

Q&A
Sacramento Children's Fund – Request for Proposals

All questions must be submitted by November 22 @ 5:00pm. Q&A will be updated and posted the week of December 2, 2024.

1. Are fiscal sponsors allowed? Why not?

Per Measure L, fiscal sponsors are not permitted. The language of Measure L, as adopted by the voters, limits who may receive Sacramento Children's Fund (SCF) money. Specifically, it states that “[m]oney in the Sacramento Children's Fund may only be used to engage *qualified organizations* to provide youth services....” (City Charter, § 120 (d)(1) [emphasis added]).

The Measure language also narrowly defined “qualified organizations” to include only “a public entity (including the city through its offices and departments) or any organization exempt from taxation under United States Internal Revenue Code section 501(c)(3)” (City Charter, § 120 (a)(12)).

Based on these restrictions, SCF money cannot be awarded to fiscal sponsors or a collaboration in which one of the parties that will receive the funding is not a public entity or 501(c)(3).

2. How can I access the Strategic Investment Plan?

The links embedded in the RFP only function if the PDF is downloaded and opened outside of the browser. The SIP can be accessed directly on the SCF opportunity page on GMS and the Measure L website: [Sacramento Children's Fund: Measure L | City of Sacramento](#).

3. Are we, as a County Office of Education, considered a non-city public agency? If so, who would we partner with for a cash match?

Yes, SCOE is considered a non-city public entity. The 100% cash match requirement refers to a funding stream supporting an existing or incoming program that your organization will contribute a 100% dollar for dollar cash match to any SCF funds requested in your proposal. For example, if your organization submits a proposal for after school programming for a total program cost of \$500,000, you could request \$250,000 in SCF funds and provide a match with \$250,000 of your own funds dedicated to the same program. The City cannot recommend a partner, but please note that it may not be a for profit entity. It must be a qualified organization, as defined in Measure L.

4. Can a for-profit small disc jockey business apply for the grant that helps children's mental health, say to train kids how to be a DJ?

No, for profit entities are not eligible to apply.

5. If two nonprofits create a partnership for the application, does the audited financial statements apply to both organizations?

No, only the lead agency must supply an audited financial statement.

6. Where can I find the link to the Bidder's Conference?

Sacramento Children's Fund: Measure L | City of Sacramento

7. What kind of documentation is approved for the following with regards to agencies who serve SEED/COI? utility bill? other mail? b) Proof of address for existing project or program location where services are rendered.

Lease agreement, utility bill or other proof of address for an office or worksite where services are rendered. If the space is not occupied by your organization but you provide services there, an MOU or agreement with owner/tenant of the space may be provided.

8. Can our grant request include costs for remodeling our facility?

Measure L requires that funding allocated to the Sacramento Children's Fund be used to provide "youth services" in accordance with an adopted Five-Year Strategic Investment Plan. (City Charter, §120 (d).) "Youth Services" are defined as services and programs that support and implement the Five-Year Strategic Investment Plan. Such services include but are not limited to: "(A) Mental health counseling and wellness services; (B) Substance abuse prevention services; (C) Street outreach, violence intervention, and case management; (D) Youth workforce development, including career pathways that advance the city's climate-action goals; (E) Summer programs and afterschool programs; and (F) Early childhood education and family support services." (City Charter, §120 (a)(16).)

Grant funds can be used to remodel a facility if it meets the below criteria. The onus is on the applicant to provide sufficient proof in the proposal.

To be eligible, proposed expenditures must do more than "incidentally benefit youth.." To demonstrate this, an applicant must prove that any capital item or real property to be maintained is for "primary and direct use by youth." (City Charter, §120 (d)(2). Funding can be spent on

facility maintenance, if the expenditure: (a) meets the definition of a “youth service”; (b) the facility is primarily and directly used by youth; and (c) it supports and implements the adopted Five-Year Strategic Investment Plan.

9. Can our grant request include remodeling a facility or staff salaries?

SCF grant funds may be used to pay staff wages to the extent the staff support and/or implement the proposed youth service program. See the response to Question 8 above regarding remodeling a facility.

10. Can our past performance evaluation be an internally developed document, or must it be externally generated by an outside agency?

Yes, past performance evaluation data or metrics can be developed internally. There is no requirement that mandates evidence provided as part of your application must be generated by an outside agency.

11. The RFP says "Any existing referral systems with entities primarily serving the target population (page 12 of the RFP)." But page 12 of the RFP is the audited financial statement section which doesn't say anything about referral systems. Please advise.

This page reference is an error. This should say pg#12 of the Strategic Investment Plan. This page reference provides information on the SCF target population which includes youth and children most impacted by poverty, trauma and violence. Additionally, priority populations are outlined in the RFP on pg#17.

The question is asking if your program or project receives participant referrals from other entities or programs. For example, a program or project could receive referrals from schools, probation, the coordinated entry system or other non-profits.

12. Our agency's facilities are outside of the city limits but we serve clients in the City of Sacramento. How do we address the proof of BOT Exemption required for this application?

A City of Sacramento BOT Exemption is still required for entities located outside of the City of Sacramento.

13. Regarding goal 5 of the Sacramento Children's Fund Strategic Investment Plan 2023/24-2028/29 | Page 22, which calls for increasing access to childcare, does the tuition

be covered by grant funds when an organization receives them, or should we help applicants apply or refer them to an organization that can help with tuition?

Tuition costs for childcare would be considered an eligible expense under the Sacramento Children's fund and could be included as part of the program budget.

14. Is it permitted to submit a joint proposal in cooperation with other organizations?

Yes, collaborative applications are allowed.

Note: SCF money cannot be awarded to fiscal sponsors or a collaboration in which any of the parties that will receive the funding is not a public entity or 501(c)(3).

15. Are proposals required to address all of the bullet points listed under the primary fund goal they are applying under? (RFP pg#17-20)

No, these are provided as examples of strategies to address the fund goal. Proposals that address some of the strategies or utilize other approaches to the fund goal are still eligible.

16. How about if an organization is able to serve a goal under the Sacramento Children's Fund Strategic Investment Plan 2023/24-2028/29 but is unable to fulfill all of its 5 options? For instance, it can accomplish two to three of the options under that goal, but not all five.

Utilizing all of the strategies listed under the fund goals is not a requirement.

17. Is the Budget Table available to download in an Excel format?

Yes, an excel version of the budget table has been added to the application on GMS.

18. What is the Audited Financial Statement requirement?

501(C)(3) applicants with an organizational budget of \$200,000 or below can submit a profit and loss balance sheet in lieu of an Audited Financial Statement.

Public Entities must provide proof of a single audit.

All other applicants must provide an Audited Financial Statement from one of the last three fiscal years, a letter of engagement, or a contract with a Certified Public Accountant as proof that an audit will be conducted at the time of application.

19. Why is an Audited Financial Statement required?

This is a standard requirement of City governments when administering large grant processes and is an important part of the financial oversight of Measure L funds.

20. Does the fund require recipient organizations to be non-religiously affiliated?

No.

21. We have a non-profit that works with students and youth. We have mostly after hour and weekend activities and classes for the youth. We are officially located in West Sacramento but do work with greater Sacramento area residents. I was wondering if we qualify to apply for this grant since our address is in West Sacramento.

If your organization is a 501(c)(3) and provides services to youth and children residing or going to school in the City of Sacramento, you would be eligible to apply for SCF funding regardless of your address.

22. Are there restrictions on the source(s) of matching funds?

Matching funds must be 100% dollar for dollar cash match. Matching funds must be contributed to the same program as the SCF proposal.

There are no restrictions on the source of matching funds, provided that the SCF award is not used to supplant funding provided by the City under any other agreement.

23. An organization that is an affiliate of a non-city state government agency but that is operated as a separate legal entity with 501(c)(3) status should apply as a CBO 501(c)(3) and does not need to demonstrate a 1:1 cash match, correct?

Correct.

24. What does Guaranteed Basic Income (GBI) mean, and how can we determine if we qualify to apply for the Spring 2025 fund?

Guaranteed Basic Income is a program model that provides cash assistance to transitional age foster youth. Current recommendations for the program include the following:

Guaranteed Income Program Eligibility

Recommended participant eligibility requirements for guaranteed income for current or former foster youth:

1. Participants must be current or former foster youth between the ages of 18 and 24.
2. Participants must have previously exited foster care (Child Welfare/Juvenile Justice) at age 16 or older or be within 90 days of exiting Extended Foster Care.
3. Participant's income is at or below 200% of the federal poverty level.
4. Participants may not be receiving guaranteed income from another program.
5. Participants must consider the City of Sacramento to be home as evidenced by current residency in the City of Sacramento, prior residency and residency of an immediate family member, history of attending a K-12 school within the city limits, or a current member of the homeless community receiving services within the City of Sacramento.

Program Model Recommendations:

1. Serve 100 youth by providing up to 3 years of cash payments of \$1000 monthly.
2. Offer voluntary supportive services, but not a requirement for participation in GI program
3. Must be age 18 to start receiving guaranteed income (can apply prior to age 18 if above eligibility requirements are met) and must be 24 or younger at time of application for GI program.

The City has not yet developed the Request for Proposals for GBI. Please check back in the Spring of 2025 for more information.

25. Our programming does not specifically include youth focused objectives, many of our partners do. If awarded, would funding be allowed to bolster activities from some of our partner organizations?

Organizations applying to simply pass through funds or act as fiscal sponsor are not eligible to apply. Applicants must provide a program or project that directly impacts youth and children in Sacramento.

Collaborative applications are accepted, however both agencies must meet the qualified organization requirements and be either a public entity or a 501(c)(3) organization.

26. For Attachment #3, Service Locations - provide a description of service location...what exactly are you looking for? Do you want to know what types of services a particular business is providing to the general public? Or types of services the business is providing to the program/project?

To complete the service location section of Attachment #3 please fill out the table on pg#2 of the attachment with the name, address and type of location (i.e. community center, office, school

site) of each service location utilized for your program or project. Attachment #3 does not require a narrative response.

27. Are 509a3 nonprofit organizations allowed to apply for funding?

No, Measure L language narrowly defines “qualified organizations” to include only “a public entity (including the city through its offices and departments) or any organization exempt from taxation under United States Internal Revenue Code section 501(c)(3)” (City Charter, § 120 (a)(12)).

28. If I have multiple service locations and they do not all fit on the table provided, should I attach another sheet with the remaining locations?

Yes, that would be allowable. Please note: do not include service locations where only brief activities will take place.

29. If an individual participates in a group activity, but earns a stipend based on their individual participation, which should I select from the Category drop-down menu? Group or Individual?

Group activity. Attachment #3 is intended to capture the activity type, dosage and location. Information regarding stipends can be included in the Program Design narrative.

30. Are we supposed to delete the information in each attachment and provide the responses by number? Can we add our response to the attachment without deleting the information?

Please do not delete the information/questions in each section. Please use the form fields under each question for your responses. The form fields include word limits for your responses.

31. What is the alternative for having an audited financial statement if it's not required for organizations under \$2 million? If we submitted the BOT certificate application but the certificate is not received in time, is it flexible?

An audited financial statement **is not required** for 501(C)(3) organizations with a budget of **\$200,000 and below**. Please see question #18 above.

32. Is the only budget required for this application the Year 1.5? Does the applicant need to complete any additional budgets forms for Attachment 4 for this application for potential funding in subsequent funding years?

Updated December 2, 2024

A budget table is required for the Program Year 1 (initial 1.5 year funding period). Program Year 2 Budget and Program Year 3 budget tables are required only if they are different from the previous year. See instructions on Pg#28 of the RFP.

33. Re: Attachment 2, Narrative question (3) parts a - c. The prompt indicates parts a-c should be answered in 300 words. Three hundred words doesn't seem sufficient to provide a detailed answer to this 3 part question. Is 300 words correct for all three parts, or is that for each section (a-c)?

Yes, this is the correct word count. Providing 1-2 sentences per section a-c is acceptable.

34. Can the Budget Table be submitted in Excel format?

Yes, an excel version of the Budget Table has been added to the GMS: [Budget Table \(Excel Version\)](#)

35. Are exceptions granted for organizations that have not completed their audit by the grant award start date on 1/1/2025?

See question #18 above and pg#12 of the RFP for information. about audited financial statement requirements.

For organizations that provide a contract or letter of engagement at the time of application, completed audited financial statements will NOT be required by 1/1/2025 but must be provided prior to contract execution. Contract execution is estimated to occur in February-March 2025. Audited financial statements must be provided in order for the City to enter into an agreement with the organization.

35. Can a vehicle lease be written into the budget?

Measure L requires that funding allocated to the Sacramento Children's Fund be used to provide "youth services" in accordance with an adopted Five-Year Strategic Investment Plan. (City Charter, §120 (d).) "Youth Services" are defined as services and programs that support and implement the Five-Year Strategic Investment Plan. Such services include but are not limited to: "(A) Mental health counseling and wellness services; (B) Substance abuse prevention services; (C) Street outreach, violence intervention, and case management; (D) Youth workforce development, including career pathways that advance the city's climate-action goals; (E) Summer programs and afterschool programs; and (F) Early childhood education and family support services." (City Charter, §120 (a)(16).)

SCF grant funds can be used to lease a vehicle if it meets the below criteria. The onus is on the applicant to provide sufficient proof in the proposal. Additionally, this would be considered an indirect cost and must adhere to the indirect cost thresholds outlined on pg#11 of the RFP.

To be eligible, proposed expenditures must do more than “incidentally benefit youth..” To demonstrate this, an applicant must prove that any capital item or real property to be maintained is for “primary and direct use by youth.” (City Charter, §120 (d)(2). Funding can be spent on facility maintenance, if the expenditure: (a) meets the definition of a “youth service”; (b) the facility is primarily and directly used by youth; and (c) it supports and implements the adopted Five-Year Strategic Investment Plan.

36. We recently submitted our application for the City BOT Exemption Certificate— from the City’s Revenue Division confirming an exemption from the business operations tax, which is required to apply. If we do not receive the certificate prior to the December 6th deadline, would it be acceptable to submit proof of our application submission in its place?

Yes, proof of submission for the BOT will be accepted in lieu of the certificate if you do not receive it before the 12/6/2024 RFP deadline. Please ensure you have uploaded a screenshot of the BOT application, an email confirming you have submitted it, or the certificate itself when you submit your proposal.

37. For Attachment 4 - Budget Table- The instructions say to “*add a line item for each individual staff*”. Can you add additional lines for staff to the template?

Yes, *Attachment 4- Budget Table* has been updated on GMS to include additional line items for staff. Both the Excel and Word templates have been updated.