factors Framework)
 - Health and safety standards in early learning and care settings
 - Early childhood development and best practices for caring for infant, toddler and preschool-aged children (e.g. physical, cognitive, social-emotional development)
 - Trauma-informed care
 - Supporting multilingual learners
 - Inclusion of children with special needs
 - Supporting early childhood educators to address children's behaviors that challenge adults
 - Practices to mitigate and buffer the impact of Adverse Childhood Experiences (ACEs)
- Professional development and capacity-building **services may include** but are not limited to, individual and site-level coaching, training/workshop sessions, professional learning

communities, stipends, communities of practice, reflective practice, and other innovative, individualized approaches.

- Expansion of the **workforce**: by providing professional development, training, and support to those providers/individuals (e.g. family, friend and neighbors FFNs) in pursuit of higher educational goals or attaining a childcare license or starting/building capacity of a small early learning and care business/program.
- All services funded through this RFA must **expand** or **enhance**, not duplicate or supplant, existing quality improvement supports available to participants.
- All services must be designed and delivered in **equitable, accessible, culturally and linguistically responsive** ways. This includes, but is not limited to: outreach, registration, location, timing, language, communication and content. At minimum, trainings, materials and coaching should be offered in Spanish and accessible to both rural and urban Fresno County participants.
- Activities should align with the Strategies for Impact outlined in the Early Matters Fresno investment plan. Specifically the following three Quality Child Care and School Readiness strategies:
 - 1) Increase the development and licensure of Early Care and Education (ECE) providers across the mixed delivery system to meet Fresno County families' child care needs
 - 2) Increase capacity of ECE professionals via access to expanded professional development and higher education opportunities
 - 3) Engage with current and potential Family, Friend and Neighbor providers to conceptualize and implement a continuum of resources and service supports for FFN providers
- In addition to coordinating/implementing direct services for early learning and care providers, the lead agency is expected to **convene subcontractors** and **community partners** involved in early learning and care quality improvement efforts on an ongoing basis to align and strengthen the service system for children, families and care providers.
- The lead agency must implement **continues quality improvement** and **feedback** cycles with subcontractors, community partners, providers, Early Matters Fresno leadership and First 5 Fresno County to inform and adapt scope of work activities based on policy and system changes, potential funding opportunities, gaps and unique needs experienced by early learning and care providers.
- The lead agency must work alongside subcontractors to ensure existing and new **staff/subcontractors** are **equipped** with **training/development related to equity, inclusion and research-informed practices related to coaching, training and early childhood development and education**.

- As part of the broader early childhood service system, all services provided under this RFA must directly connect to and align with local and regional Help Me Grow efforts (HMG)⁷.

Staff Requirements

- Coaches, trainers, and others funded through this RFA must be trained/certified in the selected service types/topics and maintain individual professional development plans to ensure fidelity with Quality Counts California related elements, as applicable, and best practices in supporting early learning and care providers.
- The lead agency must ensure all staff engage in capacity building opportunities focused on race, equity, diversity and inclusion, attuned to the diversity of the early learning and care community in Fresno County. Staff must be culturally and linguistically reflective of the population served and provide services with a strength-based, respectful approach.
- To encourage messaging and service alignment, the lead agency, staff and partners providing services related to this RFA should meet at minimum quarterly to ensure all individuals served are receiving coordinated, quality supports.

FUNDED PARTNER REQUIREMENTS

All agencies funded by F5FC must abide by all the policies and guidelines stipulated in the Funded Partner Manual, as appropriate. The Funded Partner Manual is updated annually and can be found here: <https://first5fresno.org/what-we-do/#funded-partners>.

Data Collection and Reporting Requirements

All partners are required to submit a brief narrative report and collect demographic and service data for the participants and sites (i.e. child care providers, number of children in care, and sites) served. Specific data elements will be agreed upon between the selected lead agency and F5FC. Data reports are typically due on a quarterly basis.

We currently use the Apricot 360 data system and will work with the selected partner to develop a data reporting process that complements your existing reporting system and infrastructure to the full extent possible. Our aim is to reduce duplicative data entry and help you and F5FC share out the known quantitative and qualitative impact of this funding opportunity.

Partners are required to maintain applicable back-up documentation (e.g. sign-in sheets, flyers, brochures, enrollment forms, etc.) for the participant and service data reported. See page 12 of the Funded Partner Manual for more information on Data Reporting Requirements (<https://first5fresno.org/what-we-do/#funded-partners>).

⁷ Help Me Grow is an organized system of community resources that connects families to needed services – like health care, quality early learning experiences, and parent supports – so that all children and families can thrive. Learn more about the national model at <https://helpmegrwnational.org/hmg-system-model/>.

Financial Reporting Requirements

In most cases, payments are made electronically through a reimbursement request process. From time-to-time, advance payments may be considered and approved. All expenses must be supported by backup documentation (i.e. general ledger, receipts, invoices, etc.). Invoices are typically due on a quarterly basis.

See page 15 of the Funded Partner Manual for more information on invoicing and payments (<https://first5fresno.org/what-we-do/#funded-partners>). You can also find a list of disallowed costs and budget line-item definitions under the Fiscal section of the manual (<https://first5fresno.org/what-we-do/#funded-partners>).

RFA PROCESS

Questions

Any questions about this RFA must be submitted via email to funding@first5fresno.org with the subject line: “**Question RFA - Early Learning and Care.**” Questions will be accepted until **Monday, March 24, 2025**. If questions are received, responses will be posted under the funding page (<https://first5fresno.org/what-we-do/#funding-opportunities>) of the F5FC website every Thursday beginning February 13, 2025 through March 27, 2025. Note: if questions are received after March 24th we cannot guarantee a response.

Review Process and Notification

Each submission will be initially reviewed to ensure all required forms/documents are included. If a required form/document is missing or incomplete, our staff will make a reasonable effort to contact the proposer and provide an opportunity to submit the missing form/document within **two business days**. A Community Review Committee will evaluate and score each submission that complies with the purpose and requirements of this RFA. If requested, applicants should be prepared to elaborate on their submission to the Review Committee the week of April 21st.

Submissions may receive a maximum of 100 points.

Scoring **will be based** on:

- Overall alignment with the intent of this RFA and vision/mission of F5FC
- How well the application reflects and honors the cultures, languages, abilities, and overall diversity of the population served
- Appropriateness/feasibility of the proposed budget and activities
- Capacity of the applicant to carry out the proposed activities and RFA requirements

While scoring **will not be based** on the formatting or grammar of the submission, all applicants will ensure that their submission is clear and accurately conveys the application’s intent.

The contact person for each submission will be notified via email of F5FC’s decision. All submitters, including the agency selected as a finalist, will be notified by **April 30, 2025** of the status of their

submission. Following the review process, F5FC will work with the recommended agency to develop and finalize a contract agreement, including scope of work and budget, that will be presented on June 11, 2025 to the F5FC Commission for consideration for funding.

SUBMISSION REQUIREMENTS

Submission Deadline

Completed applications must be emailed to funding@first5fresno.org by **5:00 p.m. on Wednesday, April 2, 2025**. Applicants are responsible for ensuring that submissions are received on time. Late applications will not be accepted. We strongly encourage you to submit your application before **April 2nd** to ensure your submission is received by the deadline.

As an exception, **if an email submission is not possible**, applications may be hand delivered to the F5FC office at 2405 Tulare Street, Fresno, CA 93721 Suite 200 **by 5:00 p.m. on Wednesday, April 2, 2025**.

How to Submit

Please note, after emailing the submission to funding@first5fresno.org, applicants will receive an email from funding@first5fresno.org as proof of submission. Please verify all required documents were submitted. If the applicant identifies an error they may resubmit using the same process before the deadline. Only the most recent submission will be accepted. Note: Hand-delivered submissions will also receive a printed, time-stamped proof of submission.

What to Submit

Below is a list of the forms and documents required for each type of submission. All forms referenced below are included at the end of this RFA with additional instructions on how to complete each form.

A. Letter of Interest or Refusal

Fresno County Superintendent of Schools must submit a Letter of Interest or Refusal by Thursday, **February 20, 2025** to indicate their intent to apply. The letter must be signed by an individual or designee authorized with the submission or refusal of the RFA and clearly communicate the agency's intent or refusal to apply for this RFA. The letter may be submitted in any format to funding@first5fresno.org or hand delivered to the F5FC office. We will update the F5FC website (<https://first5fresno.org/what-we-do/#funding-opportunities>) by February 21st to publicly communicate if the RFA will be open to other eligible applicants.

Note: a Letter of Interest or Refusal is only required from Fresno County Superintendent of Schools.

B. Lead Agency Cover Page – FORM A

C. Narrative (60 total points) – FORM B

D. Scope of Work and Budget (30 total points) – FORM C

E. Subcontractor Signature Page and Budget – FORMS D & E (included in point total with FORM C): Complete one form and budget per agency to be subcontracted with through this RFA.

F. Attachments (10 total points) **not a part of the narrative page limit* – Submissions must include the following:

- a. Lead agency Organizational Chart
Can be in any format as long as it shows the positions referenced in the narrative
- b. Statement of Financial Standing - Signed statement, from an individual with signing authority (i.e. executive director, board chair, business director, etc.), certifying that the organization is in good financial standing.

Note: if selected for funding, the organization will be asked to submit audited financials or similar documentation, but these are not required for the RFA submission.

- c. Lead agency's W-9 Form or IRS Tax Exempt Letter

Letters of Support can be submitted as attachments but are not required.

Submitting agencies should add funding@first5fresno.org to their approved contact list to avoid interference from spam filters. If the submitter does not receive an email or experiences any technical difficulties please contact funding@first5fresno.org. Applicants are responsible for ensuring that submissions are received on time. Late applications will not be accepted.

OTHER IMPORTANT INFORMATION

Protest Process

Upon notice by F5FC of a proposed award, any applicant may file a formal written protest regarding a potential award by the Commission. The protest shall be filed with the Executive Director no less than forty-eight (48) hours before the day of the meeting at which the Commission is scheduled to award the subject contract. The protest shall be in writing addressed to and filed with the Executive Director and contain the exact basis for the protest, and proof that the protestor is a viable and responsible provider of the services sought. The protest should provide evidence that the award violated F5FC's procurement procedures or State law. Mere disagreement with the Commission, the Review Panel or Executive Director's decision shall not be the basis for a successful protest.

Confidentiality of Responses

First 5 Fresno County cannot guarantee the confidentiality of information submitted by the applicant. In the event that F5FC receives a request for records or court order that F5FC reasonably determines compels its disclosure of the submission, F5FC shall provide those records as it deems responsive to the request. All materials submitted as part of a response to this RFA become the property of F5FC.

Communication

As of the issue date of this RFA and continuing through the public notification of the award, entities submitting applications are specifically directed not to hold any meetings, conferences, or technical discussions regarding this RFA with F5FC staff, Commissioners or the Community Review Committee unless expressly authorized by this RFA. "Off the record" contacts can potentially taint the Commission's decision-making process. Interested entities may only submit inquiries through the funding@first5fresno.org email address in response to any matter pertaining to the RFA. Any prohibited contact may result in disqualification of the potential contractor's submission.

Contracts

Issuance of this RFA does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all submissions received in response to this RFA, or to cancel this RFA if the Commission deems that it is in the best interest of the Commission to do so. In addition, F5FC reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

Any contract awarded by the Commission will contain various material terms and conditions that will not be negotiable, including, but not limited to, applicant's obligation to indemnify, defend, and hold the Commission harmless from and against applicant's and its subcontractors' negligence and willful actions, insurance requirements as determined by the Commission, and compliance with various Commission policies.

Supplanting

No Commission funds shall be used to supplant (i.e., take the place of or replace) State or local General Fund money for any purpose. This prohibition does not apply to federally funded or privately funded programs.

Conflicts of Interest

Applicants must adhere to the Commission's Conflicts of Interest Policy and Conflicts of Interest Code, as amended, as applicable. No Commissioner or designated staff may make, participate in making, or use their official position to influence the making of any governmental decision, which may have a direct or indirect foreseeable material financial effect on the Commissioner or designated staff person. Therefore, no entity in which a Commissioner or designated staff person has a material financial interest may submit an application to the Commission. Additionally, under no circumstances may a financial dependent of a F5FC Commissioner or staff respond to this RFA. Relatives (which shall include, but not be limited to, adult children, siblings, aunts and uncles) of F5FC Commissioners or staff who are not dependents are discouraged from submitting



FORM A - LEAD AGENCY COVER PAGE
*Promoting Equity and Quality Across all Fresno County
 Early Learning and Care Settings RFA*

Please complete the information below for the lead applicant.

Lead Agency Name:		
Type of Agency:	<input type="checkbox"/> Local Education Agency <input type="checkbox"/> 501(c)(3) nonprofit public benefit organization <input type="checkbox"/> State, city or county government agency <input type="checkbox"/> Higher Education Institution <input type="checkbox"/> Other _____	
Contact Person:	Title:	
Agency Address:		
City/State/Zip Code:		
Phone:		
Contact Person's Email:		
Total Amount Requesting	\$	
<p><i>By signing below you certify that the information contained in this submission is true and accurate to the best of your knowledge and belief. You further certify that this is submitted with the full knowledge and endorsement of the governing board of this organization, if applicable, which is empowered to enforce compliance with all contract conditions. You understand that this submission will remain valid for a period of no less than 180 days from the date of submittal.</i></p>		
Representative authorizing the submission of this application.	Name:	
	Title:	
	Signature (digital or scanned):	

*Promoting Equity and Quality Across all Fresno County
Early Learning and Care Settings RFA*

Please provide a brief narrative for the following questions and, to the extent possible, organize using headers. No specific format is required, you can answer the questions in any order that makes sense to you. You may include tables, infographics, etc. to support your response to any of the questions below. Please keep your response to no more than **20 one-sided pages**. Please do not use a font size smaller than **11-point size** for legibility.

-
- **Interest.** Why is your agency interested in serving as a lead agency, with subcontractors, to coordinate and provide coaching, training and other capacity-building supports for Fresno County early learning and care providers? Please reference how your agency’s vision and mission connects with the intent of this RFA.

 - **Experience.** Describe your agency’s experience with the following:
 - a. Quality Counts California
 - b. Fresno County Early Stars
 - c. Other child care quality improvement efforts
 - d. Managing/establishing subcontracts/partnerships with external agencies
 - e. Supporting early learning and care providers across a range of settings

 - **Services.** Based on the RFA’s Expectations and Functions, describe your proposed program model and services/supports for early learning and care providers. Please include:
 - a. Agency names and roles of each proposed **subcontractor**/partner.

 - b. Which **service types** (i.e. coaching, training and other capacity-building supports) and topics will be offered under this RFA, why these were selected, and how they represent a broad definition of quality (see pages 6 and 7).
 - i. How do the proposed service/activity types align with goals of Fresno County Early Stars and the Strategies for Impact outlined in the Early Matters Fresno investment plan?

 - c. The types of early learning and care **settings** to be served (e.g. licensed centers and family child care homes, Family, Friend or Neighbor, alternative settings, etc.) and how services will be tailored to fit the unique needs of each without becoming a “one-size-fits-all” model.

 - d. Describe how services will be designed and delivered in **equitable, accessible, culturally and linguistically responsive** ways. This includes, but is not limited to: outreach, registration, location, timing, language, communication and content.

(continued on next page)

- **Staff.** Describe staff and subcontractor qualifications to provide the services/supports listed above including the ability to provide culturally and linguistically reflective services to the populations served.
 - a. Share how your organization will **support** existing and new staff/subcontractors with **training/development** related to **equity, inclusion,** and **research-informed practices** related to coaching, training and early childhood development and education.
- **Partners and Feedback.** Share your approach to effectively convening and collaborating with subcontractors and community stakeholders to strengthen the early learning and care quality improvement system. Describe how you plan to engage these partners and your process to regularly collect information and incorporate feedback.
- **Budget.** Share how your agency’s proposed services/supports for this RFA **expand upon** and “fill gaps” within the local child care quality improvement funding landscape (i.e First 5 California IMPACT, California State Preschool Program QRIS Block Grant, Quality Counts California Workforce Pathways Grant, etc.).
 - a. Describe any future opportunities or plans for continuing training, coaching and capacity-building supports after the contract term and as state funding (i.e. First 5 California IMPACT funding) continues to change.
- **Data.** Describe how data will be used for continuous program and system improvement.
- **Timeline.** Provide a timeline for the planning, start-up and implementation of the services.

FORM C - SCOPE OF WORK AND BUDGET
*Promoting Equity and Quality Across all Fresno County
 Early Learning and Care Settings RFA*

Complete the following two tables with estimated number of participants and expenses for one year. Please note, the below information is an estimate only. Multiple rows for deliverables were included, but agencies may leave rows blank if there are no more activities to list or duplicate this page to add rows. **Alternatively, you may submit your own scope of work and/or budget template instead of using the tables below. If you do so, please be sure the primary information below is still included.**

A final scope of work and budget will be developed between F5FC and the identified contractor upon recommendation for funding. For budget line item definitions (including **Other Funding**) visit the "Funded Partner Manual" on the F5FC website (<https://first5fresno.org/what-we-do/#funded-partners>).

Annual Scope of Work Activities			
Activity Name	Brief Description	Anticipated Number of Participants & How Often the Activity Will Take Place	Agency/ies Responsible for the Activity
<i>E.g. ASQ Training</i>	<i>E.g. Developmental screening tool used to track developmental milestones for infants and young during first five years.</i>	<i>E.g. 20 participants Quarterly</i>	<i>E.g. 123 Kids Agency</i>

Annual Project Budget for Lead Agency		
Category	F5FC Budget Request <i>The amount you are requesting</i>	Other Funding <i>The amount your organization will contribute from a separate source</i>
Personnel <i>Salaries, benefits, taxes for lead agency</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Operating Expenses <i>Facilities costs, operational/supplies, training/travel for lead agency</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Program Expenses <i>Materials and supplies for lead agency</i> <small><i>Supplies used for participants to complete scope of work activities, transportation costs for participants, food for participants, etc.</i></small>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Professional Services <i>Professional and consultant services. Note: Include the total amounts of each subcontractor's budget here. Itemized expenses for each subcontractor will be included on Form D.</i>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Other/Equipment for lead agency <small><i>Equipment/Asset is any non-consumable item having a useful life of more than one year and/or a purchase value or acquisition cost equal to or less than \$5,000 per item or in aggregate.</i></small>	\$	\$
	<i>Brief narrative to describe costs:</i>	<i>Brief narrative to describe costs:</i>
Indirect <i>Not to exceed 15%</i>	\$	
Totals	\$	\$
Total Project Budget		\$

List the funding source/s for Other Funding (i.e. in-kind, leverage, cash match, specific grants/contract names, etc.)

FORM D - SUBCONTRACTOR SIGNATURE PAGE
*Promoting Equity and Quality Across all Fresno County
 Early Learning and Care Settings RFA*

Complete one form per agency to be subcontracted with through this RFA.

Subcontractor Contact Information	
Agency Name:	
Subcontract Budget Amount:	
Contact Person:	Title:
Phone:	Email:
Type of Organization: <input type="checkbox"/> State, city or county government agency <input type="checkbox"/> 501(c)(3) nonprofit public benefit organization <input type="checkbox"/> Higher education institution <input type="checkbox"/> Local education agency <input type="checkbox"/> Medical institution or <input type="checkbox"/> Other:	

Subcontractor Certification:

I certify that the above information is true and accurate to the best of my knowledge and belief.

Signature of Authorized Representative **Date**

Printed Name & Title of Authorized Representative **Date**

FORM E - SUBCONTRACTOR BUDGET PAGE
*Promoting Equity and Quality Across all Fresno County
 Early Learning and Care Settings RFA*

Complete one budget per agency to be subcontracted with through this RFA.

Subcontractor Contact Information	
Agency Name:	

Annual Project Budget (Subcontractor)	
Category	F5FC Budget Request
Personnel <i>Salaries, benefits, taxes</i>	\$
	<i>Brief narrative to describe costs:</i>
Operating Expenses <i>Facilities costs, operational/supplies, training/travel</i>	\$
	<i>Brief narrative to describe costs:</i>
Program Expenses <i>Materials and supplies</i> <small>Supplies used for participants to complete scope of work activities, transportation costs for participants, food for participants, etc.</small>	\$
	<i>Brief narrative to describe costs:</i>
Professional Services <i>Professional and consultant services.</i>	\$
	<i>Brief narrative to describe costs:</i>
Other/Equipment <small>Equipment/Asset is any non-consumable item having a useful life of more than one year and/or a purchase value or acquisition cost equal to or less than \$5,000 per item or in aggregate.</small>	\$
	<i>Brief narrative to describe costs:</i>
Indirect <i>Not to exceed 15%</i>	\$
Totals	\$