

## First 5 Commission of San Diego

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**Subject: Emerging Critical Needs**

Policy Number: F5C-022

Effective Date: April 2, 2012

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### **Purpose**

To establish a policy for the First 5 Commission of San Diego (“Commission”) for the award of Emerging Critical Needs funds.

### **Background**

At its meeting on August 17, 2009, the Commission approved the First 5 Commission of San Diego County Strategic Plan for 2010 - 2015 which includes the core strategy to fund a “*targeted response to critical needs emerging from state and local economic conditions.*” The intent is to designate flexible funding to address urgent needs to fund “*projects that address the most critical gaps in the safety net for young children and families.*” Since most of the Commission’s resources are committed to planned efforts, the Emerging Critical Needs fund has been created to ensure the Commission has the ability to promptly fund projects that are not part of planned initiatives in response to the current critical needs of the community as a result of state and local economic conditions. At its meeting on September 11, 2009, the Commission approved the 5-Year Allocation Plan which includes the allocation of funds for Emerging Critical Needs.

### **Funding Criteria**

Each Emerging Critical Needs application will be evaluated using the following project and organizational criteria. To be considered for funding, applicants shall demonstrate how the project meets the following criteria.

#### **Required Criteria - Project must meet all of the following criteria to be considered:**

- A. Requested funds shall only be used for activities that support children from prenatal through age 5 and their families.
- B. Measurably advances one or more of the objectives of the First 5 Commission of San Diego County 2010-2015 Strategic Plan and achieves one or more of the measurable outcomes listed in the Strategic Plan Evaluation Framework.
- C. Requested funds and services shall support and integrate with *Live Well, San Diego!* – the County of San Diego’s 10-year plan to achieve the vision for healthy, safe, and thriving communities.

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- D. Demonstrates a compelling community need resulting from State and local economic conditions.
- E. Demonstrates that a new need has emerged for which there is no funding to address **OR** that the need has increased substantially due to economic conditions and there is inadequate funding to meet the increased need **OR** the funding source for the project has been reduced/eliminated due to economic conditions and there is no other funding source for the project.
- F. Demonstrates a direct relationship between the proposed project and the identified need(s).
- G. Demonstrates use of an evidenced-based practice<sup>1</sup> or proven practice<sup>2</sup> in service delivery.
- H. Is allowed under Commission Policy F5C-009 – Supplantation.
- I. Demonstrates reasonable costs for anticipated results.
- J. Applicants shall be private non-profit [a 501(c) (3) or 501(c) (4)] or public non-profit entities. For-profit organizations are not eligible to apply.
- K. For applications requesting awards of \$500,000 or more, the applicant organization shall have been operational for a minimum of three years.
- L. Applicant organizations shall demonstrate financial stability.
- M. Requested funds shall not comprise more than 49% of the applicant organization’s total operating budget.

**Desired Criteria – the following criteria will be considered in evaluating applications:**

- A. Demonstrates a history of successful implementation and achievement of project goals.
- B. Provides an opportunity to leverage additional funds or community resources such as facilities, staffing, services, etc.
- C. Provides a written “exit strategy” and a plan for sustaining services after First 5 funding ends.
- D. Demonstrates that the applicant organization currently provides services to children in the County of San Diego.

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<sup>1</sup> An **evidence-based practice** is a program, activity or strategy that has been shown to work effectively and produce successful outcomes, and is supported by research and evaluation.

<sup>2</sup> A **proven practice** is one that has a repeated pattern of success over time.

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E. For applications requesting awards of less than \$500,000, it is preferred that the applicant organization shall have been operational for a minimum of three years.

**Ineligible Applicants or Projects**

The following applicants or projects are ineligible for an Emerging Critical Needs award:

- For profit organizations
- Research projects
- Capital expenditures, such as new facilities, major equipment and/or building renovation
- Projects requesting more than a three-year funding cycle
- Applicants who are ineligible to apply for funding pursuant to the Commission's by-laws and policies
- Projects that were entirely or a part of a previous Commission solicitation in which the applicant organization did not receive an award
- Projects that were previously funded by the Commission but not included in the Commission's current strategic plan

**Process and Procedures**

*Maximum Funding Period.* Applicants may apply for critical need funding for one year with up to two additional option years. All projects approved for funding beyond one year will be reexamined on an annual basis to assess whether Commission funding should continue. [See Annual Reassessment Procedure below.]

*Submittal.* All parties interested in applying for Emerging Critical Needs funds may access this policy and application instructions on the First 5 Commission of San Diego's web site, [www.first5sandiego.org](http://www.first5sandiego.org). If electronic means are not available, the applicant may contact the Commission's office to receive the policy and application instructions in the mail.

*Application Review Process.* Commission staff will conduct an initial review of submitted applications to determine if the project meets the eligibility requirements. Eligible applications will be reviewed by a standing Source Selection Committee (SSC) comprised of community experts and Commission management staff using the policy criteria listed above. The SSC members will serve for a minimum of one year. In accordance with the Commission's contracting policies and procedures, upon the Executive Director's approval, recommended applications will be presented to the Commission for final consideration.

*Annual Reassessment Procedure.* For approved projects in which multi-year funding was approved, Commission staff shall perform an annual review to validate the ongoing need and provide recommendations to the Executive Director. In March of each year, the contractor shall submit Emerging Critical Needs annual assessment information to the Commission staff for review and approval by the Executive Director. The review information shall include, but is not limited to: the availability of alternative and/or new funding sources; the contractor's documented efforts to implement a written exit strategy and other sustainability efforts; and the contractor's performance for the previous year. The annual reassessment review and

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recommendations shall be documented by Commission staff, reviewed and approved by the Executive Director or her designee and placed in the contract file.

*Additional Funding Beyond Three Years.* Any additional funding beyond three years will require a new Critical Needs Application to be submitted and evaluated per the above procedures. These requests will be considered for a one-year funding period, with up to two additional years (for a total of up to three additional years of funding). These requests will be considered using the following criteria:

- status of the Commission annual budget;
- continued need prioritization; and
- contractor’s past performance for the same services ( e.g., performance to target, demonstrated outcomes, timely/accurate submission of fiscal, program and outcome reports).

The application shall be submitted to the Commission no later than January 31st [for a July-June contract term] or five months prior to the end of the contract period [for a different contract term]. The Executive Director may consider an extension of this date on a case-by-case basis for unusual circumstances. The burden is on the contractor to provide the application in a timely manner to be considered and ensure no gap in funding.

Upon the SSC recommendation and Executive Director’s approval, recommended applications will be presented to the Commission for final consideration.

Sunset Review: April 2015

Approved:

<u>January 20, 2010</u>	<u>3</u>
Date	Commission Item No.

Revised:

<u>April 2, 2012</u>	<u>2</u>
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