



## **REQUEST FOR PROPOSALS (RFP) FREQUENTLY ASKED QUESTIONS**

**April 10, 2024**

### **To Develop: Regional Training and Technical Assistance for Community Health Workers/Promotoras de Salud & Supervisors**

#### **Q. Is there a template or required elements for the LOI?**

- A. Yes, the LOI is a form on the First 5 Sonoma County grants management system, Foundant at <https://www.grantinterface.com/Home/Logon?urlkey=f5sc>. Organizations must make an account and then answer the questions in that system. The LOI asks for basic organizational contact information, confirmation of eligibility, a short paragraph describing its interest, and three references. Directions and screenshots for getting set up in Foundant are on page 9-11 of the RFP pdf document. For reference they are also included below.

#### **Q. Is the funding of \$121,700 intended to cover the whole region or is the funding of \$121,700 allocated per county, per proposer? Will more funding be given to proposals that cover more than one county?**

- A. Yes, the \$121,700 is the total allocation for these services on behalf of the entire region. No proposals to only serve one county will be eligible. Every proposal should be to provide access to training in all counties of the region. Note that all training will be provided virtually for regional access purposes.

#### **Q. Is it expected that we name potential partners in the LOI? Can we submit joint proposals for the RFP, even if we send an LOI representing just one organization?**

- A. No, potential partners do not have to be named in the LOI. Yes, a joint proposal can be submitted for the RFP as long as the fiscal lead agency for the joint proposal matches the agency that initially submitted the LOI.

#### **Q. What role would the grantee have to market the program to CHWs, create a registration portal, send out pre and post emails, reminders, and surveys?**

- A. The expectation would be for grantees to prepare the marketing and registration for the trainings and First 5s in the region could help disseminate and outreach to local communities. Grantees would manage the registration list and send pre and post emails, reminders, and evaluation surveys.

**Q. What role would the grantee have in “building a cohort of CHWs” ....would First 5 take the lead in this endeavor?**

- A. Each cohort of attendees trained would be invited to the follow up peer learning sessions. Training community members and providing space for them to connect via learning sessions and then providing attendee information to the First 5s in the Region for continued follow up and engagement is what is meant by building a cohort of CHWs for the region.

**Q. Are there a required number of hours of training per person?**

- A. For A. *Build a cohort of CHWs that will meet the certification requirements of the state in order to bill services against the Medi-Cal Community Health Worker Services benefit* there is a requirement of 80 hours to be in alignment with the state requirements. For the other training components the hour requirements are up for negotiation.

**Q. Will the training need to be in person or on zoom?**

- A. Trainings need to be virtual (zoom or otherwise) in order to allow equitable access for the entire region (Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Monterey, Napa, Placer, Plumas, Shasta, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, and Yolo counties).

**Q. Is there a specific number or minimum or maximum of students?**

- A. Yes. In order to accommodate such a large region the goal is to have spots for
- A. *CHW Certification* of 50 attendees in English and 50 attendees in Spanish
  - B. *0-5 Focus* 60 attendees in English and 60 attendees in Spanish
  - C. *Lactation Supports* 40 attendees in English and 40 attendees in Spanish and
  - D. *Supervision* should allow for all 21 First 5s to send a few staff.
- Proposers can propose a different cap that is needed to allow for successful implementation that can be negotiated.

**Q. Is there money for resources, books, syllabus?**

- A. Yes. Proposers can develop their own budget based on the allocation for all of the Personnel and Operations Costs that will be required to deliver the training and meet the goals. Money will not be given directly to attendees to purchase materials for the training. Proposers should aim to include in their budget purchase of materials that would be needed for attendees so that they can be accessed for free. Attendees will receive stipends after completion of training directly from First 5 Sonoma County above and beyond this allocation.

**Q. Would it be possible to host an online program with a quarterly in person skills assessment and return and demonstration for continuing education (specifically for the lactation training).**

- A. The intention of the lactation support training is to ensure that CHWs feel comfortable talking with lactating persons about breastfeeding and its benefits and how and when to advise on accessing certified lactation support or a health care provider for feeding support. Travel expenses for attendees in this large of a region could create barriers to participation. If there is enough interest to get demonstrations in person, First 5 Sonoma could negotiate to incorporate rotating

locations for the quarterly in-person sessions and/or take travel costs from the consultant budget to support equitable access of attendees, but this would have to be optional not required.

### First 5 Sonoma County Online Portal Instructions

If you do not already have an account to access First 5 Sonoma County's grant application portal, you must **Create a New Account** to access the portal and the Letter of Intent by visiting <https://www.grantinterface.com/Home/Logon?urlkey=f5sc>

From the home page, click on the gray "Create New Account" box  
Utilize the short tutorial videos as needed for technical support.



#### Logon

Email Address\*

The Email Address\* field is required.

Password\*

The Password\* field is required.

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the First 5 Sonoma County's Online Portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

##### Tutorials

- Video Tutorial 1: Site Access & Account Creation (3 minutes long)
- Video Tutorial 2: Applying for Funding (5 minutes long)
- Video Tutorial 3: Your Applicant Dashboard (3 minutes long)
- Written Tutorial

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

**Questions:** Please contact our Program Director, Renee at [ralger@first5sonomacounty.org](mailto:ralger@first5sonomacounty.org).

#### Important:

- This registration process has multiple sections and steps that you must complete before you can access the Letter of Intent.
- Fields with an asterisk (\*) are required.

## 1. Organization Information

### Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information Información de la organización	
<b>Organization Name / Nombre de la Organización*</b> <small>If you are applying from a large organization please enter the department name in parenthesis. • For family child care providers, please enter your name as it appears on the license / Para proveedores de cuidado de niños familiar, ingrese su nombre tal como aparece en la licencia</small>	<b>EIN / Tax ID (##-#####) / Número de identificación de impuestos*</b>
<input type="text"/>	<input type="text"/>
<b>Web Site (Optional) / Sitio web (opcional)</b>	<b>Telephone Number / Número de teléfono (###-###-#### x####)*</b>
<input type="text"/>	<input type="text"/>
<b>Organization or Provider Email / Correo electrónico de la organización o del proveedor*</b>	<b>Mailing Street Address / Dirección postal (número y calle)*</b>
<input type="text"/>	<input type="text"/>
<b>Mailing City / Ciudad de correo postal*</b>	<b>Mailing State / Estado de correo postal*</b>
<input type="text"/>	<input type="text"/>
<b>Mailing Postal Code / Código postal*</b>	<b>Physical Address / Dirección física*</b>
<input type="text"/>	Street, City, State, Zip Calle, Ciudad, Estado, Código Postal
	<input type="text"/>
<a href="#">Next &gt;</a>	

## 2. User Information: The following information should correspond to the individual that is creating the account to access the portal

User Information información del usuario	
<input type="button" value="Copy Address from Organization"/>	
<b>First Name / Nombre*</b>	<b>Last Name / Apellido*</b>
<input type="text"/>	<input type="text"/>
<b>Title / Título profesional*</b>	<b>Email / Username   Correo electrónico / Nombre de usuario*</b>
<input type="text"/>	<input type="text"/>
<b>Email / Username Confirmation   Correo electrónico / Confirmación de nombre de usuario*</b>	<b>Telephone Number / Número de teléfono*</b>
<input type="text"/>	(###-###-#### x####) <input type="text"/>
<b>Mobile Number / Número de teléfono móvil</b> (###-###-####)	
<input type="text"/>	
<a href="#">&lt; Previous</a>	<a href="#">Next &gt;</a>

## 3. Password: Create a password

Password Clave	
Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%*()_	
Las contraseñas deben tener al menos seis caracteres y pueden contener letras mayúsculas o minúsculas, números o cualquiera de los siguientes caracteres especiales: !@#%*()_	
<b>Password Clave*</b>	<b>Confirm Password Confirmar contraseña*</b>
<input type="text"/>	<input type="text"/>
<a href="#">&lt; Previous</a>	<a href="#">Create Account</a>

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%\*()\_

Make note of your password in a secure place so you do not lose it

After you create an account, you will receive an email confirming your registration

The email will come from: **First 5 Sonoma County** <[administrator@grantinterface.com](mailto:administrator@grantinterface.com)>

The subject line will be: **First 5 Sonoma County: Registration for Online Application**

In the message, you will need to click the blue word “here” to get redirected to the website.

After you log in, you will be taken to the “Applicant Dashboard” page.

Click on the blue “Apply” box in the upper right-hand corner for the “Strategic Initiative 1: Early Relational Health - HV TA - Community health Worker RFP” to access the Letter of Intent

The screenshot shows the Foundant Applicant Dashboard. At the top left is the 'FIRST 5' logo and a home icon. A red circle highlights the 'APPLY' button in the top navigation bar. The dashboard title is 'Applicant Dashboard' for 'First 5 Sonoma County'. It features two tabs: 'Active Requests' (with a '0' badge) and 'Historical Requests' (with a '1' badge). A message below the tabs states: 'You do not have any Active Requests. Click Apply to begin the application process.' A red circle highlights the word 'Apply' in this message. Below the dashboard is the 'Apply' page for 'First 5 Sonoma County'. It includes an 'Enter Access Code' field. A message says: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' There is a 'Quick Search' bar. A search result is displayed for 'Strategic Initiative 1: Early Relational Health - HV TA - Community Health Worker RFP', with a submission period of '04/03/2024 to 06/30/2026'. A red circle highlights the 'Apply' button in the top right corner of the search result card. The card title is 'Regional Training and Technical Assistance for Community Health Workers/Promotoras de Salud & Supervisors'. The description states: 'First 5 Sonoma County on behalf of the First 5's in the Regional Home Visiting Collaborative (Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Monterey, Napa, Placer, Plumas, Shasta, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, and Yolo) is soliciting proposals from qualified consultants interested in providing culturally responsive trainings for Community Health Workers in English and Spanish and Supervisors in English.' At the bottom of the card are buttons for 'Preview', 'Send to GrantHub', and a help icon.

Enter a **Project Name** of your choice and begin to read and complete the Letter of Intent carefully.

[CLICK HERE TO BEGIN CREATING YOUR ACCOUNT](#)