



LETTER OF INTENT TO APPLY FOR FIRST 5 IMPACT INCENTIVE LAYER FUNDS

Purpose

The purpose of Incentive Layer Funding is to fulfill the First 5 California (F5CA) Commission's goal of serving additional diverse, high-need, and underserved populations throughout the state by encouraging consortia to serve an ambitious, yet achievable, number of sites in targeted program types, including underserved sites and those serving target populations of children.

General Information and Requirements

Incentive Layer funding will be available through an annual application process for fiscal years 2016–17, 2017–18, 2018–19, and 2019–20, and will be adjusted annually based on demand and availability. Incentive Layer funding cannot be used to add Step 1 sites or sites receiving California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant or Infant/Toddler QRIS Block Grant funds while the grants are in effect. Consortia applying for Incentive Layer funds must select only one (1) of three (3) options listed on page 2.

Reimbursement will occur annually after data have been submitted and verified through the CA–QRIS Common Data File. The Common Data File may be submitted any time between July 1 and September 15 of each year. Reimbursement will be calculated based on a per-site funding amount for sites actually served. There is no penalty for serving fewer incentive-eligible sites than anticipated. Once eligibility has been confirmed, F5CA will reimburse Lead Agencies a lump sum at the time of confirmation (NOT based on the reimbursement schedule). Funding is awarded through an amendment to the county/region's existing First 5 IMPACT local area agreement (LAA).

Additionally, Lead Agencies must:

- Submit a Letter of Intent to Apply (LOI) on an annual basis
- Submit the Common Data File by the annual deadline
- Meet or exceed First 5 IMPACT target sites, per the Lead Agency's LAA
- Meet or exceed infant/toddler and family child care thresholds, per the First 5 IMPACT Request for Application (RFA)
- Not exceed the maximum threshold for CSPP QRIS Block Grant sites served with First 5 IMPACT funds (50% of original target sites)
- Meet all other First 5 IMPACT RFA requirements and deliverables



Please note: Lead Agencies that do not meet one or more of the requirements listed above will be ineligible for Incentive Layer funds for that fiscal year.

Instructions to Apply for Incentive Layer Funds

First 5 IMPACT Lead Agencies must submit an LOI by 5:00 p.m. on the annual due date (June 15), including identifying the funding option and the number of sites that are anticipated to participate in the following fiscal year. For FY 2016–17, the due date is February 24, 2017 by 5:00 p.m.

Once a Lead Agency LOI is received, the First 5 IMPACT Team will review the application and determine a maximum funding amount the Lead Agency may receive based on the option selected through the submission of the LOI. Maximum funding amounts are determined on an annual basis and per availability of Incentive Layer funds. Maximum amounts may vary on an annual basis based on the number of consortia applying for Incentive Layer funds.

Once the LOI is submitted and the maximum funding amount is approved, a consortium may serve sites in categories that vary from the LOI, but the maximum funding amount will not change (e.g., serve more sites in Step 2 or more Infant/Toddler sites than previously anticipated).

Incentive Layer Funding Options

OPTION 1: Exceeding Targets

This option is for consortia funded at Step 2 or Step 3 bringing in First 5 IMPACT sites that exceed their approved targets. Consortia **will not** be eligible for Incentive Layer funding by adding Step 1 sites. The following are priority setting types eligible to receive Incentive Layer funding:

Step 2 Sites (QIS) – \$2,000 per site	Step 3 Sites (QRIS) – \$3,500 per site
<ul style="list-style-type: none"> • Tribal and Migrant Sites¹ • Centers serving Infants and/or Toddlers² • Sites serving at least one child with an Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP) • Family Child Care Homes (FCCHs)² 	<ul style="list-style-type: none"> • Tribal and Migrant Sites¹ • Centers serving Infants and/or Toddlers² • Sites serving at least one child with an Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP) • Family Child Care Homes (FCCHs)²

¹ Eligible sites are designated in the Common Data File as the following: Funding Types – Migrant Head Start, Tribal Head Start, and State Migrant; and Program Type – Tribal.

² Not including those sites that are receiving CSPP and I/T QRIS Block Grant funds.



Please note: any additional centers that do not fall under the above priority setting types and are not funded by the CSPP or I/T QRIS Block Grant (e.g., private preschools, preschool centers serving children receiving childcare subsidies, etc.) will receive \$2,500 for Step 3 sites and \$1,000 for Step 2 sites.

OPTION 2: Implementation Step 2 Consortia moving to Implementation Step 3

This option does not require serving additional sites, and is only for consortia funded at Implementation Step 2 wanting to move to Implementation Step 3. In order to be eligible for Option 2, the Common Data File must show 51 percent or more of the consortium’s participating sites are rated sites at Step 3 (QRIS). Consortia will be awarded an additional \$1,400 per site for each of their sites served, regardless of the site’s Step.

Eligible Consortia:

- Alpine
- Amador
- Butte
- Calaveras
- Colusa
- Del Norte
- Humboldt
- Inyo
- Mendocino
- Mono
- Napa
- Plumas
- San Benito
- Solano
- Tuolumne
- Yuba/Sutter

Option 2 Example

<i>Scarlet County Consortium at Implementation Step 2</i>	Current Participating Sites	Participating Sites after Incentive Funding
QI Sites (Step 1)	15	7
QIS Sites (Step 2)	20	12
QRIS Sites (Step 3)	5	21 (16 additionally rated sites that were previously QIS sites)
Total First 5 IMPACT Sites	40	40
Additional Funding:		\$56,000

OPTION 3: Consortia Rating Additional Sites

This is for consortia funded at Implementation Step 2 or Implementation Step 3 wanting to rate more existing sites. This option does not require additional sites or a consortium to move from Implementation Step 2 to Implementation Step 3, but rather to move existing sites from Step 1 or Step 2 to Step 3 (QRIS) by rating them.

Funding Amounts:

- Implementation Step 3 Consortia: additional \$700 per year for each site that moves to Step 3.
- Implementation Step 2 Consortia: additional \$1,400 per year for each site that moves to Step 3.

In order to be eligible for Option 3, consortia cannot exceed the threshold for sites participating at Step 3 receiving CSPP QRIS Block Grant funding. Per the IMPACT RFA, only 50% of First 5 IMPACT-funded Step 3 sites can be those sites participating in the CSPP QRIS Block Grant.

In order to calculate additional rated sites for consortia selecting Option 3, a baseline will have to be determined. For Implementation Step 2 consortia, any rated (Step 3) sites verified in the submission of their Common Data File will count towards Incentive Layer funding for Option 3. For Implementation Step 3 consortia, any rated sites above the 51% required to qualify for Step 3 funding will count towards Incentive Layer funding.

Option 3 Examples

Implementation Step 3 Example: *Plum County Consortium* is funded at Implementation Step 3 and is rating 51 percent of its participating sites in their local First 5 IMPACT model. *Plum County Consortium* can apply for Incentive Layer funding by rating any of the other 49 percent of sites currently participating in its local First 5 IMPACT model (as long as the threshold for rating CSPP QRIS Block Grant-funded sites is not exceeded). This option is not to be confused with adding additional sites on top of what a Lead Agency already has been approved for in their LAA. *Plum County Consortium* will be awarded \$700 for moving each of the non-rated sites to Step 3. Please see the table below as an example:



<i>Plum County Consortium</i> at Implementation Step 3	Current Participating Sites	Participating Sites after Incentive Funding
QI Sites (Step 1)	9	9
QIS Sites (Step 2)	40	25
QRIS Sites (Step 3)	51	66 (15 additionally rated sites that were previously QIS sites)
Total First 5 IMPACT Sites	100	100
Additional Funding:		\$10,500

Implementation Step 2 Example: *Peacock County Consortium* is funded at Implementation Step 2 and is rating 5 of 25 sites participating in their local IMPACT model. *Peacock County Consortium* can apply for Incentive Funding by rating any of the other 20 (unrated) sites that are currently participating through First 5 IMPACT. This option does not require increasing the overall target site total. *Peacock County Consortium* will be awarded \$1,400 for moving each of the non-rated sites to Step 3. Please see the table below as an example:

<i>Green County Consortium</i> at Implementation Step 2	Current Participating Sites	Participating Sites after Incentive Funding
QI Sites (Step 1)	5	5
QIS Sites (Step 2)	20	15
QRIS Sites (Step 3)	0	5 (5 new rated sites that were previously QIS sites)
Total First 5 IMPACT Sites	25	25
Additional Funding:		\$7,000