request for proposals
The Big Lift:
An Initiative of the Peninsula Partnership Leadership Council
1. RFP Timeline .................................................................................................................................3
2. Background ..................................................................................................................................3
   Request for Proposals Summary ..................................................................................................3
   Theory of Change .......................................................................................................................4
   The Big Lift’s Collective Impact Approach ...............................................................................5
   The Social Innovation Fund .......................................................................................................5
3. Funds Available and Term of Awards .............................................................................................5
4. Matching Fund Requirements .........................................................................................................6
5. Eligible Applicants ............................................................................................................................7
   Eligible Communities ....................................................................................................................7
   Co-Lead Agencies ........................................................................................................................7
   Consolidated Application ............................................................................................................7
   Eligible Preschool Program Types ...............................................................................................7
   Fee-Based Preschool Programs ...................................................................................................7
   Organizational Capacity ...............................................................................................................7
6. Preschool Funding, Target Populations and Quality Rating and Improvement System .................7
   Preschool Funding .......................................................................................................................7
   Target Preschool Populations ......................................................................................................8
   Ages of children to be served ......................................................................................................8
   Working families .........................................................................................................................8
   Family income eligibility ...........................................................................................................9
   San Mateo County Quality Rating and Improvement System (QRIS) ........................................9
   Classroom assessments .............................................................................................................9
7. Addressing Chronic Absence, Family Engagement and Summer Learning ........................................10
8. The Big Lift Commitments ............................................................................................................10
   Co-Lead Agencies Commitments ...............................................................................................10
   School District Commitments ..................................................................................................11
   Preschool Provider Commitments ...........................................................................................11
9. Evaluation ....................................................................................................................................12
10. Review Process and Transparency .............................................................................................12
    Review Process ..........................................................................................................................12
    Transparency .............................................................................................................................12
11. Federal Regulations and Compliance ..........................................................................................13
    Federal Regulations ..................................................................................................................13
    Compliance ..............................................................................................................................13
12. Reservations ...............................................................................................................................14
13. Review Criteria ............................................................................................................................14
14. Required Elements of Completed Proposals ..............................................................................16
15. Big Lift Resources ......................................................................................................................18
# The Big Lift: An Initiative of the Peninsula Partnership Leadership Council

## 1. RFP Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals available at</td>
<td>December 4, 2014</td>
</tr>
<tr>
<td><a href="http://www.siliconvalleycf.org/thebiglift">www.siliconvalleycf.org/thebiglift</a></td>
<td></td>
</tr>
<tr>
<td>Information session #1*</td>
<td>Downtown Redwood City Public Library</td>
</tr>
<tr>
<td></td>
<td>Community Room</td>
</tr>
<tr>
<td></td>
<td>1044 Middlefield Road, Redwood City</td>
</tr>
<tr>
<td>Information session #2*</td>
<td>San Mateo County Office of Education</td>
</tr>
<tr>
<td></td>
<td>101 Twin Dolphin Dr., Redwood City</td>
</tr>
<tr>
<td>Frequently Asked Questions posted to website</td>
<td>Upon release of the RFP and updated approximately weekly thereafter.</td>
</tr>
<tr>
<td>Send questions to <a href="mailto:cel@siliconvalleycf.org">cel@siliconvalleycf.org</a></td>
<td>Questions will be accepted until January 5.</td>
</tr>
<tr>
<td>Proposals due via email to</td>
<td>January 16, 2015</td>
</tr>
<tr>
<td><a href="mailto:cel@siliconvalleycf.org">cel@siliconvalleycf.org</a></td>
<td></td>
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<tr>
<td>Interviews with finalists</td>
<td>February 2015</td>
</tr>
<tr>
<td>Announcement of selected communities</td>
<td>March 2015</td>
</tr>
<tr>
<td>Contract negotiations and QRIS validation</td>
<td>March and April 2015</td>
</tr>
<tr>
<td>Execution of agreements</td>
<td>April 2015</td>
</tr>
<tr>
<td>Program implementation begins</td>
<td>May 2015</td>
</tr>
</tbody>
</table>

*Co-lead agencies, school district and preschool applicants are required to attend at least one information session.

## 2. Background

### Request for Proposals Summary

The Big Lift is a collective impact collaborative led by three agencies — Silicon Valley Community Foundation, the San Mateo County Office of Education and the County of San Mateo.

Funding for this Request for Proposals (RFP) is made available through San Mateo County Measure A tax dollars and a Social Innovation Fund (SIF) grant from the Corporation for National and Community Service (CNCS).

This RFP invites proposals from communities that are interested in taking bold steps to narrow the achievement gap and improving outcomes for children in the 11 San Mateo County communities where 2013-14 third grade reading proficiency scores were close to or below the county average — Bayshore, Brisbane, Cabrillo, Jefferson Elementary, La Honda-Pescadero, Pacifica, Ravenswood, Redwood City, San Bruno Park, San Mateo-Foster City and South San Francisco.

This RFP represents a relatively small portion of the larger Big Lift initiative, as the need in our communities far outweighs the funding available through this RFP; however, members of The Big Lift are committed to raising additional, sustainable sources of funding to meet the needs of children, students and families in San Mateo County.

San Mateo County is one of the most affluent counties in the nation, yet 43 percent of our children are not reading at grade level by third grade. Even more troubling is the fact that this...
number rises to 60 percent or more among the county’s Latino, African American and Pacific Islander children. Children who fall behind tend to stay behind, resulting in high costs to the community in the form of grade retention, special education, health care and criminal justice costs. Research shows that fully 88 percent of high school drop-outs could not read proficiently when they were in third grade. As school districts across California prepare to meet the ambitious learning benchmarks established by the Common Core State Standards, the need for children to enter school ready to learn is even more important.

Children who fall behind tend to stay behind, resulting in high costs to the community in the form of grade retention, special education, health care and criminal justice costs.

In 2012, the Peninsula Partnership Leadership Council (PPLC) – a coalition of government, education, nonprofit, foundation and business leaders in San Mateo County – launched The Big Lift to significantly improve children’s third grade reading proficiency through strategic, thoughtful, evidence-based investments in early learning and education.

To achieve this ambitious goal, The Big Lift has committed to advancing the national Campaign for Grade-Level Reading framework, which specifies the following evidence-based interventions, or “four pillars”:

1) A comprehensive school readiness strategy focused on high-quality preschool for 3- and 4-year-olds, leading to an aligned and sequenced set of high-quality learning experiences in kindergarten through third grade;

2) A focus on reducing chronic absence in the early grades, based on research about the importance of attendance in the early years to improving academic outcomes;

3) Development of inspiring summer learning opportunities that enable children to maintain their academic and developmental gains from high-quality preschool throughout the early grades; and

4) Strengthening family and community engagement through investments in strategies that support meaningful partnerships between families and schools.

(More information on the Campaign for Grade-Level Reading can be found at www.gradelevelreading.net. Please refer to the resource section of this RFP for links to research on the benefits of the four pillars of The Big Lift.)

Theory of Change

With these pillars as a guiding framework, The Big Lift’s Theory of Change is as follows:

- If we establish a comprehensive base of community support through a collective impact approach; and

- If we assure adult-child interactions that produce high-quality teaching of the whole child, for every child, in every setting, every day;

- Then more children will enter kindergarten ready to learn; and
• If we continue to assure adult-child interactions that produce high-quality, aligned learning experiences during the early elementary grades, paired with efforts to reduce chronic absence and summer learning loss;

• Then more children will read proficiently by third grade; and

• All children in San Mateo County will have the opportunity to be successful in school and in life.

The Big Lift’s Collective Impact Approach

The Big Lift is an ambitious collective impact approach that asks school districts to partner with nonprofit preschool programs and community-based agencies to work toward the long-term goal of third grade reading success through the four pillars of The Big Lift.

The underlying premise of collective impact is that there is no single solution to complex social problems and no single organization can create large-scale, lasting social change alone. The Big Lift provides a unique opportunity for ambitious communities to roll up their sleeves and truly work together to improve outcomes for children in San Mateo County.

There are five conditions that, together, lead to meaningful results from collective impact and that are integral to The Big Lift’s approach: a shared vision for change or common agenda, shared measurement, mutually reinforcing activities, continuous communication and backbone support.

In describing its selection of The Big Lift as a 2014 SIF grantee, CNCS pointed to The Big Lift’s collective impact approach of bringing together leaders from varied sectors of the community to work towards a shared vision and common agenda, as well as The Big Lift’s approach of combining multiple interventions to increase impact. These two elements will continue to define the work of The Big Lift, and successful applicants will be asked to ensure that both collective impact and combined interventions are implemented with rigor and diligence in their communities.

The Social Innovation Fund

The SIF is an innovative approach to transforming lives and communities that uses limited federal investment as a catalyst to grow community-based nonprofits with evidence of strong results. By fostering private and public collaborations that identify, evaluate and expand these nonprofits, the SIF increases access to effective programs that enable people and communities in need to overcome their most pressing challenges in the areas of economic opportunity, health and youth development. More information on the Social Innovation Fund can be found here: http://www.nationalservice.gov/programs/social-innovation-fund

3. Funds Available and Term of Awards

• Estimated total available funding in Year 1: Up to $3.5 million

• Estimated range of grant award, per community: $195,000 to $1 million

• Estimated number of awards: Total of 10 to 12 grants within two to four communities

• Term of grants: Three years, as follows:
  – Year 1: Includes start up months in Spring 2015 through June 30, 2016
  – Year 2: July 1, 2016 to June 30, 2017
  – Year 3: July 1, 2017 to June 30, 2018
Annual reviews will occur to assess grantees’ progress in meeting The Big Lift goals and to establish parameters for the second and third years of funding.

Funds are available through this RFP to support the following:

- Costs associated with coordinating the local Big Lift collaborative.
- Implementation of high-quality new and enhanced preschool spaces for 3- and 4-year-olds in the target communities.
- Dedicated staff time to ensure compliance with Big Lift reporting, accounting, data, evaluation and criminal background check requirements, as described in the Compliance section of this RFP.

A detailed budget will not be required as part of this application, but will be developed in partnership with SVCF as part of the contract negotiation process.

4. Matching Fund Requirements

The Social Innovation Fund requires that its funds be matched locally. Because the goals of The Big Lift cannot be accomplished with county and federal dollars alone, grantees will be required to collectively contribute local resources in order to help meet match requirements and extend the impact of Big Lift dollars. Big Lift grantee communities will be required to make gradually increasing commitments, beginning in FY 2015/16, of monetary and in-kind resources, as follows.

- FY 2014/15 – No Grantee Community Match
- FY 2015/16 – Grantee Community Match: 10% of Big Lift grant, 5% of which must be a cash contribution
- FY 2016/17 – Grantee Community Match: 15% of Big Lift grant, 7.5% of which must be a cash contribution
- FY 2017/18 – Grantee Community Match: 20% of Big Lift grant, 10% of which must be a cash contribution

For example, if a community receives four grants totaling $1 million in FY 2015/16, the community as a whole must contribute $100,000 to The Big Lift, of which $50,000 must be cash.

Cash matching funds can come from new and/or unrestricted dollars, including state or local agencies, businesses, private philanthropic organizations and individuals. Federal funds are prohibited for use as match. In-kind resources may include facilities and staff time. Fair market value will be taken into account when calculating the value of an in-kind contribution. SVCF will work with grantees to determine if proposed match sources qualify.

In addition to the match required of grantee communities, school districts will be required to allocate funding to early learning through their Local Control and Accountability Plans and budgets beginning in 2016/17. LCAP funding may be used to meet the Grantee Community Match.
5. Eligible Applicants

Eligible Communities
Big Lift eligible communities are defined by school district boundaries and include: Bayshore, Brisbane, Cabrillo, Jefferson Elementary, La Honda-Pescadero, Pacifica, Ravenswood, Redwood City, San Bruno Park, San Mateo-Foster City and South San Francisco.

Co-Lead Agencies
Applications under the RFP require two co-lead agencies. The school district must be one of the co-lead agencies and agree to the commitments and assurances described in this RFP and its attachments. The second co-lead agency may be a nonprofit or public community-based organization. The two co-lead agencies will be responsible for leading the planning process, responding to the lead agencies’ portion of the application and providing continued leadership throughout implementation of The Big Lift.

Consolidated Application
Applications will come from partnerships of school districts, preschool providers and community-based agencies. Funds through this RFP will be granted to one or more preschool provider(s) and one co-lead agency in each selected community.

Eligible Preschool Program Types
Nonprofit and school district-administered, center-based preschool programs located within the community’s school district boundaries are eligible to participate in this first round of Big Lift funding. Big Lift classrooms will be required to meet a score range of Tier 3 on the San Mateo County Quality Rating and Improvement System (QRIS), as described in Section 6 of the RFP. Funding for specific preschool classrooms will be contingent upon The Big Lift independent QRIS rating and verification completed as part of the final review process.

Fee-Based Preschool Programs
Preschool programs that generate all or most of their program’s revenue through tuition are eligible to apply as part of a community’s application. However, the funding that will be available to these programs will depend on the per-space tuition that is currently generated, along with a number of other factors. For more information, please see the Frequently Asked Questions at www.siliconvalleycf.org/thebiglift.

Organizational Capacity
The Big Lift expects all grantees to have a minimum annual operating budget of at least $1 million, a full-time executive director or chief executive officer, a dedicated finance staff member with accounting experience, and effective accounting and data collection systems already in place.

6. Preschool Funding, Target Populations and Quality Rating and Improvement System

Preschool Funding
The first year of funding for The Big Lift will focus on creating brand-new, high-quality preschool spaces and improving the quality of existing spaces for 3- and 4-year-olds in the target communities, enriched by evidence-based interventions to increase family engagement and
reduce chronic absence in the early years.

Applicants may apply for preschool funds to increase access to high-quality preschool through two major strategies:

1) New spaces: to increase access to high-quality preschool spaces for 3- and 4-year-old children. Funds for new spaces include base funding for core operating expenses and quality improvement activities to help classrooms make progress along the San Mateo County Quality Rating and Improvement System (QRIS) (see Attachment E).

2) Enhanced spaces: to improve the quality of existing preschool spaces. Big Lift funds for enhanced spaces will be used for quality improvement activities that help classrooms make progress along the San Mateo County QRIS.

High-quality preschool will be funded on a “per child space” basis. The amount of funding available per space for each child will depend on several different factors, including the length of the instructional day, the length of the school year and pre-existing revenue sources. Figure 1 provides the approximate rate for each child space but is not meant to guarantee the exact amount of funding available to each applicant. Contract amounts will be negotiated individually. Allowable expenses for preschool spaces will include, but may not be limited to, staff time (salary and benefits), administration, data support, furnishings and learning materials and will be determined in collaboration with The Big Lift based on the results of the program’s QRIS score. Facilities renovation and repair are not allowable expenses.

Big Lift preschools must provide children with a high-quality preschool experience for a minimum of three hours per day and 525 hours per year. Estimated funds below are based on that requirement.

**FIGURE 1: EXAMPLE OF PER SPACE FUNDING AVAILABLE**

<table>
<thead>
<tr>
<th>Type of Child Space</th>
<th>Per Child Space Annual Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. New spaces, full-day, full-year (~246 days per year)</td>
<td>Up to $12,100</td>
</tr>
<tr>
<td>B. New spaces, part-day, part-year (~175 days per year)</td>
<td>Up to $5,500</td>
</tr>
<tr>
<td>C. “Enhanced” existing, full-day spaces (~246 days per year)</td>
<td>Up to $2,500</td>
</tr>
<tr>
<td>D. “Enhanced” existing, part-day spaces (~175 days per year)</td>
<td>Up to $1,500</td>
</tr>
</tbody>
</table>

A Big Lift Preschool Funding Calculator is provided as Attachment F to this RFP to help programs estimate the amount of funding they can request for preschool spaces. Attachment F must be submitted as part of the application.

**Target Preschool Populations**

**Ages of children to be served**

All funds available for Big Lift preschool programs must target children who are ages 3-4 years at the beginning of the school year, with a priority for 3-year-old children, to ensure a full two-year preschool experience prior to kindergarten entry.

**Working families**

The Big Lift initiative strongly encourages applications that increase the number of preschool classrooms providing full-day care to meet the needs of working families. For example, applicants are encouraged to use Big Lift funds to extend existing part-day programs to create
full-day programs.

**Family income eligibility**

The Big Lift strives for a diversity of income levels to be represented within classrooms, while giving overall priority for new spaces to low-income families. No income cap has been established for families. The goal is to increase accessibility for low- and middle-income families, who, due to the extremely high cost of living in San Mateo County, are often unable to afford high-quality preschool for their children. (Note: The Big Lift is using the U.S. Department of Housing and Urban Development (HUD) definition of low-income households as those earning 80 percent of San Mateo County’s median income, or $67,550 for a family of two; $76,000 for a family of three; and $84,400 for a family of four.)

**San Mateo County Quality Rating and Improvement System (QRIS)**

The San Mateo County Quality Rating Improvement System (QRIS) establishes a uniform set of ratings to assess and improve the quality of the county’s preschool programs. The QRIS establishes a five-tier rating system, and will serve as the over-arching quality framework for Big Lift preschool programs. The QRIS evaluates classrooms on nine elements of quality.

San Mateo County Quality Rating and Improvement System Elements:

1) Child observation
2) Developmental and health screening
3) Lead teacher qualifications
4) Teacher-child interactions
5) Ratios and group size
6) Program environment
7) Director qualifications
8) Facility quality
9) Family partnership

As part of the application process, preschool programs will be asked to indicate the QRIS tier rating for each classroom in their application using the QRIS Self-Rating Form (Attachment E). If one or more classrooms scores an 18 or 19 on the QRIS Self-Rating Form, they may be included in the application. Any classroom that scores a 17 or below on the Self-Rating Form should not be included.

**Classroom assessments**

For communities selected through the proposal process, The Big Lift will conduct the CLASS (Classroom Assessment Scoring System) and ERS (Environmental Rating Scale) for a sample of classrooms at each site using independent and reliable assessors prior to contracting. Programs are not required to submit their own independent assessments with their proposals.
7. Addressing Chronic Absence, Family Engagement and Summer Learning

The Big Lift strategies pertaining to summer learning, chronic absence and family engagement will be gradually integrated into Big Lift communities. In addition, The Big Lift will be exploring options for meeting the needs of struggling readers in kindergarten through third grade. Selected strategies linked to chronic absence and family engagement will begin in Year 1.

SVCF and its Big Lift partners will engage in a planning process, in collaboration with grantees, to identify the evidence-based interventions that will be implemented by Big Lift communities. Successful grantees must commit to participating in implementation of the selected interventions. It will be paramount to the success of The Big Lift that grantee communities implement all four pillars in a coordinated fashion, and applicants must consider this commitment prior to submitting their applications. Additional resources will be made available to support these activities.

8. The Big Lift Commitments

The Big Lift is asking school districts, preschool programs and their community partners to work together to provide a continuum of high-quality educational experiences from early childhood through the early elementary grades. To help communities be successful, The Big Lift is committed to providing them with significant supports, resources and technical assistance. The San Mateo County Office of Education (SMCOE) will serve as the primary provider of technical assistance to Big Lift preschool programs. Focus areas will include: support for implementation of the QRIS, technical aspects of braiding multiple public funding sources in state-funded child development programs, database management, professional development and coaching in effective teaching practices, and concentrated support in areas such as mathematics, special needs, family engagement and dual language learners.

In turn, The Big Lift requires significant commitments from its grantees, including:

Co-Lead Agencies Commitments

To support the planning process, co-lead agencies will be expected to convene a broad cross-section of community-based organizations serving the needs of young children and their families. Such organizations may include, but are not limited to, agencies providing family support, mental health, nutrition, summer learning, literacy and/or other services. The co-lead agencies must invite all of the eligible nonprofit, center-based preschool programs that operate in the school district boundary area to participate in the planning process.

The co-lead agencies will be asked to commit to the following:

- Provide leadership support for The Big Lift collective impact collaborative in their community.
- Convene community partners at least quarterly.
- Meet with other Big Lift school community collaboratives countywide approximately three times a year.
- Work with school community partners to promote alignment and articulation across the preschool programs and schools participating in The Big Lift.
- Engage families in decision-making processes related to The Big Lift.
- Meet Big Lift lead agency reporting and evaluation requirements.
• Provide leadership to the community in identifying and securing matching funds.
• Participate in relevant aspects of The Big Lift evaluation.

School District Commitments
Whether school districts apply as direct providers of preschool programs or not, they must play a central role in The Big Lift in order to extend the benefit of high-quality early childhood education into elementary school and ensure that children achieve third grade reading proficiency. Schools and districts will need to plan and implement strategies to ensure that children continue to make progress as they move through the early grades. Details are outlined in Attachment B of the application instructions. Key expectations include the following:

• Commit to a shared vision for achieving third grade reading success, participating in and/or leading community collaborative meetings, and supporting progress on all four pillars of The Big Lift.
• Ensure that children experience an aligned and sequenced set of high-quality learning experiences in kindergarten through third grade, including supporting a smooth transition to kindergarten and implementation of supports for struggling readers.
• Commit to implementing Big Lift-identified strategies for the four pillars of The Big Lift, including family engagement, summer learning and attendance.
• Facilitate authentic family engagement that builds on family strengths, cultures and languages.
• Track and make available data on attendance and chronic absenteeism.
• Collect and share data as requested by The Big Lift.
• Meet Big Lift data collection and external evaluation requirements.

Preschool Provider Commitments
As the implementers of The Big Lift preschool intervention, preschool programs will be provided with significant resources to improve the quality of their environments so that all children receive developmentally stimulating, culturally responsive, nurturing and rich learning experiences. In turn, The Big Lift asks that preschool programs commit to participating in continuous quality improvement and assessment activities to ensure that children receive high-quality educational experiences that will achieve The Big Lift’s goals. Details are outlined in Attachment D of the application instructions. In addition to meeting the majority of commitments outlined for school districts, above, key expectations for preschool providers include the following:

• Achieve and maintain the quality standards embedded in Tier 3 of the San Mateo County Quality Rating and Improvement System (QRIS) and commit to progressing to higher tiers with support from The Big Lift.
• Participate in professional development, technical assistance and coaching offered through The Big Lift to meet the goals established in the quality improvement plan.
• Meet all data collection, evaluation and reporting requirements, described in part in the Compliance section of this RFP. This will include collecting and entering child, family and
teacher data into the centralized Big Lift data system, and meeting requirements of external evaluation (including participating in survey, focus group, interview, assessment and observation efforts).

9. Evaluation
The Big Lift represents a significant investment of time, resources and community collaboration in San Mateo County’s youngest children. Ultimately, it will be important to answer the question: Are third grade reading proficiency rates improving in the target communities? To answer this question, The Big Lift will develop and implement a plan to evaluate program implementation and child outcomes in consultation with an external evaluator and an advisory committee of local experts. The Big Lift grantees will be expected to participate in the evaluation as requested by the evaluators and The Big Lift.

10. Review Process and Transparency

Review Process
The Big Lift RFP review will consist of a seven-part process:
1) A paper screen to ensure that all components of the applications have been submitted.
2) An external review panel made up of experts with significant expertise in early learning, federal grants management and/or evaluation, primarily from outside of the county, with no conflicts of interest.
3) An internal review to address criteria such as history of successful grantee relationships with funding institutions, compliance with state and federal requirements, capacity to manage local and federal grants, etc.
4) Interviews with finalists.
5) Consultation with CNCS staff to review the list of finalists.
6) Final decision and announcement of selected communities by the leadership team of the Peninsula Partnership Leadership Council, including the county superintendent of schools, the chief community impact officer of Silicon Valley Community Foundation and a member of the San Mateo County Board of Supervisors.
7) Due diligence to verify QRIS scores of preschool classrooms.

Transparency
To ensure transparency, after the community selection process has been completed, SVCF will publicize, at a minimum:
- A description of the grantee selection process
- A list of external reviewers for the grantee selection process
- A list of awarded grantees
-Summaries of external reviewer comments on successful grant applications
- The full applications of awarded grantees
11. Federal Regulations and Compliance

Federal Regulations

All recipients of Big Lift funds will be required to comply with Social Innovation Fund (SIF) and federal policies, including all relevant terms and conditions outlined in the “Corporation for National and Community Service Social Innovation Fund Cooperative Agreement Terms and Conditions (CFDA No. 94:019) Version 4 (effective July 31, 2014),” which can be found here. Recipients must also comply with the following OMB circulars that apply to their institutions:

The following circulars and their implementing regulations apply to states, Indian tribes, U.S. territories, and local governments:

- OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

The following circulars and their implementing regulations apply to nonprofit organizations:

- OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

The following circulars and their implementing regulations apply to education institutions:

- OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

These documents can be found here: www.whitehouse.gov/omb/financial_offm_circulars/

Compliance

All grantees must provide the necessary staff support to ensure that they are in compliance with federal and local Big Lift requirements and that they participate in all reporting and compliance activities required by SVCF, SMCOE and CNCS. Examples include, but are not limited to:

- Monthly invoicing and data reports
- Program and financial reports at least twice a year
- Conducting criminal background checks on all Big Lift SIF-covered staff (anyone whose salary is paid in part or entirely with Big Lift funds)
- Complying with all accounting practices necessary to manage and report on CNCS federal funds
- Complying with all applicable data storage and human subjects protections as mandated by federal regulations
12. Reservations

1) SVCF reserves the right to cancel this RFP at any time for any reason, even after review of all the applications, and is not responsible for any expenses incurred by an applicant in developing an application.

2) SVCF is under no obligation to award a contract to the applicant that presents the lowest cost or highest yield. Selection will be made based on overall evaluation of the application and the best interest of SVCF.

3) SVCF reserves the right to request clarification from any applicant on their application.

4) All submittals and applications become the property of SVCF.

5) SVCF reserves the right to waive any minor errors or discrepancies deemed in the best interest of SVCF.

13. Review Criteria

Applications will be reviewed based on the following criteria:

<table>
<thead>
<tr>
<th>Community Leadership</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) The lead agencies demonstrate the leadership skills and capacity to manage the collective impact collaborative effectively. For example:</td>
<td>20</td>
</tr>
<tr>
<td>a. There is a clear plan for bringing schools, preschool providers, nonprofit service providers, businesses and other members of the community collaborative together on a regular basis to coordinate and align efforts, share lessons learned and address challenges.</td>
<td></td>
</tr>
<tr>
<td>b. Applicants convened a broad cross-section of the community in the planning process for The Big Lift effort.</td>
<td></td>
</tr>
<tr>
<td>2) There is a clearly articulated vision for achieving the goal of third grade reading proficiency and a demonstrated commitment by the school district and community partners to support all four pillars of The Big Lift.</td>
<td></td>
</tr>
<tr>
<td>3) The community has a history of successfully collaborating to meet the needs of young children and families.</td>
<td></td>
</tr>
<tr>
<td>4) There is a demonstrated commitment from the school district to ensuring that children experience an aligned and sequenced set of high-quality learning experiences in kindergarten through third grade, including a smooth transition from preschool to kindergarten.</td>
<td>10</td>
</tr>
<tr>
<td>5) The collaborative has identified sustainable sources of cash and in-kind resources they will contribute as match to The Big Lift initiative.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
### Preschool Provider Capacity and Quality

1) Preschool programs demonstrate organizational and leadership capacity to manage a Big Lift grant, for example:
   a. Capacity to meet the data, evaluation and criminal history background check requirements of The Big Lift and the Social Innovation Fund.
   b. Fiscal capacity to manage and monitor funds in compliance with the requirements of The Big Lift and the Social Innovation Fund.
   c. Preschool providers with existing public preschool funding have a successful track record of earning and managing their public contracts.

2) Preschool programs have a successful track record of engaging in program quality improvement and demonstrate that supports are in place within their organization to facilitate program quality improvement.

3) Preschool programs demonstrate a commitment to participating in and contributing to the larger community collaborative that implements The Big Lift in their target school district.

4) Proposed preschool classrooms meet – or are close to meeting – Tier 3 of the San Mateo County Quality Rating and Improvement System according to the self-rating tools provided.

5) The proposed project demonstrates the commitment and capacity to meet the needs of families through a variety of strategies, including:
   a. Providing a significant portion of children served with two full years of preschool.
   b. Addressing the needs of working families.
   c. Establishing meaningful partnerships with families from diverse backgrounds.

**Total** | 60
14. Required Elements of Completed Proposals

Email proposals to Silicon Valley Community Foundation’s Center for Early Learning at cel@siliconvalleycf.org.

Attachments A-F, described below, can all be found at www.siliconvalleycf.org/thebiglift.

Completed proposals are due January 16, 2015, and must include all of the following elements:

**Co-lead agencies submit the following:**

- Attachment A – RFP Cover Sheet
- Co-Lead Agencies Narrative

The lead agencies are asked to submit a proposal narrative on behalf of the entire collaborative that, in no more than seven single-spaced pages, describes:

1. The planning process utilized to prepare the community’s Big Lift proposal, including which stakeholders were part of the planning process and how the community’s preschool providers were included.
2. How the collaborative will function as a collective impact body to implement The Big Lift vision for achieving third grade reading success.
3. How districts will implement pre-kindergarten to third grade alignment strategies to ensure that children sustain the benefits of their preschool experience.
4. The manner in which communities commit to supporting the four pillars of The Big Lift.
5. The community’s plan of action to raise matching funds and identify sources of cash and in-kind resources that will be contributed as match to The Big Lift initiative.
6. The organizational capacity of the co-lead agencies to manage the community collaborative effectively.
7. Estimated annual costs associated with providing leadership to the Big Lift collaborative, such as meeting facilitation, refreshments and meeting Big Lift reporting requirements.

- Letters of Support: Organizations that intend to support The Big Lift effort in their community are encouraged to submit letters of support outlining their specific contributions to the collaborative and their commitment to improving third grade reading outcomes in their community.

**School districts submit the following:**

- Attachment B – School District Assurances
- First Interim Financial Report Letter from the San Mateo County Office of Education

**Preschool providers, including those administered by school districts, submit the following:**

- Preschool Program Narrative

Each preschool program must complete its own Preschool Program Narrative that, in no more than seven single-spaced pages, describes:

1. The program’s organizational capacity to meet the data collection, evaluation and reporting requirements of The Big Lift.
2. The program’s fiscal capacity to manage The Big Lift funds, including federal Social Innovation Fund dollars, and monitor a budget in accordance with approved expenditures.
3) Anticipated needs and costs associated with dedicated staff time to ensure compliance with Big Lift reporting, accounting, data, evaluation and criminal background check requirements.

4) How the program will participate in and contribute to the larger community vision to achieve third grade reading success, articulation and alignment across systems.

5) How the program currently supports staff to engage in continuous program quality improvement, including staff development, training, planning and leadership support.

6) How the program engages and partners with families.

7) How the program will meet the needs of working families.

8) How the program will work to prioritize full two-year preschool experiences for a significant percentage of children served.

☐ Attachment C – Preschool Program Application – Each preschool program partner must complete its own Preschool Program Application.

☐ Attachment D – Preschool Program Assurances – Each preschool program must complete its own Preschool Program Assurances.

☐ Attachment E – San Mateo County QRIS Self-Rating Form – Each preschool program must complete one QRIS Self-Rating Form for every existing classroom for which they are seeking funding.

☐ Attachment F – Big Lift Preschool Funding Calculator

☐ Copy of facility license(s) from Community Care Licensing – Preschool programs must submit a copy of the facility licenses for each proposed Big Lift site.

☐ Financial information:
  – FY13/14 operating budget, presenting a breakdown of all revenue sources and operating expenditures classified by type (e.g., salaries and benefits, supplies, consultant and subcontract expenditures, etc.).
  – FY11/12 and FY 12/13 organizational revenue and expenses
  – Most recent audit

☐ Roster of administrative and finance staff and a summary of their qualifications

☐ Certification of tax status
15. Big Lift Resources

The following additional resources are provided to aid applicants in the development of their proposals. Numbers 1-4 can be found at www.siliconvalleycf.org/thebiglift.

1) Subsidized preschool data for 3- and 4-year-olds in Big Lift communities
2) Center-based preschool programs in Big Lift communities
3) San Mateo County Quality Rating and Improvement System
4) Social Innovation Fund Terms and Conditions

Web-based resource links:

Campaign for 3rd Grade Reading:
http://gradelevelreading.net/
http://www.aecf.org/~media/Pubs/Topics/Education/Other/EarlyWarningConfirmed/EarlyWarningConfirmed.pdf

School Readiness, Benefits of Preschool and PreK-3 Alignment:
http://fcd-us.org/resources/evidence-base-preschool
http://nieer.org/resources/research/PreschoolLastingEffects.pdf
http://fcd-us.org/our-work/prek-3rd-education

Summer Learning Matters:
http://summermatters2you.net/
http://www.summerlearning.org/
http://www.rand.org/pubs/monographs/MG1120.html

Attendance Matters:
www.attendanceworks.org
http://www.nccc.org/publications/pub_837.html

Family Engagement:
http://gradelevelreading.net/our-work/parent-engagement
http://www.hfrp.org/family-involvement
About Silicon Valley Community Foundation

Silicon Valley Community Foundation makes all forms of philanthropy more powerful. We serve as a catalyst and leader for innovative solutions to our region’s most challenging problems, and through our donors we award more money to charities than any other community foundation in the United States. SVCF has more than $6 billion in assets under management. As Silicon Valley’s center of philanthropy, we provide thousands of individuals, families and corporations with simple and effective ways to give locally and around the world. Find out more at www.siliconvalleycf.org.

More Information

Please submit questions about the RFP to SVCF’s Center for Early Learning at cel@siliconvalleycf.org.