

NON-CFCI  
FUNDING OPPORTUNITY

PROGRAM AREA 8  
GRANTS TO JUSTICE-FOCUSED CBOs

RELEASED MARCH 6, 2023

MARCH 14: FUNDING OPPORTUNITY WEBINAR #1 12:30PM

MARCH 15: FUNDING OPPORTUNITY WEBINAR #2 5:30PM

**DUE DATE: APRIL 21, 2023 5:00PM PACIFIC TIME**



Amity  
Foundation  
when people gather with good intent

## Care First Community Investment (and Non-CFCI) Funding Opportunity

### Background

On November 3, 2020, the voters of Los Angeles County approved Measure J, which directed the County to set aside at least 10% of the County's locally generated unrestricted revenues to address systemic racism through direct community investment and alternatives to incarceration. Directly following approval of the ballot measure, the Board of Supervisors (Board) established an Advisory Committee and charged the committee with developing spending recommendations for Measure J funds.

In June 2021, the Advisory Committee delivered its spending recommendations to the County's Chief Executive Officer (CEO) who reviewed them, made adjustments, and then included them in her recommendations to the Board. The Board approved \$187 million in funding for Care First Community Investment programs (\$100 million in CFCI funds and \$87 million in American Rescue Plan funds). Funding is distributed in two ways: 1) via County Departments; and 2) via a Third-Party Administrator.

During the process of developing spending recommendations, the public consistently requested that the County use a third-party administrator to disburse funds to community-based organizations (CBOs) positioned to deliver services within the community, and to focus on smaller CBOs that have traditionally had difficulty obtaining County contracts.

In June 2021, there was a court action nullifying Measure J, but the Board reaffirmed its commitment to the vision of Measure J and renamed the effort Care First Community Investment (CFCI).

### About American Rescue Plan (Non-CFCI) Funding

The American Rescue Plan, signed into law on March 11, 2021, provides \$350 billion from the federal government in funding for all state and local governments to build an equitable economic recovery from the devastating effects caused by the COVID-19 pandemic. Some of this \$350 billion was allocated to LA County. LA County intends that American Rescue Plan funds be used, in part, to assist justice-focused CBOs, especially those embedded in marginalized communities, in recovering from the impact of the COVID-19 pandemic by providing funding to enable the assessment and improvement of programmatic operations, fiscal management, and fundraising capacity. LA County has allocated \$7.65 million in American Rescue Plan funds for this Non-CFCI Funding Opportunity. Justice system-involved populations, justice system-impacted populations, and justice-based CBOs are prioritized. No funds are to be used for law enforcement purposes.

### About the Third-Party Administrator

Through a competitively bid process, Amity Foundation (Amity) was selected to act as Third-Party Administrator (TPA) to manage and distribute a portion of funds included in the CFCI spending plan, and Non-CFCI funds for Grants to Justice-Focused Community-Based Organizations. In accordance with the CFCI Advisory Committee's Year 1 spending plan, Amity will be responsible for distributing approximately \$55 million over three years across eight Program Areas with the goal of equitably increasing access to funds for organizations serving youth and those impacted by injustice and inequities within the criminal legal system. Additionally, priority is given to organizations that have historically experienced barriers to accessing County funding.

## Care First Community Investment (CFCI) Funding Program Areas and Funding Amounts

CFCI-Funded Programs	Funding Limits	Total 3-year Funding Amount Awarded
<p><b><u>Program Area 1: Re-envision Youth After-School and Summer Programs</u></b> - Fund and expand after school programs and summer programs, including those that focus on academics/tutoring (such as financial literacy programs), rites of passage, youth development, arts and culture, and mentoring, and are led by community groups as well as school community coalitions. Programs should include training local and emerging youth artists in the community to create culturally relevant artwork for the community run by arts and culture organizations.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for three years (\$150,000)</li> <li>• Max amount: \$250,000 per year for three years (\$750,000) †</li> </ul>	<p><b>\$10,200,000</b></p>
<p><b><u>Program Area 2: Career/Education Pathway Programs</u></b> - Develop, implement, and operate career pathway programs for all youth, including diversionary and foster youth, that include community involvement and paid work experience in areas such as social work, civic engagement, arts and culture, and science, technology, engineering and mathematics (STEM) fields, including paid internships, fellowships, and apprenticeships as well as financial literacy training. Create more educational pathways that successfully transition youth into college (e.g. Community Colleges, CSUs, and UCs) and help them navigate into the higher education system.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for three years (\$150,000)</li> <li>• Max amount: \$250,000 per year for three years (\$750,000) †</li> </ul>	<p><b>\$7,650,000</b></p>
<p><b><u>Program Area 3: Youth-Specific Housing Interventions</u></b> - Invest in housing programs and interventions that are tailored for at-risk youth and system-impacted transition-age youth. Housing for youth should be informed by individuals with lived experience with the foster care and/or juvenile justice systems, and also implemented by providers with lived experience. As should be the case for all sub-populations, CFCI dollars should not be used to fund youth housing interventions that expand the surveillance of families, and supportive services should be provided but not required in order to access youth housing programs.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for three years (\$150,000)</li> <li>• Max amount: \$300,000 per year for three years (\$900,000) †</li> </ul>	<p><b>\$10,200,000</b></p>

CFCI-Funded Programs	Funding Limits	Total 3-year Funding Amount Awarded
<p><b><u>Program Area 4: Culturally Affirming Family Reunification, Pre-Trial Family Support</u></b> - Supportive services, counseling and support, and restorative justice circles for family members; parenting classes; pre-trial family support (including management of child support); help families better understand legal process and legalese to interpret meaning; and support for people returning home and their family members to understand terms of community supervision in order to adhere to court and community supervision requirements.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for three years (\$150,000)</li> <li>• Max amount: \$250,000 per year for three years (\$750,000) †</li> </ul>	<p><b>\$5,100,000</b></p>
<p><b><u>Program Area 5: Support Services for Returning LGBTQIA+ Residents</u></b> - Expand and create new programs, services, and drop-in centers to serve Transgender, Gender Nonconforming, Intersex (TGI), and LGBQA+ residents returning to the community from incarceration. Services and programs include workforce development, legal services, transitional housing, mental health services, food distribution, gender-affirming clothing, immigration services, technology training, HIV prevention services, and COVID-19 prevention and education.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for three years (\$150,000)</li> <li>• Max amount: \$250,000 per year for three years (\$750,000) †</li> </ul>	<p><b>\$2,550,000</b></p>
<p><b><u>Program Area 6: Reentry Programming for Women</u></b> - Fund reentry programming for women returning to the community after incarceration, designed to serve the unique needs of women involved in the criminal legal system. Programming will promote healthy connections to children, family, significant others, and the community; address substance use disorder, trauma, and mental illness; provide women with opportunities to achieve self-sufficiency and reduce recidivism. The program will hire community health care workers to provide case management and will incorporate housing and legal services to ensure safety and healing for the clients.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for three years (\$150,000)</li> <li>• Max amount: \$250,000 per year for three years (\$750,000) †</li> </ul>	<p><b>\$7,650,000</b></p>
<p><b><u>Program Area 7: Youth Centers</u></b> - Fund existing physical youth centers in communities of the highest need. Youth centers are defined as locations that currently provide one or more of the following services: triage and basic needs/linkage support (food, health, shelter); youth counseling; mental health and trauma/healing support; COVID support; substance use disorder support and/or treatment; mentorship; violence prevention; education support and tutoring; college preparation and vocational training support; and/or employment readiness and placement.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for three years (\$150,000)</li> <li>• Max amount: \$250,000 per year for three years (\$750,000) †</li> </ul>	<p><b>\$3,825,000</b></p>

† Note: Organizations may submit applications for funding higher than the maximum totals. Any requests that are higher than the annual/total amounts will be evaluated based upon funding availability. Applications above the maximum thresholds may be reduced, not awarded, or multiple awards may be made from a single application. Amity reserves the right to adjust or reduce the amount of funds awarded to individual organizations as needed.

## Non-CFCI Funding Program Area and Amounts Available

Non-CFCI Funded Programs	Proposed Structure for Grants / Awards	Total 2-year Funding Amount Available
<p><b><u>Program Area 8: Grants to Justice-Focused CBOs</u></b> - Grants to justice-focused community-based organizations (CBOs) to support strategic planning and assessment of post-pandemic programmatic operations, as well as strengthen fiscal and development / fundraising capacity.</p>	<ul style="list-style-type: none"> <li>• Minimum amount of each award: \$50,000 per year for two years (\$100,000)</li> <li>• Max amount: \$250,000 per year for two years (\$500,000) †</li> </ul>	<p><b>\$7,650,000</b></p>

† Note: Organizations may submit applications for funding higher than the maximum totals. Any requests that are higher than the annual/total amounts will be evaluated based upon funding availability. Applications above the maximum thresholds may be reduced, not awarded, or multiple awards may be made from a single application. Amity reserves the right to adjust or reduce the amount of funds awarded to individual organizations as needed.

## SELECTION PROCESS

The selection process involves the following:

- Organizations must apply through the online application portal.
- All applications must be submitted along with required documentation through the online application portal. **Deadline to submit is April 21, 2023 at 5:00PM Pacific Time.** Please do not wait until the last day to get your application in.
- Applications will be reviewed and scored by independent reviewers using uniform scoring criteria.
- Organizations with annual operating budgets of less than \$1,500,000 shall be prioritized for award.
- Organizations that have not previously received a services contract with LA County, including awards in CFCI Program Areas 1-7, shall be prioritized for award.
- Organizations serving individuals in ZIP codes in Los Angeles County most impacted by COVID-19 shall be prioritized for award. [Link to COVID Vulnerability Index](#)
- Organizations that have annual budgets over \$1,500,000 (larger organizations) will be considered after decisions have been made on applications from organizations with annual budgets under \$1,500,000. If larger organizations submit a proposal that includes subcontracts with smaller organizations (below \$1,500,000 annual budget), that proposal will be prioritized among the remaining larger organizations for awards, subject to available funding.
- No funds are to be used for law enforcement purposes.
- Amity reserves the right to clarify information in a submitted application, including verification through outside sources such as websites or other sources; reaching out to the organization; site visits; or other measures. If, through the verification process, inaccurate or false information is shown to have been included in the application, Amity reserves the right to disqualify the application and deny funding.

## FUNDING OPPORTUNITY WEBINAR (OPTIONAL)

Amity will hold two optional application webinars to review the funding opportunity and gather questions. You are welcome to attend either webinar. Webinars will be held on:

Tuesday, March 14, 2023 from 12:30PM to 2:30PM Pacific Time

And

Wednesday, March 15, 2023 from 5:30PM to 7:30PM Pacific Time

Registration is available on Amity's website at [www.amityfdn.org/TPA](http://www.amityfdn.org/TPA).

## KEY DATES/TIMELINE

Funding Opportunity Release	March 6, 2023
Optional Funding Opportunity Webinars	Tuesday, March 14, 2023 at 12:30PM Pacific Time Wednesday, March 15, 2023 at 5:30PM Pacific Time
Written Questions Deadline	April 17, 2023 at 5:00PM Pacific Time
Submission Deadline	April 21, 2023, at 5:00PM Pacific Time

Expected Contract Start Date	July 1, 2023 or Upon Approval
------------------------------	-------------------------------

## WRITTEN QUESTIONS

Questions about the funding opportunity and application will be accepted until April 17, 2023 at 5:00PM Pacific Time. Submit all questions to: [TPAGrants@amityfdn.org](mailto:TPAGrants@amityfdn.org). Answers will be posted as a Questions & Answers document on the [www.amityfdn.org/tpa](http://www.amityfdn.org/tpa) website.

## ELIGIBILITY

- This funding opportunity is open to justice-focused organizations that provide direct services to individuals and families and have a minimum of 2 years of experience providing those services. This includes:
  - a. Non-profit organizations with 501(c)(3) status as determined by the Internal Revenue Service.
  - b. Organizations applying through a fiscal sponsor.
    - i. An acceptable fiscal sponsor will be a nonprofit organization that must demonstrate sufficient experience as determined by Amity. Experience includes providing fiduciary oversight, financial management, insurance, and/or other administrative services to smaller organizations outside of / in addition to the applicant.
    - ii. Fiscal sponsors must be based in California, must be registered with the California Secretary of State for a minimum of one year, and must have a status of "Good Standing."
    - iii. The fiscal sponsor must be willing to obtain insurance at the required amounts of coverage, and name the applicant (provider organization), the County, and Amity as additional insured.
    - iv. Amity will, at its sole discretion, determine if a fiscal sponsor's documentation is sufficient and acceptable, or if additional information is needed. Amity reserves the right to not accept an applicant based upon review of a fiscal sponsor's experience and documentation.

Please contact Amity at [TPAGrants@amityfdn.org](mailto:TPAGrants@amityfdn.org) if you would like help identifying a fiscal sponsor.
  - c. Business entities (e.g., Limited Liability Corporation [LLC] determination, Professional Corporation determination).
- All applicants (or fiscal sponsors, if the applicant is applying with a fiscal sponsor) must be registered with the California Secretary of State for at least one year and have a status of "Good Standing."
- Organizations / fiscal sponsors (if applicable) must be registered to do business in Los Angeles County / City of Los Angeles (business license) at the time of award.
- If you are applying with a fiscal sponsor, do not provide the fiscal sponsor's annual budget information for Attachment #1. All applicants should provide their own organization's annual budget / financial documents to fulfill the requirements for Attachment #1.
- No funds are to be used for law enforcement purposes.
- All goals, outcomes, and activities funded by Program Area 8 are intended to reduce adult lifetime imprisonment.

## GEOGRAPHIC AREA REQUIREMENT

- Applying organizations must be located within the County of Los Angeles.
- Fiscal sponsors must be based in the State of California.
- Funded projects must be located within the County of Los Angeles.
- Applicants must identify the specific location(s) to be served and provide ZIP code information.

Organizations to be funded by Non-CFCI funds (Program Area 8) are required to serve populations in ZIP codes highly impacted by COVID-19 according to the Vulnerability Index at the link below.

### [Link to COVID Vulnerability Index](https://lacounty.maps.arcgis.com/apps/dashboards/264f62ccedcb48c9a1f358eeb643ea14)

(<https://lacounty.maps.arcgis.com/apps/dashboards/264f62ccedcb48c9a1f358eeb643ea14>)

## CONTRACT TERM

- Selected Non-CFCI programs and projects shall begin upon full contract execution on or around July 1, 2023. All funds shall be spent by June 30, 2025.

## ALL FUNDING SOLICITATION REVIEWS/AWARDS ARE FINAL

- Evaluation will be based upon the criteria outlined in the funding opportunity. The evaluation and award process will be considered final and there will be no process for appeal. Amity will offer declined organizations and individuals a debrief to discuss the application. Amity will also provide technical assistance to connect unsuccessful applicants to training and support in an effort to strengthen their organizations and/or their applications for future funding opportunities.

## AWARD LIMITATIONS

- No applicant shall be eligible to receive multiple awards in the same funding opportunity Program Area. Applicants are eligible to receive awards in separate Program Areas, subject to a review that determines that the services provided will be distinct and not overlap with any current or previous CFCI or Non-CFCI awards. Organizations that have not ever received funding from LA County, including awards in CFCI Program Areas 1-7, shall be prioritized for award.

## FUND DISTRIBUTION

- Funded organizations shall receive a contract initiation payment upon the submission of documents required for contracting not before July 1, 2023. Payments thereafter will be disbursed quarterly (every three months), upon the completion of program / project deliverables and/or milestones.

## DATA COLLECTION AND REPORTING

- All awardees will be required to collect and report services and outcome data monthly using an Amity-defined system as well as submit quarterly reports.



## COUNTY CONTRACT REQUIREMENTS

- Los Angeles County contract requirements will be included in the service contract and will be provided to potential awardees during the contracting phase.
- **Proof of insurance will be required before award contracts can be executed.** Awarded organizations must obtain insurance policies in the categories and amounts listed below in order to contract for Program Area 8 funds. Insurance costs are an allowable line item on an applicant’s Program Area 8 project budget. Insurance costs added to your Program Area 8 project budget must be limited to **new** insurance costs attributable to the Program Area 8 project; and/or **insurance costs over and above what you currently pay** for insurance that are required to contract for Program Area 8 funds. **Required insurance limits for Program Area 8 projects** are as follows:
  - 1MM Commercial General Liability; policy must name LA County, its agents, and Amity as additional insured
    - \$2MM General Aggregate
    - \$1MM Products / Completed Operations Aggregate
    - \$1MM Personal and Advertising Injury
    - \$1MM Each Occurrence
  - Professional Liability – Errors and Omissions
    - \$1MM per claim
    - \$2MM aggregate
  - Automobile Liability (if applicable, for instance, transporting clients)
    - \$1MM Bodily Injury and Property Damage for each single accident
    - Includes owned, leased, hired, and/or non-owned automobiles
  - Employers’ Liability / Workers Compensation
    - Coverage with limits not less than \$1MM per accident
  - Sexual Misconduct
    - Limits not less than \$1MM per actual or alleged claim of sexual misconduct and/or molestation, abuse, harassment, mistreatment or maltreatment of a sexual nature
    - \$1MM aggregate
- For organizations applying with a fiscal sponsor, the fiscal sponsor must be willing to obtain insurance at the required amounts of coverage, and name the applicant (provider organization), the County, and Amity as additional insured.

## PRIORITY POINTS, SCREENING, EXTERNAL REVIEW SCORING CRITERIA

All proposals will undergo a preliminary screening to ensure completeness and that minimum eligibility requirements have been met. Priority points will be assigned according to the rubric below.

Screening & Priority Points	Total Points Possible
Application is complete; organization is viable & eligible	Pass / Fail
Organization has an annual budget under \$1.5 million and has never been funded by LA County	10 Priority Points

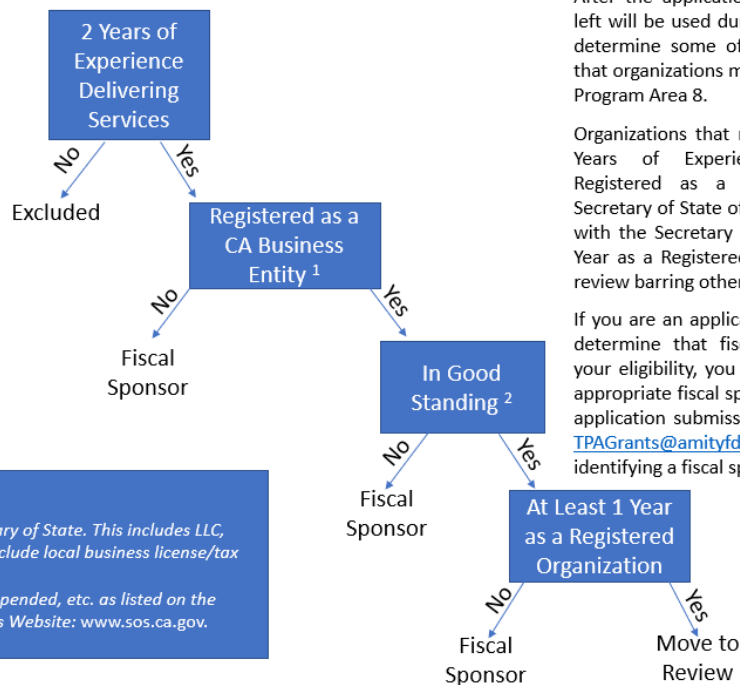
Organization is in & serves LA County COVID-19 affected areas and populations	10 Priority Points
<b>POINTS AVAILABLE</b>	<b>20 PRIORITY POINTS</b>

Once an application passes screening and is scored for priority, independent reviewers will be instructed to use the following tool to score each proposal. Applications that do not pass screening will be declined.

External Review	Total Points Possible
Organizational experience & capacity	10 Points
Project is achievable and relevant; budget is feasible and reasonable	20 Points
Board/leadership and staff reflect the demographics and experience of the population served	10 Points
<b>POINTS AVAILABLE</b>	<b>40 POINTS</b>

Priority points and external reviewer scores will be added to create a final score.

## Eligibility Flow Chart – Path to Fiscal Sponsor



**Notes:**

1. Registered with CA Secretary of State. This includes LLC, Corp., 501(c)(3), and must include local business license/tax license (if applicable).
2. Cannot be terminated, suspended, etc. as listed on the California Secretary of State's Website: [www.sos.ca.gov](http://www.sos.ca.gov).

After the application deadline, the tool to the left will be used during preliminary screening to determine some of the standards of eligibility that organizations must meet in order to apply in Program Area 8.

Organizations that meet the requirements of 2 Years of Experience Delivering Services, Registered as a Business Entity with the Secretary of State of California, In Good Standing with the Secretary of State of California, and 1 Year as a Registered Organization, will move to review barring other ineligibility.

If you are an applicant using this chart, and you determine that fiscal sponsorship will secure your eligibility, you must have an approved and appropriate fiscal sponsor in place at the time of application submission. Please contact Amity at [TPAGrants@amityfdn.org](mailto:TPAGrants@amityfdn.org) if you would like help identifying a fiscal sponsor.

## Funding Opportunity Application Attachments / Requirements for Eligibility

### 1. Annual Organizational Budget Requirement

The Care First Community Investment and Non-Care First Community Investment Funding Opportunities are intended to benefit direct service community-based organizations that serve justice-impacted populations and that have historically not received funds from LA County. The Non-CFCI-funded Program Area 8 will not only assist justice-focused CBOs to respond to a potential increase in crime but will also allow the CBOs to resume operations at a pre-pandemic level.

Organizations with annual budgets that total \$1,500,000 or less will be prioritized. Applications will be accepted from organizations with annual budgets greater than \$1,500,000 (larger organizations); however, priority is given to those with budgets under \$1,500,000. If larger organizations submit a proposal that includes subcontracts with smaller organizations (below \$1,500,000 annual budget), that proposal will be prioritized among the remaining larger organizations for awards, subject to available funding.

If you are applying with a fiscal sponsor, **do not** provide the fiscal sponsor's annual budget information for Attachment #1. **All organizations should provide their own annual budget** / financial documents to fulfill the requirements for Attachment #1.

*Attachment Required to Fulfill #1: Most Recent Income Tax Return (prefer 2022).*

**If you cannot provide a recent organizational Income Tax Return, please contact Amity about what you can upload as a substitute.**

### 2. Proof of Professional Status Requirement

The Non-CFCI Funding Opportunity is intended to benefit justice-focused community-based organizations that have linguistic and cultural competencies and a history of providing services to individuals and families in high-need areas.

*Attachment Required to Fulfill #2: One of the following.*

- A. Proof of nonprofit 501(c)(3) status as determined by the Internal Revenue Service. **ATTACHMENT**
- B. Fiscal sponsor documentation (see the definitions under the two asterisks [\*\*] below that will be used to determine whether or not a fiscal sponsor is acceptable). **ATTACHMENT**
- C. Documentation that indicates the organization to be a business entity with at least one (1) year of administrative experience in the Program Area for which the service provider is submitting the application (e.g., Limited Liability Corporation (LLC) determination, Professional Corporation determination).\* **ATTACHMENT**

\*Business entity experience can be shown by previous contracts, grants, tax filings, audits, reports, references, online or newspaper articles or other available documentation. Amity will, at its sole discretion, determine if documentation is sufficient or if additional documentation is needed.

\*\*Fiscal sponsorship helps mitigate the potential for fraud, abuse, or waste by service providers. A fiscal sponsor can assist with financial management, compliance, funds disbursement, human resources, and general grant management.

An acceptable fiscal sponsor will be a nonprofit organization with at least two (2) years of experience as a fiscal sponsor providing fiduciary oversight, financial management, insurance, and/or other administrative services to smaller organizations outside of / in addition to the applicant.

Fiscal sponsors must be based in California, must be registered with the California Secretary of State, and must have a status of “Good Standing.”

The fiscal sponsor must be willing to obtain the insurance required to contract at the coverage amounts listed (see the list under Attachment #3, below), and name the applicant (provider organization), the County, and Amity as additional insured.

Amity will, at its sole discretion, determine if a fiscal sponsor’s documentation is sufficient and acceptable, or if additional information is needed. Amity reserves the right to disqualify an application based upon the review of a fiscal sponsor’s experience and documentation.

While technical assistance provided by Amity is intended to help in some of the areas covered by fiscal sponsorship, Amity will not have access into the day-to-day fiscal operations of service providers.

### 3. Insurance Documentation Requirement

Organizations that receive awards through the Non-CFCI Funding Opportunity Program Area 8 application process will be required to meet insurance limits set by the County of Los Angeles. Organizations do NOT need to be currently insured—either in totality or for the specified rates—in order to apply.

**Insurance costs** are an allowable line item on an organization’s Program Area 8 project budget. Insurance costs added to your Program Area 8 project budget must be limited to **new** insurance costs attributable to the Program Area 8 project; and/or **insurance costs over and above what you currently pay** for insurance that are required to contract for Program Area 8 funds. Required insurance amounts for Program Area 8 projects are as follows:

1MM Commercial General Liability; policy must name LA County, its agents, and Amity as additional insured

\$2MM General Aggregate

\$1MM Products / Completed Operations Aggregate

\$1MM Personal and Advertising Injury

\$1MM Each Occurrence

Professional Liability – Errors and Omissions

\$1MM per claim

\$2MM aggregate

Automobile Liability (if applicable, for instance, transporting clients)

\$1MM Bodily Injury and Property Damage for each single accident

Includes owned, leased, hired, and/or non-owned automobiles

## Employers' Liability / Workers Compensation

Coverage with limits not less than \$1MM per accident

## Sexual Misconduct

Limits not less than \$1MM per actual or alleged claim of sexual misconduct and/or molestation, abuse, harassment, mistreatment or maltreatment of a sexual nature

\$1MM aggregate

*Attachment Required to Fulfill #3: One of the following.*

- A. Certificate of Insurance (COI) with your current insurance provider. **ATTACHMENT**
- B. A cost quote on the above listed coverages from an insurance broker. **ATTACHMENT**
- C. *If you cannot provide either (A) or (B), attach a letter signed by your authorized official stating that "[NAME OF ORGANIZATION] attests that we do not have any insurance policies or coverage at this time. [NAME OF ORGANIZATION] understands that we will be responsible for meeting required insurance limits prior to contracting."*\*\*\* **ATTACHMENT**

\*\*\*Organizations do **NOT** have to pay for this coverage prior to applying for funds. **However**, organizations must meet the insurance limits listed above in order to contract for funding.

## 4. Board and Executive Leadership Names & Demographics Requirement

Please fill out and upload the Leadership Characteristics Form provided.

*Attachment Required to Fulfill #4: Completed Leadership Characteristics Form with demographic information including race/ethnicity.*

Only .xlsx files will be accepted for this attachment. Contact [Amity](#) about converting your attachment to the correct file type if you cannot attach an Excel file.

## 5. Proposed Project Budget Form Requirement

Please fill out and upload the Budget Form template provided.

*Attachment Required to Fulfill #5: Completed Budget Form for the proposed program, project, or service.*

Only .xlsx files will be accepted for this attachment. Contact [Amity](#) about converting your attachment to the correct file type if you cannot attach an Excel file.

## Program Area 8: Justice-Focused CBOs

### Helpful Tips

#### Helpful Tips for Using Blackbaud Grantmaking

- **Save frequently.** There is a time out function at 1 hour.
- Limit your use of bullets and other formatting (bold, italics, etc.).
- Log into your account at **[https://www.GrantRequest.com/SID\\_6277?SA=AM](https://www.GrantRequest.com/SID_6277?SA=AM)** to access saved and submitted applications.
- Add **mail@grantapplication.com** to your safe senders list to ensure you receive all communications regarding your application.
- Before filling out the application, you may find it helpful to click the "**Printer Friendly Version**" button above.  
This will offer you a preview of all of the questions on the application.
- You have the ability to save and come back to your application at a later time by clicking the "**Save & Return to My Account**" button at the bottom of each screen.
- To move to the next page, please click the "**Next Page**" button at the bottom of the page or click the page number at the top of the page to jump to that page.
- Do not use the "**Back**" or "**Forward**" buttons on your browser to navigate through this application.
- **PLEASE NOTE:** This application uses word--not character--limits. Questions with word limits will display a live word counter below the question field.  
***Word limits will not be enforced until you submit your application.***  
***Please be mindful of this as you fill in these fields.***
- You might want to consider using a word processing tool (i.e. Microsoft Word) to prepare your responses, and then cutting and pasting your answers into the application.
- When clicking the "**Review Before Submitting**" button: You will be required to review the entire application one final time before clicking the "**Submit Application**" button at the bottom of the screen.

### Application Info and Resources

Program Area

## **Program Area 8 – Grants to Justice-Focused CBOs**

American Rescue Plan Act funding awards to LA County justice-focused community-based organizations (CBOs) that will support strategic planning and assessment of post-pandemic programmatic operations, as well as strengthen fiscal and development / fundraising capacity.

ARPA funds and resources should be used to support and uplift the health and wellness needs of communities that have experienced historic disinvestment, over-policing, and been impacted most by the pandemic. Funds shall not be used to advance suppression-based efforts via incarceration and policing.

### **Funding Limits**

- Minimum amount of each award: \$50,000 per year for two years (total \$100,000)
- Maximum amount of each award: \$250,000 per year for two years (total \$500,000)

Note: Organizations may submit applications for funding amounts higher than the maximum totals. Any requests that are higher than the annual/total amounts will be evaluated based upon funding availability.

Applications above the maximum thresholds may be reduced, not awarded, or multiple awards may be made from a single application.

Amity reserves the right to adjust or reduce the amount of funds awarded to individual organizations as needed.

### **Total Amount of Funding Available**

\$7,650,000

### **Links to Additional Resources and Information**

Instructional webinars and a complete walkthrough of this application are available at [www.amityfdn.org/tpa-funding-opportunities](http://www.amityfdn.org/tpa-funding-opportunities) after March 16, 2023 at 12pm Pacific Time.

Answers to most of your questions can be found at [www.amityfdn.org/tpa-q/a](http://www.amityfdn.org/tpa-q/a) after March 16, 2023 at 12pm Pacific Time.

## **Eligibility Requirements**

## ELIGIBILITY

• **This funding opportunity is open to justice-focused organizations that provide direct services to individuals and families and have a minimum of 2 years of experience providing those services. This includes:**

- a. Non-profit organizations with 501(c)(3) status as determined by the Internal Revenue Service.
- b. Organizations applying through a fiscal sponsor.

*-An acceptable fiscal sponsor will be a nonprofit organization with at least two (2) years of experience as a fiscal sponsor providing fiduciary oversight, financial management, insurance, and/or other administrative services to smaller organizations outside of / in addition to the applicant.*

*-Fiscal sponsors must be based in California, must be registered with the California Secretary of State, and must have a status of "Good Standing."*

*-The fiscal sponsor must be willing to obtain insurance at the required amounts of coverage, and name the applicant (provider organization), the County, and Amity Foundation as additional insured.*

*-Amity will, at its sole discretion, determine if a fiscal sponsor's documentation is sufficient and acceptable, or if additional information is needed. Amity reserves the right to not accept an applicant based upon review of a fiscal sponsor's experience and documentation.*

Please contact Amity at [TPAGrants@amityfdn.org](mailto:TPAGrants@amityfdn.org) if you would like help identifying a fiscal sponsor.

- c. Business entities (e.g., Limited Liability Corporation [LLC] determination, Professional Corporation determination).

- All applicants (or fiscal sponsors, if the applicant is applying with a fiscal sponsor) **must be registered with the California Secretary of State for at least one year and have a status of "Good Standing."**
- Organizations / fiscal sponsors (if applicable) must be **registered to do business in Los Angeles County / City of Los Angeles (business license) at the time of award.**
- If you are applying with a fiscal sponsor, **do not provide the fiscal sponsor's annual budget information for Attachment #1.** All organizations should **provide their own annual budget / financial documents** to fulfill the requirements for Attachment #1.
- No funds are to be used for law enforcement purposes.
- All goals, outcomes, and activities funded by Program Area 8 are intended to reduce adult lifetime imprisonment.
- **Applying organizations must be located within the County of Los Angeles.**
- Fiscal sponsors must be based in the State of California.
- Funded projects must be located within the County of Los Angeles.
- Applicants must identify the specific location(s) to be served and provide ZIP code information.

## Section 1 - Contact Information

### Agency/Organization Contact

*Name of your organization & information about the person who leads the organization.*

Agency/Organization Name

First Name

Last Name

Title or Role:



**Project/Request Contact**

*Information about the person to be contacted about this application.*

First Name

Last Name

Title or Role:

E-mail Address

*For the person to be contacted about this application*

Primary Phone

Other Phone

**Fiscal Sponsor**

*If you are using a fiscal sponsor, this section is required.*

If you are applying through a fiscal sponsor, provide the sponsor's information here.  
If you are not using a fiscal sponsor, skip this section and proceed to Section 2 - "Organizational Information".

Fiscal Sponsor Organization Name

Fiscal Sponsor Organization Employer Identification Number (EIN)

Fiscal Sponsor Organization Address

*Street Address 1*

*Street Address 2*

*City, State Zip Code*

Fiscal Sponsor Contact Person

*Prefix First Name Last Name*

*Title*

*Email Address*

## Section 2 - Organizational Information

### Organization Details

Street address where organization's administrative office is physically located (Headquarters):

City      State

ZIP Code

Is your Headquarters located outside of LA County?

What is the address of the location where you provide services?

If you provide services at more than one location, list the address that is most closely related to this application. (See the [COVID-19 Vulnerability and Recovery Index Dashboard](#))

Services address - street name and number:

Services Address City      Services Address State

Services Address ZIP Code

Do you currently use the address provided above for services?

Select "Yes" below if you currently provide services at this location.

Select "No" if you have never provided services at the above address.

Services address is currently in use:

If you answered "No", please provide more detail below:

Please explain exactly where your services are provided (address, school district, neighborhood, Indigenous community, church community, etc.). Give as much detail as possible about the location where people go to receive your services.

Are you currently providing services outside of LA County?

Mailing address for organization - street name and number:

Mailing City      Mailing State

Mailing Zip Code

1. What is your organization's mission?

**Try to limit your response to 100 words.**

2. How has the COVID-19 pandemic impacted your operations?

Please include any financial losses due to the pandemic.

For example: Did participants stop attending? Did you have to shut your doors or downsize? Did you lose your lease? Did you have to lay people off? Was there a reduction in staff? Etc.

What organizational issues were created / exacerbated by the pandemic?

**Try to limit your response to 250 words.**

3. What are the direct services that your organization provides to individuals and families in the community?

How do you tailor your services to best serve your participants?

For example: Do you provide services in the community's primary language? Have you discovered an effective way to recruit participants or make your services appealing? etc.

**Try to limit your response to 250 words.**

4. How many years have you been providing these services?

**Numbers only.**

### **Financial Information**

5. What was your total annual organizational budget in 2021?

6. If your annual organizational budget is over \$1.5 million, enter the total below.

If you would like us to consider additional information, please add it here.

(For example, you may want to explain if your budget in 2021 was larger or smaller than usual because of an increase/decrease in funds due to COVID-19, or, you received a large one-time donation that made your budget seem larger than it usually is.)

If not, or if this question does not apply to your organization, please enter "N/A".

**Try to limit your response to 100 words.**

7. If your annual organizational budget is over \$1,500,000 a year, do you intend to subcontract to smaller organizations using the funds you receive through this application?

List and describe any subcontractors and their role in this program or project.

If not, please enter "N/A".

**Try to limit your response to 250 words.**

8. Do you have any outstanding audit financial claims **IN THE LAST 5 YEARS?**

If **yes**, please describe the nature of the **financial claim**, the **amount**, and the **date** of the claim.

9. Have you ever received a grant, funds, and/or funding from Los Angeles County?  
This includes any awards received from CFCI Funding Opportunity Program Areas 1-7.

If you would like to provide more information about funds your organization has received from LA County, tell us more, below.

**Try to limit your response to 250 words.**

### **Staff, Board, and Leadership Characteristics**

**Diverse and Representative Staff and Leadership** The Care First Community Investment Funding Opportunity is intended to benefit community-based organizations that are led, at least in part, by Black, Brown, Indigenous, People of Color, Transition-Age Youth, Transgender, Gender Nonconforming, Intersex, LGBTQA+, and People with Lived Experience.

10. What are the percentages of **DIRECT SERVICES STAFF / VOLUNTEERS** who identify as / reflect the following races / ethnicities: **(Select all that apply)**

**Note that totals must add up to 100%.**

11. Which community characteristics below best describe your organization's **DIRECT SERVICES STAFF / VOLUNTEERS**?

**Select all that apply.**

12. What are the percentages of **BOARD AND EXECUTIVE LEADERSHIP** who identify as / reflect the following races / ethnicities: **(Select all that apply)**

**Note that totals must add up to 100%.**

13. Which community characteristics below best describe your organization's **BOARD AND EXECUTIVE LEADERSHIP**?

**Select all that apply.**

### **Which Los Angeles County Supervisorial Districts does your organization serve?**

*Select all that apply.*

14. Click the underlined link for more information or for help identifying which [Supervisorial Districts](#) to select:

### **Which Service Planning Areas (SPAs) does your organization serve?**

Select all that apply.

15. Click the underlined link for more information or for help identifying which [Service Planning Areas](#) to select:

Organizations to be funded by Non-CFCI funds (Program Area 8) are required to serve populations in ZIP codes highly impacted by COVID-19 according to the Vulnerability Index at the link below.

[Link to COVID-19 Vulnerability and Recovery Index Dashboard](#)

16. List the ZIP codes where you provide services:

17. We understand that ZIP codes do not necessarily capture all COVID-19 impacted populations, particularly for Indigenous people.

If the Vulnerability Index information for the ZIP codes you serve does not capture the high impact of COVID-19 upon your priority population, please provide an explanation about how the population you serve has been impacted.

Feel free to use the above community characteristics, such as low income, Black, recent immigrant, etc.

Enter "N/A" if your service ZIP code is covered by the Vulnerability Index or if this question is otherwise Not Applicable.

**Try to limit your response to 250 words.**

### Section 3 - Program or Project Information

#### Request Information

1. What is the **total amount of funding** over two years that you are requesting in this application? The minimum amount of funding over two years is \$100,000; the maximum is \$500,000. This amount should be the same as Line 2 in the Budget Form, "Total Amount for Entirety of Project".

**NOTE: The Total Amount must be divided equally between Year 1 and Year 2.**

**Provide a number response.**

**Budget:** Download and fill out the [Budget Form](#) in order to explain how you intend to spend the funds.

The Budget Form provides rows where you can list staff and describe their importance to the project, list supplies and non-personnel expenses and their necessity, and also list other expenses such as insurance, fiscal sponsorship, rent, and utilities.

**Only Excel files (.xlsx) can be uploaded.**

If you cannot upload an Excel file, please contact [Amity](#) about converting your attachment to the correct file type.

2. Upload the completed Budget Form.

Note that once you choose your file you will need to click on the **Upload** button in order to add your Budget Form to your application.

## Who Do You Serve?

3. Describe the ages of the population you serve:
4. Describe the races / ethnicities of the population you serve:
5. Describe the genders of the population you serve:
6. Describe the key characteristics of the population you serve, i.e. Individuals with disabilities, LGBTQIA+, those with substance use disorder, etc.:

## Service and Project Goals and Objectives

The Non-CFCI Funding Opportunity seeks to help justice-focused CBOs recover to or surpass pre-pandemic service levels (either people served or number and type of services delivered).

7. Describe how funds will help you recover to or surpass pre-pandemic service levels.  
Will your capacity-building project, funded by this award, allow you to bring back services you had to drop, or allow you to introduce new services?  
Will you be able to expand to new service areas or increase the number of participants served?  
**Try to limit your response to 250 words.**

**8. Program or Project Components:** Program Area 8 is intended to assist justice-focused CBOs in recovering from the impact of the pandemic by providing funding to enable the assessment and improvement of programmatic operations, fiscal management, and fundraising capacity.

Which of the following capacity building elements will you include in your project?  
Choose as many elements as necessary to describe the project to be funded.  
**Select all that apply.**

9. If there are other capacity building project elements you plan to include, or you wish to provide more detail about the elements you checked off above, please describe.  
**Try to limit your response to 250 words.**

10. What project milestones will you work to accomplish **over the first year of programming?** For instance, will you hire staff, conduct outreach or evaluation, engage a consultant / training, or produce something that measures your progress or success? List **four milestones**, and try to use one sentence for each.

Example: "Milestone 1 – hire consultant to help us develop a strategic plan."

Target is **100 words or less**:

11. **Outcome:** What will you measure at the end of the project (24 months) to show that your project successfully increased your capacity?  
Outcomes are measurable, and show an increase or decrease in events, conditions, or behaviors. Examples of measurable outcomes might include:

- An increase in revenue or potential revenue (from new grant proposals submitted, fundraising events held, improved knowledge / capabilities of fundraising staff, strategic planning, etc.)
- An increase in quality of services, access to services, number of people served (from new and/or formalized partnerships or collaborations, strategic planning, staff and/or administration training, etc.)
- Increased understanding of the impact of your organization (from new or improved evaluation tools, etc.)
- Increased efficiency or effectiveness of operations (from strategic planning, re-structuring, board development, work with a consultant, purchase of & training on financial system or software, etc.)

**Try to limit your response to 250 words.**

12. How will the milestones (Q10) and outcome (Q11) above and your capacity-building project in general respond to the specific negative impacts on your organization from the COVID-19 pandemic? If you described issues in Section 2 ("Information About Your Organization"), Question 2 that were created / exacerbated by COVID-19, please explain how funds will be used to remedy these issues. What would success look like for the project?

**Try to limit your response to 500 words.**

## Section 4 - Other Information

### Other Information

1. Are there any CFCI Funding Opportunity Program Areas in which you already received an award / funding?

**Select all that apply.**

2. What areas of technical assistance are you interested in?

**Select all that apply.**

If you chose "Other", above, please describe below.

**Try to limit your response to 100 words.**

## Attachments

### 1. Annual Organizational Budget Requirements

The Care First Community Investment and Non-Care First Community Investment Funding Opportunities are intended to benefit direct service community-based organizations that have historically not received funds from LA County.

Organizations with annual budgets that total \$1,500,000 or less will be prioritized.

Applications will be accepted from organizations with annual budgets greater than \$1,500,000 (larger organizations);

however, priority is given to those with budgets under \$1,500,000.

If larger organizations submit a proposal that includes subcontracts with smaller organizations (below \$1,500,000 annual budget), that proposal will be prioritized among the remaining larger organizations for awards, subject to available funding.

**Attachment Required to Fulfill #1: Most Recent Income Tax Return (prefer 2022).**

If you cannot provide a recent organizational Income Tax Return, please contact **Amity** about what you can upload as a substitute.

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.

## **2. Proof of Professional Status Requirement**

The Non-CFCI Funding Opportunity is intended to benefit justice-focused community-based organizations that have linguistic and cultural competencies and a history of providing services to individuals and families in high-need areas.

**Attachment Required to Fulfill #2: One of the below (A, B, C, or D). Only ONE of these is required.**

*A. Proof of nonprofit 501(c)(3) status as determined by the Internal Revenue Service.*

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.

*B. Fiscal sponsor documentation.*

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.

*C. Documentation that proves the organization to be a business entity with at least one (1) year of administrative experience in the Program Area for which the service provider is submitting the application (e.g., Limited Liability Corporation (LLC) determination, Professional Corporation determination).*

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.

**\* Business entity experience can be shown by previous contracts, grants, tax filings, audits, reports, or other available documentation. Amity will, at its sole discretion, determine if documentation is sufficient or if additional documentation is needed.**

**\*\* Fiscal sponsorship helps mitigate the potential for fraud, abuse, or waste by service providers.**



**A fiscal sponsor can assist with financial management, compliance, funds disbursement, human resources, and general grant management.**

**An acceptable fiscal sponsor will be a nonprofit organization with at least two (2) years of experience as a fiscal sponsor providing fiduciary oversight, financial management, insurance, and/or other administrative services to smaller organizations outside of / in addition to the applicant.**

**Fiscal sponsors must be based in California, must be registered with the California Secretary of State, and must have a status of "Good Standing."**

**The fiscal sponsor must be willing to obtain insurance at the required amounts of coverage, and name the applicant (provider organization), the County, and Amity Foundation as additional insured.**

**Amity will, at its sole discretion, determine if a fiscal sponsor's documentation is sufficient and acceptable, or if additional information is needed. Amity reserves the right to not accept an applicant based upon review of a fiscal sponsor's experience and documentation.**

**While technical assistance provided by Amity is intended to help in some of the areas covered by fiscal sponsorship, Amity will not have access into the day-to-day fiscal operations of service providers.**

### **3. Insurance Requirement**

Organizations that receive awards through the Non-CFCI Funding Opportunity Program Area 8 application process will be required to meet insurance limits set by the County of Los Angeles. Organizations do NOT need to be currently insured—either in totality or for the specified rates—in order to apply.

**Insurance costs** are an allowable line item on an organization's Program Area 8 project budget. Insurance costs added to your Program Area 8 project budget must be limited to **new** insurance costs attributable to the Program Area 8 project; and/or **insurance costs over and above what you currently pay** for insurance that are required to contract for Program Area 8 funds. Required insurance amounts for CFCI Program Area 8 projects are as follows:

1MM Commercial General Liability; policy must name LA County, its agents, and Amity Foundation as additional insured

- \$2MM General Aggregate
- \$1MM Products / Completed Operations Aggregate
- \$1MM Personal and Advertising Injury
- \$1MM Each Occurrence

Professional Liability – Errors and Omissions

- \$1MM per claim
- \$2MM aggregate

Automobile Liability (if applicable, for instance, transporting clients)

- \$1MM Bodily Injury and Property Damage for each single accident
- Includes owned, leased, hired, and/or non-owned automobiles

Employers' Liability / Workers Compensation

- Coverage with limits not less than \$1MM per accident

Sexual Misconduct

- Limits not less than \$1MM per actual or alleged claim of sexual misconduct and/or molestation, abuse, harassment, mistreatment or maltreatment of a sexual nature
- \$1MM aggregate

**Attachment Required to Fulfill #3: One of the below (A, B, or C). Only ONE of these is required.**

*A. Certificate of Insurance (COI) with your current insurance provider.*

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.

*B. A cost quote on the above listed coverages from an insurance broker.*

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.

*C. If you cannot provide either (A) or (B), attach a letter signed by your authorized official stating that "[NAME OF ORGANIZATION] attests that we do not have any insurance policies or coverage at this time. [NAME OF ORGANIZATION] understands that we will be responsible for meeting required insurance limits prior to contracting."\*\*\**

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.

**\*\*\*Organizations do NOT have to pay for this coverage prior to applying for funds. However, organizations must meet the insurance limits listed above in order to contract for funding.**

#### **4. Board and Executive Leadership Names & Demographics Requirement**

The Care First Community Investment and Non-Care First Community Investment Funding Opportunities are intended to benefit community-based organizations that are led and staffed, at least in part, by Black, Brown, Indigenous, People of Color, Transition-Age Youth, Transgender, Gender Nonconforming, Intersex, LGBTQA+, and People with Lived Experience.

**Attachment Required to Fulfill #4: Download, fill out, and upload the Leadership Characteristics Form at the link below.**

Download and fill out the **Leadership Characteristics Form**. Instructions on how to fill out the form are on the second tab, labeled "Instructions." **Download the form before you begin working in it—your changes to the online form will not be saved.**

Upload the completed Leadership Characteristics Form.

**Only Excel files (.xlsx) can be uploaded.**

If you cannot upload an Excel file, please contact **Amity** about converting your attachment to the correct file type.

Note that once you choose your file you will need to click on the **Upload** button in order to add the attachment to your application.