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November 15, 2022

## Notice of Funding Availability Farmworker Resource Center Grant

### Important Dates

Notice of Funding Availability Release Date – November 15, 2022  
Deadline to Submit Questions – November 29, 2022  
Bidder's Conference – December 5, 2022  
Questions & Answers Posted on CSD Public Website – December 7, 2022  
Notice of Intent to Apply Due Date – December 14, 2022  
**Deadline to Submit Applications – December 21, 2022 by 5:00 p.m.**  
Notice of Awardees Posted – January 12, 2023  
Contract Negotiation Period – January 16, 2023 to February 3, 2023  
Contract Term – February 15, 2023 to May 15, 2024  
Population Assessment Completed by Grantee – April 30, 2023  
Deadline for Farmworker Resource Center to be Established,  
Operational, and Providing Services and Activities – July 15, 2023  
Grantee Evaluation Completed by CSD – June 30, 2024

*Serving Low-Income Families Through Community Partners*

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## Part A: Farmworker Resource Center Grant Overview

### 1. Department Overview

The mission of the California Department of Community Services and Development (CSD) is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs for low-income individuals, families, and their communities.

Under the umbrella of the California Health and Human Services Agency, CSD administers community services and energy programs through a network of local providers and regional administrators to deliver services to low-income families, individuals, and communities. The services and programs administered by CSD help low-income Californians achieve and maintain economic security, meet their financial home energy needs, and reduce their utility costs through energy efficiency upgrades and access to clean, renewable energy.

CSD has extensive experience working with farmworker agencies and communities through a variety of programs including the federal Community Services Block Grant (CSBG). The core mission of these agencies is to implement and administer farmworker services programs. The agencies provide supportive services that include job training and education programs, job placement, housing assistance, energy utility assistance, food and nutrition services, and transportation services for migrant and seasonal farmworkers.

CSD also partners with La Cooperativa Campesina de California (La Cooperativa), a statewide association representing CSBG Migrant Seasonal Farmworker agencies. Through its partnership with La Cooperativa, CSD is able to assess the needs of California's agricultural workers and provide services specific to their needs.

Additional information about CSD can be found online at [www.csd.ca.gov](http://www.csd.ca.gov).

### 2. Background

As a fundamental workforce in the California agricultural sector, farmworkers often face unique challenges related to housing, employment, public health, and other basic needs. On September 22, 2021, Governor Gavin Newsom signed AB 941 (Bennett, Chapter 203) into law, establishing the Farmworker Resource Center Grant Program. AB 941 provides California counties the opportunity to apply for funding to help create farmworker resource centers to assist farmworkers in navigating public agencies, receiving information regarding wage and hour laws, health and safety laws, resolving workplace disputes, and pursuing other legal rights. \$3 million was appropriated in the 2021-22 State Budget to fund the grant. Eligible counties (identified in Part A, Section 8:

Target Regions) that are interested in establishing and funding Farmworker Resource Centers may apply for grant funding.

AB 941 also called for the establishment of a Farmworker Resource Center Workgroup consisting of specified representatives to work with the department on the development of evaluation criteria for Farmworker Resource Center grant applications and awards. The Workgroup held a series of public meetings over the Summer and Fall of 2022 to meet this requirement. Details of these public meetings can be found on CSD's website by visiting <https://www.csd.ca.gov/Pages/FRC.aspx>.

Farmworker Resource Centers funded under this grant are intended to provide information and access to services that address the needs of farmworkers and their families. These services can include, but are not limited to, assistance filing documents with state or local agencies and referrals to legislative offices or community-based organizations. Farmworker Resource Centers can also provide resources and information regarding programs related to labor and employment rights, education, housing, utilities, immigration, and health and human services, including, but not limited to, food security, mental health, and childcare assistance. These services may be offered at traditional brick-and-mortar locations or through mobile centers.

### 3. Purpose of the Notice of Funding Availability (NOFA)

The purpose of this NOFA is to inform interested counties of the availability of grant funding to support the establishment or expansion of Farmworker Resource Centers in their respective counties to provide access to services and programs designed to address the needs of farmworkers and their families. Activities under the Farmworker Resource Center Grant must be conducted in a culturally and linguistically appropriate manner to effectively meet the needs of the target populations. Grant Applicants must demonstrate their experience providing similar services and their history of successfully conducting outreach campaigns to reach culturally diverse populations that have been traditionally hard to reach and underserved.

Grantees will be required to provide assistance to farmworkers and their families through the county's Farmworker Resource Center.

For the purposes of this solicitation and the resulting agreement, "Applicant" is defined as the county as the prime contractor/proposer, its subcontractors, and community partners working as an alliance. The county will submit the NOFA and upon award, will enter into a contractual agreement with CSD having ultimate responsibility for contract performance relative to the contract, including the activities of its subcontractors and community partners.

Funding allocated under this grant will support new or expanded activities and may not replace or supplant existing funding sources.

#### 4. Goals and Objectives

##### Goals

- Build trust and relationships with farmworkers, their communities, employers, farmers, and advocates to develop successful, valued services and activities.
- Address the challenges and needs faced by farmworkers.
- Provide increased access to services and activities for farmworkers and their families.

##### Objectives

- Conduct a population assessment of the communities the Farmworker Resource Center would serve, including, but not limited to, an assessment of languages other than English or Spanish that would need to be accommodated by the center.
- Develop and deliver services and activities designed to meet the identified needs of farmworker populations for information or access to services through either traditional brick-and-mortar resource centers or mobile centers that reach farmworkers where they live and work.
- Establish Farmworker Resource Centers that provide farmworkers and their families information and access to services related to, among other things, labor and employment rights, education, housing, immigration, and health and human services.
- Partner with trusted organizations in the community to implement effective outreach and service activities.
- Disseminate clear, accurate, and consistent information to target audiences in English, Spanish, and other appropriate languages as identified in the population assessment conducted by the grantee.
- Reach culturally diverse and historically underserved populations to increase awareness of relevant available services.
- Maintain a database that collects, tracks, and reports outcomes on outreach and service activities.
- Increase access to existing services for farmworkers and their families through the:
  - Establishment of new Farmworker Resource Centers.
  - Extension of hours of operation.
  - Improved recruitment and retention of high-quality staff and volunteers.

## 5. Characteristics of a Successful Farmworker Resource Center

While CSD recognizes that there are operational differences among agencies that provide services to farmworkers, below is a list of recommended practices. They are intended to inform the development of Farmworker Resource Centers funded through this grant. These suggestions were developed by the Farmworker Resource Center Workgroup. Qualities of a successful Farmworker Resource Center are:

- A welcoming central hub for farmworker services that is culturally and linguistically sensitive and appropriate for the community.
- A focus on building deep, lasting relationships with participants that foster trust and demonstrate commitment to the community.
- The ability to perform multi-faceted outreach campaigns in-person and online.
- The ability to provide warm hand-offs when referrals are made. Agency staff should coordinate with the referral agency and the participant whenever possible. The goal should be to establish the referral for and with the participant rather than just providing the participant with contact information.
- Accessibility for farmworkers and their families. The Farmworker Resource Center should accommodate farmworkers' work schedules to ensure accessibility to services. For instance, extended hours of operation should be provided outside of traditional 9:00 a.m. to 5:00 p.m. business hours to accommodate participant work schedules, and public meeting times should be in the evening. The location of the center should be a familiar place for farmworkers to access services. Agencies should be prepared to meet farmworkers where they are comfortable receiving services.
- Inclusion of farmworkers in the center's design and direction.
- Staff commitment to establishing strong relationships with agencies that serve farmworkers and farmworkers' employers.
- Ability to be accessed by local phone numbers instead of generic "800" numbers.
- Deep connections with local community-based organizations that have experience serving farmworkers and proficiency in relevant indigenous languages.
- Demonstrated ability to identify, recruit, and retain quality volunteers and staff.

## 6. Outreach Activities

Examples of potential outreach activities are listed below. Other types of innovative outreach not explicitly listed are allowed and encouraged, per CSD approval, if an Applicant can clearly establish the effectiveness of the proposed outreach strategy.

OutreachType	Activity
Web	<ul style="list-style-type: none"> <li>• Create or maintain a linguistically and culturally sensitive website or webpage(s) specifically designed to promote and maximize awareness of the Farmworker Resource Center services and activities.</li> <li>• Host educational information and updates online.</li> </ul>
Social Media	<p>Disseminate messaging, share success stories, and inform the public about assistance available in the local community via social media channels that may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Instagram</li> <li>• Twitter</li> <li>• YouTube</li> <li>• TikTok</li> </ul>
Canvassing	<p>Make contact in targeted residential neighborhoods and community gathering places to engage individuals and families in one-on-one interactions. Canvassing can include traditional door-to-door activities, text messaging campaigns, phone banking, and other direct, targeted, person-to-person efforts to reach farmworkers and their families.</p>
Media	<p>Outreach through earned and unearned media activities through the following channels, including:</p> <ul style="list-style-type: none"> <li>• Print</li> <li>• Radio</li> <li>• TV</li> <li>• Internet/Website Advertising</li> <li>• Social Media Promoted/Boosted Advertising</li> </ul>
Collateral Messaging	<p>Distribute messaging in multiple languages that are culturally appropriate for target audiences and demographics through the following mediums:</p> <ul style="list-style-type: none"> <li>• Flyers/Brochures</li> <li>• Direct mailers</li> <li>• Newsletters</li> </ul>

OutreachType	Activity
Group Events	<p>Host or participate in coordinated outreach events (virtual or in-person) to engage groups of eligible people (more than one individual/family) at locations that may include:</p> <ul style="list-style-type: none"> <li>• Community gatherings</li> <li>• Resource fairs</li> <li>• Mega-events</li> <li>• Local businesses</li> <li>• Educational forums</li> <li>• Local free tax preparation assistance and filing service locations such as Volunteer Income Tax Assistance (VITA) sites</li> <li>• Grocery stores/Libraries</li> <li>• Food banks</li> <li>• Churches</li> <li>• Healthcare clinics including vaccination clinics</li> <li>• Schools</li> <li>• Public Meetings (City, County, School Boards, etc.)</li> </ul>

At a minimum, outreach activities must be provided in English, Spanish, and one additional indigenous language based on local needs. Activities shall be conducted in additional languages, as appropriate, to engage culturally diverse populations in targeted areas. Attention should be given to strategies that engage non-English language media.

## 7. Potential Services and Functions

Grant recipients will perform an assessment of the needs of the farmworker communities in their service area. While the array of services offered will differ based on the results of this assessment, the ideal Farmworker Resource Center grant applicant must demonstrate the ability to provide information about and access to the following:

- Labor and employment rights and legal services
  - Wage and hour rights and claims
  - Tenant rights/Homelessness prevention
  - Occupational health and safety rights including sexual harassment, pesticides, wildfire smoke, and COVID-19
  - Legal advocacy
  - Completion of documents and forms
- Employment assistance and advocacy
  - Job readiness training

- Workforce Innovation and Opportunity Act (WIOA) National Farmworkers Jobs Program referrals
- Career coaching
- Resume and cover letter development
- Interview skills training
- Job referrals
- Job placement assistance
- On-the-job training opportunities
- Post-employment mentoring
- Employer outreach to identify and address key workforce readiness and safety issues
- Education access and support
  - Apprenticeship and job readiness programs
  - Computer and internet access
  - English language education
  - GED and high school diploma acquisition
  - Free Application for Federal Student Aid (FAFSA) and financial aid application assistance
  - Mobile/remote in-home tutoring and mentoring
  - School transportation of students in remote rural areas
  - Youth bus passes
  - School supplies
- Financial assistance
  - Financial literacy and financial management classes
  - Volunteer Income Tax Assistance (VITA) and Earned Income Tax Credit (EITC) referrals
- Emergency supportive services and referrals
  - Rental and deposit assistance
  - Temporary housing assistance
  - Utility assistance
  - Food, clothing, household goods, and hygiene products
  - Citizenship and immigration legal services
  - Citizenship classes
  - Deferred Action for Childhood Arrivals (DACA) process navigation
  - Family petition assistance
  - Deportation prevention
- Health and human services
  - Mental health services assistance

- Childcare assistance
- Safe water access
- Clean, safe food access

8. Target Regions

To focus the limited funding available through the Farmworker Resource Center Grant to counties with significant farmworker populations, target regions were identified based on either the absolute or proportional number of farmworkers in each county.

The counties in each region were identified based on either the total number of farmworkers in each county or the percentage of a county’s population farmworkers represent.<sup>1</sup>

Region 1 – San Joaquin Valley and Northern California Regional Awards

Grantees for Region 1 will serve farmworkers and their families living in a county in the San Joaquin Valley and/or a Northern California county. The table below identifies the counties included in Region 1.

Region 1 – San Joaquin Valley and Northern California
Colusa County
Glenn County
Fresno County
Kern County
Kings County
Madera County
Merced County
Modoc County
San Joaquin County
Stanislaus County
Siskiyou County
Tulare County

<sup>1</sup> United States Department of Agriculture National Agricultural Statistics Service. *2017 Census of Agriculture*. Sonny Perdue, Secretary. AC-17-A-51. Washington, D.C.: GPO, Issued April, 11, 2019, [Census 2017 Report \(usda.gov\)](https://www.nass.usda.gov/Publications/AgCensus/2017/Full_Report/Volume_1,_Chapter_2_County_Level/California/st06_2_0007_0007.pdf); [https://www.nass.usda.gov/Publications/AgCensus/2017/Full\\_Report/Volume\\_1,\\_Chapter\\_2\\_County\\_Level/California/st06\\_2\\_0007\\_0007.pdf](https://www.nass.usda.gov/Publications/AgCensus/2017/Full_Report/Volume_1,_Chapter_2_County_Level/California/st06_2_0007_0007.pdf) (accessed September 20, 2022).

## Region 2 – Central Coast and Southern California Regional Awards

Grantees for Region 2 will serve farmworkers and their families living in Central Coast and/or Southern California counties. The table below identifies the counties included in Region 2.

Region 2 – Central Coast and Southern California
Imperial County
Monterey County
Napa County
San Diego County
San Luis Obispo County
Santa Barbara County
Santa Cruz County
Sonoma County
Riverside County
Ventura County

Grant funds awarded shall be used to perform the activities identified in Part A, Section 6: Outreach Activities, and Part A, Section 7: Potential Services and Functions. Please see Appendix 1: Map of Target Regions for a map of the counties comprising Region 1 and Region 2.

### 9. Available Funding

A total of \$2.5 million is available to support the establishment or expansion of county-level Farmworker Resource Centers. Counties identified in Target Regions 1 and Region 2 are eligible for funding. Each application should be customized to address the needs of local farmworkers and their families.

### 10. Size and Number of Grants

Funding allocations, anticipated number of grants, and funding limits are provided in the table below. Funding will be distributed to grantees on a reimbursement schedule upon receipt of submitted and approved expenditures and activity reports. An Applicant may only apply for the full amount listed in the Farmworker Resource Center Grant

(FRC) Contract Award column. The Applicant’s proposed budget (CSD 512, CSD 512C and CSD 513) must reflect the full contract award along with the Applicant’s matching funds of 25 percent of the award.

CSD anticipates awarding three grants from this NOFA subject to the availability of funds and the quality of applications received. CSD reserves the right to grant fewer or additional awards under this announcement.

Region	Proposed # of Grants	FRC Contract Award
Region 1 – Highest scoring applicant from San Joaquin Valley and Northern California	1	\$833,000
Region 2 – Highest scoring applicant from Central Coast and Southern California	1	\$833,000
The next highest scoring applicant from either region	1	\$833,000

11. Grantee Matching Funds Requirements

Pursuant to AB 941, to be eligible for grant funding applicants must provide 25 percent of the center’s funding. To this end, for a grant of \$833,000 an awardee will be required to contribute a minimum of \$208,250 during the grant term.

As proof of the Applicant’s commitment of the matching funds, Applicants are required to submit a budget that includes the 25 percent match. Applicants must also submit either a letter from the county administrative officer committing the funds, and/or a board resolution committing 25 percent in matching local funds as part of their application package.

12. Grant Requirements: All Awards

Grant requirements include, but are not limited to, the following:

- Funds must be spent to serve the intended purposes of AB 941, Farmworker Assistance: Resource Centers.
- Funds must be used for cost-effective activities that have measurable, trackable outcomes.
- Grant funds must support new farmworker resource center activities or expand upon existing efforts. These funds are not intended to replace or supplant existing services and activities that provide information and access to services to farmworkers. Reported activities and outcomes must be attributable to funding

from this grant.

- Applicants must be a county government entity from a county identified in Part A, Section 8: Target Regions.
- Applicants must submit all application packet documents timely. (Please refer to Part B, Section 4: Application Package Requirements.)
- Grantees must provide 25 percent of the funding for the life of the grant.
- Grantee administrative costs cannot exceed 15 percent of the operating budget submitted during contract execution.<sup>2</sup> The operating budget is defined as the grant award and grantee matching funds.
- Grantees must complete a population assessment sufficient to determine the ideal model for Farmworker Resource Center service delivery (e.g., hours and days of operation, etc.) and the language and service needs of the community the Resource Center would serve.<sup>3</sup> Grantees should monitor local trends on an ongoing basis and adjust services and activities accordingly.
- Grantees must provide services in English, Spanish, and at least one indigenous language to allow equitable access for the target community based on assessed needs.
- Grantees must provide services to farmworkers and their families through either traditional brick-and-mortar locations or mobile outreach, depending on local needs.
- Grantees must maintain a cost-effective database and provide this data to CSD upon request. At a minimum, this database must include the following:
  - The number and types of calls received
  - Referrals made and their outcomes
  - Claims filed and their outcomes
  - Service and activity outcomes
  - Participant demographic information
- Grantees must provide quarterly programmatic and fiscal reporting to CSD per the following proposed schedule:
  - March 31, 2023
  - June 30, 2023
  - September 30, 2023
  - December 31, 2023

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<sup>2</sup> Administrative costs consist of expenses related to functions that do not directly support a specific activity or service. These costs include, but are not limited to, general management of the agency such as executive office functions, accounting, budgeting, personnel and legal services.

<sup>3</sup> To ensure the activities and services designed to address the needs of farmworkers and their families are informed by the findings of the population assessment, grantees must complete the initial population assessment by April 30, 2023.

- March 30, 2024
- May 15, 2024 - Final Report
- Grantees must comply with fiscal and programmatic evaluations, which may extend until June 30, 2024. To ensure adequate time to provide the activities and services designed to address the needs of farmworkers and their families within the contract term, grantee Farmworker Resource Centers must be established, operational, and providing services by July 15, 2023.
- Grantees must maintain participant files sufficient to document activities and services provided as well as outcomes achieved.
- Grantees must participate in mutually agreed upon check-in calls with CSD.
- Grantees must establish or utilize existing linkages with local and/or statewide community-based organizations currently serving farmworker communities.
- Grantees that utilize subcontractors are responsible for ensuring all participants within their coalition adhere to NOFA and contractual requirements. This includes, but is not limited to:
  - Effective monitoring and communication processes that ensure adherence to both financial management and participant demographic and service data collection.
  - Ensuring any subcontractors or community partners understand their role in delivering services successfully and the processes by which funds are requested and distributed.
  - Ensuring the protection of all personally identifiable information.

### 13. Contract/Funding Term

The anticipated contract term for each awarded contract shall be from February 15, 2023 through May 15, 2024. At CSD's sole discretion, each contract may be amended to extend the contract term for additional time, subject to funding availability and grant requirements. There is no obligation for CSD to exercise its right to extend the contract.

### 14. Projected Timeline

The projected timeline below will be used for the NOFA application submission, evaluation, and contract award process.

Activity	Date
NOFA Released	November 15, 2022
Deadline for Submitting Questions	November 29, 2022
Bidder's Conference	December 5, 2022
Question & Answers Posted on CSD Public Website	December 7, 2022
Notice of Intent to Apply Due to CSD	December 14, 2022
<b>NOFA Application Deadline</b>	<b>December 21, 2022</b>
Notice of Awardees Posted	January 12, 2023
Contract Negotiation Period	January 16, 2023 to February 3, 2023
Population Assessment Completed	April 30, 2023
FRC must be established, operational, and providing services and activities	July 15, 2023
Contract Term	February 15, 2023 – May 15, 2024
Grantee Evaluation completed by CSD no later than:	June 30, 2024

Awardees will be asked to return their signed contracts to CSD as expeditiously as possible to prevent delaying grant activities. Grantees must be ready and able to begin work on the first day of the contract term.

## Part B: Application Preparation and Submission

### 1. Bidder's Conference

Potential applicants are strongly encouraged to participate in the Bidder's Conference regarding this grant application, which will be held virtually on **December 5, 2022**. The webinar registration link will be available at:

<https://www.csd.ca.gov/Pages/contractopportunities.aspx>

### 2. Questions

To ensure fairness, Applicants may submit additional questions regarding any part of this NOFA, including technical questions and required attachments

[FarmworkerResourceCenter@csd.ca.gov](mailto:FarmworkerResourceCenter@csd.ca.gov) using the following subject line: Questions on 2022-NOFA-FRC Grant.

When submitting question(s), please reference the section, page number, and other useful information to identify the specific area of concern. **All questions must be received on or before 5:00 p.m. on November 29, 2022.**

Questions and answers will be posted by CSD on **December 7, 2022**, on the CSD Public website under "Contracting Opportunities" at:

<https://www.csd.ca.gov/Pages/contractopportunities.aspx>.

### 3. Notice of Intent to Apply

**Interested applicants are encouraged to submit a Notice of Intent to Apply by 5:00 p.m. on December 14, 2022.** The Notice of Intent to Apply form is located on the CSD Public website at: <https://www.csd.ca.gov/Pages/contractopportunities.aspx>. The completion and submission instructions are detailed on the form.

The Notice of Intent to Apply is not required, but interested applicants are strongly encouraged to submit the form as soon as the Applicant believes they will be applying for the grant. The Notice of Intent to Apply form may be submitted via email to:

[FarmworkerResourceCenter@csd.ca.gov](mailto:FarmworkerResourceCenter@csd.ca.gov).

4. Application Package Requirements

Applicants must submit all documents listed below. Please note that the Farmworker Resource Center Grant Application Narrative Template (CSD 536) has a 20-page limit. All other forms do not have page limits. All NOFA documents are accessible via a link to the Bidder's Library located at: <https://www.csd.ca.gov/Pages/contractopportunities.aspx>.

Stack Order	Document Title
N/A	Application Packet Instructions and Document List *NOTE – do not return with application
1	Application Cover Sheet (CSD 535)
2	Board letter, board resolution, or equivalent authorizing county to apply
3	Board letter, board resolution, or letter on county letterhead indicating county's commitment to providing 25 percent match
4	Application Narrative Template (CSD 536)
5	Budget Forms <ul style="list-style-type: none"> <li>• FRC Budget Series (CSD 512)</li> <li>• FRC Budget Narrative (CSD 512C)</li> <li>• FRC County Matching Funds (CSD 513)</li> </ul>
6	FRC Workplan (CSD 514)
7	Project Timeline (CSD 514PT)
8	Fi\$Cal Government Agency Taxpayer ID Form
9	Contractor Certification Clauses Form (CCC-04/2017)

5. Application Pass/Fail Review

All applications received by the deadline will undergo an initial pass/fail review prior to evaluation to ensure completeness and adherence to the specifications and requirements detailed in this NOFA, including the following:

- One electronic application package in PDF format.
- All completed application documents from the table above (1-9) included with the

application.

- Full contact information and signatures on applicable documents.

CSD may disqualify and not score applications that receive a “fail” mark. **Late applications received after 5:00 p.m. on the due date will be rejected and will not be considered for funding.**

## 6. Application Submission Instructions

**CSD requires Applicants to provide application materials electronically via a secure Dropbox received by 5:00 p.m. on December 21, 2022.** All Applicants shall send an email to [FarmworkerResourceCenter@csd.ca.gov](mailto:FarmworkerResourceCenter@csd.ca.gov) at least five business days prior to the Deadline to Submit Applications, stating their intention to submit an Application. Upon receipt, CSD will issue each Applicant a private link and instructions to submit all Application documents in PDF form (unless instructed otherwise).

## Part C: Evaluation Process

### 1. Scoring

The table below summarizes the available points for the scored documents of the application package. Scores will be assigned per the points identified in the table below.

Document Title	Subtitle	FRC Grant Total Possible Points
FRC Application Narrative Template (CSD 536)	Experience Performing Outreach and Providing Similar Participant Services	30
	Organizational Capacity	25
	Trusted Community Partners and Leveraging Resources	20
	Ability to Establish and Maintain a Participant Demographic and Service Tracking Database	15
	Experience Conducting a Population Assessment	10
Maximum Points Possible		<b>100</b>

Evaluators will assign points to all scored components using the scoring criteria below.

Rating	Score	Ranking
Excellent ability to meet all requirements	90 – 100	Outstanding
Expected to meet all requirements	80 – 89	Good
Capable of meeting all requirements	70 – 79	Fair
May not be able to meet all requirements	60 – 69	Poor
Not likely to meet all requirements	50 – 59	Fail

### 2. Proposal Evaluation

The documents listed in the table above will be reviewed and scored by an Evaluation Team. Scoring criteria is designed to assess the quality of the proposed project and to determine the likelihood of success. **The maximum number of possible points is 100.**

Applicants must receive a final total score of at least 70 points to be placed into the rank order to be considered for funding.

The Evaluation Team will use a consensus scoring methodology, where one score is awarded per the team's collective assessment. Applications will be scored against the desired qualifications as listed in Part C, Section 3: Application Narrative Template. Applicants will then be ranked based on total score achieved.

### 3. Application Narrative Template

A total of 100 points is possible for the Application Narrative Template (CSD 536). The Application Narrative Template includes an Applicant's description of its Experience Performing Outreach and Providing Similar Participant Services, Organizational Capacity, Trusted Community Partners, Ability to Establish and Maintain a Participant Demographic and Service Tracking Database, and Experience Conducting Population Assessments. The evaluation criteria for each of these items is enumerated in the sections below.

#### Experience Performing Outreach and Providing Similar Participant Services

Provide a detailed description of:

- a) The current outreach and experience providing services of the Applicant and/or its community partners in appropriate languages to farmworkers and their families
- b) Operational readiness and expertise in conducting, budgeting, and implementing similar scale services and outreach activities.
- c) The proposed outreach methods (physical, digital, written, audio, video, etc.) and explain why the selected methods will be the most effective. Preference will be given to face-to-face or one-on-one outreach methods.
- d) How Applicant has evaluated the effectiveness of its current outreach strategies and how are the current strategies connect to participant service outcomes.
- e) How Applicant has tailored its services and programs to meet community needs.

#### Organizational Capacity

Provide response in Application Narrative Template (CSD 536), Budget Series (CSD 512), Budget Narrative (CSD 512C), County Matching Funds (CSD 513), Workplan (CSD 514), and the Project Timeline (CSD 514PT) which:

- a) Demonstrates the Applicant's administrative capacity to oversee operations of a similar type and scale.
- b) Describes the proposed service model including service delivery method(s) that will be used to deliver each service (referral vs. direct delivery of service). Includes a

description of how staff will stay connected to the participant.

- c) Describes the approach of the Applicant and/or its community partners to participant engagement in situations with language barriers or a lack of eligibility documentation.
- d) Describes the ability of the Applicant and/or its community partners to provide services directly or in partnership with a subcontractor at locations and at times suited to farmworker's schedules (i.e., at work sites, evenings, weekends, etc.).
- e) Lists current or proposed partnerships that will help in the delivery of the proposed activities, with a specific emphasis on partnerships that will assist in reaching individuals with Limited English Proficiency and non-English speaking individuals, including noncitizen farmworkers.
- f) Describes the ability of the Applicant and/or its community partners to provide the key services listed in Part A, Section 7: Potential Services and Functions.
- g) Lists current or proposed staff who will help in the delivery of the proposed activities with a specific emphasis on staffing that will assist in reaching individuals with Limited English Proficiency and non-English speaking individuals, including noncitizen farmworkers.
- h) Provides proposed staff classifications and position descriptions.
- i) Provides the proposed operating budget for the Farmworker Resource Center.
- j) Describes the budget and service and activity development process and priorities.
- k) Describes the Applicant's administrative resources (i.e., accounting, contracting, human resources, legal, etc.) designated to support the Farmworker Resource Center.

### Trusted Community Partners and Leveraging Resources

Applicants are required to engage trusted community partners with their service and outreach efforts. Engaged partners should have established trusted relationships with farmworker community members, preferably with experience providing services described in Part A, Section 7: Potential Services and Functions. Trusted community partners are not necessarily subcontractors in that, for this NOFA, they need not be funded, but have been identified as having a positive, past working relationship with the farmworker community.

- a) In the table provided in the Application Narrative Template (CSD 536) indicate:
  - Name(s) and location(s) of community partner(s) to be engaged.
  - Description of the partner's roll and/or how the partner will help the applicant deliver the programs and services identified in the Application Narrative Template (CSD 536).

- Efforts involving coordination with public benefits and social service agencies; employers in the agricultural industry; public, private, and faith-based organizations; and legal service providers.
- The community partner(s) with which the Applicant has an existing relationship and the documentation underlying the partnership (e.g., letter of support, memorandum of understanding, etc.).

b) Describe how the partners were involved in the design of the Applicant’s response to the NOFA.

Ability to Establish and Maintain a Participant Demographic and Service Tracking Database

Provide a detailed description of:

- a) The Applicant’s strategies to use data to analyze and improve service and activity performance.
- b) The methods, frequency, and goals of data analysis.
- c) The steps necessary to establish and maintain a database that can collect and track the following data:
  - Number and type of calls received
  - Referrals made
  - Claims filed
  - Service and activity outcomes<sup>4</sup>
  - Participant demographic information
- d) Describe the demographic data points Applicant intends to collect.

Experience Conducting a Population Assessment

Present a detailed description of:

- a) The experience of the Applicant and/or its community partners in investigating and assessing the needs of targeted demographic groups within the county.
- b) How the Applicant will collect and include data specific to the needs of their farmworker communities.
- c) The languages in which the Applicant anticipates performing a population

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<sup>4</sup> For the purposes of this NOFA, “outcome” is defined as the result, effect, or consequence that will occur from carrying out each service and activity that is directly related to the NOFA’s goals and objectives. Outcomes must be achievable and measurable within the contract term. CSD will evaluate the effectiveness of the Applicant’s tracking and its effectiveness in achieving outcomes for farmworkers and their families.

assessment, including the level of the Applicant's ability to conduct a population assessment in those languages.

- d) Approaches the Applicant intends to take to gather information directly from members of the farmworker community.
- e) The existing resources and data available to support or augment the population assessment process.
- f) List of agricultural employers in the county to be contacted as part of the population assessment.
- g) How the Applicant will analyze data collected.
- h) How the Applicant and/or its community partners will assess the needs of the farmworker population and adjust outreach, services, and activities on an ongoing basis.

## Part D: Contract Award Process

### 1. Contract Award Information

Contracts will be awarded based on final scores and available funding. Applications must receive a score of 70 points or greater to be considered for grant funding. Applicants shall agree to comply with all CSD's contractual terms and conditions. CSD reserves the right to award less than the amount available through this funding opportunity based on the quality and number of applications received.

### 2. Appeal Process

All funding decisions are made at the sole discretion of CSD, and all decisions are final. There is no appeal process.

### 3. CSD Reservations

CSD reserves the right to:

- Modify, amend, cancel, or terminate this NOFA at any time by issuance of an addendum or notice.
- Not make any awards pursuant to this NOFA.
- Make an award under the NOFA in whole or in part.
- Disqualify any applicant whose application fails to conform to the requirements or 70-point minimum scoring threshold of this NOFA.
- Change any of the scheduled dates in the Projected Timeline with notice.

### 4. Public Records Act

Upon execution of award(s), all documents submitted in response to this NOFA will become property of the state of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.).

-- END NOFA --

**Farmworker Resource Center Grant  
Appendix 1  
Map of Target Regions 1 & 2**



Region 1: Colusa, Glenn, Fresno, Kern, Kings, Madera, Merced, Modoc, San Joaquin, Stanislaus, Siskiyou, and Tulare Counties.

Region 2: Imperial, Monterey, Napa, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, Sonoma, Riverside, and Ventura Counties.