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Questions will be answered through email. **DO NOT CALL**

Date: October 16, 2007

TO: FAMILIES AND CHILDREN SERVICE PROVIDERS

FROM: SANTA CLARA COUNTY CHILD ABUSE COUNCIL ALLOCATIONS COMMITTEE

SUBJECT: FUNDING ANNOUNCEMENT FOR FY 2008 - 09

Funding Priorities/Sample of Funding Areas, Planning Calendar and Concept Paper with Letter of Intent and Attendance Waiver will be posted on Child Abuse Council website @ WWW.CACSCC.ORG and RFP Depot @ www.rfpdepot.com by October 17, 2007. Agencies must register on RFP Depot to receive future funding announcements.

The Allocations Committee of the Child Abuse Council is inviting concept papers from **private non-profit 501 © (3) agencies** that provide services to families and children who are at risk of child abuse or neglect. If your agency considers submitting an application for funding, please review this funding announcement carefully.

Application Process for the Request for Concept Papers

1. Letter of Intent (LOI) is due on Friday, October 26, 2007 by 3 p.m.

The Letter of Intent will be a pre-requisite for acceptance of concept papers. The Letter of Intent is used to select an Allocations Committee free of conflict of interest. Concept papers will not be considered if the Letter of Intent is not received by the above due date. The LOI form is posted on the above websites.

2. Mandatory Workshop on Friday, October 26, 2007 @ 8:30 a.m. – 12 p.m.

The mandatory workshop will be held in the Social Services Agency Auditorium, First Floor, Building 1, 333 W. Julian Street (by Hwy 87 Guadalupe). Attendance will be verified. Visitor parking is in front of the building and in the garage in the back.

The workshop will have two sessions: concept paper requirements and outcome measurement. Networking will be encouraged following the workshop.

The staff responsible for evaluation and program monitoring or compliance officer besides the grant writer should represent each applicant agency. Please contact Fahima Fazel at Fahima.fazel@ssa.sccgov.org to register for the mandatory workshop.

All questions regarding the concept paper requirements must be submitted in advance and in writing by 5p.m. Wednesday October 24, 2007 to Tonhu Pecoraro at the email address on top of page 1 to be answered at the workshop. Applicants need to review this funding announcement and the RFCP prior to the workshop. Questions asked at the workshop will be responded on the Child Abuse Council website at www.cacsc.org.

Attendance can be waived through the Attendance Waiver (posted on the websites). A concept paper will be rejected if attendance cannot be verified and a copy of the Waiver is not received by staff by Thursday, October 25, 2007. Details are on the waiver. No questions will be accepted after the workshop.

3. Concept Papers will be due on Friday, November 16, 2007, by 3p.m.

Concept papers will be due at the Social Services Agency @ 333 W. Julian Street, Administration Lobby, Building 1, First Floor, on the above date. Details are in the Concept Paper instructions. Concept papers will not be accepted for review if: a) the Letter of Intent is not received by the due date or workshop attendance cannot be verified, and b) the concept paper is not received by the due date.

4. Request for Proposals (RFP)

Agencies whose concept papers are recommended will be invited to submit a full proposal. Proposals recommended for funding will be forwarded to the Children, Families and Seniors Committee (CSFC) for review and Board of Supervisors for final approval. Details will be in the Instructions Packet.

5. Contract Terms

Contract term will be one year with two additional one-year extensions pending the County's evaluation of contractors' performance and availability of funds: first year: July 1, 2008-June 30, 2009; extension 1: July 1, 2009-June 30, 2010; and extension 2: July 1, 2010-June 30, 2011. Contracts will be funded each year. Annual funding for child abuse prevention projects is approximately \$1,500,000. This figure is a projection and may be reduced if State funding is less than the current allocation for Santa Clara County and revenue from the Children's Trust Fund is less than projected. ALL FUNDING IS CONTINGENT UPON THE AVAILABILITY OF ABOVE FUNDS. Minimum funding for each organization is \$25,000. There is no maximum amount. Current contracts will expire on June 30, 2008.

6. Services Not Recommended for Funding

Long-term intervention and treatment services, activities intended to influence legislation and/or administrative rule-making and active child welfare services (CWS) cases are not eligible for funding. In addition, families with open CWS cases should not be targeted for services mandated by the Court.

7. Services Considered for Funding

Funding priorities and sample of funding areas are described in separate documents posted on the websites. The State mandates outcome-based services with emphasis on prevention and early intervention through private non-profit agencies with tax exempt status 501 © (3). Proposals will be rejected if applicant agencies fail to document that proposed services have a direct linkage to child abuse prevention.

8. Required Internet Access

All funded programs are required to have electronic mail capability and internet connection.

The Microsoft Office (Word and Excel) is not required but may be helpful to the application process because it is used by SSA.

The Letter of Intent/Concept Paper can be obtained @ www.cacsc.org or www.rfpdepot.com. These documents will not be available until October 17, 2007.

The request-for-concept-papers (RFCP) is a competitive process and current contractors are not guaranteed to be refunded. All forms must be filled out completely, correctly, and on time, or they will be automatically disqualified.

The Allocations Committee, appointed by the Child Abuse Council, is responsible for reviewing all proposals and concept papers, and will make funding recommendations directly to the Santa Clara County Board of Supervisors. Members of the Allocations Committee are nominated by the Council and their decisions are independent of the Council. One of the criteria required of members of the Allocations Committee is that they are not affiliated with any agency or organization having any real or projected financial interest, either direct or indirect, in the actions taken by the Allocations Committee. Committee members tend to reflect the ethnic diversity of the county.

The Social Services Agency Office of Contracts Management is responsible for procurement and contract administration.