



REQUEST FOR LETTERS OF INTEREST

Fiscal Agent Services for Equity in Action Grants

Announcement Date: Monday, January 5, 2026

Deadline: Thursday, January 15, 2026 at 5 p.m.

Total Funding Available: Up to \$75,000 for services (in addition to \$197,410 in pass-through funding)

Funding Timeline: February – December 2026

Description: Funding will be provided to one agency to act as fiscal agent for 23 small grantees under the Equity in Action Initiative. Selected agency would pass through funding to the 23 organizations (up to \$197,410 in amounts up to \$9,999 each) and provide fiscal agent services for First 5 Sacramento Commission Equity in Action (EiA) Tier 1 One-Time Fund Grantees.

Eligibility: Non-Profit Agencies in Sacramento County that have not received First 5 funding over \$10,000 in the last 15 years and have the capacity to provide fiscal agent services for small grants.

Interviews with Selected Applicants: Tuesday, January 20, 2026

Notification of Funding Recommendation: January 26, 2026

First 5 Sacramento Commission Votes on Recommendation for Funding: February 2, 2026

Contract Term Begins: February 2026, upon signature of contract

Contract Term Ends: February 15, 2027 (all pass-through funding ends December 31, 2026; final invoice due by February 15, 2027)

Contact: Kristin Scheiber scheiberK@sacounty.gov

Invitation to Submit Letter of Interest:

The First 5 Sacramento Commission is seeking to contract with one agency to provide fiscal agent services for the Tier 1, one-time fund, Equity in Action (EiA) grantees.

Equity in Action Background:

First 5 Sacramento is establishing new partnerships with agencies and community groups to provide services to Sacramento's most vulnerable families with children prenatal through age 5. EiA is a new First 5 program that will fund community-based organizations to address inequities for young children and their families in specified priority ZIP codes. More information about the Equity in Action Initiative can be found [here](#).

EiA applications were reviewed and evaluated by the EiA Committee - a group of 15 community members living in the priority ZIP codes. Those applications that the EiA Committee has recommended for funding will be reviewed by the First 5 Sacramento Commission, which will make a final determination regarding funding at their January 12, 2026 meeting. The funding for projects is from February 2026 to December 31, 2026.

Scope of Fiscal Agent Services:

Up to 50% of the total funding may be awarded in advance; subsequent advances will depend on invoicing. The Fiscal Agent will work as a liaison between the Commission and the EiA grantees. In addition, the following activities are required:

Agreement with Grantees

The Fiscal Agent will enter into an agreement with grantees to ensure they comply with Commission and grant requirements. This will include setting a clear budget with each grantee for the funds they have been awarded.

Payment Processing

The Fiscal Agent will advance up to 25% of the grant to the grantee. Funds must be spent in accordance with the grantee's approved budget. Grantees are required to submit original receipts on a monthly basis to the Fiscal Agent before the subsequent advance is released. The Fiscal Agent will reconcile expenses and submit receipts and invoices to Commission staff.

The payment process for each grant is as follows:

Fiscal Agent	Grantee
1. Receives fees of up to \$75,000.	
2. Issue funds up to 25% of grant funds to each grantee for start-up costs within 2-3 business days of setting agreement on grantee budget.	
	3. Receives up to 25% of the budget for start-up expenses.
	4. Submits receipts of expenditures to Fiscal Agent.
5. Fiscal Agent receives, reconciles and approves expenditures.	
6. Submits invoice with documentation to First 5 (documentation includes monthly log of expenditures, funds released and balance of advance grant funds).	
	7. Submits request for next round of payment for expenditures.
8. Upon approval of 1 st round of expenditures, releases next round of payment (up to 25%) to the grantee within 2-3 business days.	
	9. Submits 2 nd round of receipts of expenditures to Fiscal Agent.
<i>Payment process repeats until the end of the grant cycle, December 31, 2026</i>	

Training and Technical Assistance

In collaboration with Commission staff, the Fiscal Agent will provide training and technical assistance to grantees prior to and during the grant period to ensure compliance with grant expenditure policies. Training and technical assistance may include, but is not limited to:

- Assist grant applicants with preparing their budget, if needed.
- Meet and train grantees at the beginning of the project to explain policies and procedures of the payment process.
- Have regular contact with grantees, (monthly at a minimum) to ensure proper documentation for invoices and reports is submitted.
- Address questions or concerns of the grantees regarding expenditures or payments.

Other Responsibilities

The Fiscal Agent must provide insurance for grantees' special events and issue 1099 forms annually, if needed, as required for stipends and independent contractor payments.

Should the grantee be unable to complete the project, the grantee must repay any unspent funds to the Fiscal Agent. If the grantee is unable to repay the advance, after several attempts to collect and close monitoring by the Fiscal Agent, the Fiscal Agent will inform the Commission that they have been unable to recoup the advance. The Fiscal Agent will inform the Commission of concerns early in the process and continue to communicate all attempts to collect from the grantee.

Funding Amount:

Charges for fiscal agent services can include:

Program-Related Personnel

Salaries and wages for staff directly working on grant-funded activities
Fringe benefits (payroll taxes, workers' comp, benefits), prorated
Time must be supported by timesheets or activity logs

Program Operating Costs

Supplies and materials used for grant activities
Printing and copying related to the program

Facilities & Occupancy (Prorated)

Rent or space costs used for grant activities
Utilities (electricity, internet, water), prorated
Facility usage fees directly related to the program

Professional & Contracted Services

Consultants or contractors providing program-related services
Interpreters, trainers, or facilitators

Travel & Transportation

Local travel necessary to carry out program activities
Mileage reimbursed at the approved rate

Indirect of up to 15%

General administrative expenses that support the program (e.g., bookkeeping, accounting, office support)

If requested by the grantee, the Fiscal Agent will advance up to 25% of grant funds to the grantee from fees paid to them by the Commission. The Fiscal Agent may request to be reimbursed for additional out-of-pocket costs to their agency to obtain and maintain all insurances required by

the Commission. Reimbursement of insurance costs will be part of the Commission's contract with the Fiscal Agent.

Minimum Qualifications:

1. Have one or more locations in Sacramento County.
2. Experience in providing training and monitoring for community groups.
3. Experience in working as an intermediary for fiscal agent services.
4. Experience in working with diverse community groups throughout Sacramento County.
5. Demonstrated capacity to include increased workload due to the requirements of EiA.
6. Able to issue funds to grantees in 5 business days.
7. Willingness to provide oversight to the grantee bookkeeper to ensure deadlines are met.
8. Able to secure insurance on behalf of grantees, as needed, for events.
9. Ability to communicate with diverse grantees and provide technical assistance and problem solving to gather necessary documentation.
10. Must be accessible to grantees and Commission staff.
11. Must have credible status as an entity and a commitment to public service.

Timeline:

Date	Activity
January 5	Release of the Request for Letters of Interest
January 15	Letters due to scheiberk@saccounty.gov by 5:00 p.m.
January 20	Interviews with Selected Applicants
January 26	Notification of Recommendation for Funding
February 2	Commission meets to consider recommendation for funding
Upon signature	Fiscal Agent Contract Begins

Letter of Interest Instructions and Content:

This section describes the required format and content for submission of the Letter of Interest. Failure to follow the prescribed format may result in rejection of the Letter of Interest.

1. Format:
 - a. Include the agency's name, address, and a name, title, telephone number and e-mail address for the primary contact person.
 - b. Limit letter to 3 pages.
2. Summary of Qualifications- Provide the following information in your Letter of Interest:
 - a. Address how your agency meets the minimum qualifications.
 - b. Describe why your agency is interested in providing fiscal agent services for the EiA Initiative.
 - c. Overview and timeline of how you would complete these services.

Contract Requirements:

The selected agency will be required to enter into a standard Commission contract that includes the submission of the following:

- Contractor Certification of Compliance Form with Court-Ordered Child, Family and Spousal Support and Contractor Identification Form
- Anti-Tobacco Policy and Certification Form
- Annual Non-Supplantation Certification Form
- Agreement to Policies
- Certification of Insurance

Selection Process:

Members of the First 5 staff will review letters to ensure they meet all requirements of this request and will contact applicants who meet the eligibility requirements to arrange an interview for January 20, 2026.

Submission Requirements:

Please submit Letter of Interest to First 5 Sacramento no later than 5:00 p.m. on January 15, 2026 by email. Letters received after the submission deadline may not be considered.

First 5 Sacramento Commission
Attention: Kristin Scheiber, Chief of Administration
Email: scheiberk@saccounty.gov