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Meeting Agenda

February 7, 2017

3:00 PM

Kings County Board of Supervisors Chambers,
Kings County Government Center
1400 West Lacey Blvd.
Hanford, CA 93230

Call to Order & Welcome

Commissioners Roll Call

Review and Modification to Agenda

Opportunity for Public Comment

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification; make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

Speakers are limited to two minutes. Please state your name before making your presentation.

Consent Calendar

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

P. 003 2017-02-001 Approval of Minutes: December 6, 2016 Commission Meeting

P. 007 FY 16/17 December 2016 Fiscal Report

Action Items

P. 012 2017-02-002 Establish a Nomination Committee for 2017-2018 Chair Elect: The Chair will create a subcommittee that will be charged with nominating a Chair elect for FY 2017-2018.

Informational Agenda Items

P. 014 **FY 16/17 2nd Quarter Grantee Achievement Report:** Commission to review and discuss the FY 16/17 2nd Quarter Grantee Achievement Report.

P. 017 **2017-2018 Request for Applications (RFA):** Commission to review RFAs that will be released as part of the procurement process for 2017-2018.

- Family Resource Center RFA
- Elevating Early Care & Education (E3) RFA
- School Readiness RFA - Parent & Me
- School Readiness RFA - Special Needs Project

P. 225 **Proposed Home Visitation Budget:** Commission will review and provide feedback regarding a proposed budget for the Parents as Teachers (PAT) Home Visitation Project

P. 228 **Spotlight on Service:** Staff from Kings County Office of Education will present an overview of the funded project Kings County CARES About Quality project.

P. 241 **Staff Report:** February 2017 & November 2017

Future Agenda Items

February 2017

- Minutes from February 7, 2016 Commission Meeting
- FY 16/17 March 2017 Fiscal Report
- FY 2017/2018 Budget
- FY 2017/2018 Administrative Cost Limit
- First 5 California Annual Report
- Election of 2017-2018 Chair elect
- Spotlight on Service: Kings County Office of Education: CARES

Commissioner Comments

Review Next Meeting Date & Adjournment

- April 4, 2017 at 3:00 PM

Public Comment is Taken on Each Agenda Item

Please note that the order in which the agenda items are considered may be subject to change.

Agenda backup information and any public records provided to the Commission after the posting of the agenda for this meeting will be available for public review at the first 5 office: 330 Campus Drive, Hanford, CA 93230. Upon a timely request, reasonable efforts will be made to provide such information or records in alternative formats.



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: February 7, 2017

2017-02-001

**Commission Meeting
Minutes from
December 6, 2016**



Meeting Minutes

December 6, 2016

3:00 PM

Kings County Board of Supervisors Chambers,
 Kings County Government Center
 1400 West Lacey Blvd.
 Hanford, CA 93230

Call to Order & Welcome

Commissioners Roll Call

Commissioner	Present	Absent	Joined Meeting After Roll Call
Tim Bowers	X		
Fabiola DeCaratachea	X		
Mary Anne Ford-Sherman	X		
Joe Neves	X		
Dr. Milton Teski		X	Arrived at 3:05p.m.
Sanja Bugay		X	Arrived at 3:03p.m.
Steve Naylon		X	

Review and Modification to Agenda

None

Opportunity for Public Comment

Commissioner Mary Anne Ford-Sherman offered opportunity for public comment, none were offered.

Consent Calendar

2016-12-028 Approval of Minutes: October 4, 2016 Commission Meeting
 FY 16/17 October 2016 Fiscal Report

Motion Made by:	Joe Neves		
2 nd Motion by:	Fabiola DeCaratachea		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Fabiola DeCaratachea	X		
Mary Anne Ford-Sherman	X		
Joe Neves	X		
Dr. Milton Teski			Late
Sanja Bugay			Late
Steve Naylon			Absent

Commisioner Sanja Bugay arrived at 3:03 p.m.

Action Items

2016-12-029 Annual Strategic Plan Review and Update: Commission to review, discuss and consider approving the First 5 Kings County 2015-2020 Strategic Plan.

Motion Made by:	Sanja Bugay		
2 nd Motion by:	Fabiola DeCaratachea		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Fabiola DeCaratachea	X		
Mary Anne Ford-Sherman	X		
Joe Neves	X		
Dr. Milton Teski			Late
Sanja Bugay	X		
Steve Naylor			Absent

Commissioner Dr. Milton Teski arrived at 3:05p.m.

Debbie Grice took time to introduce Commissioner Dr. Milton Teski to the First 5 Kings County Children and families Commission.

Informational Agenda Items

FY 16/17 1st Quarter Grantee Achievement Report: Commission to review and discuss the FY 16/17 1st Quarter Grantee Achievement Report.

The agenda item was outlined and presented by Program Officer Waite. At this time there were no questions from the Commission.

Home Visitation Update: Staff from First 5 Kings County will provide an update regarding the status of the Home visitation project that is currently under development.

Program Officer Waite revisited the need for home visitation in Kings County and gave an update on the home visitation development. Executive Director Grice added there is not a funding source for home visitation, despite its importance. Commissioner Sanja Bugay asked whether there were home visiting evaluations that the commission could review. Program Officer Waite went over Kings County data from Children Now that helps support the need for home visitation for Kings County.

Program Officer Waite gave a brief overview of PAT (Parents as Teachers), a home visitation program that would potentially be the best fit for the Kings County children. Program Officer Waite talked about ACE's (Adverse Childhood Experience). Commissioner Mary Anne Ford-Sherman asked whether PAT was evidence based, Waite confirmed PAT is evidence based. Debbie Grice added one of the challenges for home visitation is cost, Commissioner Ford-Sherman asked if there is a certification process for PAT. Program Officer Waite commented PAT does online trainings. Debbie Grice added there would be two claim plans in regards to PAT and the health department. Debbie Grice commented there is already targeted case management where staff is given perpetual time studies in order to take time on billing. Commissioner Fabiola DeCaratachea asked whether PAT was compared to other home visitation programs. Debbie Grice added Health Department does both TCM and MAA

(Medical Administrative Activities). Commissioner Sanja Bugay mentioned child welfare children could be a possible smaller pilot project. Debbie Grice added a possible next step would be meeting with fiscal and staff from child welfare. Commissioner Tim Bowers added TCM may possibly only cover 25% of cost, and it would be best to develop a plan that would cover the whole program. Commissioner Mary Anne Ford-Sherman added she would like to have a discussion on home visitation and how much it would cost if there was no TCM. Debbie Grice added she'd work on the fiscal plan and human resources regarding case manager classification. Commissioner Fabiola DeCaratachea added Central Valley Regional Foundation may be a great community partner.

Community Presentation: Staff from Safe Kids Kings County program that works to reduce unintentional childhood injury through a multifaceted strategy of public awareness, education, public policy advocacy, and community action.

Darcy Pickens and John Tyler from Safe Kids Kings County gave a brief description of the program. Commissioner Sanja Bugay asked how long Safe Kids has been around in Kings County, Safe Kids Coalition started in August 2016. There will be a car seat technician training held on February 21-25th 2016.

Spotlight on Service: Staff from Kings Community Action Organization will present an overview of the funded project Kettleman City Family Resource Center.

April Hatfield gave a brief overview on the Kettleman City Family Resource Center and its services.

Staff Report: October 2016 & November 2016

Future Agenda Items

February 2016

- Minutes from December 6, 2016 Commission Meeting
- Request for Proposals FY 17/18
- FY 16/17 December 2016 Fiscal Report
- Establish Nomination Committee for FY 17/18 Chair Elect
- 2nd Quarter Grantee Achievement Report
- Spotlight on Service: Kings County Office of Education – Kings County CARES About Quality
- Home Visitation Fiscal Update

Commissioner Comments

Commissioner Mary Anne Ford-Sherman offered opportunity for commissioner comments, none were offered.

Review Next Meeting Date & Adjournment

- February 7, 2016 at 3:00 PM



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Date of Meeting: February 7, 2017

Fiscal Report December 2016

December 2016
First 5 Operations
Fiscal Report

SALARY SUMMARY		\$ 169,730	\$ 18,739	\$ 53,287	\$ 13,245	\$ 85,271	\$ 84,459	50%
SERVICES & SUPPLIES		BUDGET	Admin	Program	Evaluation	YTD	BALANCE	%
Communications	82212000	\$ 1,435	\$ 817	\$ 121	\$ 367	\$ 1,305	\$ 130	91%
Maintenance SIG	82218000	\$ 4,375	\$ 269	\$ 269	\$ 116	\$ 654	\$ 3,721	15%
Memberships	82220000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000	0%
Office Expenses	82222000	\$ 1,050	\$ -	\$ -	\$ 7	\$ 7	\$ 1,043	1%
Books & Periodicals	82222010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Postage & Freight	82222030	\$ 947	\$ 1,723	\$ -	\$ -	\$ 1,723	\$ (776)	182%
Offset Printing	82222040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Computer Software	82222045	\$ 2,160	\$ -	\$ -	\$ 4,617	\$ 4,617	\$ (2,457)	214%
Prof. & Spec. Services	82223000	\$ 25,000	\$ -	\$ -	\$ 6,250	\$ 6,250	\$ 18,750	25%
Legal Services	82223005	\$ 1,500	\$ 334	\$ -	\$ -	\$ 334	\$ 1,166	22%
Community Outreach	82223035	\$ 1,500	\$ 421	\$ -	\$ -	\$ 421	\$ 1,079	28%
Auditing & Accounting	82223040	\$ 6,560	\$ -	\$ -	\$ -	\$ -	\$ 6,560	0%
Publications & Legal Notices	82224000	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	0%
Purchasing Charges	82228200	\$ 486	\$ 121	\$ 30	\$ 113	\$ 263	\$ 223	54%
Brd. & Comm. Meeting Expense	82228205	\$ 500	\$ 30	\$ -	\$ -	\$ 30	\$ 470	6%
Program Expenses	82228600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Motor Pool	82229000	\$ 840	\$ 111	\$ -	\$ -	\$ 111	\$ 729	13%
Travel Expenses	82229010	\$ 7,140	\$ 1,530	\$ 8,656	\$ -	\$ 10,186	\$ (3,046)	143%
Utilities	82230000	\$ 4,720	\$ 192	\$ 192	\$ 731	\$ 1,116	\$ 3,604	24%
Office Equipment	82222050	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	0%
Admin Allocation	82314000	\$ 65,814	\$ -	\$ -	\$ -	\$ -	\$ 65,814	0%
Information & Technology	82314050	\$ 11,763	\$ 2,071	\$ 973	\$ 3,696	\$ 6,739	\$ 5,025	57%
Cap Charges	82314060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL SERVICES & SUPPLIES		\$ 140,890	\$ 7,619	\$ 10,240	\$ 15,896	\$ 33,755	\$ 107,135	24%
TOTAL OPERATIONS COSTS		\$ 310,620	\$ 26,357	\$ 63,527	\$ 29,142	\$ 119,026	\$ 191,594	38%

First 5 Internal Programs	BUDGET	YTD	BALANCE	%
Linkages to Learning	\$ 181,034	\$ 63,711	\$ 117,323	35%
TOTAL COSTS	\$ 181,034	\$ 63,711	\$ 117,323	35%

First 5 Contracted Programs	BUDGET	YTD	BALANCE	%
FRC Initiative	\$ 726,012	\$ 355,371	\$ 370,641	49%
Avenal Family Connection	\$ 90,000	\$ 45,384	\$ 44,616	
Corcoran Family Connection	\$ 116,000	\$ 57,819	\$ 58,181	
Kettleman City Family Resource Center	\$ 90,000	\$ 47,762	\$ 42,238	
KCOE: Hanford & Lemoore Family Connection	\$ 425,012	\$ 204,407	\$ 220,605	
FRC Support (Professional Learning Community)	\$ 5,000	\$ -	\$ 5,000	
E3 Initiative	\$ 483,904	\$ 187,583	\$ 296,321	39%
Kings County Office of Education CARES	\$ 483,904	\$ 187,583	\$ 296,321	
School Readiness	\$ 439,800	\$ 214,168	\$ 225,632	49%
UCP Parent & Me Program	\$ 349,800	\$ 172,111	\$ 177,690	
Special Needs Project	\$ 90,000	\$ 42,058	\$ 47,942	
New Project	\$ 40,000	\$ -	\$ 40,000	0%
New Project	\$ 40,000	\$ -	\$ 40,000	
TOTAL CONTRACT COSTS	\$ 1,689,716	\$ 757,123	\$ 932,593	45%

December 2016
 Linkages 2 Learning
 Fiscal Report

SALARY SUMMARY		\$ 114,623	\$ 47,670	\$ 66,953
SERVICES AND SUPPLIES		BUDGET	YTD	BALANCE
Communications	82212000	\$ 615	\$ 106	\$ 509
Maintenance SIG	82218000	\$ 627	\$ 242	\$ 385
Memberships	82220000	\$ -	\$ -	\$ -
Office Expenses	82222000	\$ 450	\$ 746	\$ (296)
Books & Periodicals	82222010	\$ -	\$ -	\$ -
Postage & Freight	82222030	\$ -	\$ -	\$ -
Offset Printing	82222040	\$ -	\$ -	\$ -
Computer Software	82222045	\$ -	\$ -	\$ -
Prof. & Spec. Services	82223000	\$ -	\$ -	\$ -
Legal Services	82223005	\$ -	\$ -	\$ -
Community Outreach	82223035	\$ -	\$ -	\$ -
Auditing & Accounting	82223040	\$ -	\$ -	\$ -
Publications & Legal Notices	82224000	\$ -	\$ -	\$ -
Purchasing Charges	82228200	\$ -	\$ 26	\$ (26)
Brd. & Comm. Meeting Expense	82228205	\$ -	\$ -	\$ -
Program Expenses	82228600	\$ 59,000	\$ 13,912	\$ 45,088
Motor Pool	82229000	\$ 360	\$ -	\$ 360
Travel Expenses	82229010	\$ 1,260	\$ -	\$ 1,260
Utilities	82230000	\$ 2,023	\$ 167	\$ 1,856
Office Equipment	82222050	\$ -	\$ -	\$ -
Admin Allocation	82314000	\$ -	\$ -	\$ -
Information & Technology	82314050	\$ 2,076	\$ 843	\$ 1,233
Cap Charges	82314060	\$ -	\$ -	\$ -
TOTAL		\$ 66,411	\$ 16,041	\$ 50,370
TOTAL LINKAGES TO LEARNING COSTS		\$ 181,034	\$ 63,711	\$ 117,323

December 2016
Consolidated Report
Fiscal Report

SALARY SUMMARY		\$ 284,353	\$ 18,739	\$ 53,287	\$ 13,245	\$ 47,670	\$ 132,941	\$ 132,941	\$0
SERVICES & SUPPLIES		Budget	Admin	Program	Evaluation	L2L	YTD	General Ledger	Dif (=/-)
Communications	82212000	\$ 2,051	\$ 817	\$ 121	\$ 367	\$ 106	\$ 1,410	\$ 1,410	\$0
Maintenance SIG	82218000	\$ 5,003	\$ 269	\$ 269	\$ 116	\$ 242	\$ 895	\$ 895	\$0
Memberships	82220000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Office Expenses	82222000	\$ 1,500	\$ -	\$ -	\$ 7	\$ 746	\$ 753	\$ 753	\$0
Books & Periodicals	82222010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Postage & Freight	82222030	\$ 947	\$ 1,723	\$ -	\$ -	\$ -	\$ 1,723	\$ 1,723	\$0
Offset Printing	82222040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Computer Software	82222045	\$ 2,160	\$ -	\$ -	\$ 4,617	\$ -	\$ 4,617	\$ 4,617	\$0
Prof. & Spec. Services	82223000	\$ 25,000	\$ -	\$ -	\$ 6,250	\$ -	\$ 6,250	\$ 6,250	\$0
Legal Services	82223005	\$ 1,500	\$ 334	\$ -	\$ -	\$ -	\$ 334	\$ 334	\$0
Community Outreach	82223035	\$ 1,500	\$ 421	\$ -	\$ -	\$ -	\$ 421	\$ 421	\$0
Auditing & Accounting	82223040	\$ 6,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Publications & Legal Notices	82224000	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Purchasing Charges	82228200	\$ 486	\$ 121	\$ 30	\$ 113	\$ 26	\$ 289	\$ 289	\$0
Brd. & Comm. Meeting Expense	82228205	\$ 500	\$ 30	\$ -	\$ -	\$ -	\$ 30	\$ 30	\$0
Program Expenses	82228600	\$ 59,000	\$ -	\$ -	\$ -	\$ 13,912	\$ 13,912	\$ 13,912	\$0
Motor Pool	82229000	\$ 1,200	\$ 111	\$ -	\$ -	\$ -	\$ 111	\$ 111	\$0
Travel Expenses	82229010	\$ 8,400	\$ 1,530	\$ 8,656	\$ -	\$ -	\$ 10,186	\$ 10,186	\$0
Utilities	82230000	\$ 6,743	\$ 192	\$ 192	\$ 731	\$ 167	\$ 1,282	\$ 1,282	\$0
Office Equipment	82222050	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Admin Allocation	82314000	\$ 65,814	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Information & Technology	82314050	\$ 13,839	\$ 2,071	\$ 973	\$ 3,696	\$ 843	\$ 7,581	\$ 7,582	\$0
Cap Charges	82314060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
TOTAL SERVICES & SUPPLIES		\$ 207,303	\$ 7,619	\$ 10,240	\$ 15,896	\$ 16,041	\$ 49,796	\$ 49,796	\$0
TOTAL OPERATIONS COSTS		\$ 491,656	\$ 26,357	\$ 63,527	\$ 29,142	\$ 63,711	\$ 182,737	\$ 182,736	\$0
Other Charges		Budget	Admin	Program	Evaluation	L2L	YTD	General Ledger	Dif (=/-)
FRC Initiative		\$ 726,012	\$ -	\$ 355,371	\$ -	\$ -	\$ 355,371	\$ 355,371	\$0
E3 Initiative		\$ 483,904	\$ -	\$ 187,583	\$ -	\$ -	\$ 187,583	\$ 187,583	\$0
School Readiness Initiative		\$ 439,800	\$ -	\$ 214,168	\$ -	\$ -	\$ 214,168	\$ 214,168	\$0
New Project Initiative		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
TOTAL CONTRACT COSTS		\$ 1,689,716	\$ -	\$ 757,123	\$ -	\$ -	\$ 757,123	\$ 757,123	\$0
TOTAL EXPENSES		\$ 2,181,372	\$ 26,357	\$ 820,650	\$ 29,142	\$ 63,711	\$ 939,860	\$ 939,860	\$0

**December 2016
Revenue
Fiscal Report**

Revenue FY 2016/2017

Month	Estimated	Prop 10 Revenue	Interest	CARES/IMPACT	Total	%
July 2016	\$ 139,643	\$ 150,618	\$ 795	\$ -	\$ 151,414	108%
August 2016	\$ 137,162	\$ 114,841	\$ -	\$ -	\$ 114,841	84%
September 2016	\$ 218,523	\$ 144,656	\$ -	\$ -	\$ 144,656	66%
October 2016	\$ 139,643	\$ 144,309	\$ 3,734	\$ -	\$ 148,043	106%
November 2016	\$ 137,162	\$ 67,412	\$ -	\$ -	\$ 67,412	49%
December 2016	\$ 218,523	\$ -	\$ -	\$ 55,505	\$ 55,505	25%
January 2017	\$ 139,643			\$ -	\$ -	0%
February 2017	\$ 137,162			\$ -	\$ -	0%
March 2017	\$ 218,523			\$ -	\$ -	0%
April 2017	\$ 137,162			\$ -	\$ -	0%
May 2017	\$ 137,162			\$ -	\$ -	0%
June 2017	\$ 221,004			\$ -	\$ -	0%
TOTAL OPERATIONS COSTS	\$ 1,981,312	\$ 621,836	\$ 4,529	\$ 55,505	\$ 681,870	34%



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Date of Meeting: February 7, 2017

2017-02-002

**Establish a Nomination
Committee for FY 17/18
Chair Elect**



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Date of Meeting: February 7, 2017
Agenda Item: 2017-02-002
Discussion/Action Item: Action Item

AGENDA ITEM: Establishment of Nomination Committee for 2017-2018 Chair-elect

A. Background/History:

The First 5 Kings County Children and Families Bylaws state that the “Chairperson will appoint a nominating committee to propose candidate(s) for election at the June meeting. The term of office of Chairperson-Elect shall be for one year with the expectation that the chairperson-elect will serve the subsequent year as Chairperson. The Chairperson-Elect shall act in the absence of the Chairperson.”

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

Commission chair to appoint a nominating committee in order to propose candidate(s) for election at the next Commission Meeting.

C. Timeframe:

Appoint a nominating committee that will convene and submit to staff proposed candidate(s) for appropriate election to occur at April 2017 Commission meeting. Ascension of chair and chair-elect to occur at June 2017 meeting.

D. Costs:

No costs are associated with this item.

E. Staff Recommendation:

Commission staff recommends the Chair appoint a nominating committee in order to propose candidate(s) for election at the April 2017 Commission meeting.

F. Attachments:

- None



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Date of Meeting: February 7, 2017

FY 16/17 2nd Quarter Grantee Achievement Report



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Date of Meeting:
Agenda Item Type:

February 7, 2017
Informational Item

AGENDA ITEM: 2016-2017 2nd Quarter Achievement Report for First 5 Funded Projects

A. Background/History:

The Commission has transitioned from a formative evaluation framework into a summative evaluation framework; therefore the reporting of program status reports and evaluation results are now two separate items for the Commission to consider. Staff is providing the Commission, on a quarterly basis, a progress report regarding the status of programs attaining contracted goals and deliverables.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

Staff is requesting the Commission review and discusses the program status report representing activities and number of clients served through December of FY 2016-2017.

C. Timeframe:

Reports will be provided to the Commission on a quarterly basis, on the following schedule:

- 1st Quarter Report: December 2016
- 2nd Quarter Report: February 2017
- 3rd Quarter Report: June 2017
- Year End Report: August 2017

D. Costs:

No costs associated with this item.


E. Staff Recommendation:

Staff recommends the commission review and discuss the program reports as provided.

F. Attachments:

- FY 2016-2017 2nd Quarter Project Achievement Report

FY 2016-2017 2nd Quarter Achievement Report for First 5 Kings Funded Programs

	Unduplicated Count of Clients Served			Objectives to be Achieved	Objectives that were Achieved	Objectives that did not meet Target	Objectives that are Inactive	Percentage of Budget Expended Goal 50%	Timely Progress Report Submission
	Children 0 to 2	Children 3 to 5	Significant Others						
Family Resource Center Initiative									
Avenal Family Connection	22	51	11	26	21	0	5	76.05%	Yes
Corcoran FRC	72	159	273	22	16	2	4	71.60%	Yes
KCOE – HFC & LFC	373	331	595	54	48	0	6	74.00%	Yes
Kettleman City FRC	30	42	58	15	11	1	3	80.91%	Yes
School Readiness Initiative									
UCP Parent & Me	162	46	181	20	20	0	0	73.51%	Yes
UCP Special Need Program	83	21	93	7	6	1	0	70.51%	Yes
Linkages to Learning	0	0	0	10	3	0	7	35.19%	Yes
E3 Initiative									
KCOE – CARES	N/A	N/A	262	15	8	2	5	52.55%	Yes



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Date of Meeting: February 7, 2017

2017-2018 Request for Applications (RFAs)



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Date of Meeting: February 7, 2017
Discussion/Action Item: Information Item

AGENDA ITEM: 2017-2018 Requests for Applications (RFA)

A. Background/History:

In March 2015 the Commission approved the First 5 Kings County Children and Families Commission Strategic Plan, the plan allocate funding for 2015 through 2020. Using this Strategic Plan as a framework the commission and staff take the following steps to generate contracts and programs to benefit the children and families that live and work in Kings County.

- Approve Strategic Plan
- Generate RFA and distribute to eligible Community Base Organizations (CBOs)
- Receive and review completed applications from CBOs
- Negotiate contract details with CBOs including Budget, Scope of Work and service delivery details.
- Develop, submit to the commission for approval and execute contracts based on result of this process by July 1 annually

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The Commission will review and discuss the attached RFAs that will be released by First 5 Kings County Children and Families Commission. These RFAs will be used to develop contracts for FY 2017/2018.

C. Timeframe:

The attached RFA will be used to develop contracts for FY 2017/2018

D. Costs:

None, but the contracts generated as a result of these applications will distribute \$1,644,716.

E. Staff Recommendation:

Staff recommends that the commission review and discuss the attached RFAs.

F. Attachments:

- 2017-2018 Family Resource Center Request for Applications
- 2017-2018 Elevating Early Care & Education (E3) Request for Applications
- 2017-2018 School Readiness – Parent & Me Request for Applications
- 2017-2018 School Readiness – Special Needs Project Request for Applications



February 10, 2017

TO: Project Directors
FAMILY RESOURCE CENTERS

SUBJECT: FY 2017/2018 Request for Application (RFA)
Family Resource Center Programs

Enclosed are instructions and forms for the FY 2017/2018 Family Resource Center Program RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2017. **To achieve this goal, it is necessary to project grant awards based on anticipated tax revenue in conjunction with county birth rate amounts and, as always, grant awards are contingent upon the availability of funds.** Should State funds allocated for the FY 2017/2018 Proposition 10 Tobacco Tax for Kings County Children & Families Commission be less than the projected amounts, you will be notified and grant awards may need to be modified.

Please Note: Accurate and complete submission of information requested in this RFA will expedite timely processing of your application. Please pay particular attention to:

- *line-item detail* is required for each budget item, along with justification for how the item ties to the objectives and activities of the family resource center grant;
- *Mathematical calculations* for all line-item expenses; and
- *Original signatures* by designated individuals, in the correct section of the form.

Applications are due by **5:00 p.m. on March 10, 2017**. Delivery options are listed on Page 4 of this RFA.

Please direct questions to Scott Waite, First 5 Kings County Program Officer at (559) 852-2107.

Sincerely,

Scott Waite, Program Officer
First 5 Kings County



**FIRST 5 KINGS COUNTY
CHILDREN and FAMILIES COMMISSION
FAMILY RESOURCE CENTER PROGRAM**

**FY 2017/2018
REQUEST FOR APPLICATION (RFA)**

February 2017

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
 FAMILY RESOURCE CENTER PROGRAM – FY 2017/2018
 REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
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REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

Funds are being made available to support the continued operation of Kings County Family Resource Centers. Family Resource Centers employ various models constructed to deliver health, early childhood education, parent support, and other services to children age 0-5 and their families. FRC's have the additional impact of building communities and systems that support such families.

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the First 5 Kings County Children and Families Commission Family Resource Center Program grant funds. The terms and conditions described in this RFA supersede all previous grant making strategies and any conflicting provisions.

B. BACKGROUND

Passed in November 1998, Prop 10 imposed a fifty-cent-per-pack sales tax on tobacco products. As a result of the voter approved Prop 10, each county board of supervisors enacted an ordinance to establish the appointment, selection and removal of commissioners, and to establish a trust fund to receive and make disbursements. The First 5 Kings County Children & Families Commission was established by enactment of the Kings County Board of Supervisors Ordinance No. 578 on December 29, 1998.

The focus of Prop 10 is on early childhood development because current research indicates that the emotional, physical and intellectual environment that a child is exposed to in the early years of life has a profound impact on how his or her brain develops. The experience that infants and toddlers have with parents and caregivers will influence how a child functions when he or she reaches school and later in life.

During the first three years of a child's life, the early physical architecture of a child's brain is established. Research has proven a number of important points:

- At birth, the brain is remarkably unfinished. The parts of the brain that handle thinking and remembering as well as emotional and social behavior are very underdeveloped.
- In the early years, a child develops basic brain and physiological structures upon which later growth and learning are dependent.
- The brain operates on a "use it or lose it" principle. Emotionally and socially as well, the child develops many of the abilities upon which later social functioning is based.
- The brain matures in the world, rather than in the womb; thus young children are deeply affected by their experiences.
- Their relationships with parents and other important caregivers; the sights, sounds, smells, and feelings they encounter; and the challenges they meet, affect the way a child's brain develops.

The early years of a child's life form the foundation for later development. Attention to young children is a powerful means of preventing later difficulties such as developmental delays and disturbances. Physical, mental, social, and emotional development and learning are

interrelated. Progress in one area affects progress in the others. This means we must pay attention to all of the needs of children, including:

- Physical development: Meeting children's basic needs for protection, nutrition and health care.
- Cognitive development and social-emotional development: Meeting children's basic human needs for affection, security, social participation and interaction with others, as well as educational needs through intellectual stimulation, exploration, imitation, trial and error, discovery and active involvement in learning and experimentation within a safe and stimulating environment.

These early childhood development needs are the basis for Proposition 10, the California Children and Families Act, and guide County Commissions in establishing strategic plans and consequently funding investments in order to best address how to serve children and families in their respective communities.

C. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be addressed to Scott Waite, First 5 Kings County Program Officer at (559) 852-2107.

D. APPLICATION DUE DATE

The application must be delivered to First 5 Kings County **by 5:00 p.m.** on the due date.

The Due Date Is: March 17, 2017.

One original and an electronic version of the application must be delivered to First 5 Kings County office by the date and time indicated below.

1. By mail, **received by 5:00 p.m. on March 17, 2017** to:
First 5 Kings County
330 Campus Drive
Hanford, CA 93230
Attn: Family Resource Center Program
RFA Application
2. Hand delivered by **5:00 p.m. on March 17, 2017** to
First 5 Kings County
330 Campus Drive
Hanford, CA 93230
Attn: Family Resource Center Program
RFA Application
3. Electronic Version (Microsoft Word) by **5:00 p.m. on March 17, 2017** to
scott.waite@first5kc.org

NOTE: The application will be date and time stamped and a receipt will be provided upon request.

E. APPLICATION TIMELINES

Request for Applications Published:	February 10, 2017
Application Deadline:	March 17, 2017
Proposal Review Period/ Contract Negotiations:	March 17, 2017 – March 31, 2017
Recommendations to Commission:	April 4, 2017
Agreements Finalized:	April 5, 2017 – June 30, 2017
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 18, 2017
Agreement Effective and Service Begins:	July 1, 2017
Grant/Contract Funding Begins:	July 1, 2017
Grant/Contract Period Ends:	June 30, 2018

Applicant Assistance

Application assistance is available for those applying for funding. The purpose of providing such assistance is to explain the program requirements, describe the types of services sought and outline the administrative relationship that will exist between the providers and the First 5 Kings County Children and Families Commission. Every attempt will be made to provide adequate and reasonable technical assistance to all applicants throughout the application process. Please note that due to limited staff resources for this application process, the availability of technical assistance will be provided on a first come basis and only to the extent that is possible. To request application assistance, please contact the individual below.

Scott Waite
scott.waite@first5kc.org

Technical assistance must be requested by email and sufficient notice must be provided. All technical assistance will be provided at the First 5 Kings County office.

Application assistance will not be provided after March 10, 2017.

F. ELIGIBILITY

Only Family Resource Center Program grantees authorized for funding as specified in the strategic plan 2015-2020 Version 1.0 are eligible to apply.

Grantees that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of **one** of the following forms:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

G. FUNDING CYCLE AND DURATION

The grant period will begin **July 1, 2017 and end June 30, 2018**. Projects must budget for a **12-month** period.

Continuation funding is contingent upon the availability of funds and satisfactory performance. Competition for Program funds will occur if one of the following circumstances occur:

- additional funding is received that allows for the establishment of new service areas (e.g., an unmet community need demonstrated by significant needs analysis),
- a currently funded Family Resource Center project curtails provision of services, or
- a currently funded Family Resource Center project is de-funded by First 5 Kings County Children and Families Commission.

H. PROGRAM INFORMATION

1. Program Guidelines

The Service Standards for the Operation of Family Resource Centers, hereinafter referred to as Service Standards, must be adhered to by all First 5 Kings County funded Family Resource Centers. The service components and standards discussed in the Service Standards are central to the operation of Family Resource Centers. The Service Standards should be reviewed in order to fully understand and prepare an application that is responsive to this RFA.

2. Source and Use of Funds - State funds available for FY 2017/2018 are as follows:

i. Tobacco Tax Revenues

The California Children and Families Commission, created by Proposition 10, supports children from prenatal to age 5 by creating a comprehensive and integrated system of information and services to promote early childhood development and school readiness. The initiative, approved by voters in November 1998, added a 50 cent-per-pack tax to cigarettes and a comparable tax to other tobacco products. The funds being authorized through this RFA process are restricted to the operation of Family Resource Centers throughout Kings County. All of the proposed services and programs must be specifically related to the well being and development of children age 0-5. Reasonable administrative expenses that appropriately support these services are allowable.

The following policies apply to First 5 funds:

- **Supplantation Policy:** Health and Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the Commission's trust fund shall be used to supplant state or local general fund money for any purpose.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the California Children & Families Act. The applicant/grantee further agrees that it will require the language in this certification be included in any sub awards which contain provisions for Family Resource Center services and that all sub grantees shall certify accordingly.

3. **Service Area**

Extensive efforts have been made to ensure that First 5 Kings County Family Resource Center Program funds children and family services for the entire County of Kings, and that FRC Service Areas do not overlap. There are multiple reasons for this effort, including: 1) limited funding requires services to be provided in the most cost-efficient manner; 2) funding more than one FRC to serve the same geographic area is not a prudent use of funds; 3) lack of clarity and/or conflict between FRCs over a particular geographic area may cause confusion for family participants and stakeholders (school districts, law enforcement, medical providers, social service agencies, etc.); and 4) long-standing verbal agreements regarding service provision practices may become controversial and/or contentious when agency leadership and Board membership changes.

To remedy current or future issues, the following Chart sets forth clear FRC Service Area boundaries that define the geographic area that FRC's are funded to serve.

FAMILY RESOURCE CENTER PROGRAM SERVICE AREA BOUNDARIES

Children and Families may be referred to a FRC other than the one in whose Service Area they reside in due to a specific need which is unmet by their eligible FRC. In such cases, it is entirely appropriate for the contacted FRC to provide any and all services if the family participant so wishes.

Family Resource Center	Agency	City-Service Area	Total Population	Target Population (0-5)
Avenal Family Connection	West Hills Community College	Avenal	15,505	1,097
Corcoran FRC	Corcoran Family YMCA	Corcoran	24,813	1,337
Hanford Family Connection	Kings County Office of Education	Hanford	53,967	4,931
Kettleman City FRC	Kings Community Action Organization	Kettleman City	1,439	171
Lemoore Family Connection	Kings County Office of Education	Lemoore	24,531	2,208

4. **Closure of Family Resource Center During Holidays and Emergencies**

To be exempted from the requirement that Family Resource Center business offices be open during regular business hours, projects must submit the following information in writing two weeks prior to a requested closure:

- dates and times the office will be closed;
- confirmation that appropriate signage will be posted on the business office door in the predominate languages of the service area indicating the dates the office will be closed; when it will reopen; and the telephone number to call for immediate assistance.

Because unexpected situation occur, we understand that the two week notice may not always be reasonable, and in those situation, would request an email notification of closure.

I. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet
- Grant Application Face Sheet
- Project Plan
- Project Budget
- Application Appendix

This RFA does not commit the First 5 Kings County Children and Families Commission to fund any proposals submitted. All costs incurred in the preparation of a proposal are the responsibility of each applicant and will not be reimbursed by the First 5 Kings County Children and Families Commission. The First 5 Kings County Children and Families Commission reserves the right to reject any and all proposals received, to negotiate with any and all qualified proposals or to cancel this RFA in part or in its entirety.

Funding for the contract shall be contingent upon the availability of funds.

J. GENERAL REQUIREMENTS

Compliance with Laws: The successful applicants will be required to comply with all applicable Federal, State and County guidelines in its operation of the program and any laws, statutes, ordinances and regulations that apply and are required of a contractor. These include but are not limited to, The Social Security Act, the Civil Rights Act, the Clean Air Act, Federal Single Audit Act, the State Energy Efficiency Plan, the California Welfare and Institutions Code, the Drug-Free Workplace Act and the State Department of Social Services Manual of Policies and Procedures.

Terms and Conditions of the Proposal: The grant application face sheet of each proposal stipulates that each applicant accepts all terms and conditions in this RFA packet. Each applicant shall submit its proposal with the understanding that First 5 Kings County Children and Families Commission is a public agency, and the proposal submission shall be subject to disclosure, if requested by a member of the public, following the final award decision.

The grant application face sheet of each proposal also stipulates that each bidder certifies that all statements in the proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the Commission's option, of declaring any contract made as a result thereof to be null and void. If a proposal is not submitted in the format specified by the Commission, it will be rejected; unless the Commission determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The Commission may give the applicant an opportunity to cure any deficiency resulting from a minor irregularity or inconsequential defect, or the Commission may waive such deficiency, which ever is most advantageous to the Commission.

The Commission reserves the right to not implement or fund one or more specific components of the proposal if the Commission determines that the applicant does not sufficiently meet the program criteria for a certain component.

Pre-contract Assessment: Prior to the execution of a contract and when deemed advisable by the Commission, the Commission reserves the right to arrange on-site fiscal or program assessments and/or audits by the staff of the Commission to determine the potential contractor's ability to meet the terms and conditions of the RFA and the proposed contract.

Background Review: The Commission reserves the right to conduct a background inquiry of each applicant which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal, the proposer consents to such an inquiry and agrees to make available to the Commission such books and records the Commission deems necessary to conduct the inquiry.

Reporting Responsibilities: The successful applicants will be required to submit to the Commission clear and detailed quarterly reports which outline the activities and progress of the project. They will also be required to submit quarterly financial invoices that include documentation of all claimed payments. Report formats will be at the discretion of the Commission in conformity with State Commission reporting requirements.

Indemnification: The successful applicant shall agree to indemnify, defend and hold harmless the Commission, its officers, agents and employees from any and all claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the proponents in the performance of such an agreement.

Insurance: The successful applicants shall, throughout the period of any agreement, subsequent to this RFA, provide general liability with a per-occurrence limit of \$1,000,000 covering all premises, operation and employees, and provide automobile liability coverage with a minimum of \$250,000 per person and \$500,000 per accident for bodily injury, and \$50,000 for property damage. Both the general liability and the auto liability policies shall be with insurance companies that are "Admitted" carriers by the State of California, and the companies shall have an A.M. rating of at least "A:V". Said policy shall provide thirty (30) days written notice to the Commission of cancellation or material change. Proponents shall, throughout the period of this Agreement, maintain in full force and effect a policy of Worker's Compensation Insurance covering all of its employees.

The successful proponents shall, upon the execution of any subsequent Agreement, file with the Commission, within ten (10) days, a certificate of insurance verifying that the required coverage is in full force and effect, and in compliance with such Agreement.

Record Establishment and Maintenance: Successful applicants shall establish and maintain records in accordance with those requirements prescribed by the Commission, with respect to all matters covered by any subsequent Agreement. Upon request, and within five days, these records must be made available to authorized County, County Commission, or State Commission personnel/consultant. The successful applicants shall also agree to an on-site monitoring and personal interview of participants, staff and employees by appropriate Commission staff on at least a quarterly basis.

All confidential information is to be safeguarded in accordance with the generally accepted practices.

Conflict of Interest Disclosure: All applicants other than governmental agencies must fully disclose to the Commission whether the organization holds a controlling interest in any other organization or is owned or controlled by any other organization, or maintains a financial interest in any other business.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
FAMILY RESOURCE CENTER PROGRAM – FY 2017/2018
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III. Applicants must use the forms provided or computer-generated forms on plain 8½” x 11” white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the First 5 Kings County Children & Families Commission forms. Applications must be typed with characters no smaller than standard 12-point font.

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. APPLICATION COVER SHEET

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

B. GRANT APPLICATION FACE SHEET INSTRUCTIONS

1) Administrative Agency

Enter the complete name of the governing body/organization applying for funding (e.g. Kings County Office of Education, West Hills Community College) also referred to as the “grantee.”

2) Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Kings County Office of Education), and the contact person’s name, address, and phone number. Include an e-mail address, if you have one.

3) Project Title

Enter the complete title of the project. Do not use acronyms

4) Project Director

Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project.

5) Financial Officer

Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project.

6) Award Number

Leave blank (to be completed by First 5 Kings County).

7) Grant Period

Enter beginning and ending dates of funding as specified in the grant application instructions.

8) Grant Amount Requested

Enter the amount of funds requested for the project. The amount must be consistent with the proposed budget.

9) Cash Match

If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

10) In-Kind Match

If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

11) Total Project Cost

Enter the sum of items 8, 9, and 10. The amount must be consistent with the proposed budget.

12) Official Authorized to Sign for Applicant/Grantee

Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement. **Provide an original signature of the authorized official in blue or black ink.**

C. PROJECT PLAN

Please provide **all** the information requested below in sufficient detail.

- 1) Project Description:** Please provide a brief (no more than 1 page) description of the project that you are seeking funding for, the services to be rendered, and how it will impact children age 0-5 and their families. Please include how the center will be responsive to the need for non-traditional service hours.
- 2) Community Needs Assessment:** Please provide a copy of your most recent community needs assessment. The community needs assessment should describe the needs of your community as well as the methodology with which you determined those needs.
- 3) Community Outreach Plan:** Please provide a copy of your community outreach plan. The community outreach plan should provide specific information about your plans to provide outreach to the community you serve in an effort to educate them to services offered, and to solicit participation.
- 4) Scope of Work- 12-month grant period:** The Project Scope of Work must be updated for the 12-month FY 2017/2018 grant period. The format for the Scope of Work is provided in Part III, Forms.

The Scope of work document is provided in a 4 page format which includes the following areas of service delivery:

- Direct Services – Early Childhood Education Services
Centers **may** provide direct services to meet the needs of early childhood education.
 - Early Childhood Education services must be delivered based on a curriculum or program approach that is evidence based, best, or promising practice. Additionally, staff implementing early childhood education programs must be professionals in the industry, and

where applicable, certified or trained in the curriculum/program approach.

- To complete the scope of work form, please include the **service to be provided** and the population to be served.
 - Example: Provide **Early Childhood Enrichment Activities** to children 0-2 years of age.
- Direct Services – Resource & Referral Information
Please complete the prescribed direct service deliverable for resource and referral services to be provided by your FRC.
- Coordinated Services – Services to be provided by partner agencies on-site at the FRC
Please complete the coordinated service deliverables by indicating the **agency to provide services**, the **service to be provided** and the population to be served.
 - Examples: Coordinate with **UCP** to provide **Parent & Me services** to parents of and children 0-5.
- Organizational Activities – Mandates as prescribed by the Service Standards.
Please detail all organizational mandates that are not currently operational and that will be established in FY 2017/2018. These objectives should include specific deliverables.

The Deliverables that should be added to this portion of the scope of work if one of the following do not exist, or are not fully implemented:

- **Sustainability Plan:** Please include the development of a sustainability plan that includes grant opportunities, fund development and leveraging of resources.
 - **Community Needs Assessment:** Please include the development of a community needs assessment if:
 - Environmental circumstances have created a shift in community needs (Economic downturn, introduction of new community resources, etc.).
 - Existing needs assessment is more than 3 years old.
 - **Community Partnerships:** Please include the development of community partnerships if a need exists (as identified in your community needs assessment) that is not currently being met by your FRC.
 - **Community Advisory Board (CAB):** Please include the (re)development of your community advisory board if your current CAB is not representative of the community being served, or is not meeting on a regular basis to make finding and recommendations to the lead agency regarding existing systems and services.
 - **Volunteer Training:** Please include the development of a volunteer training if your organization relies upon volunteers but has no training system in place.
- Community Outreach
Please detail all community outreach activities planned to promote the FRC services in FY 2017/2018.

All services are to be delivered in a manner consistent with the *Service Standards*.

5) Project Summary:

Complete the Project Summary Form (Part III, Forms).

6) Organizational Chart & Job Descriptions

The Application must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart and job descriptions must match those in the Budget.

All job descriptions that are funded in part or full by First 5 Kings County must accompany the organizational chart.

7) Operational Agreement Summary Form

Please complete the operational agreement summary form. It is **not** necessary to submit copies of the Operational agreements that your agency maintains, however they should be on-file and available for review.

8) Service Standards Certification

Please complete the service standards certification. (Part III, Forms).

D. PROJECT BUDGET

Funding is being made available to support the operations of First 5 eligible activities at Family Resource Centers. The funding amounts being made available for each FRC are found in the Funding Chart contained in Attachment B of this grant application packet.

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) not secured. All budgets are subject to First 5 Kings County Children and Families Commission modifications and approval.

First 5 Kings County Children and Families Commission requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. Contact Scott Waite, First 5 Kings County Program Officer at (559) 852-2107 if you have additional budget questions.

1) Line Item Budget for 12-month grant period

The Forms Section (Part III) contains a separate section for the following budget categories:

- Personnel Services – Salaries/Employee Benefits,
- Operating Expenses,
- Programmatic Expenses,
- Capital Expenses, and

- Indirect Costs

Each budget item requires line-item detail that addresses 1) the method of calculation and 2) justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of each budget category where designated on the form, with a project total at the conclusion of the document.

i. Personnel Services – Salaries/Employee Benefits:

1. Salaries

Personnel services include all services performed by staff that are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be submitted within this application and kept on file by the grantee and available for review during a First 5 Kings County Children and Families Commission site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries.

2. Benefits

Employee benefits must be identified by type and percentage of salaries. Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant without justification.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

ii. Operating Expenses

Operating expenses are defined as necessary expenditures in the operational maintenance of the Family Resource Center.

The following items fall within this category:

- Rent & Utilities
- Office Supplies & Materials
- Computer Purchase
- Telephone & Communications
- Postage/Mailing
- Printing/Copying
- Equipment Lease

➤ Other Operational Costs

iii. Programmatic Expenses

Programmatic expenses are defined as necessary expenditures in the program operations of the Family Resource Center.

The following items fall within this category:

- Staff Travel
- Subscriptions
- Consultants
- Subcontracts for Services
- Program Materials: Client workbooks, education & outreach materials
- Other Program Specific Costs

iv. Capital Expenditures

Capital expenditures must be specific and directly tied to First 5 related FRC service delivery. Capital Expenses must be line-item specific and not general. Capital expenses are closely scrutinized prior to approval, and the need for such investment must be clearly identified in the project description of the proposal.

v. Indirect Costs

Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. The Commission has limited indirect costs to a rate of less than or equal to ten percent (10 %) of project expenditures.

Applicants must submit their budget on the budget pages included in Part III, or an identical computer-generated form. These pages require that the funding source and amount be identified for each line item.

Job titles in the Budget must match those on the submitted Organizational Chart. Each budgeted item requires line-item detail showing the method of calculation and a brief justification for the item.

For example:

<u>Correct</u>	
Budget Category and Line Item Detail	TOTAL
Mileage: 500 miles/mo. x .56 x 12 months = to provide home visitation services, to provide community m outreach and attend project-related meetings.	\$3360.00
<u>Not correct</u>	
Mileage	\$3360.00

E. APPLICATION APPENDIX

1) Project Contact Information

Complete the Project Contact Information Form (Part III, Forms).

2) Documentation of Non-profit status (if applicable)

Applicants that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of one of the following forms:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

3) Audited Financial Statement

All applicants with the exception of governmental agencies must attach an audited financial statement to the proposal. Such statement shall be the most recent and complete audited financial statement available and for a period not more than 18 months old at the time of submission. This statement shall be by an independent, certified public accountant. If the audit is of a parent firm, the parent firm shall be party to the contract. The County may accept other information in lieu of the certified financial audit, if it is of equal value in determining the fiscal stability of the competing agency. Such other evidence shall be included as an attachment to the proposal.

Please provide in your application the most current audit conducted, as last years submission is not appropriate for consideration.

FUNDING CHART FY 2017/2018

Funding is being made available through this request for application (RFA) to each Family Resource Center based upon the Financial Plan and Policy guidelines established by the First 5 Kings County Children and Families Commission.

Family Resource Center	Agency	2017/2018 Funding Allocation
Avenal Family Connection	West Hills Community College	\$90,000
Corcoran FRC	Corcoran Family YMCA	\$116,000
Kettleman City FRC	Kings Community Action Organization	\$90,000
Lemoore & Hanford Family Connection	Kings County Office of Education	\$425,012

Attachment B

CALIFORNIA CHILDREN AND FAMILIES ACT

PROPOSITION 10 STATUTES

Includes Amendments to the California Children and Families Act

CALIFORNIA CODES

As of March 24, 2011

HEALTH AND SAFETY CODE

SECTION 130100-130155

130100. There is hereby created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.

These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research.

(a) It is the intent of this act to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school. This system should function as a network that promotes accessibility to all information and services from any entry point into the system.

It is further the intent of this act to emphasize local decision making, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicate administrative systems.

(b) The programs authorized by this act shall be administered by the California Children and Families Commission and by county children and families commissions. In administering this act, the state and county commissions shall use outcome-based accountability to determine future expenditures.

(c) This division shall be known and may be cited as the "California Children and Families Act of 1998."

130105. The California Children and Families Trust Fund is hereby created in the State Treasury.

(a) The California Children and Families Trust Fund shall consist of moneys collected pursuant to the taxes imposed by Section 30131.2 of the Revenue and Taxation Code.

(b) All costs to implement this act shall be paid from moneys deposited in the California Children and Families Trust Fund.

(c) The State Board of Equalization shall determine within one year of the passage of this act the effect that additional taxes imposed on cigarettes and tobacco products by this act has on the consumption of cigarettes and tobacco products in this state. To the extent that a decrease in consumption is determined by the State Board of Equalization to be the direct result of additional taxes imposed by this act, the State Board of Equalization shall determine the fiscal effect the decrease in consumption has on the funding of any Proposition 99 (the Tobacco Tax and Health Protection Act of 1988) state health-related education or research programs in effect as of November 1, 1998, and the Breast Cancer Fund programs that are funded by excise taxes on cigarettes and tobacco products. Funds shall be transferred from the California Children and Families Trust Fund to those affected programs as necessary to offset the revenue decrease directly resulting from the imposition of additional taxes by this act. These reimbursements shall occur, and at any times, as determined necessary to further the intent of this subdivision.

(d) Moneys shall be allocated and appropriated from the California Children and Families Trust Fund as follows:

(1) Twenty percent shall be allocated and appropriated to separate accounts of the state commission for expenditure according to the following formula:

(A) Six percent shall be deposited in a Mass Media Communications Account for expenditures for communications to the general public utilizing television, radio, newspapers, and other mass media on subjects relating to and furthering the goals and purposes of this act, including, but not limited to, methods of nurturing and parenting that encourage proper childhood development, the informed selection of child care, information regarding health and social services, the prevention and cessation of tobacco, alcohol, and drug use by pregnant women, the detrimental effects of secondhand

smoke on early childhood development, and to ensure that children are ready to enter school. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(B) Five percent shall be deposited in an Education Account for expenditures to ensure that children are ready to enter school and for programs relating to education, including, but not limited to, the development of educational materials, professional and parental education and training, and technical support for county commissions in the areas described in subparagraph (A) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(C) Three percent shall be deposited in a Child Care Account for expenditures to ensure that children are ready to enter school and for programs relating to child care, including, but not limited to, the education and training of child care providers, the development of educational materials and guidelines for child care workers, and other areas described in subparagraph (B) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(D) Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(E) One percent shall be deposited in an Administration Account for expenditures for the administrative functions of the state commission. Any funds not needed for the administrative functions of the state commission may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(F) Two percent shall be deposited in an Unallocated Account for expenditure by the state commission for any of the purposes of this act described in Section 130100 provided that none of these moneys shall be expended for the administrative functions of the state commission.

(G) In the event that, for whatever reason, the expenditure of any moneys allocated and appropriated for the purposes specified in subparagraphs (A) to (F), inclusive, is enjoined by a final judgment of a court of competent jurisdiction, then those moneys shall be available for expenditure by the state commission for mass media communication emphasizing the need to eliminate smoking and other tobacco use by pregnant women, the need to eliminate smoking and other tobacco use by persons under 18 years of age, and the need to eliminate exposure to secondhand smoke.

(H) Any moneys allocated and appropriated to any of the accounts described in subparagraphs (A) to (F), inclusive, that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same account for the next fiscal period.

(2) Eighty percent shall be allocated and appropriated to county commissions in accordance with Section 130140.

(A) The moneys allocated and appropriated to county commissions shall be deposited in each local Children and Families Trust Fund administered by each county commission, and shall be expended only for the purposes authorized by this act and in accordance with the county strategic plan approved by each county commission.

(B) Any moneys allocated and appropriated to any of the county commissions that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same local Children and Families Trust Fund for the next fiscal period under the same conditions as set forth in subparagraph (A).

(e) All grants, gifts, or bequests of money made to or for the benefit of the state commission from public or private sources to be used for early childhood development programs shall be deposited in the California Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the state commission pursuant to paragraph (1) of subdivision (d).

(f) All grants, gifts, or bequests of money made to or for the benefit of any county commission from public or private sources to be used for early childhood development programs shall be deposited in the local Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the county commissions pursuant to paragraph (2) of subdivision (d).

130110. (a) There is hereby established a California Children and Families Commission, which may also be known as First 5 California, composed of seven voting members and two ex officio members.

(b) The voting members shall be selected, pursuant to Section 130115, from persons with knowledge, experience, and expertise in early child development, child care, education, social services, public health, the prevention and treatment

of tobacco and other substance abuse, behavioral health, and medicine (including, but not limited to, representatives of statewide medical and pediatric associations or societies), upon consultation with public and private sector associations, organizations, and conferences composed of professionals in these fields.

(c) The Secretary of the California Health and Human Services Agency and the Secretary for Education, or their designees, shall serve as ex officio nonvoting members of the state commission.

130115. The Governor shall appoint three members of the state commission, one of whom shall be designated as chairperson. One of the Governor's appointees shall be either a county health officer or a county health executive. The Speaker of the Assembly and the Senate Rules Committee shall each appoint two members of the state commission. Of the members first appointed by the Governor, one shall serve for a term of four years, and two for a term of two years. Of the members appointed by the Speaker of the Assembly and the Senate Rules Committee, one appointed by the Speaker of the Assembly and the Senate Rules Committee shall serve for a period of four years with the other appointees to serve for a period of three years. Thereafter, all appointments shall be for four-year terms. No appointee shall serve as a member of the state commission for more than two four-year terms.

130120. The state commission shall, within three months after a majority of its voting members have been appointed, hire an executive director. The state commission shall thereafter hire such other staff as necessary or appropriate. The executive director and staff shall be compensated as determined by the state commission, consistent with moneys available for appropriation in the Administration Account. All professional staff employees of the state commission shall be exempt from civil service. The executive director shall act under the authority of, and in accordance with the direction of, the state commission.

130125. The powers and duties of the state commission shall include, but are not limited to, the following:

(a) Providing for statewide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.

(b) Adopting guidelines for an integrated and comprehensive statewide program of promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in California.

(1) The state commission's guidelines shall, at a minimum, address the following matters:

(A) Parental education and support services in all areas required for, and relevant to, informed and healthy parenting. Examples of parental education shall include, but are not limited to, prenatal and postnatal infant and maternal nutrition, education and training in newborn and infant care and nurturing for optimal early childhood development, parenting and other necessary skills, child abuse prevention, and avoidance of tobacco, drugs, and alcohol during pregnancy. Examples of parental support services shall include, but are not limited to, family support centers offering an integrated system of services required for the development and maintenance of self-sufficiency, domestic violence prevention and treatment, tobacco and other substance abuse control and treatment, voluntary intervention for families at risk, and any other prevention and family services and counseling critical to successful early childhood development.

B) The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance for caregivers, and financial and other assistance to ensure appropriate child care for all households.

(C) The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.

(2) The state commission shall conduct at least one public hearing on its proposed guidelines before they are adopted.

(3) The state commission shall, on at least an annual basis, periodically review its adopted guidelines and revise them as may be necessary or appropriate.

(c) Defining the results to be achieved by the adopted guidelines, and collecting and analyzing data to measure progress toward attaining these results.

(d) Providing for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and establishing and monitoring demonstration projects.

(e) Soliciting input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitating the exchange of information between these individuals and entities, and assisting in the coordination of the services of public and private agencies to deal more effectively with early childhood development.

(f) Providing technical assistance to county commissions in adopting and implementing county strategic plans for early childhood development.

(g) Reviewing and considering the annual audits and reports transmitted by the county commissions and, following a public hearing, adopting a written report that consolidates, summarizes, analyzes, and comments on those annual audits and reports.

(h) Applying for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or any agency or political subdivision thereof, or from the federal government or any agency or instrumentality thereof, in furtherance of a statewide program of early childhood development.

(i) Entering into any contracts and allocating funds to county commissions as necessary or appropriate to carry out the provisions and purposes of this act.

(j) Making recommendations to the Governor and the Legislature for changes in state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.

130130. Procedures for the conduct of business by the state commission not specified in this act shall be contained in bylaws adopted by the state commission. A majority of the voting members of the state commission shall constitute a quorum. All decisions of the state commission, including the hiring of the executive director, shall be by a majority of four votes.

130135. Voting members of the state commission shall not be compensated for their services, except that they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the state commission.

130140. Any county or counties developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals and objectives of this act shall receive moneys pursuant to paragraph (2) of subdivision (d) of Section 130105 in accordance with the following provisions:

(a) For the period between January 1, 1999 and June 30, 2000, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the entire number of births recorded in California (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county's board of supervisors has adopted an ordinance containing the following minimum provisions:

(A) The establishment of a county children and families commission. The county commission shall be appointed by the board of supervisors and shall consist of at least five but not more than nine members.

(i) Two members of the county commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.

(ii) One member of the county commission shall be a member of the board of supervisors.

(iii) The remaining members of the county commission shall be from among the persons described in clause (i) and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

(B) The manner of appointment, selection, or removal of members of the county commission, the duration and number of terms county commission members shall serve, and any other matters that the board of supervisors deems necessary or convenient for the conduct of the county commission's activities, provided that members of the county commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission.

(C) The requirement that the county commission adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.

(i) The county strategic plan shall be consistent with, and in furtherance of the purposes of, this act and any guidelines adopted by the state commission pursuant to subdivision (b) of Section 130125 that are in effect at the time the plan is adopted.

(ii) The county strategic plan shall, at a minimum, include the following: a description of the goals and objectives proposed to be attained; a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete until and unless the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

(iii) The county commission shall, on at least an annual basis, be required to periodically review its county strategic plan and to revise the plan as may be necessary or appropriate.

(iv) The county commission shall measure the outcomes of county funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of its county strategic plan.

(D) The requirement that the county commission conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.

(E) The requirement that the county commission conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.

(F) The requirement that the county commission submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission.

(G) The requirement that the county commission prepare and adopt an annual audit and report pursuant to Section 130150. The county commission shall conduct at least one public hearing prior to adopting any annual audit and report.

(H) The requirement that the county commission conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150.

(I) Two or more counties may form a joint county commission, adopt a joint county strategic plan, or implement joint programs, services, or projects.

(2) The county's board of supervisors has established a county commission and has appointed a majority of its members.

(3) The county has established a local Children and Families Trust Fund pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) Notwithstanding any provision of this act to the contrary, no moneys made available to county commissions under subdivision (a) shall be expended to provide, sponsor, or facilitate any programs, services, or projects for early childhood development until and unless the county commission has first adopted an adequate and complete county strategic plan that contains the provisions required by clause (ii) of subparagraph (C) of paragraph (1) of subdivision (a).

(c) In the event that any county elects not to participate in the California Children and Families Program, the moneys remaining in the California Children and Families Trust Fund shall be reallocated and reappropriated to participating counties in the following fiscal year.

(d) For the fiscal year commencing on July 1, 2000, and for each fiscal year thereafter, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the number of births recorded in all of the counties participating in the California Children and Families Program (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county commission has, after the required public hearings, adopted an adequate and complete county strategic plan conforming to the requirements of subparagraph (C) of paragraph (1) of subdivision (a), and has submitted the plan to the state commission.

(2) The county commission has conducted the required public hearings, and has prepared and submitted all audits and reports required pursuant to Section 130150.

(3) The county commission has conducted the required public hearings on the state commission annual reports prepared pursuant to subdivision (b) of Section 130150.

(4) The county commission, in a public hearing, has adopted policies that are consistent with the following state laws:

(A) With regard to conflict of interest of the commission members, the county commission's policies shall be consistent with Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code,

Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government code, and Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code.

(B) With regard to contracting and procurement, the county commission's policies shall be consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contracts Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

(5) The county commission, in a public hearing, has adopted a limit on the percentage of the county commission's operating budget that may be spent on administrative functions, pursuant to guidelines issued by the state commission that define administrative functions.

(6) The county commission has adopted, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission. Salaries and benefits shall conform with established county commission or county government policies.

(e) In the event that any county elects not to continue participation in the California Children and Families Program, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be returned to the California Children and Families Trust Fund for reallocation and reappropriation to participating counties in the following fiscal year.

(f) For purposes of this section, "relevant county" means the county in which the mother of the child whose birth is being recorded resides.

130140.1 (a) In the event a county elects to participate in the California Children and Families Program, and satisfies the requirements set forth in Section 130140, the county may establish a county commission that is either of the following:

(1) A legal public entity separate from the county.

(2) An agency of the county with independent authority over the strategic plan described in Section 130140 and the local trust fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) In the event a county elects to establish a county commission as specified in paragraph (1) of subdivision (a), the following conditions shall apply:

(1) The county commission shall be considered a legal public entity separate from the county, and shall file a statement as required by Section 53051 of the Government Code.

(2) The powers, duties, and responsibilities of the county commission shall include, but shall not be limited to, the following:

(A) The power to employ personnel and contract for personal services required to meet its obligations.

(B) The power to enter into any contracts necessary or appropriate to carry out the provisions of this division.

(C) The power to acquire, possess, and dispose of real or personal property, as necessary or appropriate to carry out the provisions and purposes of this division.

(D) The power to sue or be sued.

(3) The county commission shall be deemed to be a public agency that is a unit of local government for purposes of all grant programs and other funding and loan guarantee programs.

(4) Any obligations of the county commission, statutory, contractual, or otherwise, shall be obligations solely of the commission.

(5) All claims or actions for money or damages against a county commission shall be governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that expressly apply to county commissions.

(6) The county commission, its members, and its employees are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that apply expressly to the county commissions.

(7) If a county board of supervisors elects not to continue the county's participation in the California Children and Families Program, the board shall adopt an ordinance terminating the county commission.

(A) In terminating its county commission, the board of supervisors shall allow, to the extent possible, an appropriate transition period to allow for the county commission's then-existing obligations to be satisfied.

(B) In event of termination, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be distributed pursuant to subdivision (e) of Section 130140.

(C) Prior to the termination of the county commission, the board of supervisors shall notify the state Children and Families Commission of its intent to terminate the county commission.

(D) The liabilities of the county commission shall not become obligations of the county upon either the termination of the county commission or the liquidation or disposition of the county commission's remaining assets.

(c) If a county elects to establish a county commission as provided in paragraph (2) of subdivision (a), the county commission shall be deemed to be an agency of the county with independent authority over the strategic plan described in Section 130140 and the local Children and Families Trust

Fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(d) Any county commission established prior to the effective date of this section that substantially complies with the provisions of either subdivision (b) or (c) shall be deemed to be in compliance with this section.

(e) (1) Individually identifiable physical or mental health information, substance abuse information, child care or education information, personnel or employment information, financial information, criminal justice information, or demographic information, regarding a child or a child's parent, legal guardian, or other family member, that is provided to a county commission by a parent, legal guardian, family member, health care provider, health plan, public health authority, school, law enforcement agency, social services agency, probation agency, or any other source, shall be considered confidential, and may be disclosed only to a person, agency, or entity that receives funding from the county commission, by way of a grant award or contract or as a service provider for the provision of early childhood services, and only to the extent necessary to the provision of services, unless further disclosure is authorized by a written consent of the parent or legal guardian, or where disclosure is required by state or federal law.

(2) Confidential information identified in accordance with this section shall not be subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

130145. The state commission and each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of this act. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.

130150. (a) On or before October 15 of each year, each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and information on the programs funded and populations served for all programs.

On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.

(b) The state commission shall, on or before January 31 of each year, do both of the following:

(1) Conduct an audit and prepare a written report on the implementation and performance of the state commission functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended and the progress toward, and the achievement of, program goals and objectives.

(2) Prepare a written report that consolidates, summarizes, analyzes, and comments on the annual audits and reports submitted by all of the county commissions and the Controller for the preceding fiscal year. The written report shall include a listing, by category, of the aggregate expenditures on program areas funded by the state and county commissions pursuant to the purposes of this act, according to a format prescribed by the state commission. This report by the state commission shall be transmitted to the Governor, the Legislature, and each county commission.

(3) In the event a county commission does not submit the information prescribed in subdivision (a), the state commission may withhold funds that would otherwise have been allocated to the county commission from the California Children and Families Trust Fund pursuant to Section 130140 until the county commission submits the data as required by subdivision (a).

(c) The state commission shall make copies of each of its annual audits and reports available to members of the general public on request and at no cost. The state commission shall furnish each county commission with copies of those documents in a number sufficient for local distribution by the county commission to members of the general public on request and at no cost.

(d) Each county commission shall make copies of its annual audits and reports available to members of the general public on request and at no cost.

130151. (a) In addition to the requirements in Section 130150, the Controller shall issue guidelines for expanded annual audits of each county commission required pursuant to subdivision (b) of Section 130150 and associated quality control functions, subject to funding by the state commission.

(b) The scope of the audits shall address a review of county commission policies and practices with respect to the following elements:

(1) Contracting and procurement policies, to determine whether they are in place pursuant to paragraph (4) of subdivision (d) of Section 130140, whether state and county commissions are operating in accordance with these policies, and whether these policies contain provisions to ensure that the grants and contracts are consistent with the state or county commission's strategic plan.

(2) Administrative costs, to ensure that the county commission's definitions comply with the state commission's guidelines and that the county commission has a process in place to monitor these costs.

(3) Policies and procedures, established pursuant to paragraph (4) of subdivision (d) of Section 130140, designed to assure compliance by the state commission and county commissions with all applicable state and local conflict-of-interest statutes and regulations.

(4) Policies and practices designed to assure that county commissions are adhering to county commission ordinances established pursuant to paragraph (1) of subdivision (a) of Section 130140.

(5) Long-range financial plans, to determine whether state and county commissions have these plans and that the plans have been formally adopted by the commission in a public hearing.

(6) Financial condition of the commission.

(7) Amount commissions spend on program evaluation and the documented results of these expenditures.

(8) Salaries and benefit policies, to determine whether the county commission's employee salaries and benefits comply with the policies that the county commission adopted pursuant to paragraph (6) of subdivision (d) of Section 130140.

(c) The auditor for the state commission or the county commission shall submit each audit report, upon completion, simultaneously to both the Controller and to the state commission or applicable county commission.

(d) The state commission and each respective county commission shall schedule a public hearing within two months of receipt of the audit to discuss findings within the report and any response to the findings. Within two weeks of the public hearing, the state or county commission shall submit to the Controller a response to the audit findings.

(e) Within six months of the state or county commission's response pursuant to subdivision (d), the Controller shall determine whether a county commission has successfully corrected its practices in response to the findings contained in the audit report. The Controller may, after that determination, recommend to the state commission to withhold the allocation of money that the county commission would otherwise receive from the California Children and Families Trust Fund until the Controller determines that the county commission has a viable plan and the ability to correct the practices identified in the audit.

(f) The Controller shall prepare a summary report of the final audits and submit the report to the state commission by November 1 of each year for inclusion in the annual report required pursuant to subdivision (b) of Section 130150.

(g) On or before April 30, 2006, the Controller shall present to the state commission in a public meeting the final audit guidelines and implementation plan. When developing the guidelines, the Controller shall consider the reasonableness of the projected costs and administrative burden of the required audit functions.

130155. The following definitions apply for purposes of this act:

(a) "Act" means the California Children and Families Act of 1998.

(b) "County commission" means each county children and families commission established in accordance with Section 130140.

(c) "County strategic plan" means the plan adopted by each county children and families commission and submitted to the California Children and Families Commission pursuant to Section 130140.

(d) "State commission" means the California Children and Families Commission established in accordance with Section 130110.

130156. The Children and Families Health and Human Services Fund is hereby established in the State Treasury. The Children and Families Health and Human Services Fund shall be used, upon appropriation by the Legislature, to provide health and human services, including, but not limited to, direct health care services, to children from birth through five years of age.

130157. Notwithstanding paragraph (1) of subdivision (d) of Section

130105, for the 2011-12 fiscal year, fifty million dollars (\$50,000,000) from the accounts described in subparagraphs (A) to (F), inclusive, of paragraph (1) of subdivision (d) of Section 130105, including reserve funds, upon approval of the state commission, shall be transferred to and deposited in the Children and Families Health and Human Services Fund to support state health and human services programs for children from birth through five years of age. The state commission shall ensure that these funds are available for the purposes described in this section. To the extent it is necessary or appropriate for the state commission to disencumber existing obligations to meet the requirements of this section, the state commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds or obligations in accordance with this section. For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services.

130158. (a) Notwithstanding paragraph (2) of subdivision (d) of Section 130105, for the 2011-12 fiscal year, nine hundred fifty million dollars (\$950,000,000) from the combined balances of all the county Children and Families Trust Funds, including reserve funds, as provided for in subparagraphs (A) and (B) of paragraph (2) of subdivision (d) of Section 130105, shall be transferred to and deposited in the Children and Families Health and Human Services Fund, to support state health and human services programs for children from birth through five years of age.

(b) For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services and "county commission" includes, but is not limited to, county commissions, account holders for local children and families trust funds, and county government fiscal agents.

(c) The share of the amount specified in subdivision (a) required of each county commission shall be determined in the following manner and subject to the following conditions:

(1) A county commission that received less than six hundred thousand dollars (\$600,000) in California Children and Families Trust Fund revenues in the 2009-10 fiscal year is exempt from this section and is not required to deposit funds in the Children and Families Health and Human Services Fund as part of the budget solution described in subdivision (a).

(2) By June 30, 2012, each county commission not exempted by paragraph (1) shall remit for deposit into the Children and Families Health and Human Services Fund, 50 percent of its county commission funding, which includes total reserved, total unreserved-designated, and total unreserved-undesignated local children and families trust funds as of June 30, 2010. No funds other than revenues received pursuant to the California Children and Families Act of 1998 shall be remitted for deposit into the Children and Families Health and Human Services Fund.

(3) Notwithstanding paragraph (2), county commission payments for deposit into the Children and Families Health and Human Services Fund shall not cause any county commission's fund balance to fall below the amount received by the county commission from the California Children and Families Trust Fund in the 2009-10 fiscal year.

(4) Full payments to the Children and Families Health and Human Services Fund shall be made by county commissions within the 2011-12 fiscal year. Notwithstanding any other provision of law, no 2012-13 allocation to a county commission shall occur prior to the full payment being made.

(5) Notwithstanding paragraphs (1) to (4), inclusive, the total combined remittances from county commissions in the 2011-12 fiscal year shall equal nine hundred fifty million dollars (\$950,000,000). To the extent paragraphs (1) to (4), inclusive, result in more than nine hundred fifty million dollars (\$950,000,000) being provided by county commissions in total, the difference shall be proportionally returned to all contributing county commissions.

(d) Pursuant to subdivision (c), each county commission, as defined in subdivision (b), shall ensure that the funds for transfer and deposit to the Children and Families Health and Human Services Fund are not encumbered and are available for the purposes described in this section. To the extent that it is necessary or appropriate for a county commission to disencumber existing obligations to meet the requirements of this section, the county commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds, or obligations in accordance with this section.

(e) After a county commission's share of the nine hundred fifty million dollars (\$950,000,000) specified in subdivision (a) has been determined pursuant to subdivision (c), that county commission, or appropriate agent or entity, shall remit those funds to the Controller for deposit into the Children and Families Health and Human Services Fund. The entire share of funds for each county commission shall be remitted within the 2011-12 fiscal year, and may be done, in equal amounts, on a monthly basis.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
FAMILY RESOURCE CENTER PROGRAM – FY 2017/2018**

**PART III – FORMS
CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted.

- APPLICATION COVER SHEET**
- GRANT APPLICATION FACE SHEET** - Signed by official authorized to enter into Grant Agreement.
- PROJECT PLAN**
 - Project Description
 - Community Needs Assessment
 - Community Outreach Plan
 - Scope of Work
 - Project Summary Form
 - Organizational Chart & Corresponding Job Descriptions
 - Operational Agreement Summary Form
 - Service Standards Certification
- PROJECT BUDGET**
 - Line-item Budget
- APPLICATION APPENDIX** – Required
 - Project Contact Information
 - Documentation of Nonprofit Status, if applicable
 - Copy of most recently completed Audit



**APPLICATION COVER PAGE
2017/2018 RFA PROCESS**

FAMILY RESOURCE CENTER PROGRAM

Submitted By:

(Enter Project Name)

**FIRST 5 KINGS COUNTY
FAMILY RESOURCE CENTER PROGRAMS INITIATIVE**

GRANT APPLICATION FACE SHEET

The **Administrative Agency (1)** _____ hereby submits the contained grant application for funding consideration to the Kings County Children and Families Commission solely for the purpose of operation of a Kings County Family Resource Center.

(2) Implementing Agency Name _____

Contact _____ **Address** _____

E-mail address _____ **Telephone ()** _____

(3) Project Title	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone)	(7) Grant Period
	(8) Grant Amount being Requested
(5) Financial Officer (Name, Title, Address, Telephone)	(9) Cash Match
	(10) In-Kind Match
	(11) Total Project Cost

I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, to submit this grant application for consideration of funding, (2) all funds received pursuant to the successful submission of this application will be spent exclusively on the purposes specified, and (3) all statements in the proposal are true. Furthermore, by signing below accept all terms and conditions of the RFA packet associated with this application and understand that by submission to the First 5 Kings County Children and Families Commission, expose the proposal to disclosure if requested by a member of the public following the final award decision.

(12) Official Authorized to Sign for Applicant/Grant Recipient	
Signature:	
Name:	
Title:	
Address:	
Telephone:	
Email:	Date:
For First 5 Kings County Purposes Only	
Reviewed By:	Date:
Staff Recommendations:	
Commission Action:	

**THE PROJECT DESCRIPTION
GOES HERE**

No standard forms are provided for the Project Description.

See Instructions in Part II of this RFA for details.

THE COMMUNITY NEEDS ASSESSMENT

GOES HERE

No standard forms are provided for the Project Description.

See Instructions in Part II of this RFA for details.

THE COMMUNITY OUTREACH PLAN

GOES HERE

No standard forms are provided for the Project Description.

See Instructions in Part II of this RFA for details.

SCOPE OF WORK

PROVIDER NAME: _____

PAGE: 1 of 5

**DIRECT SERVICES
EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5	6	7	
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served	Significant others to be served	Indicator/ Data Source	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan		Number to be served	Number of services to be provided	Number to be served	Number of services to be provided
			Provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				

SCOPE OF WORK

PROVIDER NAME: _____

PAGE: 2 of 5

**DIRECT SERVICES
RESOURCE & REFERRAL SERVICES**

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/s
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	The FRC will provide referral information to parents/caregivers of/and children 0-5.					
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.					

SCOPE OF WORK

PROVIDER NAME: _____

PAGE: 3 of 5

COORDINATED SERVICES

1	2	3	4	5	6	7	
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served	Significant others to be served	Indicator/s	
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				
			Coordinate with <INSERT AGENCY> to provide <INSERT SERVICE> to <INSERT SERVICE POPULATION>.				

SCOPE OF WORK

PROVIDER NAME: _____

PAGE: 5 of 5

ORGANIZATIONAL ACTIVITIES

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Timeline for Completion	Deliverable
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Conduct Community Needs Assessment to establish services responsive to community need.	Develop/Update Community Needs Assessment for <INSERT FRC NAME>		
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Develop/Update Community Outreach Plan for <INSERT FRC NAME>		
		Develop and maintain CAB to ensure community input into service establishment.	Develop/Re-develop Community Advisory Board for <INSERT FRC NAME>		
		Develop sustainability Plan	Develop/Re-develop Sustainability Plan for <INSERT FRC NAME>		
		Conduct training to all staff and/or volunteers to ensure all services are delivered from informed and professional providers.	Conduct Volunteer Training for volunteers that have direct client contact in the provision of service at the <INSERT FRC NAME>		

OUTREACH ACTIVITIES

1	2	3	4	5	6
Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the <INSERT EVENT> in an effort to promote FRC services.		
			Provide community outreach at the <INSERT EVENT> in an effort to promote FRC services.		
			Provide community outreach at the <INSERT EVENT> in an effort to promote FRC services.		
			Provide community outreach at the <INSERT EVENT> in an effort to promote FRC services.		
			Provide community outreach at the <INSERT EVENT> in an effort to promote FRC services.		
			Provide community outreach at the <INSERT EVENT> in an effort to promote FRC services.		

PROJECT SUMMARY FORM

1. Applicant/Grantee Name _____

2. Grant Amount Requested \$ _____

5. Demographic Description of Project Staff:

	<u>White</u>	<u>African American</u>	<u>Hispanic/Latino</u>	<u>Asian</u>	<u>Nat.Hawaiian / Pac. Isl</u>	<u>Am. Indian/ Alaska Native</u>	<u>TOTAL</u>
Staff	_____	_____	_____	_____	_____	_____	_____
Board	_____	_____	_____	_____	_____	_____	_____
Volunteers	_____	_____	_____	_____	_____	_____	_____

6. Office Hours: _____ a.m. to _____ p.m. Days: M Tu W TH F Sa Su (circle)

_____ a.m. to _____ p.m. Days: M Tu W TH F Sa Su (circle)

7. Calculate the Full Time Equivalent (FTE) staff paid for by this grant
 e.g.: 0.5 FTE + 0.75 FTE + 1.0 FTE may be 3 people, but is equal to 2.25 FTE

8. Enter the FTEs of volunteers providing direct services to FRC clients.....
 One FTE is 2,080 hours (40 hours/week x 52 weeks = 2,080 hours).
 Determine the total volunteer hours and divide by 2,080 hours for the number of Volunteer FTEs.

9. Please list below the members of your Community Advisory Board
 Please list the CAB members name, primary address, and affiliation (such as business, community member, parent of a child 0-5, etc.)

Name	Address	Affiliation (check only one)
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization
		<input type="checkbox"/> Parent of child 0-5 <input type="checkbox"/> Community Organization

ORGANIZATIONAL CHART

GOES HERE

No standard forms are provided for the Organizational Chart.

CORRESPONDING JOB DESCRIPTIONS

GOES HERE

No standard forms are provided for the Job Descriptions.

SERVICE STANDARDS CERTIFICATION

The _____ (Administrative Agency) hereby certifies that the _____ (Implementing Agency) will comply with the Family Resource Center Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2017/2018. As indicated by the authorized agents initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of Family Resource Centers. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Centers must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the center. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

SERVICES

The goal of Family Resource Centers is to better connect children and families with existing services by making them available to families in their community of residency. The Family Resource Center is the hub of a whole system that provides a safety net of programs and services in a community. Services are designed to be comprehensive and integrated, serving the unique needs and strengths of the individual, the family and the surrounding community. The location, facility, staffing, amenities, activities and programs at each FRC should be developed in response to the needs and resources of the community members it is intended to serve. All services funded at the FRC supported by First 5 Kings County funds must be delivered in the context of promoting early childhood development.

A. INFORMATION & REFERRAL SERVICES

Initial

Information and Referral Services are defined as the provision of information and/or referrals regarding community resources.

Service Standard

1. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.
2. A referral resources list must be developed, maintained, and regularly updated which includes but is not limited to the following: local school districts, pre-schools, and childcare facilities, law enforcement agencies, medical care providers, mental health treatment facilities, substance abuse facilities, county departments of social services, employment assistance service providers, local housing authority, child protective services, rape crisis centers, domestic violence centers, child abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists.

B. EARLY CHILDHOOD EDUCATION SERVICES

Initial

Service Standard

1. Centers **may** provide direct services to meet the needs of early childhood education.

2. Early Childhood Education services must be delivered based on a curriculum or program approach that is evidence based, best, or promising practice. Additionally, staff implementing early childhood education programs must be professionals in the industry, and where applicable, certified or trained in the curriculum/program approach.

C. AGENCY COORDINATION

Initial

Service Standard

Centers must establish themselves as active participants in local public and private service networks in order to provide children and families access to services within their community of residency.

1. Centers must coordinate with other First 5 funded projects to include but not limited to other Family Resource Centers, School Readiness Projects and CARES.
2. Centers must coordinate with existing service providers for on-site service provision, responsive to local community needs.
3. Centers must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other childhood development service providers. This must be documented by a formal letter of agreement regarding cross-referrals, which clearly delineates the expectations of each party, including training, and should be signed by representatives of both agencies.
4. The center must regularly provide and receive information and feedback from the above-described agencies.

D. COMMUNITY OUTREACH ACTIVITIES

Initial

Service Standard

1. Centers must provide: community outreach meant to promote center services to their community.
2. Community outreach includes, but is not limited to, efforts made through person to person contacts, public speaking engagements, and use of the media to inform the community about the services and operations of the center.

E. VOLUNTEER TRAINING

Initial

Centers must provide training and on-going support to all volunteers prior to them providing services to children and family participants through the FRC.

Service Standard

Volunteers must receive a minimum of 20 hours of training regarding local resources, crisis intervention techniques, operational mandates, appropriate documentation standards, and cultural sensitivity.

Training must be provided by persons who have expertise in the subject area. All volunteers must pass fingerprint clearance before working with children and family participants.

F. INCLUSION OF MINORITY GROUPS IN SERVICES AND OPERATIONS

Initial

Service Standard

Centers must include members of minority groups in the services and operations of the project. This means:

1. Recruitment that is directed to all minority groups in the service area.
2. The center must make every attempt to provide services to members of minority groups that are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
 - a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
 - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
 - c. Evidence or documentation of outreach to local leaders and community groups;
 - d. Outreach to business and professional organizations; and
 - e. Outreach to local colleges and universities.
4. The center must provide culturally and ethnically relevant materials for outreach and community education efforts.
5. The center must provide education programs in the predominant language(s) of the community.

G. COMMUNITY ENGAGEMENT ACTIVITIES

Initial

Participant Satisfaction Surveys

Service Standard

Centers must collect from families receiving services participant satisfaction surveys. This information should be used to assist the center and the community advisory board of adjustment or additional services that should be sought for the community. Additionally, the survey will be used to assist the Commission in assessing the family centeredness of services.

Community Advisory Board

Service Standard

Centers must include community members in the development of services and operations of the center. This means:

1. The board must be made up of individuals who live within the FRC service area **and** proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
 - 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;
 - 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
 - 3) Evidence or documentation of outreach to local leaders and community groups;
 - 4) Outreach to business and professional organizations; and
 - 5) Outreach to local colleges and universities.
2. The board must meet on a regular basis to discuss the status of service delivery systems provided by the Family Resource Center in an effort to maintain the FRC's responsiveness to community need.
3. Community Advisory Boards will make finding and recommendations to the lead agency regarding existing systems and services.

H. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

Service Standard

The Family Resource Centers will, to the extent possible, base their service delivery approach on best or promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

I. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8th, 2003.

Service Standard

Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities
2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families

6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and
14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
 1. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
 2. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
 3. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
 4. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and

5. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;
7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and,
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

J. INTERNAL MANAGEMENT

Initial

Service Standard

Centers must develop adequate policies and procedures to protect the agency from legal liability.

1. Centers must maintain and follow up-to-date bylaws.
2. Centers must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
4. Centers must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
5. Centers must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around family related services.
6. Centers must conform to Generally Accepted Accounting Principles (GAAP)

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
A. Personnel Costs				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties				
<u>Salaries & Benefits</u> Itemized account <u>or</u> Percent of salary costs				
TOTAL Personnel Costs				
B. Operational Costs				
<u>Rent & Utilities</u> (Cost per month x grant term)				
<u>Office Supplies & Materials</u> (Cost per month x grant term)				
<u>Telephone & Communication</u> (Cost per month x grant term)				
<u>Postage/Mailing</u> (Cost per month x grant term)				
<u>Printing/Copying</u> (Cost per month x grant term)				
<u>Equipment Lease</u> (Cost per month x grant term)				
<u>Other (list all)</u> Justify all costs				
TOTAL Operational Costs				

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
C. Program Costs				
<u>Travel</u> (monthly mileage estimates x mileage reimbursement rate x grant term)				
<u>Consultants</u> Specify service area and estimated cost per contract				
<u>Subcontractors (list all)</u>				
Program Materials & Supplies (Cost per month x grant term)				
<u>Other (list all)</u>				
TOTAL Program Costs				
D. Capital Expenditures				
<u>List all Projects</u> Estimated Costs of completion				
<u>List all Projects</u> Estimated Costs of completion				
TOTAL Capital Costs				
E. Indirect Costs				
<u>Indirect Costs</u> List justification of indirect cost rate				
TOTAL Capital Costs				
TOTAL PROJECT COSTS				

PROJECT CONTACT FORM

PROVIDER NAME: _____ **CONTRACT TERM:** _____

Provide the name, title, address, telephone number, fax number and e-mail address for:

The person having day-to-day responsibility for the project.
Name: Title: Address: Telephone Number: Fax: Email:
The person to whom the person listed in #1 is accountable.
Name: Title: Address: Telephone Number: Fax: Email:
The Chief Executive of the implementing agency.
Name: Title: Address: Telephone Number: Fax: Email:
The Financial Officer for the project.
Name: Title: Address: Telephone Number: Fax: Email:
The Project Director of the project.
Name: Title: Address: Telephone Number: Fax: Email:
The Chair of the Governing Body of the implementing agency.
Name: Title: Address: Telephone Number: Fax: Email:

THE DOCUMENTATION OF NON-PROFIT STATUS (IF APPLICABLE)

GOES HERE

See Instructions in Part II of this RFA for details.

AUDITED FINANCIAL STATEMENT

GOES HERE

See Instructions in Part II of this RFA for details



February 10, 2017

TO: Kings County Office of Education
SUBJECT: Fiscal Year 2017/2018 Comprehensive Approaches to Raising Education Standards (CARES) Project Request for Application (RFA)

Enclosed are instructions and forms for the FY 2017/2018 CARES Project RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2017. **To achieve this goal, it is necessary to project grant awards based on anticipated tax revenue in conjunction with county birth rate amounts and, as always, grant awards are contingent upon the availability of funds.** Should State funds allocated for the FY 2017/2018 Proposition 10 Tobacco Tax for Kings County Children & Families Commission be less than anticipated, you will be notified and grant awards may need to be modified.

Please Note: Accurate and complete submission of information requested in this RFA will expedite timely processing of your application. Please pay particular attention to:

- *line-item detail* is required for each budget item, along with justification for how the item ties to the objectives and activities of the CARES Project grant;
- *Mathematical calculations* for all line-item expenses; and
- *Original signatures* by designated individuals, in the correct section of the form.

Applications are due by 5:00 p.m. on **March 17, 2017**. Delivery options are listed on Page 4 of this RFA.

Please direct questions to the First 5 Kings County Program Officer, Scott Waite at (559) 852-2107.

Sincerely,

Scott Waite, Program Officer
First 5 Kings County



**FIRST 5 KINGS COUNTY
CHILDREN and FAMILIES COMMISSION
CARES PROJECT**

**FY 2017/2018
REQUEST FOR APPLICATION (RFA)**

February 2017

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
 CARES PROJECT – FY 2017/2018
 REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
CARES PROJECT – FY 2017/2018
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

Approximately 200 licensed family child care providers in Kings County care for and educate over 1800 children. Thirty-nine licensed childcare centers serve an additional 1,822 children. Five licensed-exempt centers serve approximately 242 children. The programs which provide care and education to children prior to kindergarten entry are found in many different settings under various names: child care centers, Head Start programs, family child care homes, and preschools. No matter what the name or the setting, it is crucial that children be safe and that their development and learning be enhanced in these environments. We know that the experiences children have and the skills they develop in these programs can help or hinder their development, not just during childhood, but throughout their lifetime. A child's development is multifaceted, with development occurring in multiple domains simultaneously (physical well-being and motor development, social and emotional development, approaches to learning, language development, cognition and general knowledge). Appropriate child development programs promote a smooth transition from child care to school, preparing children to be ready to learn.

Numerous recent studies suggest that many programs for preschool children in centers and homes fail to provide a level of care that enhances or maximizes a child's early development and learning. There are many contributing factors which hinder the delivery of high quality education in these settings. Many programs rely heavily on parent fees for program revenue (even programs associated with public schools), and many parents are unable to afford the cost of high-quality care. Regulatory systems in some states have standards and enforcement practices that are inadequate to promote good care.

Given the inadequate funding and financing that characterize the delivery of many early childhood services, the costs associated with making improvements to meet and maintain professional development standards can be a burden. High-quality program costs are significant and include facility improvement, ongoing consumables and staff professional development activities. Therefore, to alleviate this concern in part, the Commission has dedicated funding for the cost of a quality enhancement program through the CARES Program.

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for First 5 Kings County Children and Families Commission CARES Project grant funds. The terms and conditions described in this RFA supersede all previous grant making strategies and any conflicting provisions.

B. BACKGROUND

Passed in November 1998, Prop 10 imposed a fifty-cent-per-pack sales tax on tobacco products. As a result of the voter approved Prop 10, each county board of supervisors enacted an ordinance to establish the appointment, selection and removal of commissioners, and to establish a trust fund to receive and make disbursements. The First 5 Kings County Children & Families Commission was established by enactment of the Kings County Board of Supervisors Ordinance No. 578 on December 29, 1998.

The focus of Prop 10 is on early childhood development because current research indicates that the emotional, physical and intellectual environment that a child is exposed to in the early years of life has a profound impact on how his or her brain develops. The experience that infants and toddlers have with parents and caregivers will influence how a child functions when he or she reaches school and later in life.

During the first three years of a child's life, the early physical architecture of a child's brain is established. Research has proven a number of important points:

- At birth, the brain is remarkably unfinished. The parts of the brain that handle thinking and remembering as well as emotional and social behavior are very underdeveloped.
- In the early years, a child develops basic brain and physiological structures upon which later growth and learning are dependent.
- The brain operates on a "use it or lose it" principle. Emotionally and socially as well, the child develops many of the abilities upon which later social functioning is based.
- The brain matures in the world, rather than in the womb; thus young children are deeply affected by their experiences.
- Their relationships with parents and other important caregivers; the sights, sounds, smells, and feelings they encounter; and the challenges they meet, affect the way a child's brain develops.

The early years of a child's life form the foundation for later development. Attention to young children is a powerful means of preventing later difficulties such as developmental delays and disturbances. Physical, mental, social, and emotional development and learning are interrelated. Progress in one area affects progress in the others. This means we must pay attention to all of the needs of children, including:

- Physical development: Meeting children's basic needs for protection, nutrition and health care.
- Cognitive development and social-emotional development: Meeting children's basic human needs for affection, security, social participation and interaction with others, as well as educational needs through intellectual stimulation, exploration, imitation, trial and error, discovery and active involvement in learning and experimentation within a safe and stimulating environment.

These early childhood development needs are the basis for Proposition 10, the California Children and Families Act, and guide County Commissions in establishing strategic plans and consequently funding investments in order to best address how to serve children and families in their respective communities.

C. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be addressed to the First 5 Kings County Program Officer, Scott Waite at (559) 852-2107.

D. APPLICATION DUE DATE

The regular application must be delivered to First 5 Kings County **by 5:00 p.m.** on the due date.

The Due Date Is: March 17, 2017

One original and an electronic version of the application must be delivered to First 5 Kings County office by the date and time indicated below.

1. By mail, **received by 5:00 p.m. on March 17, 2017** to:
 First 5 Kings County
 330 Campus Drive
 Hanford, CA 93230
 Attn: CARES RFA Application

2. Hand delivered by **5:00 p.m. on March 17, 2017** to:
 First 5 Kings County
 330 Campus Drive
 Hanford, CA 93230
 Attn: CARES RFA Application

3. Electronic Version (Microsoft Word) by **5:00 p.m. on March 17, 2017** to
scott.waite@first5kc.org

E. APPLICATION TIMELINES

Request for Applications Published:	February 10, 2017
Application Deadline:	March 17, 2017
Proposal Review Period/ Contract Negotiations:	March 17, 2017 – March 31, 2017
Recommendations to Commission:	April 4, 2017
Agreements Finalized:	April 5, 2017 – June 30, 2017
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 18, 2017
Agreement Effective and Service Begins:	July 1, 2017
Grant/Contract Funding Begins:	July 1, 2017
Grant/Contract Period Ends:	June 30, 2018

Applicant Assistance

Application assistance is available for those applying for funding. The purpose of providing such assistance is to explain the program requirements, describe the types of services sought and outline the administrative relationship that will exist between the providers and the First 5 Kings County Children and Families Commission. Every attempt will be made to provide adequate and reasonable technical assistance to all applicants throughout the application process. Please note that due to limited staff resources for this application process, the availability of technical assistance will be provided on a first come basis, and only to the extent that is possible. To request application assistance, please contact the individual below.

Scott Waite
scott.waite@first5kc.org

Technical assistance must be requested by email and sufficient notice must be provided. All technical assistance will be provided at the First 5 Kings County office.

Application assistance will not be provided after March 10, 2017.

F. ELIGIBILITY

Only the Kings County Office of Education is eligible to apply for these funds.

G. FUNDING CYCLE AND DURATION

The grant period will begin **July 1, 2017 and end June 30, 2018**. Projects must budget for a **12-month** period.

Continuation funding is contingent upon the availability of funds and satisfactory performance. Competition for Program funds will occur if one of the following circumstances occur:

- additional funding is received that allows for the establishment of new or enhanced service areas (e.g., an unmet community need demonstrated by significant needs analysis),
- the currently funded CARES project curtails provision of services, or
- the currently funded CARES project is de-funded by First 5 Kings County Children and Families Commission.

H. PROGRAM INFORMATION

1. Program Guidelines

The Service Standards for the Operation of the designated CARES Project, hereinafter referred to as Service Standards, must be adhered to by the designated First 5 Kings County funded CARES Project as well as all subcontractors to this project. The service components and standards discussed in the Service Standards are central to the operation of any CARES Project. The Service Standards should be reviewed in order to fully understand and prepare an application that is responsive to this RFA.

2. Source and Use of Funds - State funds available for FY 2017/2018 are as follows:

i. Tobacco Tax Revenues

The California Children and Families Commission, created by Proposition 10, supports children from prenatal to age 5 by creating a comprehensive and integrated system of information and services to promote early childhood development and school readiness. The initiative, approved by voters in November 1998, added a 50 cent-per-pack tax to cigarettes and a comparable tax to other tobacco products. The funds being authorized through this RFA process are restricted to the operation of the designated CARES Project within Kings County. All of the proposed services and programs must be specifically related to providing the necessary supports such as training opportunities, site visits, technical assistance, case management and professional growth advising to childcare providers of children age 0-5. Reasonable administrative expenses that appropriately support these services are allowable.

The following policies apply to First 5 funds:

- **Supplantation Policy:** Health and Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of

service. It further provides that no money in the Commission's trust fund shall be used to supplant state or local general fund money for any purpose.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the California Children & Families Act. The applicant/grantee further agrees that it will require the language in this certification be included in any sub awards which contain provisions for CARES Project services and that all sub grantees shall certify accordingly.

3. Service Area

Childcare Centers meeting program eligibility requirements and residing in Kings County are eligible for services under this funding stream.

I. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet
- Grant Application Face Sheet
- Project Plan
- Project Budget
- Application Appendix.

This RFA does not commit the First 5 Kings County Children and Families Commission to fund any proposal submitted. All costs incurred in the preparation of a proposal are the responsibility of the applicant and will not be reimbursed by the First 5 Kings County Children and Families Commission. The First 5 Kings County Children and Families Commission reserves the right to reject any proposal received, to negotiate with qualified proposal or to cancel this RFA in part or in its entirety.

Funding for the contract shall be contingent upon the availability of funds.

J. GENERAL REQUIREMENTS

Compliance with Laws: The successful applicants will be required to comply with all applicable Federal, State and County guidelines in its operation of the program and any laws, statutes, ordinances and regulations that apply and are required of a contractor. These include but are not limited to, The Social Security Act, the Civil Rights Act, the Clean Air Act, Federal Single Audit Act, the State Energy Efficiency Plan, the California Welfare and Institutions Code, the Drug-Free Workplace Act and the State Department of Social Services Manual of Policies and Procedures.

Terms and Conditions of the Proposal: The grant application face sheet of each proposal stipulates that each applicant accepts all terms and conditions in this RFA packet. Each applicant shall submit its proposal with the understanding that First 5 Kings County Children and Families Commission is a public agency, and the proposal submission shall be subject to disclosure, if requested by a member of the public, following the final award decision.

The grant application face sheet of each proposal also stipulates that the applicant certify that all statements in the proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the Commission's option, of declaring any contract made as a result thereof to be null and void. If a proposal is not submitted in the format specified by the Commission, it will be rejected; unless the Commission determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The Commission may give the applicant an opportunity to cure any deficiency resulting from a minor irregularity or inconsequential defect, or the Commission may waive such deficiency, which ever is most advantageous to the Commission.

The Commission reserves the right to not implement or fund one or more specific components of the proposal if the Commission determines that the applicant does not sufficiently meet the program criteria for a certain component.

Pre-contract Assessment: Prior to the execution of a contract and when deemed advisable by the Commission, the Commission reserves the right to arrange on-site fiscal or program assessments and/or audits by the staff of the Commission to determine the potential contractor's ability to meet the terms and conditions of the RFA and the proposed contract.

Background Review: The Commission reserves the right to conduct a background inquiry of each applicant which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal, the proposer consents to such an inquiry and agrees to make available to the Commission such books and records the Commission deems necessary to conduct the inquiry.

Reporting Responsibilities: The successful applicants will be required to submit to the Commission clear and detailed quarterly reports, which outline the activities and progress of the project. They will also be required to submit quarterly financial invoices that include documentation of all claimed payments. Report formats will be at the discretion of the Commission in conformity with State Commission reporting requirements.

Indemnification: The successful applicant shall agree to indemnify, defend and hold harmless the Commission, its officers, agents and employees from any and all claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the proponents in the performance of such an agreement.

Insurance: The successful applicants shall, throughout the period of any agreement, subsequent to this RFA, provide general liability with a per-occurrence limit of \$1,000,000 covering all premises, operation and employees, and provide automobile liability coverage with a minimum of \$250,000 per person and \$500,000 per accident for bodily injury, and \$50,000 for property damage. Both the general liability and the auto liability policies shall be with insurance companies that are "Admitted" carriers by the State of California, and the companies shall have an A.M. rating of at least "A:V".

Said policy shall provide thirty (30) days written notice to the Commission of cancellation or material change.

Proponents shall, throughout the period of this Agreement, maintain in full force and effect a policy of Worker's Compensation Insurance covering all of its employees.

The successful proponents shall, upon the execution of any subsequent Agreement, file with the Commission, within ten (10) days, a certificate of insurance verifying that the required coverage is in full force and effect, and in compliance with such Agreement.

Record Establishment and Maintenance: Successful applicants shall establish and maintain records in accordance with those requirements prescribed by the Commission, with respect to all matters covered by any subsequent Agreement. Upon request, and within five days, these records must be made available to authorized County, County Commission, or State Commission personnel/consultant.

All confidential information is to be safeguarded in accordance with the First 5 Kings County Children and Families Commission Confidentiality Policy.

The successful applicants shall also agree to an on-site monitoring and personal interview of participants, staff and employees by appropriate Commission staff on at least a quarterly basis.

Conflict of Interest Disclosure: All applicants other than governmental agencies must fully disclose to the Commission whether the organization holds a controlling interest in any other organization or is owned or controlled by any other organization, or maintains a financial interest in any other business.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
CARES PROJECT – FY 2017/2018
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III. Applicant must use the forms provided or computer-generated forms on plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the First 5 Kings County Children & Families Commission forms. Applications must be typed with characters no smaller than standard 12-point font.

Do not bind application.

A. APPLICATION COVER SHEET

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

B. GRANT APPLICATION FACE SHEET INSTRUCTIONS

1. Administrative Agency

Enter the complete name of the governing body/organization applying for funding (e.g., Corcoran Unified School District), also referred to as the "grantee."

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Bret Harte Elementary), and the contact person's name, address, and phone number. Include an e-mail address, if you have one.

3. Project Title

Enter the complete title of the project. Do not use acronyms

4. Project Director

Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project.

5. Financial Officer

Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project.

6. Award Number

Leave blank (to be completed by First 5 Kings County).

7. Grant Period

Enter beginning and ending dates of funding as specified in the grant application instructions.

8. Grant Amount Requested

Enter the amount of funds requested for the project. The amount must be consistent with the proposed budget.

9. Cash Match

If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

10. In-Kind Match

If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

11. Total Project Cost

Enter the sum of items 8, 9, and 10. The amount must be consistent with the proposed budget.

12. Official Authorized to Sign for Applicant/Grantee

Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement. **Provide an original signature of the authorized official in blue ink.**

C. PROJECT PLAN

1. Project Description

Please provide a brief (no more than 1 page) description of the project that you are seeking funding for, the services to be rendered, and how it will impact children age 0-5 and their families.

2. Scope of Work- 12-month grant period

The Project Scope of Work must be updated for the 12-month FY 2017/2018 grant period.

Services are to be delivered in a manner consistent with the *Service Standards*.

3. Organizational Chart & Job Descriptions

The Application must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart as well as the job descriptions must match those in the Budget.

All job descriptions that are funded in part or full by First 5 Kings County must accompany the organizational chart.

4. Operational Agreement Summary Form

Please complete the operational agreement summary form. It is **not** necessary to submit copies of the Operational agreements that your agency maintains, however they should be on-file and available for review.

5. Service Standards Certification

Please complete the service standards certification. (Part III, Forms)

D. PROJECT BUDGET

Funding is being made available to support a CARES project in Kings County. The total amount available to support the CARES Project is \$483,904 for FY 2017/2018.

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) not secured. All budgets are subject to First 5 Kings County Children and Families Commission modifications and approval.

First 5 Kings County Children and Families Commission requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. Contact Program Officer, Scott Waite at (559) 582-3211 ext. 2107 if you have additional budget questions.

1. Line Item Budget (12-month grant period)

The Forms Section (Part III) contains a separate section for the following budget categories:

- Personnel Services – Salaries/Employee Benefits,
- Operating Expenses,
- Programmatic Expenses,
- Capital Expenses, and
- Indirect Costs

Each budget item requires line-item detail that addresses 1) the method of calculation and 2) justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of each budget category where designated on the form, with a project total at the conclusion of the document.

a. Personnel Services – Salaries/Employee Benefits:

i. Salaries

Personnel services include all services performed by staff that are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be submitted within this application and kept on file by the grantee and available for review during a First 5 Kings County Children and Families Commission site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries.

ii. Benefits

Employee benefits must be identified by type and percentage of salaries. Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant without justification.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures in the operational maintenance of the CARES Project.

The following items fall within this category:

- i. Rent & Utilities
- ii. Office Supplies & Materials
- iii. Computer Purchase
- iv. Telephone & Communications
- v. Postage/Mailing
- vi. Printing/Copying
- vii. Equipment Lease
- viii. Other Operational Costs

c. Programmatic Expenses

Programmatic expenses are defined as necessary expenditures in the program operations of the CARES Project.

The following items fall within this category:

- i. Staff Travel
- ii. Subscriptions
- iii. Consultants
- iv. Subcontracts for Services
- v. Program Materials: Client workbooks, education & outreach materials
- vi. Training Materials
- vii. Incentives/Stipends
- viii. Other Program Specific Costs

d. Capital Expenditures

Capital expenditures must be specific and directly tied to First 5 related CARES service delivery. Capital Expenses must be line-item specific and not general. Capital expenses are closely scrutinized prior to approval, and the need for such investment must be clearly identified in the project description of the proposal.

e. Indirect Costs

Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization

and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. The Commission has limited indirect costs to a rate of less than or equal to ten percent (10 %) of project expenditures.

Applicants must submit their budget on the budget pages included in Part III, or an identical computer-generated form. These pages require that the funding source and amount be identified for each line item.

Job titles in the Budget must match those on the Organizational Chart. Each budgeted item requires line-item detail showing the method of calculation and a brief justification for the item. For example:

<u>Correct</u>	
Budget Category and Line Item Detail	TOTAL
<u>Mileage</u> : 500 miles/mo. x .56 x 12 months = to provide home visitation services, to provide community outreach and attend project-related meetings.	\$3,360.00
<u>Not correct</u>	
<u>Mileage</u>	\$3,360.00

E. APPLICATION APPENDIX

1. Project Contact Information

Complete the Project Contact Information Form (Part III, Forms).

Attachment A

PROPOSITION 10 STATUTES
Includes Amendments to the California Children and Families Act
CALIFORNIA CODES
As of March 24, 2011

HEALTH AND SAFETY CODE

SECTION 130100-130155

130100. There is hereby created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.

These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research.

(a) It is the intent of this act to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school. This system should function as a network that promotes accessibility to all information and services from any entry point into the system.

It is further the intent of this act to emphasize local decision making, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicate administrative systems.

(b) The programs authorized by this act shall be administered by the California Children and Families Commission and by county children and families commissions. In administering this act, the state and county commissions shall use outcome-based accountability to determine future expenditures.

(c) This division shall be known and may be cited as the "California Children and Families Act of 1998."

130105. The California Children and Families Trust Fund is hereby created in the State Treasury.

(a) The California Children and Families Trust Fund shall consist of moneys collected pursuant to the taxes imposed by Section 30131.2 of the Revenue and Taxation Code.

(b) All costs to implement this act shall be paid from moneys deposited in the California Children and Families Trust Fund.

(c) The State Board of Equalization shall determine within one year of the passage of this act the effect that additional taxes imposed on cigarettes and tobacco products by this act has on the consumption of cigarettes and tobacco products in this state. To the extent that a decrease in consumption is determined by the State Board of Equalization to be the direct result of additional taxes imposed by this act, the State Board of Equalization shall determine the fiscal effect the decrease in consumption has on the funding of any Proposition 99 (the Tobacco Tax and Health Protection Act of 1988) state health-related education or research programs in effect as of November 1, 1998, and the Breast Cancer Fund programs that are funded by excise taxes on cigarettes and tobacco products. Funds shall be transferred from the California Children and Families Trust Fund to those affected programs as necessary to offset the revenue decrease directly resulting from the imposition of

additional taxes by this act. These reimbursements shall occur, and at any times, as determined necessary to further the intent of this subdivision.

(d) Moneys shall be allocated and appropriated from the California Children and Families Trust Fund as follows:

(1) Twenty percent shall be allocated and appropriated to separate accounts of the state commission for expenditure according to the following formula:

(A) Six percent shall be deposited in a Mass Media Communications Account for expenditures for communications to the general public utilizing television, radio, newspapers, and other mass media on subjects relating to and furthering the goals and purposes of this act, including, but not limited to, methods of nurturing and parenting that encourage proper childhood development, the informed selection of child care, information regarding health and social services, the prevention and cessation of tobacco, alcohol, and drug use by pregnant women, the detrimental effects of secondhand smoke on early childhood development, and to ensure that children are ready to enter school. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(B) Five percent shall be deposited in an Education Account for expenditures to ensure that children are ready to enter school and for programs relating to education, including, but not limited to, the development of educational materials, professional and parental education and training, and technical support for county commissions in the areas described in subparagraph (A) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(C) Three percent shall be deposited in a Child Care Account for expenditures to ensure that children are ready to enter school and for programs relating to child care, including, but not limited to, the education and training of child care providers, the development of educational materials and guidelines for child care workers, and other areas described in subparagraph (B) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(D) Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(E) One percent shall be deposited in an Administration Account for expenditures for the administrative functions of the state commission. Any funds not needed for the administrative functions of the state commission may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(F) Two percent shall be deposited in an Unallocated Account for expenditure by the state commission for any of the purposes of this act described in Section 130100 provided that none of these moneys shall be expended for the administrative functions of the state commission.

(G) In the event that, for whatever reason, the expenditure of any moneys allocated and appropriated for the purposes specified in subparagraphs (A) to (F), inclusive, is enjoined by a final judgment of a court of competent jurisdiction, then those moneys shall be available for expenditure by the state commission for mass media communication emphasizing the need to eliminate smoking and other tobacco use by pregnant women, the need to eliminate smoking and other tobacco use by persons under 18 years of age, and the need to eliminate exposure to secondhand smoke.

(H) Any moneys allocated and appropriated to any of the accounts described in subparagraphs (A) to (F), inclusive, that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same account for the next fiscal period.

(2) Eighty percent shall be allocated and appropriated to county commissions in accordance with Section 130140.

(A) The moneys allocated and appropriated to county commissions shall be deposited in each local Children and Families Trust Fund administered by each county commission, and shall be expended only for the purposes authorized by this act and in accordance with the county strategic plan approved by each county commission.

(B) Any moneys allocated and appropriated to any of the county commissions that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same local Children and Families Trust Fund for the next fiscal period under the same conditions as set forth in subparagraph (A).

(e) All grants, gifts, or bequests of money made to or for the benefit of the state commission from public or private sources to be used for early childhood development programs shall be deposited in the California Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the state commission pursuant to paragraph (1) of subdivision (d).

(f) All grants, gifts, or bequests of money made to or for the benefit of any county commission from public or private sources to be used for early childhood development programs shall be deposited in the local Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the county commissions pursuant to paragraph (2) of subdivision (d).

130110. (a) There is hereby established a California Children and Families Commission, which may also be known as First 5 California, composed of seven voting members and two ex officio members.

(b) The voting members shall be selected, pursuant to Section 130115, from persons with knowledge, experience, and expertise in early child development, child care, education, social services, public health, the prevention and treatment of tobacco and other substance abuse, behavioral health, and medicine (including, but not limited to, representatives of statewide medical and pediatric associations or societies), upon consultation with public and private sector associations, organizations, and conferences composed of professionals in these fields.

(c) The Secretary of the California Health and Human Services Agency and the Secretary for Education, or their designees, shall serve as ex officio nonvoting members of the state commission.

130115. The Governor shall appoint three members of the state commission, one of whom shall be designated as chairperson. One of the Governor's appointees shall be either a county health officer or a county health executive. The Speaker of the Assembly and the Senate Rules Committee shall each appoint two members of the state commission. Of the members first appointed by the Governor, one shall serve for a term of four years, and two for a term of two years. Of the members appointed by the Speaker of the Assembly and the Senate Rules Committee, one appointed by the Speaker of the Assembly and the Senate Rules Committee shall serve for a period of four years with the other appointees to serve for a period of three years. Thereafter, all appointments shall be for four-year

terms. No appointee shall serve as a member of the state commission for more than two four-year terms.

130120. The state commission shall, within three months after a majority of its voting members have been appointed, hire an executive director. The state commission shall thereafter hire such other staff as necessary or appropriate. The executive director and staff shall be compensated as determined by the state commission, consistent with moneys available for appropriation in the Administration Account. All professional staff employees of the state commission shall be exempt from civil service. The executive director shall act under the authority of, and in accordance with the direction of, the state commission.

130125. The powers and duties of the state commission shall include, but are not limited to, the following:

(a) Providing for statewide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.

(b) Adopting guidelines for an integrated and comprehensive statewide program of promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in California.

(1) The state commission's guidelines shall, at a minimum, address the following matters:

(A) Parental education and support services in all areas required for, and relevant to, informed and healthy parenting. Examples of parental education shall include, but are not limited to, prenatal and postnatal infant and maternal nutrition, education and training in newborn and infant care and nurturing for optimal early childhood development, parenting and other necessary skills, child abuse prevention, and avoidance of tobacco, drugs, and alcohol during pregnancy. Examples of parental support services shall include, but are not limited to, family support centers offering an integrated system of services required for the development and maintenance of self-sufficiency, domestic violence prevention and treatment, tobacco and other substance abuse control and treatment, voluntary intervention for families at risk, and any other prevention and family services and counseling critical to successful early childhood development.

B) The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance for caregivers, and financial and other assistance to ensure appropriate child care for all households.

(C) The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.

(2) The state commission shall conduct at least one public hearing on its proposed guidelines before they are adopted.

(3) The state commission shall, on at least an annual basis, periodically review its adopted guidelines and revise them as may be necessary or appropriate.

(c) Defining the results to be achieved by the adopted guidelines, and collecting and analyzing data to measure progress toward attaining these results.

(d) Providing for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and establishing and monitoring demonstration projects.

(e) Soliciting input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitating the exchange of information between these individuals and entities, and assisting in the coordination of the services of public and private agencies to deal more effectively with early childhood development.

(f) Providing technical assistance to county commissions in adopting and implementing county strategic plans for early childhood development.

(g) Reviewing and considering the annual audits and reports transmitted by the county commissions and, following a public hearing, adopting a written report that consolidates, summarizes, analyzes, and comments on those annual audits and reports.

(h) Applying for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or any agency or political subdivision thereof, or from the federal government or any agency or instrumentality thereof, in furtherance of a statewide program of early childhood development.

(i) Entering into any contracts and allocating funds to county commissions as necessary or appropriate to carry out the provisions and purposes of this act.

(j) Making recommendations to the Governor and the Legislature for changes in state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.

130130. Procedures for the conduct of business by the state commission not specified in this act shall be contained in bylaws adopted by the state commission. A majority of the voting members of the state commission shall constitute a quorum. All decisions of the state commission, including the hiring of the executive director, shall be by a majority of four votes.

130135. Voting members of the state commission shall not be compensated for their services, except that they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the state commission.

130140. Any county or counties developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals and objectives of this act shall receive moneys pursuant to paragraph (2) of subdivision (d) of Section 130105 in accordance with the following provisions:

(a) For the period between January 1, 1999 and June 30, 2000, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the entire number of births recorded in California (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county's board of supervisors has adopted an ordinance containing the following minimum provisions:

(A) The establishment of a county children and families commission. The county commission shall be appointed by the board of supervisors and shall consist of at least five but not more than nine members.

(i) Two members of the county commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.

(ii) One member of the county commission shall be a member of the board of supervisors.

(iii) The remaining members of the county commission shall be from among the persons described in clause (i) and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

(B) The manner of appointment, selection, or removal of members of the county commission, the duration and number of terms county commission members shall serve, and any other matters that the board of supervisors deems necessary or convenient for the conduct of the county commission's activities, provided that members of the county commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission.

(C) The requirement that the county commission adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.

(i) The county strategic plan shall be consistent with, and in furtherance of the purposes of, this act and any guidelines adopted by the state commission pursuant to subdivision (b) of Section 130125 that are in effect at the time the plan is adopted.

(ii) The county strategic plan shall, at a minimum, include the following: a description of the goals and objectives proposed to be attained; a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete until and unless the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

(iii) The county commission shall, on at least an annual basis, be required to periodically review its county strategic plan and to revise the plan as may be necessary or appropriate.

(iv) The county commission shall measure the outcomes of county funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of its county strategic plan.

(D) The requirement that the county commission conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.

(E) The requirement that the county commission conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.

(F) The requirement that the county commission submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission.

(G) The requirement that the county commission prepare and adopt an annual audit and report pursuant to Section 130150. The county commission shall conduct at least one public hearing prior to adopting any annual audit and report.

(H) The requirement that the county commission conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150.

(I) Two or more counties may form a joint county commission, adopt a joint county strategic plan, or implement joint programs, services, or projects.

(2) The county's board of supervisors has established a county commission and has appointed a majority of its members.

(3) The county has established a local Children and Families Trust Fund pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) Notwithstanding any provision of this act to the contrary, no moneys made available to county commissions under subdivision (a) shall be expended to provide, sponsor, or facilitate any programs, services, or projects for early childhood development until and unless the county commission has first adopted an adequate and complete county strategic plan that contains the provisions required by clause (ii) of subparagraph (C) of paragraph (1) of subdivision (a).

(c) In the event that any county elects not to participate in the California Children and Families Program, the moneys remaining in the California Children and Families Trust Fund shall be reallocated and reappropriated to participating counties in the following fiscal year.

(d) For the fiscal year commencing on July 1, 2000, and for each fiscal year thereafter, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the number of births recorded in all of the counties participating in the California Children and Families Program (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county commission has, after the required public hearings, adopted an adequate and complete county strategic plan conforming to the requirements of subparagraph (C) of paragraph (1) of subdivision (a), and has submitted the plan to the state commission.

(2) The county commission has conducted the required public hearings, and has prepared and submitted all audits and reports required pursuant to Section 130150.

(3) The county commission has conducted the required public hearings on the state commission annual reports prepared pursuant to subdivision (b) of Section 130150.

(4) The county commission, in a public hearing, has adopted policies that are consistent with the following state laws:

(A) With regard to conflict of interest of the commission members, the county commission's policies shall be consistent with Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government code, and Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code.

(B) With regard to contracting and procurement, the county commission's policies shall be consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contracts Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

(5) The county commission, in a public hearing, has adopted a limit on the percentage of the county commission's operating budget that may be spent on administrative functions, pursuant to guidelines issued by the state commission that define administrative functions.

(6) The county commission has adopted, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission. Salaries and benefits shall conform with established county commission or county government policies.

(e) In the event that any county elects not to continue participation in the California Children and Families Program, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be returned to the California Children and Families Trust Fund for reallocation and reappropriation to participating counties in the following fiscal year.

(f) For purposes of this section, "relevant county" means the county in which the mother of the child whose birth is being recorded resides.

130140.1 (a) In the event a county elects to participate in the California Children and Families Program, and satisfies the requirements set forth in Section 130140, the county may establish a county commission that is either of the following:

(1) A legal public entity separate from the county.

(2) An agency of the county with independent authority over the strategic plan described in Section 130140 and the local trust fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) In the event a county elects to establish a county commission as specified in paragraph (1) of subdivision (a), the following conditions shall apply:

(1) The county commission shall be considered a legal public entity separate from the county, and shall file a statement as required by Section 53051 of the Government Code.

(2) The powers, duties, and responsibilities of the county commission shall include, but shall not be limited to, the following:

(A) The power to employ personnel and contract for personal services required to meet its obligations.

(B) The power to enter into any contracts necessary or appropriate to carry out the provisions of this division.

(C) The power to acquire, possess, and dispose of real or personal property, as necessary or appropriate to carry out the provisions and purposes of this division.

(D) The power to sue or be sued.

(3) The county commission shall be deemed to be a public agency that is a unit of local government for purposes of all grant programs and other funding and loan guarantee programs.

(4) Any obligations of the county commission, statutory, contractual, or otherwise, shall be obligations solely of the commission.

(5) All claims or actions for money or damages against a county commission shall be governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that expressly apply to county commissions.

(6) The county commission, its members, and its employees are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that apply expressly to the county commissions.

(7) If a county board of supervisors elects not to continue the county's participation in the California Children and Families Program, the board shall adopt an ordinance terminating the county commission.

(A) In terminating its county commission, the board of supervisors shall allow, to the extent possible, an appropriate transition period to allow for the county commission's then-existing obligations to be satisfied.

(B) In event of termination, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be distributed pursuant to subdivision (e) of Section 130140.

(C) Prior to the termination of the county commission, the board of supervisors shall notify the state Children and Families Commission of its intent to terminate the county commission.

(D) The liabilities of the county commission shall not become obligations of the county upon either the termination of the county commission or the liquidation or disposition of the county commission's remaining assets.

(c) If a county elects to establish a county commission as provided in paragraph (2) of subdivision (a), the county commission shall be deemed to be an agency of the county with independent authority over the strategic plan described in Section 130140 and the local Children and Families Trust Fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(d) Any county commission established prior to the effective date of this section that substantially complies with the provisions of either subdivision (b) or (c) shall be deemed to be in compliance with this section.

(e) (1) Individually identifiable physical or mental health information, substance abuse information, child care or education information, personnel or employment information, financial information, criminal justice information, or demographic information, regarding a child or a child's parent, legal guardian, or other family member, that is provided to a county commission by a parent, legal guardian, family member, health care provider, health plan, public health authority, school, law enforcement agency, social services agency, probation agency, or any other source, shall be considered confidential, and may be disclosed only to a person, agency, or entity that receives funding from the county commission, by way of a grant award or contract or as a service provider for the provision of early childhood services, and only to the extent necessary to the provision of services, unless further disclosure is authorized by a written consent of the parent or legal guardian, or where disclosure is required by state or federal law.

(2) Confidential information identified in accordance with this section shall not be subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

130145. The state commission and each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of this act. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.

130150. (a) On or before October 15 of each year, each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and information on the programs funded and populations served for all programs.

On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.

(b) The state commission shall, on or before January 31 of each year, do both of the following:

(1) Conduct an audit and prepare a written report on the implementation and performance of the state commission functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended and the progress toward, and the achievement of, program goals and objectives.

(2) Prepare a written report that consolidates, summarizes, analyzes, and comments on the annual audits and reports submitted by all of the county commissions and the Controller for the preceding fiscal year. The written report shall include a listing, by category, of the aggregate expenditures on program areas funded by the state and county commissions pursuant to the purposes of this act, according to a format prescribed by the state commission. This report by the state commission shall be transmitted to the Governor, the Legislature, and each county commission.

(3) In the event a county commission does not submit the information prescribed in subdivision (a), the state commission may withhold funds that would otherwise have been allocated to the county commission from the California Children and Families Trust Fund pursuant to Section 130140 until the county commission submits the data as required by subdivision (a).

(c) The state commission shall make copies of each of its annual audits and reports available to members of the general public on request and at no cost. The state commission shall furnish each county commission with copies of those documents in a number sufficient for local distribution by the county commission to members of the general public on request and at no cost.

(d) Each county commission shall make copies of its annual audits and reports available to members of the general public on request and at no cost.

130151. (a) In addition to the requirements in Section 130150, the Controller shall issue guidelines for expanded annual audits of each county commission required pursuant to subdivision (b) of Section 130150 and associated quality control functions, subject to funding by the state commission.

(b) The scope of the audits shall address a review of county commission policies and practices with respect to the following elements:

(1) Contracting and procurement policies, to determine whether they are in place pursuant to paragraph (4) of subdivision (d) of Section 130140, whether state and county commissions are operating in accordance with these policies, and whether these policies contain provisions to ensure that the grants and contracts are consistent with the state or county commission's strategic plan.

(2) Administrative costs, to ensure that the county commission's definitions comply with the state commission's guidelines and that the county commission has a process in place to monitor these costs.

(3) Policies and procedures, established pursuant to paragraph (4) of subdivision (d) of Section 130140, designed to assure compliance by the state commission and county commissions with all applicable state and local conflict-of-interest statutes and regulations.

(4) Policies and practices designed to assure that county commissions are adhering to county commission ordinances established pursuant to paragraph (1) of subdivision (a) of Section 130140.

(5) Long-range financial plans, to determine whether state and county commissions have these plans and that the plans have been formally adopted by the commission in a public hearing.

(6) Financial condition of the commission.

(7) Amount commissions spend on program evaluation and the documented results of these expenditures.

(8) Salaries and benefit policies, to determine whether the county commission's employee salaries and benefits comply with the policies that the county commission adopted pursuant to paragraph (6) of subdivision (d) of Section 130140.

(c) The auditor for the state commission or the county commission shall submit each audit report, upon completion, simultaneously to both the Controller and to the state commission or applicable county commission.

(d) The state commission and each respective county commission shall schedule a public hearing within two months of receipt of the audit to discuss findings within the report and any response to the findings. Within two weeks of the public hearing, the state or county commission shall submit to the Controller a response to the audit findings.

(e) Within six months of the state or county commission's response pursuant to subdivision (d), the Controller shall determine whether a county commission has successfully corrected its practices in response to the findings contained in the audit report. The Controller may, after that determination, recommend to the state commission to withhold the allocation of money that the county commission would otherwise receive from the California Children and Families Trust Fund until the Controller determines that the county commission has a viable plan and the ability to correct the practices identified in the audit.

(f) The Controller shall prepare a summary report of the final audits and submit the report to the state commission by November 1 of each year for inclusion in the annual report required pursuant to subdivision (b) of Section 130150.

(g) On or before April 30, 2006, the Controller shall present to the state commission in a public meeting the final audit guidelines and implementation plan. When developing the guidelines, the Controller shall consider the reasonableness of the projected costs and administrative burden of the required audit functions.

130155. The following definitions apply for purposes of this act:

(a) "Act" means the California Children and Families Act of 1998.

(b) "County commission" means each county children and families commission established in accordance with Section 130140.

(c) "County strategic plan" means the plan adopted by each county children and families commission and submitted to the California Children and Families Commission pursuant to Section 130140.

(d) "State commission" means the California Children and Families Commission established in accordance with Section 130110.

130156. The Children and Families Health and Human Services Fund is hereby established in the State Treasury. The Children and Families Health and Human Services Fund shall be used, upon appropriation by the Legislature, to provide health and human services, including, but not limited to, direct health care services, to children from birth through five years of age.

130157. Notwithstanding paragraph (1) of subdivision (d) of Section

130105, for the 2011-12 fiscal year, fifty million dollars (\$50,000,000) from the accounts described in subparagraphs (A) to (F), inclusive, of paragraph (1) of subdivision (d) of Section 130105, including reserve funds, upon approval of the state commission, shall be transferred to and deposited in the Children and Families Health and Human Services Fund to support state health and human services programs for children from birth through five years of age. The state commission shall ensure that these funds are available for the purposes described in this section. To the extent it is necessary or appropriate for the state commission to disencumber existing obligations to meet the requirements of this section, the state commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds or obligations in accordance with this section. For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services.

130158. (a) Notwithstanding paragraph (2) of subdivision (d) of Section 130105, for the 2011-12 fiscal year, nine hundred fifty million dollars (\$950,000,000) from the combined balances of all the county Children and Families Trust Funds, including reserve funds, as provided for in subparagraphs (A) and (B) of paragraph (2) of subdivision (d) of Section 130105, shall be transferred to and deposited in the Children and Families Health and Human Services Fund, to support state health and human services programs for children from birth through five years of age.

(b) For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services and "county commission" includes, but is not limited to, county commissions, account holders for local children and families trust funds, and county government fiscal agents.

(c) The share of the amount specified in subdivision (a) required of each county commission shall be determined in the following manner and subject to the following conditions:

(1) A county commission that received less than six hundred thousand dollars (\$600,000) in California Children and Families Trust Fund revenues in the 2009-10 fiscal year is exempt from this section and is not required to deposit funds in the Children and Families Health and Human Services Fund as part of the budget solution described in subdivision (a).

(2) By June 30, 2012, each county commission not exempted by paragraph (1) shall remit for deposit into the Children and Families Health and Human Services Fund, 50 percent of its county commission funding, which includes total reserved, total unreserved-designated, and total unreserved-undesignated local children and families trust funds as of June 30, 2010. No funds other than revenues received pursuant to the California Children and Families Act of 1998 shall be remitted for deposit into the Children and Families Health and Human Services Fund.

(3) Notwithstanding paragraph (2), county commission payments for deposit into the Children and Families Health and Human Services Fund shall not cause any county commission's fund balance to fall below the amount received by the county commission from the California Children and Families Trust Fund in the 2009-10 fiscal year.

(4) Full payments to the Children and Families Health and Human Services Fund shall be made by county commissions within the 2011-12 fiscal year. Notwithstanding any other provision of law, no 2012-13 allocation to a county commission shall occur prior to the full payment being made.

(5) Notwithstanding paragraphs (1) to (4), inclusive, the total combined remittances from county commissions in the 2011-12 fiscal year shall equal nine hundred fifty million dollars (\$950,000,000). To the extent paragraphs (1) to (4), inclusive, result in more than nine hundred fifty

million dollars (\$950,000,000) being provided by county commissions in total, the difference shall be proportionally returned to all contributing county commissions.

(d) Pursuant to subdivision (c), each county commission, as defined in subdivision (b), shall ensure that the funds for transfer and deposit to the Children and Families Health and Human Services Fund are not encumbered and are available for the purposes described in this section. To the extent that it is necessary or appropriate for a county commission to disencumber existing obligations to meet the requirements of this section, the county commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds, or obligations in accordance with this section.

(e) After a county commission's share of the nine hundred fifty million dollars (\$950,000,000) specified in subdivision (a) has been determined pursuant to subdivision (c), that county commission, or appropriate agent or entity, shall remit those funds to the Controller for deposit into the Children and Families Health and Human Services Fund. The entire share of funds for each county commission shall be remitted within the 2011-12 fiscal year, and may be done, in equal amounts, on a monthly basis.

CALIFORNIA CODES
REVENUE AND TAXATION CODE
SECTION 30131-30131.6

30131. Notwithstanding Section 30122, the California Children and Families Trust Fund is hereby created in the State Treasury for the exclusive purpose of funding those provisions of the California Children and Families Act of 1998 that are set forth in Division 108 (commencing with Section 130100) of the Health and Safety Code.

30131.1 The following definitions apply for purposes of this article: (a) "Cigarette" has the same meaning as in Section 30003, as it read on January 1, 1997. (b) "Tobacco products" includes, but is not limited to, all forms of cigars, smoking tobacco, chewing tobacco, snuff, and any other articles or products made of, or containing at least 50 percent, tobacco, but does not include cigarettes.

30131.2 (a) In addition to the taxes imposed upon the distribution of cigarettes by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121) and any other taxes in this chapter, there shall be imposed an additional surtax upon every distributor of cigarettes at the rate of twenty-five mills (\$0.025) for each cigarette distributed. (b) In addition to the taxes imposed upon the distribution of tobacco products by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121), and any other taxes in this chapter, there shall be imposed an additional tax upon every distributor of tobacco products, based on the wholesale cost of these products, at a tax rate, as determined annually by the State Board of Equalization, which is equivalent to the rate of tax imposed on cigarettes by subdivision (a). (c) The wholesale cost used to calculate the amount of tax due under subdivision (b) does not include the wholesale cost of tobacco products that were returned by a customer during the same reporting period in which the tobacco products were distributed, when the distributor refunds the entire amount the customer paid for the tobacco products either in cash or credit. For purposes of this subdivision, refund or credit of the entire amount shall be deemed to be given when the purchase price less rehandling and restocking costs is refunded or credited to the customer. The amount withheld for rehandling and restocking costs may be a percentage of the sales price determined by the average cost of rehandling and restocking returned merchandise during the previous accounting cycle.

30131.3 Except for payments of refunds made pursuant to Article 1 (commencing with Section 30361) of Chapter 6, reimbursement of the State Board of Equalization for expenses incurred in the administration and collection of the taxes imposed by Section 30131.2, and transfers of funds in accordance with subdivision (c) of Section 130105 of the Health and Safety Code, all moneys raised pursuant to the taxes imposed by Section 30131.2 shall be deposited in the California Children and Families Trust Fund and are continuously appropriated for the exclusive purpose of the California Children and Families Program established by Division 108 (commencing with Section 130100) of the Health and Safety Code.

30131.4 (a) All moneys raised pursuant to taxes imposed by Section 30131.2 shall be appropriated and expended only for the purposes expressed in the California Children and Families Act, and shall be used only to supplement existing levels of service and not to fund existing levels of service. No moneys in the California Children and Families Trust Fund shall be used to supplant state or local General Fund money for any purpose. (b) Notwithstanding any other provision of law and the designation of the

California Children and Families Trust Fund as a trust fund, the Controller may use the money raised pursuant to Section 30131.2 for the California Children and Families Trust Fund and all accounts created pursuant to subdivision (d) of Section 130105 of the Health and Safety Code for loans to the General Fund as provided in Sections 16310 and 16381 of the Government Code. Any such loan shall be repaid from the General Fund with interest computed at 110 percent of the Pooled Money Investment Account rate, with the interest commencing to accrue on the date the loan is made from the fund or account. This subdivision does not authorize any transfer that will interfere with the carrying out of the object for which this fund or those accounts were created.

30131.5 The annual determination required of the State Board of Equalization pursuant to subdivision (b) of Section 30131.2 shall be made based on the wholesale cost of tobacco products as of March 1, and shall be effective during the state's next fiscal year.

30131.6 The taxes imposed by Section 30131.2 shall be imposed on every cigarette and on tobacco products in the possession or under the control of every dealer and distributor on and after 12:01 a.m. on January 1, 1999, pursuant to rules and regulations promulgated by the State Board of Equalization.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
CARES PROJECT – FY 2017/2018
REQUEST FOR APPLICATION**

**PART III – FORMS
CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted.

- APPLICATION COVER SHEET**
- GRANT APPLICATION FACE SHEET** - Signed by official authorized to enter into Grant Agreement.
- PROJECT PLAN**
 - Project Description
 - Scope of Work
 - Organizational Chart & Corresponding Job Descriptions
 - Operational Agreement Summary Form
 - Service Standards Certification
- PROJECT BUDGET**
 - Line-item Budget
- APPLICATION APPENDIX – Required**
 - Project Contact Information



**APPLICATION COVER PAGE
2017/2018 RFA PROCESS**

CARES PROJECT

Submitted By:

(Enter Project Name)

**FIRST 5 KINGS COUNTY
CARES PROJECT INITIATIVE**

GRANT APPLICATION FACE SHEET

The **Administrative Agency (1)** _____ hereby submits the contained grant application for funding consideration to the Kings County Children and Families Commission solely for the purpose of operation of the CARES Project.

(2) Implementing Agency Name _____

Contact _____ **Address** _____

E-mail address _____ **Telephone ()** _____

(3) Project Title	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone)	(7) Grant Period
	(8) Grant Amount being Requested
(5) Financial Officer (Name, Title, Address, Telephone)	(9) Cash Match
	(10) In-Kind Match
	(11) Total Project Cost

I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, to submit this grant application for consideration of funding, (2) all funds received pursuant to the successful submission of this application will be spent exclusively on the purposes specified, and (3) all statements in the proposal are true. Furthermore, by signing below accept all terms and conditions of the RFA packet associated with this application and understand that by submission to the First 5 Kings County Children and Families Commission, expose the proposal to disclosure if requested by a member of the public following the final award decision.

(12) Official Authorized to Sign for Applicant/Grant Recipient	
Signature:	
Name:	
Title:	
Address:	
Telephone:	
Email:	Date:
For First 5 Kings County Purposes Only	
Reviewed By:	Date:
Staff Recommendations:	
Commission Action:	

THE PROJECT DESCRIPTION

GOES HERE

No standard forms are provided for the Project Description.

See Instructions in Part II of this RFA for details.

SCOPE OF WORK

1	2	3	4	6	7	8
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities	Number of People / Classrooms to be served	Number of Services to be provided	Data Sources/ Indicator
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan				

ORGANIZATIONAL CHART

GOES HERE

No standard forms are provided for the Organizational Chart.

See Instructions in Part II of this RFA for details.

CORRESPONDING JOB DESCRIPTIONS

GOES HERE

No standard forms are provided for the Job Descriptions.

See Instructions in Part II of this RFA for details.

SERVICE STANDARDS CERTIFICATION

The _____ (Administrative Agency) hereby certifies that the _____ (Implementing Agency) will comply with the CARES Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2017/2018. As indicated by the authorized agents initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of E3 programs. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, programs must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Programs must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the program. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

SERVICES

This section provides a description of the Readiness Assessment and Quality Improvement Process including rationale, desired outcomes, Readiness Assessment quality content areas, and the training and technical assistance to be offered by the E3 Projects.

Research shows that high-quality Early Care and Education (ECE) programs include an emphasis on: 1) classroom instructional strategies and teacher/child interactions, including quality teacher training and professional development, and compelling instructional organization using engaging curricula; 2) social-emotional development of children; and 3) parent involvement and support. These features of quality are achieved through supportive leadership and governance, infrastructure supports, and several key programmatic features. They emphasize the use of research-based strategies for continuous improvement, starting early and emphasizing prenatal services, and providing family support services.

Services required by E3 supported projects include : 1) collection and reporting information on the status of participating child development centers; 2) development and implementation of plans for achieving First 5 California CSP Baseline Criteria and/or improvements in the Classroom Readiness Assessment content areas listed below; and 3) monitoring progress toward achieving improvement objectives.

The seven Readiness Assessment content areas are highlighted below:

A. COMPLETION OF CLASSROOM READINESS ASSESSMENTS

Initial

Service Standard

E3 Projects must conduct Classroom Readiness Assessments which involves collecting and reporting baseline data in an effort to provide centers with information about where to support the implementation of quality enhancement activities. The seven content areas are as follows

1. First 5 California QRIS Block Grant & CQSS Baseline Criteria

The First 5 and the State of California are sponsoring preschool/childcare improvement projects, early learning model that has been shown to prepare the most vulnerable children ages 0 to 5 for success in

school. Centers and classrooms participating in E3 projects will include assessing each participating center/classroom in meeting the QRIS Criteria as established by the California department of Education and First 5 California.

2. Leadership and Governance

Stable leadership and supportive governance are critical in establishing the vision and goals that promote quality early learning environments, and in supporting the systems and structures that facilitate and sustain improved quality over time.⁷ Evaluations of First 5 sponsored Power of Preschool demonstration sites to date suggest that shared governance and public-private partnerships with entities in the community, including government and non-profit agencies, businesses, and academic organizations, are important criteria for high-quality programs. Toward that end, assessing the current status of and planning for improvement in leadership and governance will include collecting and reporting information on the following:

- Experience of ECE leadership
- Concordance of ECE/program mission, vision, and values with First 5 California CSP
- Partnerships with key service providers and other stakeholders (e.g., contracts, formal MOUs)
- Shared governance
 - Community and parent engagement and participation in governance
 - Governance body with key stakeholder involvement at the county and program levels

3. Infrastructure

The capacity and infrastructure to support: 1) participation in the Classroom Readiness Assessment and Quality Improvement Process, and 2) implementation and evaluation of quality elements, including tracking and managing data, are important to ensure quality improvements and ultimately, to demonstrate progress toward improved developmental outcomes for young children. Assessing a center or classroom's current status and planning for improvement in enhancing infrastructure will include collecting and reporting information on the following:

- Data collection resources – both the human resources and the sources of data on ECE needs and performance
- Capacity for evaluation requirements including:
 - Leveraging evaluation structures, processes, and personnel in existing early childhood networks and programs (e.g., collaboration with Head Start, institutions of higher learning, etc.)
 - Use and capacity of local evaluators
- Data systems for recording and managing required data
- Technology to support use of data at the classroom level and for broader evaluation purposes
- Technology to ensure remote access and support virtual Participation in training and technical assistance offered through the E4

4. Classroom Instruction

A key indicator of ECE quality is classroom instruction. Research suggests that how children engage with teachers in learning activities drives quality. High-quality early care and education involves well-established routines and structures, characterized by creative and challenging learning tasks, many of which include rich oral language, phonemic awareness, and prereading instruction. Assessing the current status of and planning for improvement in classroom instruction will include collecting and reporting information on the following:

- Classroom curricula that support general development, language and literacy, and early math skills
- Approaches to supporting improved developmental outcomes for Dual Language Learners (DLL)
- Use of assessments to identify child needs, inform instruction, and measure child progress (e.g., ASQ, DRDP)
- Teacher quality (education levels and course work in ECE)

- Classroom organization that supports positive teacher-child interaction around learning activities
- Professional development requirements and opportunities for teachers and program staff
- Use of data and reflective practice, including use and capacity for Early Education Experts (EEE)
- Technology to support use of data at the classroom level

5. Social Emotional Development

Social-emotional competence is considered to be an important aspect of school readiness. There is strong research support for the use of early screening measures and inclusion of social-emotional curricula in early learning programs. For this reason, a strong emphasis has been placed on targeted support of social-emotional development. Assessing current status and planning for improvement in supporting social-emotional development will include collecting and reporting information on the following:

- Curricula to support social-emotional development
- Behavior management strategies and approaches, teacher training, and coaching/mentoring to meet social-emotional needs of children and families
- Use of assessments to identify children's needs and monitor progress (e.g., ASQ, DRDP)
- Partnerships and resources that support meeting the social-emotional needs of children and families, including education to support parents in meeting their children's social-emotional needs
- Availability of mental health services and relationships with service partners
- Interdisciplinary approaches to meeting the social-emotional needs of children and families

6. Parent Involvement & Support

ECE centers that provide targeted family support services positively influence parenting practices and children's outcomes. Research suggests that family support services, when provided in conjunction with early childhood education interventions, produce meaningful effects on parenting practices and children's long-term outcomes. The goals for parent engagement are to 1) encourage and increase parent knowledge about, interest and involvement in, and ability to advocate for their child's early learning needs and later school success for their children; 2) support parent-child interactions around developmentally appropriate activities; and 3) enhance parent-child relationships. Assessing the current status of and planning for improvement in parent involvement and support will include collecting and reporting information on the following:

- Parent programs, curricula, engagement approaches, and activities
- On-site/off-site family supports
 - Staff designated for parent support
 - Partnerships with other agencies and resources that facilitate family support and parent education opportunities (e.g., Mental Health Specialists)
 - Accommodation and support for siblings (e.g., child care during parent meetings)
- Home visiting programs/opportunities
- Assessment of parent participation, satisfaction, and outcomes

7. Infants and Toddlers

There is strong research evidence about the influence of early life experiences on children's development and outcomes, especially in early intervention research on the influence of prenatal care and early enrollment in early care and education programs¹². Assessing the current status and planning for implementation of CSP Baseline Criteria with infants and toddlers will involve collecting and reporting information on the following:

- Center-based slots for children age 0 to 36 months
- Participation or certification in PITC or other specialized infant toddler training for teachers/program staff
- Relationships with hospitals, infant mental health, home visiting programs
- System for outreach and filling slots (i.e., Child Find approaches/strategies)

B. DEVELOPING CENTER/CLASSROOM IMPROVEMENT PLANS

Initial

Service Standard

E3 Projects must develop site specific center/classroom improvement plans based on the results of the Classroom Readiness Assessment. In conducting these activities, E3 projects will:

- Collaborate to complete summary and analysis of classroom Readiness Assessments.
- Work directly with centers and classrooms to develop improvement plans to achieve quality enhancements and improvement objectives.

C. ENGAGING IN IMPROVEMENT ACTIVITIES

Initial

Service Standard

E3 Projects must engage centers/classrooms in improvement activities consistent with the site specific improvement plans developed. In conducting these activities, E3 projects will:

- Facilitate county and classroom staff participation in training or technical assistance which address at least one element from a minimum of three of the content areas targeted in improvement plans.
- Collaborate to identify training and technical assistance needs from analysis and summary of Readiness Assessments and review of improvement plans.
- Monitor and track activities of center/classroom in implementing improvement plan.
- Provide feedback to centers and classrooms on progress toward improvement plan objectives.
- Be accountable for completion of reporting requirements, including status update on improvement plans (actual work on the reports may be done by centers and classrooms).

D. PROVIDING RESOURCE AND/OR TRAINING TO ECE CLASSROOMS

Initial

Service Standard

E3 Projects must provide resources and/or trainings to centers/classrooms based on the needs identified through the Classroom Readiness Assessment and corresponding improvement plan. In conducting these activities, E3 projects will:

- Identify local county-level training and technical assistance resources and utilize those resources.
- Where appropriate provide training and technical assistance directly to centers and classrooms.
- Monitor and track participation of center/classroom staff in training and technical assistance.
- At least 2/3 of targeted staff at participating centers and classrooms participate in training and technical assistance in at least one element in a minimum of three Readiness Assessment content areas customized for that group of centers and classrooms.

E. PROGRAM COORDINATION AND COLLABORATION

Initial

Service Standard

E3 Projects must demonstrate the power of collaboration by leveraging First 5 funds in ways that multiply quality enhancement services and supports.

1. E3 Projects must coordinate efforts between each other. The Early Learning Quality Enhancement Project must coordinate efforts with the CARES project and the CARES project must coordinate efforts with the Early Learning Quality Enhancement Project.
2. E3 Projects must coordinate with other First 5 funded projects to include but not limited to Family Resource Centers, Parent & Me, and the Special Needs Projecty
3. E3 Projects must coordinate with the school districts within their school readiness community to ensure the appropriate articulation, cross-referral, and transitional services are in place and available to children served at childcare centers receiving services.

4. Projects must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other early childhood development service providers. This must be documented by formalized joint planning, written collaborative agreements, regular meetings of program managers and policy makers, cross-training of staff, operational multi-disciplinary teams, service and care coordination, coordinated evaluation processes and outcomes, and co-location of services and major events.
5. The projects must regularly provide and receive information and feedback from the above-described agencies and activities.

F. BEST PRACTICE MODEL SYSTEM IMPLEMENTATION

Initial

Service Standard

Both E3 projects will base their service delivery approach on best practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

G. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8th, 2003.

Service Standard

Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities
2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families

4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and
14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
 - a. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
 - b. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;

- c. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
- d. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
- e. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;
7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

H. INTERNAL MANAGEMENT

Initial

Service Standard

Programs must develop adequate policies and procedures to protect the agency from legal liability.

1. Programs must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
2. Programs must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
3. Programs must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
4. Programs must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around school readiness.
5. Programs must conform to Generally Accepted Accounting Principles (GAAP).

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
A. Personnel Costs				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties				
<u>Salaries & Benefits</u> Itemized account <u>or</u> Percent of salary costs				
TOTAL Personnel Costs				
B. Operational Costs				
<u>Rent & Utilities</u> (Cost per month x grant term)				
<u>Office Supplies & Materials</u> (Cost per month x grant term)				
<u>Telephone & Communication</u> (Cost per month x grant term)				
<u>Postage/Mailing</u> (Cost per month x grant term)				
<u>Printing/Copying</u> (Cost per month x grant term)				
<u>Equipment Lease</u> (Cost per month x grant term)				
<u>Other (list all)</u> Justify all costs				
TOTAL Operational Costs				

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
C. Program Costs				
<u>Travel</u> (monthly mileage estimates x mileage reimbursement rate x grant term)				
<u>Consultants</u> Specify service area and estimated cost per contract				
<u>Subcontractors (list all)</u>				
Program Materials & Supplies (Cost per month x grant term)				
<u>Other (list all)</u>				
TOTAL Program Costs				
D. Capital Expenditures				
<u>List all Projects</u> Estimated Costs of completion				
<u>List all Projects</u> Estimated Costs of completion				
TOTAL Capital Costs				
E. Indirect Costs				
<u>Indirect Costs</u> List justification of indirect cost rate				
TOTAL Capital Costs				
TOTAL PROJECT COSTS				

PROJECT CONTACT FORM

PROVIDER NAME: _____ **CONTRACT TERM:** _____

Provide the name, title, address, telephone number, fax number and e-mail address for:

The person having day-to-day responsibility for the project.	
Name:	
Title:	
Address:	
Telephone Number:	
Fax:	
Email:	
The person to whom the person listed in #1 is accountable.	
Name:	
Title:	
Address:	
Telephone Number:	
Fax:	
Email:	
The Chief Executive of the implementing agency.	
Name:	
Title:	
Address:	
Telephone Number:	
Fax:	
Email:	
The Financial Officer for the project.	
Name:	
Title:	
Address:	
Telephone Number:	
Fax:	
Email:	
The Project Director of the project.	
Name:	
Title:	
Address:	
Telephone Number:	
Fax:	
Email:	
The Chair of the Governing Body of the implementing agency.	
Name:	
Title:	
Address:	
Telephone Number:	
Fax:	
Email:	



February 10, 2017

TO: United Cerebral Palsy
SCHOOL READINESS PARENT & ME PROGRAM

SUBJECT: FY 2017/2018 Request for Application (RFA)
School Readiness - Parent & Me

Enclosed are instructions and forms for the FY 2017/2018 School Readiness Parent & Me Program RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2017. **To achieve this goal, it is necessary to project grant awards based on anticipated tax revenue in conjunction with county birth rate amounts and, as always, grant awards are contingent upon the availability of funds.** Should State funds allocated for the FY 2017/2018 Proposition 10 Tobacco Tax for Kings County Children & Families Commission be less than anticipated, you will be notified and grant awards may need to be modified.

Please Note: Accurate and complete submission of information requested in this RFA will expedite timely processing of your application. Please pay particular attention to:

- *line-item detail* is required for each budget item, along with justification for how the item ties to the objectives and activities of the school readiness program grant;
- *Mathematical calculations* for all line-item expenses; and
- *Original signatures* by designated individuals, in the correct section of the form.

Applications are due by **5:00 p.m. on March 17, 2017**. Delivery options are listed on Page 4 of this RFA.

Please direct questions to the First 5 Kings County Program Officer, Scott Waite at (559) 852-2107.

Sincerely,

Scott Waite, Program Officer
First 5 Kings County



**FIRST 5 KINGS COUNTY
CHILDREN and FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
PARENT & ME PROGRAM**

**FY 2017/2018
REQUEST FOR APPLICATION (RFA)**

February 2017

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
PARENT & ME PROGRAM – FY 2017/2018
REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
PARENT & ME PROGRAM – FY 2017/2018
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

Funds are being made available to support the operation of Parent & Me School Readiness Programs throughout Kings County. School Readiness Programs are designed to develop and sustain a system of collaborative school-based or school-linked services/supports that are based on research and promising practices to improve “school readiness” for children, families, communities and schools.

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the First 5 Kings County Children and Families Commission School Readiness Program grant funds. The terms and conditions described in this RFA supersede all previous grant making strategies and any conflicting provisions.

B. BACKGROUND

Passed in November 1998, Prop 10 imposed a fifty-cent-per-pack sales tax on tobacco products. As a result of the voter approved Prop 10, each county board of supervisors enacted an ordinance to establish the appointment, selection and removal of commissioners, and to establish a trust fund to receive and make disbursements. The First 5 Kings County Children & Families Commission was established by enactment of the Kings County Board of Supervisors Ordinance No. 578 on December 29, 1998.

The focus of Prop 10 is on early childhood development because current research indicates that the emotional, physical and intellectual environment that a child is exposed to in the early years of life has a profound impact on how his or her brain develops. The experience that infants and toddlers have with parents and caregivers will influence how a child functions when he or she reaches school and later in life.

During the first three years of a child’s life, the early physical architecture of a child’s brain is established. Research has proven a number of important points:

- At birth, the brain is remarkably unfinished. The parts of the brain that handle thinking and remembering as well as emotional and social behavior are very underdeveloped.
- In the early years, a child develops basic brain and physiological structures upon which later growth and learning are dependent.
- The brain operates on a “use it or lose it” principle. Emotionally and socially as well, the child develops many of the abilities upon which later social functioning is based.
- The brain matures in the world, rather than in the womb; thus young children are deeply affected by their experiences.
- Their relationships with parents and other important caregivers; the sights, sounds, smells, and feelings they encounter; and the challenges they meet, affect the way a child’s brain develops.

The early years of a child’s life form the foundation for later development. Attention to young children is a powerful means of preventing later difficulties such as developmental delays and

disturbances. Physical, mental, social, and emotional development and learning are interrelated. Progress in one area affects progress in the others. This means we must pay attention to all of the needs of children, including:

- Physical development: Meeting children's basic needs for protection, nutrition and health care.
- Cognitive development and social-emotional development: Meeting children's basic human needs for affection, security, social participation and interaction with others, as well as educational needs through intellectual stimulation, exploration, imitation, trial and error, discovery and active involvement in learning and experimentation within a safe and stimulating environment.

These early childhood development needs are the basis for Proposition 10, the California Children and Families Act, and guide County Commissions in establishing strategic plans and consequently funding investments in order to best address how to serve children and families in their respective communities.

C. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be addressed to the First 5 Kings County Program Officer, Scott Waite at (559) 852-2107.

D. APPLICATION DUE DATE

The regular application must be delivered to First 5 Kings County **by 5:00 p.m.** on the due date.

The Due Date Is: March 17, 2017

One original and an electronic version of the application must be delivered to First 5 Kings County office by the date and time indicated below.

1. By mail, **received by 5:00 p.m. on March 17, 2017** to:
First 5 Kings County
330 Campus Drive
Hanford, CA 93230
Attn: School Readiness Parent & Me - RFA Application
2. Hand delivered by **5:00 p.m. on March 17, 2017** to
First 5 Kings County
330 Campus Drive
Hanford, CA 93230
Attn: School Readiness Parent & Me - RFA Application
3. Electronic Version (Microsoft Word) by **5:00 p.m. on March 17, 2017** to
scott.waite@first5kc.org

NOTE: The application will be date and time stamped and a receipt will be provided upon request.

E. APPLICATION TIMELINES

Request for Applications Published:	February 10, 2017
Application Deadline:	March 17, 2017
Proposal Review Period/ Contract Negotiations:	March 17, 2017 – March 31, 2017
Recommendations to Commission:	April 4, 2017
Agreements Finalized:	April 5, 2017 – June 30, 2017
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 18, 2017
Agreement Effective and Service Begins:	July 1, 2017
Grant/Contract Funding Begins:	July 1, 2017
Grant/Contract Period Ends:	June 30, 2018

Applicant Assistance

Application assistance is available for those applying for funding. The purpose of providing such assistance is to explain the program requirements, describe the types of services sought and outline the administrative relationship that will exist between the providers and the First 5 Kings County Children and Families Commission. Every attempt will be made to provide adequate and reasonable technical assistance to all applicants throughout the application process. Please note that due to limited staff resources for this application process, the availability of technical assistance will be provided on a first come basis, and only to the extent that is possible. To request application assistance, please contact the individual below.

Scott Waite
scott.waite@first5kc.org

Technical assistance must be requested by email and sufficient notice must be provided. All technical assistance will be provided at the First 5 Kings County office.

Application assistance will not be provided after March 10, 2017.

F. ELIGIBILITY

Only United Cerebral Palsy is eligible to apply for funding.

Grantees that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of one of the following forms:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

G. FUNDING CYCLE AND DURATION

The grant period will begin **July 1, 2017 and end June 30, 2018**. Projects must budget for a **12-month** period.

Continuation funding is contingent upon the availability of funds and satisfactory performance.

H. PROGRAM INFORMATION

1. Program Guidelines

The Service Standards for the Operation of School Readiness Programs, hereinafter referred to as Service Standards, must be adhered to by the First 5 Kings County funded School Readiness Program(s). The service components and standards discussed in the Service Standards are central to the operation of School Readiness Programs. The Service Standards should be reviewed in order to fully understand and prepare an application that is responsive to this RFA.

2. Source and Use of Funds - State funds available for FY 2017/2018 are as follows:

i. Tobacco Tax Revenues

The California Children and Families Commission, created by Proposition 10, supports children from prenatal to age 5 by creating a comprehensive and integrated system of information and services to promote early childhood development and school readiness. The initiative, approved by voters in November 1998, added a 50 cent-per-pack tax to cigarettes and a comparable tax to other tobacco products. The funds being authorized through this RFA process are restricted to the operation of School Readiness Programs throughout Kings County. All of the proposed services and programs must be specifically related to the well being and development of children age 0-5. Reasonable administrative expenses that appropriately support these services are allowable.

The following policies apply to First 5 funds:

- **Supplantation Policy:** Health and Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the Commission's trust fund shall be used to supplant state or local general fund money for any purpose.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the California Children & Families Act. The applicant/grantee further agrees that it will require the language in this certification be included in any sub awards which contain provisions for School Readiness Program services and that all sub grantees shall certify accordingly.

3. Service Area

Existing School Readiness Communities, served by previous funding, have benefited from the provision of services tailored to each respective community's needs. Most communities were originally selected because they were served by schools with Academic Performance Index (API) scores primarily in the lower three deciles (1999/200). It is possible that some schools in the existing school readiness

communities have increased API scores, in what may be attributed to the First 5 funded school readiness programs, other local partners, and families. It is the intent of the First 5 Kings County Children and Families Commission, to maintain services to these populations in an effort to stabilize and fully integrate early learning and child development services within these communities.

The table below summarizes the service area population to be served by Parent & Me school readiness programs funded in FY 2017/2018.

SCHOOL READINESS COMMUNITYS TO BE SERVED	Parent & Me Site Locations
Avenal Elementary	Avenal
Tamarack Elementary	
Bret Harte Elementary	Corcoran
Kettleman City Elementary	Kettleman
Lee Richmond Elementary	Hanford
Lincoln Elementary	
Martin Luther King Elementary	
Roosevelt Elementary	
Meadow Lane Elementary	Lemoore

I. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet
- Grant Application Face Sheet
- Project Narrative
- Project Budget
- Application Appendix

This RFA does not commit the First 5 Kings County Children and Families Commission to fund any proposal submitted. All costs incurred in the preparation of a proposal are the responsibility of the applicant and will not be reimbursed by the First 5 Kings County Children and Families Commission. The First 5 Kings County Children and Families Commission reserves the right to reject any proposal received, to negotiate with any proposal or to cancel this RFA in part or in its entirety.

Funding for the contract shall be contingent upon the availability of funds.

J. GENERAL REQUIREMENTS

Compliance with Laws: The successful applicants will be required to comply with all applicable Federal, State and County guidelines in its operation of the program and any laws, statutes, ordinances and regulations that apply and are required of a contractor. These include but are not limited to, The Social Security Act, the Civil Rights Act, the Clean Air Act, Federal Single Audit Act, the State Energy Efficiency Plan, the California Welfare and

Institutions Code, the Drug-Free Workplace Act and the State Department of Social Services Manual of Policies and Procedures.

Terms and Conditions of the Proposal: The grant application face sheet of each proposal stipulates that each applicant accepts all terms and conditions in this RFA packet. Each applicant shall submit its proposal with the understanding that First 5 Kings County Children and Families Commission is a public agency, and the proposal submission shall be subject to disclosure, if requested by a member of the public, following the final award decision.

The grant application face sheet of each proposal also stipulates that each bidder certifies that all statements in the proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the Commission's option, of declaring any contract made as a result thereof to be null and void. If a proposal is not submitted in the format specified by the Commission, it will be rejected; unless the Commission determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The Commission may give the applicant an opportunity to cure any deficiency resulting from a minor irregularity or inconsequential defect, or the Commission may waive such deficiency, which ever is most advantageous to the Commission.

The Commission reserves the right to not implement or fund one or more specific components of the proposal if the Commission determines that the applicant does not sufficiently meet the program criteria for a certain component.

Pre-contract Assessment: Prior to the execution of a contract and when deemed advisable by the Commission, the Commission reserves the right to arrange on-site fiscal or program assessments and/or audits by the staff of the Commission to determine the potential contractor's ability to meet the terms and conditions of the RFA and the proposed contract.

Background Review: The Commission reserves the right to conduct a background inquiry of each applicant which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal, the proposer consents to such an inquiry and agrees to make available to the Commission such books and records the Commission deems necessary to conduct the inquiry.

Reporting Responsibilities: The successful applicants will be required to submit to the Commission clear and detailed quarterly reports which outline the activities and progress of the project. They will also be required to submit quarterly financial invoices that include documentation of all claimed payments. Report formats will be at the discretion of the Commission in conformity with State Commission reporting requirements.

Indemnification: The successful applicant shall agree to indemnify, defend and hold harmless the Commission, its officers, agents and employees from any and all claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the proponents in the performance of such an agreement.

Insurance: The successful applicants shall, throughout the period of any agreement, subsequent to this RFA, provide general liability with a per-occurrence limit of \$1,000,000 covering all premises, operation and employees, and provide automobile liability coverage with a minimum of \$250,000 per person and \$500,000 per accident for bodily injury, and \$50,000 for property damage. Both the general liability and the auto liability policies shall be with insurance companies that are "Admitted" carriers by the State of California, and the

companies shall have an A.M. rating of at least "A:V". Said policy shall provide thirty (30) days written notice to the Commission of cancellation or material change. Proponents shall, throughout the period of this Agreement, maintain in full force and effect a policy of Worker's Compensation Insurance covering all of its employees.

The successful proponents shall, upon the execution of any subsequent Agreement, file with the Commission, within ten (10) days, a certificate of insurance verifying that the required coverage is in full force and effect, and in compliance with such Agreement.

Record Establishment and Maintenance: Successful applicants shall establish and maintain records in accordance with those requirements prescribed by the Commission, with respect to all matters covered by any subsequent Agreement. Upon request, and within five days, these records must be made available to authorized County, County Commission, or State Commission personnel/consultant. The successful applicants shall also agree to an on-site monitoring and personal interview of participants, staff and employees by appropriate Commission staff on at least a quarterly basis.

All confidential information is to be safeguarded in accordance with the generally accepted practices.

Conflict of Interest Disclosure: All applicants other than governmental agencies must fully disclose to the Commission whether the organization holds a controlling interest in any other organization or is owned or controlled by any other organization, or maintains a financial interest in any other business.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
PARENT & ME PROGRAM – FY 2017/2018
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III. Applicant must use the forms provided or computer-generated forms on plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the First 5 Kings County Children & Families Commission forms. Applications must be typed with characters no smaller than standard 12-point font.

Do not bind application.

A. APPLICATION COVER SHEET

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

B. GRANT APPLICATION FACE SHEET INSTRUCTIONS

1) Administrative Agency

Enter the complete name of the governing body/organization applying for funding (e.g., United Cerebral Palsy), also referred to as the "grantee."

2) Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., United Cerebral Palsy), and the contact person's name, address, and phone number. Include an e-mail address, if you have one.

3) Project Title

Enter the complete title of the project. Do not use acronyms

4) Project Director

Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project.

5) Financial Officer

Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project.

6) Award Number

Leave blank (to be completed by First 5 Kings County).

7) Grant Period

Enter beginning and ending dates of funding as specified in the grant application instructions.

8) Grant Amount Requested

Enter the amount of funds requested for the project. The amount must be consistent with the proposed budget.

9) Cash Match

If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

10) In-Kind Match

If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

11) Total Project Cost

Enter the sum of items 8, 9, and 10. The amount must be consistent with the proposed budget.

12) Official Authorized to Sign for Applicant/Grantee

Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement. **Provide an original signature of the authorized official in blue ink.**

C. PROJECT PLAN

1) Project Description

Please provide a brief (no more than 2 page) description of the project that you are seeking funding for, the services to be rendered, and how it will impact children age 0-5 and their families.

2) Scope of Work- 12-month grant period

The Project Scope of Work must be updated for the 12-month FY 2017/2018 grant period.

Services are to be delivered in a manner consistent with the *Service Standards*.

3) Organizational Chart & Job Descriptions

The Application must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart as well as the job descriptions must match those in the Budget.

All job descriptions that are funded in part or full by First 5 Kings County must accompany the organizational chart.

4) Operational Agreement Summary Form

Please complete the operational agreement summary form. It is **not** necessary to submit copies of the Operational agreements that your agency maintains, however they should be on-file and available for review.

5) Service Standards Certification

Please complete the service standards certification. (Part III, Forms).

D. PROJECT BUDGET

Funding is being made available to support the maintenance of Parent & Me programs throughout Kings County. The total amount available to support the Parent & Me Project is \$349,800 for FY 2017/2018. The Parent & Me program budget should account for service sites in the following communities; Hanford, Lemoore, Corcoran, Avenal, and Kettleman City.

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) not secured. All budgets are subject to First 5 Kings County Children and Families Commission modifications and approval.

First 5 Kings County Children and Families Commission requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. Contact Program Officer Scott Waite, at (559) 852-2107 if you have additional budget questions.

1) Line Item Budget (12-month grant period)

The Forms Section (Part III) contains a separate section for the following budget categories:

- Personnel Services – Salaries/Employee Benefits,
- Operating Expenses,
- Programmatic Expenses,
- Capital Expenses, and
- Indirect Costs

Each budget item requires line-item detail that addresses 1) the method of calculation and 2) justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of each budget category where designated on the form, with a project total at the conclusion of the document.

i. **Personnel Services – Salaries/Employee Benefits:**

1. Salaries

Personnel services include all services performed by staff that are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be submitted within this application and kept on file by the grantee and available for review during a First 5 Kings County Children and Families Commission site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or

hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries.

2. Benefits

Employee benefits must be identified by type and percentage of salaries. Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant without justification.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

ii. Operating Expenses

Operating expenses are defined as necessary expenditures in the operational maintenance of the School Readiness Parent & Me Program.

The following items fall within this category:

- Rent & Utilities
- Office Supplies & Materials
- Computer Purchase
- Telephone & Communications
- Postage/Mailing
- Printing/Copying
- Equipment Lease
- Other Operational Costs

iii. Programmatic Expenses

Programmatic expenses are defined as necessary expenditures in the program operations of the School Readiness Parent & Me Program.

The following items fall within this category:

- Staff Travel
- Subscriptions
- Consultants
- Subcontracts for Services
- Program Materials: Consumable items
- Training Materials
- Other Program Specific Costs

iv. Capital Expenditures

Capital expenditures must be specific and directly tied to First 5 related school readiness Parent & Me service delivery. Capital Expenses must be line-item specific and not general. Capital expenses are closely scrutinized prior to approval, and the need for such investment must be clearly identified in the project description of the proposal.

v. Indirect Costs

Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. The Commission has limited indirect costs to a rate of less than or equal to ten percent (10%) of project expenditures.

Applicant must submit their budget on the budget pages included in Part III, or an identical computer-generated form. These pages require that the funding source and amount be identified for each line item.

Job titles in the Budget must match those on the submitted Organizational Chart. Each budgeted item requires line-item detail showing the method of calculation and a brief justification for the item. For example:

<u>Correct</u>	
Budget Category and Line Item Detail	TOTAL
Mileage: 500 miles/mo. x .56 x 12 months = to provide home visitation services, to provide community outreach and attend project-related meetings.	\$3,360.00
<u>Not correct</u>	
Mileage	\$3,360.00

E. APPLICATION APPENDIX

1) Project Contact Information

Complete the Project Contact Information Form (Part III, Forms).

2) Documentation of Non-profit status (if applicable)

Applicants that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of **one** of the following forms:

- o IRS Form 990; and
- o State of California, Franchise Tax Board Form 199; or
- o State of California, Board of Charitable Trusts Form CT2.

3) Audited Financial Statement

All applicants with the exception of governmental agencies must attach an audited financial statement to the proposal. Such statement shall be the most recent and complete audited financial statement available and for a period not more that 18 months old at the time of submission. This statement shall be by an independent, certified public accountant. If the audit is of a parent firm, the parent firm shall be party to the contract.

The County may accept other information in lieu of the certified financial audit, if it is of equal value in determining the fiscal stability of the competing agency. Such other evidence shall be included as an attachment to the proposal.

Please provide in your application the most current audit conducted, as last years submission is not appropriate for consideration.

Attachment A

PROPOSITION 10 STATUTES
Includes Amendments to the California Children and Families Act
CALIFORNIA CODES
As of March 24, 2011

HEALTH AND SAFETY CODE

SECTION 130100-130155

130100. There is hereby created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.

These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research.

(a) It is the intent of this act to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school. This system should function as a network that promotes accessibility to all information and services from any entry point into the system.

It is further the intent of this act to emphasize local decision making, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicate administrative systems.

(b) The programs authorized by this act shall be administered by the California Children and Families Commission and by county children and families commissions. In administering this act, the state and county commissions shall use outcome-based accountability to determine future expenditures.

(c) This division shall be known and may be cited as the "California Children and Families Act of 1998."

130105. The California Children and Families Trust Fund is hereby created in the State Treasury.

(a) The California Children and Families Trust Fund shall consist of moneys collected pursuant to the taxes imposed by Section 30131.2 of the Revenue and Taxation Code.

(b) All costs to implement this act shall be paid from moneys deposited in the California Children and Families Trust Fund.

(c) The State Board of Equalization shall determine within one year of the passage of this act the effect that additional taxes imposed on cigarettes and tobacco products by this act has on the consumption of cigarettes and tobacco products in this state. To the extent that a decrease in consumption is determined by the State Board of Equalization to be the direct result of additional taxes imposed by this act, the State Board of Equalization shall determine the fiscal effect the decrease in consumption has on the funding of any Proposition 99 (the Tobacco Tax and Health Protection Act of 1988) state health-related education or research programs in effect as of November 1, 1998, and the Breast Cancer Fund programs that are funded by excise taxes on cigarettes and tobacco products. Funds shall be transferred from the California Children and Families Trust Fund to those affected programs as necessary to offset the revenue decrease directly resulting from the imposition of

additional taxes by this act. These reimbursements shall occur, and at any times, as determined necessary to further the intent of this subdivision.

(d) Moneys shall be allocated and appropriated from the California Children and Families Trust Fund as follows:

(1) Twenty percent shall be allocated and appropriated to separate accounts of the state commission for expenditure according to the following formula:

(A) Six percent shall be deposited in a Mass Media Communications Account for expenditures for communications to the general public utilizing television, radio, newspapers, and other mass media on subjects relating to and furthering the goals and purposes of this act, including, but not limited to, methods of nurturing and parenting that encourage proper childhood development, the informed selection of child care, information regarding health and social services, the prevention and cessation of tobacco, alcohol, and drug use by pregnant women, the detrimental effects of secondhand smoke on early childhood development, and to ensure that children are ready to enter school. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(B) Five percent shall be deposited in an Education Account for expenditures to ensure that children are ready to enter school and for programs relating to education, including, but not limited to, the development of educational materials, professional and parental education and training, and technical support for county commissions in the areas described in subparagraph (A) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(C) Three percent shall be deposited in a Child Care Account for expenditures to ensure that children are ready to enter school and for programs relating to child care, including, but not limited to, the education and training of child care providers, the development of educational materials and guidelines for child care workers, and other areas described in subparagraph (B) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(D) Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(E) One percent shall be deposited in an Administration Account for expenditures for the administrative functions of the state commission. Any funds not needed for the administrative functions of the state commission may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(F) Two percent shall be deposited in an Unallocated Account for expenditure by the state commission for any of the purposes of this act described in Section 130100 provided that none of these moneys shall be expended for the administrative functions of the state commission.

(G) In the event that, for whatever reason, the expenditure of any moneys allocated and appropriated for the purposes specified in subparagraphs (A) to (F), inclusive, is enjoined by a final judgment of a court of competent jurisdiction, then those moneys shall be available for expenditure by the state commission for mass media communication emphasizing the need to eliminate smoking and

other tobacco use by pregnant women, the need to eliminate smoking and other tobacco use by persons under 18 years of age, and the need to eliminate exposure to secondhand smoke.

(H) Any moneys allocated and appropriated to any of the accounts described in subparagraphs (A) to (F), inclusive, that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same account for the next fiscal period.

(2) Eighty percent shall be allocated and appropriated to county commissions in accordance with Section 130140.

(A) The moneys allocated and appropriated to county commissions shall be deposited in each local Children and Families Trust Fund administered by each county commission, and shall be expended only for the purposes authorized by this act and in accordance with the county strategic plan approved by each county commission.

(B) Any moneys allocated and appropriated to any of the county commissions that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same local Children and Families Trust Fund for the next fiscal period under the same conditions as set forth in subparagraph (A).

(e) All grants, gifts, or bequests of money made to or for the benefit of the state commission from public or private sources to be used for early childhood development programs shall be deposited in the California Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the state commission pursuant to paragraph (1) of subdivision (d).

(f) All grants, gifts, or bequests of money made to or for the benefit of any county commission from public or private sources to be used for early childhood development programs shall be deposited in the local Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the county commissions pursuant to paragraph (2) of subdivision (d).

130110. (a) There is hereby established a California Children and Families Commission, which may also be known as First 5 California, composed of seven voting members and two ex officio members.

(b) The voting members shall be selected, pursuant to Section 130115, from persons with knowledge, experience, and expertise in early child development, child care, education, social services, public health, the prevention and treatment of tobacco and other substance abuse, behavioral health, and medicine (including, but not limited to, representatives of statewide medical and pediatric associations or societies), upon consultation with public and private sector associations, organizations, and conferences composed of professionals in these fields.

(c) The Secretary of the California Health and Human Services Agency and the Secretary for Education, or their designees, shall serve as ex officio nonvoting members of the state commission.

130115. The Governor shall appoint three members of the state commission, one of whom shall be designated as chairperson. One of the Governor's appointees shall be either a county health officer or a county health executive. The Speaker of the Assembly and the Senate Rules Committee shall each appoint two members of the state commission. Of the members first appointed by the Governor, one shall serve for a term of four years, and two for a term of two years. Of the members appointed by the

Speaker of the Assembly and the Senate Rules Committee, one appointed by the Speaker of the Assembly and the Senate Rules Committee shall serve for a period of four years with the other appointees to serve for a period of three years. Thereafter, all appointments shall be for four-year terms. No appointee shall serve as a member of the state commission for more than two four-year terms.

130120. The state commission shall, within three months after a majority of its voting members have been appointed, hire an executive director. The state commission shall thereafter hire such other staff as necessary or appropriate. The executive director and staff shall be compensated as determined by the state commission, consistent with moneys available for appropriation in the Administration Account. All professional staff employees of the state commission shall be exempt from civil service. The executive director shall act under the authority of, and in accordance with the direction of, the state commission.

130125. The powers and duties of the state commission shall include, but are not limited to, the following:

(a) Providing for statewide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.

(b) Adopting guidelines for an integrated and comprehensive statewide program of promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in California.

(1) The state commission's guidelines shall, at a minimum, address the following matters:

(A) Parental education and support services in all areas required for, and relevant to, informed and healthy parenting. Examples of parental education shall include, but are not limited to, prenatal and postnatal infant and maternal nutrition, education and training in newborn and infant care and nurturing for optimal early childhood development, parenting and other necessary skills, child abuse prevention, and avoidance of tobacco, drugs, and alcohol during pregnancy. Examples of parental support services shall include, but are not limited to, family support centers offering an integrated system of services required for the development and maintenance of self-sufficiency, domestic violence prevention and treatment, tobacco and other substance abuse control and treatment, voluntary intervention for families at risk, and any other prevention and family services and counseling critical to successful early childhood development.

B) The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance for caregivers, and financial and other assistance to ensure appropriate child care for all households.

(C) The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.

(2) The state commission shall conduct at least one public hearing on its proposed guidelines before they are adopted.

(3) The state commission shall, on at least an annual basis, periodically review its adopted guidelines and revise them as may be necessary or appropriate.

(c) Defining the results to be achieved by the adopted guidelines, and collecting and analyzing data to measure progress toward attaining these results.

(d) Providing for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and establishing and monitoring demonstration projects.

(e) Soliciting input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitating the exchange of information between these individuals and entities, and assisting in the coordination of the services of public and private agencies to deal more effectively with early childhood development.

(f) Providing technical assistance to county commissions in adopting and implementing county strategic plans for early childhood development.

(g) Reviewing and considering the annual audits and reports transmitted by the county commissions and, following a public hearing, adopting a written report that consolidates, summarizes, analyzes, and comments on those annual audits and reports.

(h) Applying for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or any agency or political subdivision thereof, or from the federal government or any agency or instrumentality thereof, in furtherance of a statewide program of early childhood development.

(i) Entering into any contracts and allocating funds to county commissions as necessary or appropriate to carry out the provisions and purposes of this act.

(j) Making recommendations to the Governor and the Legislature for changes in state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.

130130. Procedures for the conduct of business by the state commission not specified in this act shall be contained in bylaws adopted by the state commission. A majority of the voting members of the state commission shall constitute a quorum. All decisions of the state commission, including the hiring of the executive director, shall be by a majority of four votes.

130135. Voting members of the state commission shall not be compensated for their services, except that they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the state commission.

130140. Any county or counties developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals and objectives of this act shall receive moneys pursuant to paragraph (2) of subdivision (d) of Section 130105 in accordance with the following provisions:

(a) For the period between January 1, 1999 and June 30, 2000, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in

proportion to the entire number of births recorded in California (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county's board of supervisors has adopted an ordinance containing the following minimum provisions:

(A) The establishment of a county children and families commission. The county commission shall be appointed by the board of supervisors and shall consist of at least five but not more than nine members.

(i) Two members of the county commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.

(ii) One member of the county commission shall be a member of the board of supervisors.

(iii) The remaining members of the county commission shall be from among the persons described in clause (i) and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

(B) The manner of appointment, selection, or removal of members of the county commission, the duration and number of terms county commission members shall serve, and any other matters that the board of supervisors deems necessary or convenient for the conduct of the county commission's activities, provided that members of the county commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission.

(C) The requirement that the county commission adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.

(i) The county strategic plan shall be consistent with, and in furtherance of the purposes of, this act and any guidelines adopted by the state commission pursuant to subdivision (b) of Section 130125 that are in effect at the time the plan is adopted.

(ii) The county strategic plan shall, at a minimum, include the following: a description of the goals and objectives proposed to be attained; a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete until and unless the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

(iii) The county commission shall, on at least an annual basis, be required to periodically review its county strategic plan and to revise the plan as may be necessary or appropriate.

(iv) The county commission shall measure the outcomes of county funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of its county strategic plan.

(D) The requirement that the county commission conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.

(E) The requirement that the county commission conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.

(F) The requirement that the county commission submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission.

(G) The requirement that the county commission prepare and adopt an annual audit and report pursuant to Section 130150. The county commission shall conduct at least one public hearing prior to adopting any annual audit and report.

(H) The requirement that the county commission conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150.

(I) Two or more counties may form a joint county commission, adopt a joint county strategic plan, or implement joint programs, services, or projects.

(2) The county's board of supervisors has established a county commission and has appointed a majority of its members.

(3) The county has established a local Children and Families Trust Fund pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) Notwithstanding any provision of this act to the contrary, no moneys made available to county commissions under subdivision (a) shall be expended to provide, sponsor, or facilitate any programs, services, or projects for early childhood development until and unless the county commission has first adopted an adequate and complete county strategic plan that contains the provisions required by clause (ii) of subparagraph (C) of paragraph (1) of subdivision (a).

(c) In the event that any county elects not to participate in the California Children and Families Program, the moneys remaining in the California Children and Families Trust Fund shall be reallocated and reappropriated to participating counties in the following fiscal year.

(d) For the fiscal year commencing on July 1, 2000, and for each fiscal year thereafter, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the number of births recorded in all of the counties participating in the California Children and Families Program (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county commission has, after the required public hearings, adopted an adequate and complete county strategic plan conforming to the requirements of subparagraph (C) of paragraph (1) of subdivision (a), and has submitted the plan to the state commission.

(2) The county commission has conducted the required public hearings, and has prepared and submitted all audits and reports required pursuant to Section 130150.

(3) The county commission has conducted the required public hearings on the state commission annual reports prepared pursuant to subdivision (b) of Section 130150.

(4) The county commission, in a public hearing, has adopted policies that are consistent with the following state laws:

(A) With regard to conflict of interest of the commission members, the county commission's policies shall be consistent with Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government code, and Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code.

(B) With regard to contracting and procurement, the county commission's policies shall be consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the

Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contracts Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

(5) The county commission, in a public hearing, has adopted a limit on the percentage of the county commission's operating budget that may be spent on administrative functions, pursuant to guidelines issued by the state commission that define administrative functions.

(6) The county commission has adopted, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission. Salaries and benefits shall conform with established county commission or county government policies.

(e) In the event that any county elects not to continue participation in the California Children and Families Program, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be returned to the California Children and Families Trust Fund for reallocation and reappropriation to participating counties in the following fiscal year.

(f) For purposes of this section, "relevant county" means the county in which the mother of the child whose birth is being recorded resides.

130140.1 (a) In the event a county elects to participate in the California Children and Families Program, and satisfies the requirements set forth in Section 130140, the county may establish a county commission that is either of the following:

(1) A legal public entity separate from the county.

(2) An agency of the county with independent authority over the strategic plan described in Section 130140 and the local trust fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) In the event a county elects to establish a county commission as specified in paragraph (1) of subdivision (a), the following conditions shall apply:

(1) The county commission shall be considered a legal public entity separate from the county, and shall file a statement as required by Section 53051 of the Government Code.

(2) The powers, duties, and responsibilities of the county commission shall include, but shall not be limited to, the following:

(A) The power to employ personnel and contract for personal services required to meet its obligations.

(B) The power to enter into any contracts necessary or appropriate to carry out the provisions of this division.

(C) The power to acquire, possess, and dispose of real or personal property, as necessary or appropriate to carry out the provisions and purposes of this division.

(D) The power to sue or be sued.

(3) The county commission shall be deemed to be a public agency that is a unit of local government for purposes of all grant programs and other funding and loan guarantee programs.

(4) Any obligations of the county commission, statutory, contractual, or otherwise, shall be obligations solely of the commission.

(5) All claims or actions for money or damages against a county commission shall be governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of

Title 1 of the Government Code, except as provided by other statutes or regulations that expressly apply to county commissions.

(6) The county commission, its members, and its employees are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that apply expressly to the county commissions.

(7) If a county board of supervisors elects not to continue the county's participation in the California Children and Families Program, the board shall adopt an ordinance terminating the county commission.

(A) In terminating its county commission, the board of supervisors shall allow, to the extent possible, an appropriate transition period to allow for the county commission's then-existing obligations to be satisfied.

(B) In event of termination, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be distributed pursuant to subdivision (e) of Section 130140.

(C) Prior to the termination of the county commission, the board of supervisors shall notify the state Children and Families Commission of its intent to terminate the county commission.

(D) The liabilities of the county commission shall not become obligations of the county upon either the termination of the county commission or the liquidation or disposition of the county commission's remaining assets.

(c) If a county elects to establish a county commission as provided in paragraph (2) of subdivision (a), the county commission shall be deemed to be an agency of the county with independent authority over the strategic plan described in Section 130140 and the local Children and Families Trust

Fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(d) Any county commission established prior to the effective date of this section that substantially complies with the provisions of either subdivision (b) or (c) shall be deemed to be in compliance with this section.

(e) (1) Individually identifiable physical or mental health information, substance abuse information, child care or education information, personnel or employment information, financial information, criminal justice information, or demographic information, regarding a child or a child's parent, legal guardian, or other family member, that is provided to a county commission by a parent, legal guardian, family member, health care provider, health plan, public health authority, school, law enforcement agency, social services agency, probation agency, or any other source, shall be considered confidential, and may be disclosed only to a person, agency, or entity that receives funding from the county commission, by way of a grant award or contract or as a service provider for the provision of early childhood services, and only to the extent necessary to the provision of services, unless further disclosure is authorized by a written consent of the parent or legal guardian, or where disclosure is required by state or federal law.

(2) Confidential information identified in accordance with this section shall not be subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

130145. The state commission and each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be

beneficial in accomplishing the purposes of this act. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.

130150. (a) On or before October 15 of each year, each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and information on the programs funded and populations served for all programs.

On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.

(b) The state commission shall, on or before January 31 of each year, do both of the following:

(1) Conduct an audit and prepare a written report on the implementation and performance of the state commission functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended and the progress toward, and the achievement of, program goals and objectives.

(2) Prepare a written report that consolidates, summarizes, analyzes, and comments on the annual audits and reports submitted by all of the county commissions and the Controller for the preceding fiscal year. The written report shall include a listing, by category, of the aggregate expenditures on program areas funded by the state and county commissions pursuant to the purposes of this act, according to a format prescribed by the state commission. This report by the state commission shall be transmitted to the Governor, the Legislature, and each county commission.

(3) In the event a county commission does not submit the information prescribed in subdivision (a), the state commission may withhold funds that would otherwise have been allocated to the county commission from the California Children and Families Trust Fund pursuant to Section 130140 until the county commission submits the data as required by subdivision (a).

(c) The state commission shall make copies of each of its annual audits and reports available to members of the general public on request and at no cost. The state commission shall furnish each county commission with copies of those documents in a number sufficient for local distribution by the county commission to members of the general public on request and at no cost.

(d) Each county commission shall make copies of its annual audits and reports available to members of the general public on request and at no cost.

130151. (a) In addition to the requirements in Section 130150, the Controller shall issue guidelines for expanded annual audits of each county commission required pursuant to subdivision (b) of Section 130150 and associated quality control functions, subject to funding by the state commission.

(b) The scope of the audits shall address a review of county commission policies and practices with respect to the following elements:

(1) Contracting and procurement policies, to determine whether they are in place pursuant to paragraph (4) of subdivision (d) of Section 130140, whether state and county commissions are operating in accordance with these policies, and whether these policies contain provisions to ensure that the grants and contracts are consistent with the state or county commission's strategic plan.

(2) Administrative costs, to ensure that the county commission's definitions comply with the state commission's guidelines and that the county commission has a process in place to monitor these costs.

(3) Policies and procedures, established pursuant to paragraph (4) of subdivision (d) of Section 130140, designed to assure compliance by the state commission and county commissions with all applicable state and local conflict-of-interest statutes and regulations.

(4) Policies and practices designed to assure that county commissions are adhering to county commission ordinances established pursuant to paragraph (1) of subdivision (a) of Section 130140.

(5) Long-range financial plans, to determine whether state and county commissions have these plans and that the plans have been formally adopted by the commission in a public hearing.

(6) Financial condition of the commission.

(7) Amount commissions spend on program evaluation and the documented results of these expenditures.

(8) Salaries and benefit policies, to determine whether the county commission's employee salaries and benefits comply with the policies that the county commission adopted pursuant to paragraph (6) of subdivision (d) of Section 130140.

(c) The auditor for the state commission or the county commission shall submit each audit report, upon completion, simultaneously to both the Controller and to the state commission or applicable county commission.

(d) The state commission and each respective county commission shall schedule a public hearing within two months of receipt of the audit to discuss findings within the report and any response to the findings. Within two weeks of the public hearing, the state or county commission shall submit to the Controller a response to the audit findings.

(e) Within six months of the state or county commission's response pursuant to subdivision (d), the Controller shall determine whether a county commission has successfully corrected its practices in response to the findings contained in the audit report. The Controller may, after that determination, recommend to the state commission to withhold the allocation of money that the county commission would otherwise receive from the California Children and Families Trust Fund until the Controller determines that the county commission has a viable plan and the ability to correct the practices identified in the audit.

(f) The Controller shall prepare a summary report of the final audits and submit the report to the state commission by November 1 of each year for inclusion in the annual report required pursuant to subdivision (b) of Section 130150.

(g) On or before April 30, 2006, the Controller shall present to the state commission in a public meeting the final audit guidelines and implementation plan. When developing the guidelines, the Controller shall consider the reasonableness of the projected costs and administrative burden of the required audit functions.

130155. The following definitions apply for purposes of this act:

(a) "Act" means the California Children and Families Act of 1998.

(b) "County commission" means each county children and families commission established in accordance with Section 130140.

(c) "County strategic plan" means the plan adopted by each county children and families commission and submitted to the California Children and Families Commission pursuant to Section 130140.

(d) "State commission" means the California Children and Families Commission established in accordance with Section 130110.

130156. The Children and Families Health and Human Services Fund is hereby established in the State Treasury. The Children and Families Health and Human Services Fund shall be used, upon appropriation by the Legislature, to provide health and human services, including, but not limited to, direct health care services, to children from birth through five years of age.

130157. Notwithstanding paragraph (1) of subdivision (d) of Section 130105, for the 2011-12 fiscal year, fifty million dollars (\$50,000,000) from the accounts described in subparagraphs (A) to (F), inclusive, of paragraph (1) of subdivision (d) of Section 130105, including reserve funds, upon approval of the state commission, shall be transferred to and deposited in the Children and Families Health and Human Services Fund to support state health and human services programs for children from birth through five years of age. The state commission shall ensure that these funds are available for the purposes described in this section. To the extent it is necessary or appropriate for the state commission to disencumber existing obligations to meet the requirements of this section, the state commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds or obligations in accordance with this section. For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services.

130158. (a) Notwithstanding paragraph (2) of subdivision (d) of Section 130105, for the 2011-12 fiscal year, nine hundred fifty million dollars (\$950,000,000) from the combined balances of all the county Children and Families Trust Funds, including reserve funds, as provided for in subparagraphs (A) and (B) of paragraph (2) of subdivision (d) of Section 130105, shall be transferred to and deposited in the Children and Families Health and Human Services Fund, to support state health and human services programs for children from birth through five years of age.

(b) For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services and "county commission" includes, but is not limited to, county commissions, account holders for local children and families trust funds, and county government fiscal agents.

(c) The share of the amount specified in subdivision (a) required of each county commission shall be determined in the following manner and subject to the following conditions:

(1) A county commission that received less than six hundred thousand dollars (\$600,000) in California Children and Families Trust Fund revenues in the 2009-10 fiscal year is exempt from this section and is not required to deposit funds in the Children and Families Health and Human Services Fund as part of the budget solution described in subdivision (a).

(2) By June 30, 2012, each county commission not exempted by paragraph (1) shall remit for deposit into the Children and Families Health and Human Services Fund, 50 percent of its county commission funding, which includes total reserved, total unreserved-designated, and total unreserved-undesignated local children and families trust funds as of June 30, 2010. No funds other than revenues received pursuant to the California Children and Families Act of 1998 shall be remitted for deposit into the Children and Families Health and Human Services Fund.

(3) Notwithstanding paragraph (2), county commission payments for deposit into the Children and Families Health and Human Services Fund shall not cause any county commission's fund balance to fall below the amount received by the county commission from the California Children and Families Trust Fund in the 2009-10 fiscal year.

(4) Full payments to the Children and Families Health and Human Services Fund shall be made by county commissions within the 2011-12 fiscal year. Notwithstanding any other provision of law, no 2012-13 allocation to a county commission shall occur prior to the full payment being made.

(5) Notwithstanding paragraphs (1) to (4), inclusive, the total combined remittances from county commissions in the 2011-12 fiscal year shall equal nine hundred fifty million dollars (\$950,000,000). To the extent paragraphs (1) to (4), inclusive, result in more than nine hundred fifty million dollars (\$950,000,000) being provided by county commissions in total, the difference shall be proportionally returned to all contributing county commissions.

(d) Pursuant to subdivision (c), each county commission, as defined in subdivision (b), shall ensure that the funds for transfer and deposit to the Children and Families Health and Human Services Fund are not encumbered and are available for the purposes described in this section. To the extent that it is necessary or appropriate for a county commission to disencumber existing obligations to meet the requirements of this section, the county commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds, or obligations in accordance with this section.

(e) After a county commission's share of the nine hundred fifty million dollars (\$950,000,000) specified in subdivision (a) has been determined pursuant to subdivision (c), that county commission, or appropriate agent or entity, shall remit those funds to the Controller for deposit into the Children and Families Health and Human Services Fund. The entire share of funds for each county commission shall be remitted within the 2011-12 fiscal year, and may be done, in equal amounts, on a monthly basis.

**CALIFORNIA CODES
REVENUE AND TAXATION CODE
SECTION 30131-30131.6**

30131. Notwithstanding Section 30122, the California Children and Families Trust Fund is hereby created in the State Treasury for the exclusive purpose of funding those provisions of the California Children and Families Act of 1998 that are set forth in Division 108 (commencing with Section 130100) of the Health and Safety Code.

30131.1 The following definitions apply for purposes of this article: (a) "Cigarette" has the same meaning as in Section 30003, as it read on January 1, 1997. (b) "Tobacco products" includes, but is not limited to, all forms of cigars, smoking tobacco, chewing tobacco, snuff, and any other articles or products made of, or containing at least 50 percent, tobacco, but does not include cigarettes.

30131.2 (a) In addition to the taxes imposed upon the distribution of cigarettes by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121) and any other taxes in this chapter, there shall be imposed an additional surtax upon every distributor of cigarettes at the rate of twenty-five mills (\$0.025) for each cigarette distributed. (b) In addition to the taxes imposed upon the distribution of tobacco products by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121), and any other taxes in this chapter, there shall be imposed an additional tax upon every distributor of tobacco products, based on the wholesale cost of these products, at a tax rate, as determined annually by the State Board of Equalization, which is equivalent to the rate of tax imposed on cigarettes by subdivision (a). (c) The wholesale cost used to calculate the amount of tax due under subdivision (b) does not include the wholesale cost of tobacco products that were returned by a customer during the same reporting period in which the tobacco products were distributed, when the distributor refunds the entire amount the customer paid for the tobacco products either in cash or credit. For purposes of this subdivision, refund or credit of the entire amount shall be deemed to be given when the purchase price less rehandling and restocking costs is refunded or credited to the customer. The amount withheld for rehandling and restocking costs may be a percentage of the sales price determined by the average cost of rehandling and restocking returned merchandise during the previous accounting cycle.

30131.3 Except for payments of refunds made pursuant to Article 1 (commencing with Section 30361) of Chapter 6, reimbursement of the State Board of Equalization for expenses incurred in the administration and collection of the taxes imposed by Section 30131.2, and transfers of funds in accordance with subdivision (c) of Section 130105 of the Health and Safety Code, all moneys raised pursuant to the taxes imposed by Section 30131.2 shall be deposited in the California Children and Families Trust Fund and are continuously appropriated for the exclusive purpose of the California Children and Families Program established by Division 108 (commencing with Section 130100) of the Health and Safety Code.

30131.4 (a) All moneys raised pursuant to taxes imposed by Section 30131.2 shall be appropriated and expended only for the purposes expressed in the California Children and Families Act, and shall be used only to supplement existing levels of service and not to fund existing levels of service. No moneys in the California Children and Families Trust Fund shall be used to supplant state or local General Fund

money for any purpose. (b) Notwithstanding any other provision of law and the designation of the California Children and Families Trust Fund as a trust fund, the Controller may use the money raised pursuant to Section 30131.2 for the California Children and Families Trust Fund and all accounts created pursuant to subdivision (d) of Section 130105 of the Health and Safety Code for loans to the General Fund as provided in Sections 16310 and 16381 of the Government Code. Any such loan shall be repaid from the General Fund with interest computed at 110 percent of the Pooled Money Investment Account rate, with the interest commencing to accrue on the date the loan is made from the fund or account. This subdivision does not authorize any transfer that will interfere with the carrying out of the object for which this fund or those accounts were created.

30131.5 The annual determination required of the State Board of Equalization pursuant to subdivision (b) of Section 30131.2 shall be made based on the wholesale cost of tobacco products as of March 1, and shall be effective during the state's next fiscal year.

30131.6 The taxes imposed by Section 30131.2 shall be imposed on every cigarette and on tobacco products in the possession or under the control of every dealer and distributor on and after 12:01 a.m. on January 1, 1999, pursuant to rules and regulations promulgated by the State Board of Equalization.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
PARENT & ME PROGRAM – FY 2017/2018
REQUEST FOR APPLICATION**

**PART III – FORMS
CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted.

- APPLICATION COVER SHEET**
- GRANT APPLICATION FACE SHEET** - Signed by official authorized to enter into Grant Agreement.
- PROJECT PLAN**
 - Project Description
 - Scope of Work
 - Organizational Chart & Corresponding Job Descriptions
 - Operational Agreement Summary Form
 - Service Standards Certification
- PROJECT BUDGET**
 - Line-item Budget
- APPLICATION APPENDIX** – Required
 - Project Contact Information
 - Documentation of Nonprofit Status, if applicable
 - Copy of most recently completed Audit



**APPLICATION COVER PAGE
2017/2018 RFA PROCESS**

**SCHOOL READINESS INITIATIVE
PROGRAM FUNDING**

Submitted By:

United Cerebral Palsy

**FIRST 5 KINGS COUNTY
SCHOOL READINESS INITIATIVE
PARENT & ME PROGRAM**

GRANT APPLICATION FACE SHEET

The **Administrative Agency (1)** _____ hereby submits the contained grant application for funding consideration to the Kings County Children and Families Commission solely for the purpose of operation of a School Readiness Program.

(2) Implementing Agency Name _____

Contact _____ **Address** _____

E-mail address _____ **Telephone ()** _____

(3) Project Title	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone)	(7) Grant Period
	(8) Grant Amount being Requested
(5) Financial Officer (Name, Title, Address, Telephone)	(9) Cash Match
	(10) In-Kind Match
	(11) Total Project Cost

I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, to submit this grant application for consideration of funding, (2) all funds received pursuant to the successful submission of this application will be spent exclusively on the purposes specified, and (3) all statements in the proposal are true. Furthermore, by signing below accept all terms and conditions of the RFA packet associated with this application and understand that by submission to the First 5 Kings County Children and Families Commission, expose the proposal to disclosure if requested by a member of the public following the final award decision.

(12) Official Authorized to Sign for Applicant/Grant Recipient	
Signature:	
Name:	
Title:	
Address:	
Telephone:	
Email:	Date:
For First 5 Kings County Purposes Only	
Reviewed By:	Date:
Staff Recommendations:	
Commission Action:	

**THE PROJECT DESCRIPTION
GOES HERE**

No standard forms are provided for the Project Description.

See Instructions in Part II of this RFA for details.

Hanford Parent & Me Site

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> • 0-3: every 6 months • 3-5: every 12 months 			N/A	N/A	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes	Special Needs **		N/A	N/A	
			Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A			
			Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A		

* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

** Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Parent & Me

PAGE: 2 of 5

Corcoran Parent & Me Site

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> • 0-3: every 6 months • 3-5: every 12 months 			N/A	N/A	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes			N/A	N/A	
				Special Needs **				
			Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A			
			Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A		

* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site
 ** Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Parent & Me

PAGE: 3 of 5

Lemoore Parent & Me Site

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> • 0-3: every 6 months • 3-5: every 12 months 			N/A	N/A	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes			N/A	N/A	
				Special Needs **				
			Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A			
			Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A		

* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

** Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Parent & Me

PAGE: 4 of 5

Avenal Parent & Me Site

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> • 0-3: every 6 months • 3-5: every 12 months 			N/A	N/A	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes			N/A	N/A	
				Special Needs **				
			Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A			
			Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A		

* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

** Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Parent & Me

PAGE: 5 of 5

Kettleman City Parent & Me Site

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> • 0-3: every 6 months • 3-5: every 12 months 			N/A	N/A	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes			N/A	N/A	
				Special Needs **				
			Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A			
			Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A		

* Break-down of children served by age (0-3 and 3-5) is provided in quarterly report by site

** Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

ORGANIZATIONAL CHART

GOES HERE

No standard forms are provided for the Organizational Chart.

See Instructions in Part II of this RFA for details.

CORRESPONDING JOB DESCRIPTIONS

GOES HERE

No standard forms are provided for the Job Descriptions.

See Instructions in Part II of this RFA for details.

OPERATIONAL AGREEMENT SUMMARY FORM

(Maximum 3 year Operational Agreements)

PROVIDER NAME: _____ **CONTRACT TERM:** _____

Agency	From (date)	To (date)	Number of Years for which this Agreement is effective	Total Years of Agreements between Agency and Organization
Examples:				
Anytown Police Department	07/01/13	06/30/15	2 years	12 years
Elementary School District				
County Employment Development Dept.				
County Human Services Agency				
Local Community Based Organization				

SERVICE STANDARDS CERTIFICATION

The _____ (Administrative Agency) hereby certifies that the _____ (Implementing Agency) will comply with the School Readiness Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2017/2018. As indicated by the authorized agent's initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of school readiness programs. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, programs must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Programs must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the program. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

SERVICES

A primary function of school readiness programs continues to be the provision and coordination of the effective delivery of quality directly services and supports for California's youngest children (0-5), including children with special needs and English language learners, and their families. School Readiness providers in collaboration with local First 5 Commissions select evidence-based practices that appropriately address needs and interests in the school readiness community in a family-focused, strength-based manner. Importantly, the practices must result in the focus provision of intensive services designed to address multiple needs in culturally and linguistically appropriate ways. The provision of such services must also include implementation of First 5 Principles on Equity, the First 5 California-adapted National Education Goals Panel (NEGP) definition of school readiness, and the operational First 5 Essential and Coordinated Elements of School Readiness.

A. 5 ESSENTIAL AND COORDINATED ELEMENTS OF SCHOOL READINESS

Initial

Service Standard

The NEGP definition is the framework for the five 'Essential and Coordinated Elements' required of every School Readiness program:

- 1. Early Care and Education (ECE):**
This element includes ECE services, improved access to quality ECE through referrals, information and outreach to parents and providers, and improved implementation of effective practices through training of ECE providers. Periodic school readiness assessments for children are part of this element.
- 2. Parenting and Family Support Services:**
This element includes services to improve literacy and parenting skills, home visitation, employment development, and family court services.
- 3. Health and Social Services:**
This element includes services such as health plan enrollment, provision and/or referral to basic health care including prenatal care, mental health counseling, services for children with

disabilities and other special needs, nutrition, oral health, drug and alcohol counseling, child abuse prevention, and case management.

4. **Schools' Readiness for Children/School Capacity:**

This element includes communication of kindergarten standards; schools' outreach to parents; kindergarten transition programs; and cross-training, shared curriculum, and planning for early childcare educators/providers and early elementary teachers. A seamless provision of health, social services, after-school programs, and other supports for children and families are also included. Periodic school readiness assessment for schools are part of this element.

5. **Program Infrastructure, Administration, and Evaluation:**

This element includes participant/site/district/county coordination and staff training and development. Program evaluation aimed at continuous program improvement, fiscal accountability, and collaborative governance (with families and community members) are also included.

B. PROGRAM COORDINATION AND COLLABORATION

Initial

Service Standard

School Readiness Programs must demonstrate the power of collaboration by leveraging First 5 funds in ways that multiply school readiness services and supports.

1. School Readiness Programs must coordinate with other First 5 funded projects to include but not limited to Family Resource Centers, CARES, and other school readiness programs.
2. School Readiness Programs must coordinate with the school districts within their school readiness community to ensure the appropriate articulation, cross-referral, and transitional services are in place and available to all clients receiving services.
3. Programs must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other early childhood development service providers. This must be documented by formalized joint planning, written collaborative agreements, regular meetings of program managers and policy makers, cross-training of staff, operational multi-disciplinary teams, service and care coordination, coordinated evaluation processes and outcomes, and co-location of services and major events.
4. The program must regularly provide and receive information and feedback from the above-described agencies and activities.

C. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

Service Standard

All School Readiness programs will base their service delivery approach on best/promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

D. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8th, 2003.

Service Standard

Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities
2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;
10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;

11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and
14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
 - a. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
 - b. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
 - c. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
 - d. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
 - e. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);

6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;
7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

E. INTERNAL MANAGEMENT

Initial

Service Standard

Programs must develop adequate policies and procedures to protect the agency from legal liability.

1. Programs must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
2. Programs must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
3. Programs must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
4. Programs must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around school readiness.
5. Programs must conform to Generally Accepted Accounting Principles (GAAP).

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
A. Personnel Costs				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties <u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties <u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties <u>Salaries & Benefits</u> Itemized account or Percent of salary costs				
TOTAL Personnel Costs				
B. Operational Costs				
<u>Rent & Utilities</u> (Cost per month x grant term) <u>Office Supplies & Materials</u> (Cost per month x grant term) <u>Telephone & Communication</u> (Cost per month x grant term) <u>Postage/Mailing</u> (Cost per month x grant term) <u>Printing/Copying</u> (Cost per month x grant term) <u>Equipment Lease</u> (Cost per month x grant term) <u>Other (list all)</u> Justify all costs				
TOTAL Operational Costs				

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
C. Program Costs				
<u>Travel</u> (monthly mileage estimates x mileage reimbursement rate x grant term) <u>Training/Conference</u> Conference Registration Travel Costs Lodging Per Diem <u>Consultants</u> Specify service area and estimated cost per contract <u>Subcontractors (list all)</u> Program Materials & Supplies (Cost per month x grant term) <u>Other (list all)</u>				
TOTAL Program Costs				
D. Capital Expenditures				
<u>List all Projects</u> Estimated Costs of completion <u>List all Projects</u> Estimated Costs of completion				
TOTAL Capital Costs				
E. Indirect Costs				
<u>Indirect Costs</u> List justification of indirect cost rate				
TOTAL Capital Costs				
TOTAL PROJECT COSTS				
TOTAL PROJECT COSTS				

PROJECT CONTACT FORM

PROVIDER NAME: _____ **CONTRACT TERM:** _____

Provide the name, title, address, telephone number, fax number and e-mail address for:

The person having day-to-day responsibility for the project.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The person to whom the person listed in #1 is accountable.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Chief Executive of the implementing agency.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Financial Officer for the project.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Project Director of the project.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Chair of the Governing Body of the implementing agency.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:

THE DOCUMENTATION OF NON-PROFIT STATUS (IF APPLICABLE)

GOES HERE

See Instructions in Part II of this RFA for details.

AUDITED FINANCIAL STATEMENT

GOES HERE

See Instructions in Part II of this RFA for details



February 10, 2017

TO: United Cerebral Palsy
SCHOOL READINESS SPECIAL NEEDS PROJECT

SUBJECT: FY 2017/2018 Request for Application (RFA)
School Readiness Special Needs Project

Enclosed are instructions and forms for the FY 2017/2018 School Readiness Special Needs Project RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2017. **To achieve this goal, it is necessary to project grant awards based on anticipated tax revenue in conjunction with county birth rate amounts and, as always, grant awards are contingent upon the availability of funds.** Should State funds allocated for the FY 2017/2018 Proposition 10 Tobacco Tax for Kings County Children & Families Commission be less than anticipated, you will be notified and grant awards may need to be modified.

Please Note: Accurate and complete submission of information requested in this RFA will expedite timely processing of your application. Please pay particular attention to:

- *line-item detail* is required for each budget item, along with justification for how the item ties to the objectives and activities of the school readiness program grant;
- *Mathematical calculations* for all line-item expenses; and
- *Original signatures* by designated individuals, in the correct section of the form.

Applications are **due by 5:00 p.m. on March 17, 2017**. Delivery options are listed on Page 4 of this RFA.

Please direct questions to the First 5 Kings County Program Officer, Scott Waite at (559) 852-2107.

Sincerely,

Scott Waite, Program Officer
First 5 Kings County



**FIRST 5 KINGS COUNTY
CHILDREN and FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT**

**FY 2017/2018
REQUEST FOR APPLICATION (RFA)**

February 2017

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT – FY 2017/2018
REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT – FY 2017/2018
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

Funding is being made available to support a School Readiness Special Needs Program in an effort to increase the number/percent of children identified as having a special need that have accessed services prior to kindergarten entry. This is a gap funding strategy to provide intervention to a population of children that because of stringent qualification standards, would otherwise not qualify for services under typical funding streams.

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the First 5 Kings County Children and Families Commission School Readiness Special Needs Program grant funds. The terms and conditions described in this RFA supersede all previous grant making strategies and any conflicting provisions.

B. BACKGROUND

Passed in November 1998, Prop 10 imposed a fifty-cent-per-pack sales tax on tobacco products. As a result of the voter approved Prop 10, each county board of supervisors enacted an ordinance to establish the appointment, selection and removal of commissioners, and to establish a trust fund to receive and make disbursements. The First 5 Kings County Children & Families Commission was established by enactment of the Kings County Board of Supervisors Ordinance No. 578 on December 29, 1998.

The focus of Prop 10 is on early childhood development because current research indicates that the emotional, physical and intellectual environment that a child is exposed to in the early years of life has a profound impact on how his or her brain develops. The experience that infants and toddlers have with parents and caregivers will influence how a child functions when he or she reaches school and later in life.

During the first three years of a child's life, the early physical architecture of a child's brain is established. Research has proven a number of important points:

- At birth, the brain is remarkably unfinished. The parts of the brain that handle thinking and remembering as well as emotional and social behavior are very underdeveloped.
- In the early years, a child develops basic brain and physiological structures upon which later growth and learning are dependent.
- The brain operates on a "use it or lose it" principle. Emotionally and socially as well, the child develops many of the abilities upon which later social functioning is based.
- The brain matures in the world, rather than in the womb; thus young children are deeply affected by their experiences.
- Their relationships with parents and other important caregivers; the sights, sounds, smells, and feelings they encounter; and the challenges they meet, affect the way a child's brain develops.

The early years of a child's life form the foundation for later development. Attention to young children is a powerful means of preventing later difficulties such as developmental delays and

disturbances. Physical, mental, social, and emotional development and learning are interrelated. Progress in one area affects progress in the others. This means we must pay attention to all of the needs of children, including:

- Physical development: Meeting children's basic needs for protection, nutrition and health care.
- Cognitive development and social-emotional development: Meeting children's basic human needs for affection, security, social participation and interaction with others, as well as educational needs through intellectual stimulation, exploration, imitation, trial and error, discovery and active involvement in learning and experimentation within a safe and stimulating environment.

These early childhood development needs are the basis for Proposition 10, the California Children and Families Act, and guide County Commissions in establishing strategic plans and consequently funding investments in order to best address how to serve children and families in their respective communities.

C. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be addressed to the First 5 Kings County Program Officer, Scott Waite at (559) 852-2107.

D. APPLICATION DUE DATE

The regular application must be delivered to First 5 Kings County **by 5:00 p.m.** on the due date.

The Due Date Is: March 17, 2017

One original and an electronic version of the application must be delivered to First 5 Kings County office by the date and time indicated below.

1. By mail, **received by 5:00 p.m. on March 17, 2017** to:
First 5 Kings County
330 Campus Drive
Hanford, CA 93230
Attn: Special Needs RFA Application
2. Hand delivered by **5:00 p.m. on March 17, 2017** to
First 5 Kings County
330 Campus Drive
Hanford, CA 93230
Attn: Special Needs RFA Application
3. Electronic Version (Microsoft Word) by **5:00 p.m. on March 17, 2017** to
scott.waite@first5kc.org

NOTE: The application will be date and time stamped and a receipt will be provided upon request.

E. APPLICATION TIMELINES

Request for Applications Published:	February 10, 2017
Application Deadline:	March 17, 2017
Proposal Review Period/ Contract Negotiations:	March 17, 2017 – March 31, 2017
Recommendations to Commission:	April 4, 2017
Agreements Finalized:	April 5, 2017 – June 30, 2017
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 18, 2017
Agreement Effective and Service Begins:	July 1, 2017
Grant/Contract Funding Begins:	July 1, 2017
Grant/Contract Period Ends:	June 30, 2018

Applicant Assistance

Application assistance is available for those applying for funding. The purpose of providing such assistance is to explain the program requirements, describe the types of services sought and outline the administrative relationship that will exist between the providers and the First 5 Kings County Children and Families Commission. Every attempt will be made to provide adequate and reasonable technical assistance to all applicants throughout the application process. Please note that due to limited staff resources for this application process, the availability of technical assistance will be provided on a first come basis, and only to the extent that is possible. To request application assistance, please contact the individual below.

Scott Waite
scott.waite@first5kc.org

Technical assistance must be requested by email and sufficient notice must be provided. All technical assistance will be provided at the First 5 Kings County office.

Application assistance will not be provided after March 10, 2017.

F. ELIGIBILITY

Only United Cerebral Palsy is eligible to apply for these funds.

Grantees that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of **one** of the following forms:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

G. FUNDING CYCLE AND DURATION

The grant period will begin **July 1, 2017 and end June 30, 2018**. Projects must budget for a **12-month** period.

Continuation funding is contingent upon the availability of funds and satisfactory performance.

H. PROGRAM INFORMATION

1. Program Guidelines

The Service Standards for the Operation School Readiness Programs, hereinafter referred to as Service Standards, must be adhered to by the designated First 5 Kings County funded Special Needs Program. The service components and standards discussed in the Service Standards are central to the operation of any School Readiness Program. The Service Standards should be reviewed in order to fully understand and prepare an application that is responsive to this RFA.

2. Source and Use of Funds - State funds available for FY 2017/2018 are as follows:

i. Tobacco Tax Revenues

The California Children and Families Commission, created by Proposition 10, supports children 0-5 by creating a comprehensive and integrated system of information and services to promote early childhood development and school readiness. The initiative, approved by voters in November 1998, added a 50 cent-per-pack tax to cigarettes and a comparable tax to other tobacco products. The funds being authorized through this RFA process are restricted to the operation of Special Needs Program throughout Kings County. All of the proposed services and programs must be specifically related to the well being and development of children age 0-5. Reasonable administrative expenses that appropriately support these services are allowable.

The following policies apply to First 5 funds:

- **Supplantation Policy:** Health and Safety Code section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the Commission's trust fund shall be used to supplant state or local general fund money for any purpose.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the California Children & Families Act. The applicant/grantee further agrees that it will require the language in this certification be included in any sub awards which contain provisions for Special Needs Program services and that all sub grantees shall certify accordingly.

3. Service Area

Service Providers, children age 0-5, and their parents/caregivers residing in Kings County are eligible for services under this funding stream.

I. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet
- Grant Application Face Sheet
- Project Narrative
- Project Budget
- Application Appendix

This RFA does not commit the First 5 Kings County Children and Families Commission to fund any proposal submitted. All costs incurred in the preparation of a proposal are the responsibility of the applicant and will not be reimbursed by the First 5 Kings County Children and Families Commission. The First 5 Kings County Children and Families Commission reserves the right to reject any proposal received, to negotiate with any proposal or to cancel this RFA in part or in its entirety.

Funding for the contract shall be contingent upon the availability of funds.

J. GENERAL REQUIREMENTS

Compliance with Laws: The successful applicants will be required to comply with all applicable Federal, State and County guidelines in its operation of the program and any laws, statutes, ordinances and regulations that apply and are required of a contractor. These include but are not limited to, The Social Security Act, the Civil Rights Act, the Clean Air Act, Federal Single Audit Act, the State Energy Efficiency Plan, the California Welfare and Institutions Code, the Drug-Free Workplace Act and the State Department of Social Services Manual of Policies and Procedures.

Terms and Conditions of the Proposal: The grant application face sheet of each proposal stipulates that each applicant accepts all terms and conditions in this RFA packet. Each applicant shall submit its proposal with the understanding that First 5 Kings County Children and Families Commission is a public agency, and the proposal submission shall be subject to disclosure, if requested by a member of the public, following the final award decision.

The grant application face sheet of each proposal also stipulates that each bidder certifies that all statements in the proposal are true. This constitutes a warranty, the falsity of which shall include the right, at the Commission's option, of declaring any contract made as a result thereof to be null and void. If a proposal is not submitted in the format specified by the Commission, it will be rejected; unless the Commission determines that the nonconformity is either a minor irregularity or that the defect or variation in the proposal is immaterial or inconsequential. The Commission may give the applicant an opportunity to cure any deficiency resulting from a minor irregularity or inconsequential defect, or the Commission may waive such deficiency, which ever is most advantageous to the Commission.

The Commission reserves the right to not implement or fund one or more specific components of the proposal if the Commission determines that the applicant does not sufficiently meet the program criteria for a certain component.

Pre-contract Assessment: Prior to the execution of a contract and when deemed advisable by the Commission, the Commission reserves the right to arrange on-site fiscal or program assessments and/or audits by the staff of the Commission to determine the potential contractor's ability to meet the terms and conditions of the RFA and the proposed contract.

Background Review: The Commission reserves the right to conduct a background inquiry of each applicant which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal, the proposer consents to such an inquiry and agrees to make available to the Commission such books and records the Commission deems necessary to conduct the inquiry.

Reporting Responsibilities: The successful applicants will be required to submit to the Commission clear and detailed quarterly reports which outline the activities and progress of the project. They will also be required to submit quarterly financial invoices that include documentation of all claimed payments. Report formats will be at the discretion of the Commission in conformity with State Commission reporting requirements.

Indemnification: The successful applicant shall agree to indemnify, defend and hold harmless the Commission, its officers, agents and employees from any and all claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the proponents in the performance of such an agreement.

Insurance: The successful applicants shall, throughout the period of any agreement, subsequent to this RFA, provide general liability with a per-occurrence limit of \$1,000,000 covering all premises, operation and employees, and provide automobile liability coverage with a minimum of \$250,000 per person and \$500,000 per accident for bodily injury, and \$50,000 for property damage. Both the general liability and the auto liability policies shall be with insurance companies that are "Admitted" carriers by the State of California, and the companies shall have an A.M. rating of at least "A:V". Said policy shall provide thirty (30) days written notice to the Commission of cancellation or material change. Proponents shall, throughout the period of this Agreement, maintain in full force and effect a policy of Worker's Compensation Insurance covering all of its employees.

The successful proponents shall, upon the execution of any subsequent Agreement, file with the Commission, within ten (10) days, a certificate of insurance verifying that the required coverage is in full force and effect, and in compliance with such Agreement.

Record Establishment and Maintenance: Successful applicants shall establish and maintain records in accordance with those requirements prescribed by the Commission, with respect to all matters covered by any subsequent Agreement. Upon request, and within five days, these records must be made available to authorized County, County Commission, or State Commission personnel/consultant. The successful applicants shall also agree to an on-site monitoring and personal interview of participants, staff and employees by appropriate Commission staff on at least a quarterly basis.

All confidential information is to be safeguarded in accordance with the generally accepted practices.

Conflict of Interest Disclosure: All applicants other than governmental agencies must fully disclose to the Commission whether the organization holds a controlling interest in any other

organization or is owned or controlled by any other organization, or maintains a financial interest in any other business.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT – FY 2017/2018
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III. Applicant must use the forms provided or computer-generated forms on plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the First 5 Kings County Children & Families Commission forms. Applications must be typed with characters no smaller than standard 12-point font.

Do not bind application.

A. APPLICATION COVER SHEET

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

B. GRANT APPLICATION FACE SHEET INSTRUCTIONS

1) Administrative Agency

Enter the complete name of the governing body/organization applying for funding (e.g., United Cerebral Palsy), also referred to as the "grantee."

2) Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., United Cerebral Palsy), and the contact person's name, address, and phone number. Include an e-mail address, if you have one.

3) Project Title

Enter the complete title of the project. Do not use acronyms

4) Project Director

Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project.

5) Financial Officer

Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project.

6) Award Number

Leave blank (to be completed by First 5 Kings County).

7) Grant Period

Enter beginning and ending dates of funding as specified in the grant application instructions.

8) Grant Amount Requested

Enter the amount of funds requested for the project. The amount must be consistent with the proposed budget.

9) Cash Match

If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

10) In-Kind Match

If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

11) Total Project Cost

Enter the sum of items 8, 9, and 10. The amount must be consistent with the proposed budget.

12) Official Authorized to Sign for Applicant/Grantee

Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement. **Provide an original signature of the authorized official in blue ink.**

C. PROJECT PLAN

1) Project Description

Please provide a brief (no more than 1 page) description of the project that you are seeking funding for, the services to be rendered, and how it will impact children age 0-5 and their families.

As this funding stream is being provided as a gap funding measure, please describe in your project plan the approach taken to identify alternative funding streams for services in an effort to maximize and leverage additional resources that could potentially offset costs.

2) Scope of Work- 12-month grant period

The Project Scope of Work must be updated for the 12-month FY 2017/2018 grant period.

Services are to be delivered in a manner consistent with the *Service Standards*.

3) Organizational Chart & Job Descriptions

The Application must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart as well as the job descriptions must match those in the Budget.

All job descriptions that are funded in part or full by First 5 Kings County must accompany the organizational chart.

4) Operational Agreement Summary Form

Please complete the operational agreement summary form. It is **not** necessary to submit copies of the Operational agreements that your agency maintains, however they should be on-file and available for review.

5) Service Standards Certification

Please complete the service standards certification. (Part III, Forms).

D. PROJECT BUDGET

Funding is being made available to support a Special Needs Program in Kings County. The total amount available is \$90,000 for FY 2017/2018.

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) not secured. All budgets are subject to First 5 Kings County Children and Families Commission modifications and approval.

First 5 Kings County Children and Families Commission requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. Contact Program Officer Scott Waite, at (559) 852-2107 if you have additional budget questions.

1) Line Item Budget (12-month grant period)

The Forms Section (Part III) contains a separate section for the following budget categories:

- Personnel Services – Salaries/Employee Benefits,
- Operating Expenses,
- Programmatic Expenses,
- Capital Expenses, and
- Indirect Costs

Each budget item requires line-item detail that addresses 1) the method of calculation and 2) justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of each budget category where designated on the form, with a project total at the conclusion of the document.

i. **Personnel Services – Salaries/Employee Benefits:**

1. Salaries

Personnel services include all services performed by staff that are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be submitted within this application and kept on file by the grantee and available for review during a First 5 Kings County Children and Families Commission site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by

another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries.

2. Benefits

Employee benefits must be identified by type and percentage of salaries. Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant without justification.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

ii. Operating Expenses

Operating expenses are defined as necessary expenditures in the operational maintenance of the School Readiness Special Needs Project.

The following items fall within this category:

- Rent & Utilities
- Office Supplies & Materials
- Computer Purchase
- Telephone & Communications
- Postage/Mailing
- Printing/Copying
- Equipment Lease
- Other Operational Costs

iii. Programmatic Expenses

Programmatic expenses are defined as necessary expenditures in the program operations of the School Readiness Special Needs Project.

The following items fall within this category:

- Staff Travel
- Subscriptions
- Consultants
- Subcontracts for Services
- Program Materials: Consumable items
- Training Materials
- Other Program Specific Costs

iv. Capital Expenditures

Capital expenditures must be specific and directly tied to First 5 related school readiness Special Needs service delivery. Capital Expenses must be line-item specific and not general. Capital expenses are closely scrutinized prior to

approval, and the need for such investment must be clearly identified in the project description of the proposal.

v. Indirect Costs

Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. The Commission has limited indirect costs to a rate of less than or equal to ten percent (10 %) of project expenditures.

Applicant must submit their budget on the budget pages included in Part III, or an identical computer-generated form. These pages require that the funding source and amount be identified for each line item.

Job titles in the Budget must match those on the submitted Organizational Chart. Each budgeted item requires line-item detail showing the method of calculation and a brief justification for the item. For example:

<u>Correct</u>	
Budget Category and Line Item Detail	TOTAL
<u>Mileage</u> : 500 miles/mo. x .56 x 12 months = to provide home visitation services, to provide community outreach and attend project-related meetings.	\$3,360.00
<u>Not correct</u>	
<u>Mileage</u>	\$3,360.00

E. APPLICATION APPENDIX

1) Project Contact Information

Complete the Project Contact Information Form (Part III, Forms).

2) Documentation of Non-profit status (if applicable)

Applicants that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of **one** of the following forms:

- o IRS Form 990; and
- o State of California, Franchise Tax Board Form 199; or
- o State of California, Board of Charitable Trusts Form CT2.

3) Audited Financial Statement

All applicants with the exception of governmental agencies must attach an audited financial statement to the proposal. Such statement shall be the most recent and complete audited financial statement available and for a period not more than 18 months old at the time of submission. This statement shall be by an independent, certified public accountant. If the audit is of a parent firm, the parent firm shall be party to the contract. The County may accept other information in lieu of the certified financial audit, if it is of equal value in determining the fiscal stability of the competing agency. Such other evidence shall be included as an attachment to the proposal.

Please provide in your application the most current audit conducted, as last years submission is not appropriate for consideration.

PROPOSITION 10 STATUTES
Includes Amendments to the California Children and Families Act
CALIFORNIA CODES
As of March 24, 2011

HEALTH AND SAFETY CODE

SECTION 130100-130155

130100. There is hereby created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.

These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research.

(a) It is the intent of this act to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school. This system should function as a network that promotes accessibility to all information and services from any entry point into the system.

It is further the intent of this act to emphasize local decision making, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicate administrative systems.

(b) The programs authorized by this act shall be administered by the California Children and Families Commission and by county children and families commissions. In administering this act, the state and county commissions shall use outcome-based accountability to determine future expenditures.

(c) This division shall be known and may be cited as the "California Children and Families Act of 1998."

130105. The California Children and Families Trust Fund is hereby created in the State Treasury.

(a) The California Children and Families Trust Fund shall consist of moneys collected pursuant to the taxes imposed by Section 30131.2 of the Revenue and Taxation Code.

(b) All costs to implement this act shall be paid from moneys deposited in the California Children and Families Trust Fund.

(c) The State Board of Equalization shall determine within one year of the passage of this act the effect that additional taxes imposed on cigarettes and tobacco products by this act has on the consumption of cigarettes and tobacco products in this state. To the extent that a decrease in consumption is determined by the State Board of Equalization to be the direct result of additional taxes imposed by this act, the State Board of Equalization shall determine the fiscal effect the decrease in consumption has on the funding of any Proposition 99 (the Tobacco Tax and Health Protection Act of 1988) state health-related education or research programs in effect as of November 1, 1998, and the Breast Cancer Fund programs that are funded by excise taxes on cigarettes and tobacco products. Funds shall be transferred from the California Children and Families Trust Fund to those affected programs as necessary to offset the revenue decrease directly resulting from the imposition of

additional taxes by this act. These reimbursements shall occur, and at any times, as determined necessary to further the intent of this subdivision.

(d) Moneys shall be allocated and appropriated from the California Children and Families Trust Fund as follows:

(1) Twenty percent shall be allocated and appropriated to separate accounts of the state commission for expenditure according to the following formula:

(A) Six percent shall be deposited in a Mass Media Communications Account for expenditures for communications to the general public utilizing television, radio, newspapers, and other mass media on subjects relating to and furthering the goals and purposes of this act, including, but not limited to, methods of nurturing and parenting that encourage proper childhood development, the informed selection of child care, information regarding health and social services, the prevention and cessation of tobacco, alcohol, and drug use by pregnant women, the detrimental effects of secondhand smoke on early childhood development, and to ensure that children are ready to enter school. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(B) Five percent shall be deposited in an Education Account for expenditures to ensure that children are ready to enter school and for programs relating to education, including, but not limited to, the development of educational materials, professional and parental education and training, and technical support for county commissions in the areas described in subparagraph (A) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(C) Three percent shall be deposited in a Child Care Account for expenditures to ensure that children are ready to enter school and for programs relating to child care, including, but not limited to, the education and training of child care providers, the development of educational materials and guidelines for child care workers, and other areas described in subparagraph (B) of paragraph (1) of subdivision (b) of Section 130125. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(D) Three percent shall be deposited in a Research and Development Account for expenditures to ensure that children are ready to enter school and for the research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services. Any funds not needed in this account may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(E) One percent shall be deposited in an Administration Account for expenditures for the administrative functions of the state commission. Any funds not needed for the administrative functions of the state commission may be transferred to the Unallocated Account described in subparagraph (F), upon approval by the state commission.

(F) Two percent shall be deposited in an Unallocated Account for expenditure by the state commission for any of the purposes of this act described in Section 130100 provided that none of these moneys shall be expended for the administrative functions of the state commission.

(G) In the event that, for whatever reason, the expenditure of any moneys allocated and appropriated for the purposes specified in subparagraphs (A) to (F), inclusive, is enjoined by a final judgment of a court of competent jurisdiction, then those moneys shall be available for expenditure by the state commission for mass media communication emphasizing the need to eliminate smoking and

other tobacco use by pregnant women, the need to eliminate smoking and other tobacco use by persons under 18 years of age, and the need to eliminate exposure to secondhand smoke.

(H) Any moneys allocated and appropriated to any of the accounts described in subparagraphs (A) to (F), inclusive, that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same account for the next fiscal period.

(2) Eighty percent shall be allocated and appropriated to county commissions in accordance with Section 130140.

(A) The moneys allocated and appropriated to county commissions shall be deposited in each local Children and Families Trust Fund administered by each county commission, and shall be expended only for the purposes authorized by this act and in accordance with the county strategic plan approved by each county commission.

(B) Any moneys allocated and appropriated to any of the county commissions that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same local Children and Families Trust Fund for the next fiscal period under the same conditions as set forth in subparagraph (A).

(e) All grants, gifts, or bequests of money made to or for the benefit of the state commission from public or private sources to be used for early childhood development programs shall be deposited in the California Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the state commission pursuant to paragraph (1) of subdivision (d).

(f) All grants, gifts, or bequests of money made to or for the benefit of any county commission from public or private sources to be used for early childhood development programs shall be deposited in the local Children and Families Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the county commissions pursuant to paragraph (2) of subdivision (d).

130110. (a) There is hereby established a California Children and Families Commission, which may also be known as First 5 California, composed of seven voting members and two ex officio members.

(b) The voting members shall be selected, pursuant to Section 130115, from persons with knowledge, experience, and expertise in early child development, child care, education, social services, public health, the prevention and treatment of tobacco and other substance abuse, behavioral health, and medicine (including, but not limited to, representatives of statewide medical and pediatric associations or societies), upon consultation with public and private sector associations, organizations, and conferences composed of professionals in these fields.

(c) The Secretary of the California Health and Human Services Agency and the Secretary for Education, or their designees, shall serve as ex officio nonvoting members of the state commission.

130115. The Governor shall appoint three members of the state commission, one of whom shall be designated as chairperson. One of the Governor's appointees shall be either a county health officer or a county health executive. The Speaker of the Assembly and the Senate Rules Committee shall each appoint two members of the state commission. Of the members first appointed by the Governor, one shall serve for a term of four years, and two for a term of two years. Of the members appointed by the

Speaker of the Assembly and the Senate Rules Committee, one appointed by the Speaker of the Assembly and the Senate Rules Committee shall serve for a period of four years with the other appointees to serve for a period of three years. Thereafter, all appointments shall be for four-year terms. No appointee shall serve as a member of the state commission for more than two four-year terms.

130120. The state commission shall, within three months after a majority of its voting members have been appointed, hire an executive director. The state commission shall thereafter hire such other staff as necessary or appropriate. The executive director and staff shall be compensated as determined by the state commission, consistent with moneys available for appropriation in the Administration Account. All professional staff employees of the state commission shall be exempt from civil service. The executive director shall act under the authority of, and in accordance with the direction of, the state commission.

130125. The powers and duties of the state commission shall include, but are not limited to, the following:

(a) Providing for statewide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.

(b) Adopting guidelines for an integrated and comprehensive statewide program of promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in California.

(1) The state commission's guidelines shall, at a minimum, address the following matters:

(A) Parental education and support services in all areas required for, and relevant to, informed and healthy parenting. Examples of parental education shall include, but are not limited to, prenatal and postnatal infant and maternal nutrition, education and training in newborn and infant care and nurturing for optimal early childhood development, parenting and other necessary skills, child abuse prevention, and avoidance of tobacco, drugs, and alcohol during pregnancy. Examples of parental support services shall include, but are not limited to, family support centers offering an integrated system of services required for the development and maintenance of self-sufficiency, domestic violence prevention and treatment, tobacco and other substance abuse control and treatment, voluntary intervention for families at risk, and any other prevention and family services and counseling critical to successful early childhood development.

B) The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance for caregivers, and financial and other assistance to ensure appropriate child care for all households.

(C) The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.

(2) The state commission shall conduct at least one public hearing on its proposed guidelines before they are adopted.

(3) The state commission shall, on at least an annual basis, periodically review its adopted guidelines and revise them as may be necessary or appropriate.

(c) Defining the results to be achieved by the adopted guidelines, and collecting and analyzing data to measure progress toward attaining these results.

(d) Providing for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and establishing and monitoring demonstration projects.

(e) Soliciting input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitating the exchange of information between these individuals and entities, and assisting in the coordination of the services of public and private agencies to deal more effectively with early childhood development.

(f) Providing technical assistance to county commissions in adopting and implementing county strategic plans for early childhood development.

(g) Reviewing and considering the annual audits and reports transmitted by the county commissions and, following a public hearing, adopting a written report that consolidates, summarizes, analyzes, and comments on those annual audits and reports.

(h) Applying for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or any agency or political subdivision thereof, or from the federal government or any agency or instrumentality thereof, in furtherance of a statewide program of early childhood development.

(i) Entering into any contracts and allocating funds to county commissions as necessary or appropriate to carry out the provisions and purposes of this act.

(j) Making recommendations to the Governor and the Legislature for changes in state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.

130130. Procedures for the conduct of business by the state commission not specified in this act shall be contained in bylaws adopted by the state commission. A majority of the voting members of the state commission shall constitute a quorum. All decisions of the state commission, including the hiring of the executive director, shall be by a majority of four votes.

130135. Voting members of the state commission shall not be compensated for their services, except that they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the state commission.

130140. Any county or counties developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals and objectives of this act shall receive moneys pursuant to paragraph (2) of subdivision (d) of Section 130105 in accordance with the following provisions:

(a) For the period between January 1, 1999 and June 30, 2000, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in

proportion to the entire number of births recorded in California (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county's board of supervisors has adopted an ordinance containing the following minimum provisions:

(A) The establishment of a county children and families commission. The county commission shall be appointed by the board of supervisors and shall consist of at least five but not more than nine members.

(i) Two members of the county commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.

(ii) One member of the county commission shall be a member of the board of supervisors.

(iii) The remaining members of the county commission shall be from among the persons described in clause (i) and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

(B) The manner of appointment, selection, or removal of members of the county commission, the duration and number of terms county commission members shall serve, and any other matters that the board of supervisors deems necessary or convenient for the conduct of the county commission's activities, provided that members of the county commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission.

(C) The requirement that the county commission adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.

(i) The county strategic plan shall be consistent with, and in furtherance of the purposes of, this act and any guidelines adopted by the state commission pursuant to subdivision (b) of Section 130125 that are in effect at the time the plan is adopted.

(ii) The county strategic plan shall, at a minimum, include the following: a description of the goals and objectives proposed to be attained; a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete until and unless the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

(iii) The county commission shall, on at least an annual basis, be required to periodically review its county strategic plan and to revise the plan as may be necessary or appropriate.

(iv) The county commission shall measure the outcomes of county funded programs through the use of applicable, reliable indicators and review that information on a periodic basis as part of the public review of its county strategic plan.

(D) The requirement that the county commission conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.

(E) The requirement that the county commission conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.

(F) The requirement that the county commission submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission.

(G) The requirement that the county commission prepare and adopt an annual audit and report pursuant to Section 130150. The county commission shall conduct at least one public hearing prior to adopting any annual audit and report.

(H) The requirement that the county commission conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150.

(I) Two or more counties may form a joint county commission, adopt a joint county strategic plan, or implement joint programs, services, or projects.

(2) The county's board of supervisors has established a county commission and has appointed a majority of its members.

(3) The county has established a local Children and Families Trust Fund pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) Notwithstanding any provision of this act to the contrary, no moneys made available to county commissions under subdivision (a) shall be expended to provide, sponsor, or facilitate any programs, services, or projects for early childhood development until and unless the county commission has first adopted an adequate and complete county strategic plan that contains the provisions required by clause (ii) of subparagraph (C) of paragraph (1) of subdivision (a).

(c) In the event that any county elects not to participate in the California Children and Families Program, the moneys remaining in the California Children and Families Trust Fund shall be reallocated and reappropriated to participating counties in the following fiscal year.

(d) For the fiscal year commencing on July 1, 2000, and for each fiscal year thereafter, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the number of births recorded in all of the counties participating in the California Children and Families Program (for the same period), provided that each of the following requirements has first been satisfied:

(1) The county commission has, after the required public hearings, adopted an adequate and complete county strategic plan conforming to the requirements of subparagraph (C) of paragraph (1) of subdivision (a), and has submitted the plan to the state commission.

(2) The county commission has conducted the required public hearings, and has prepared and submitted all audits and reports required pursuant to Section 130150.

(3) The county commission has conducted the required public hearings on the state commission annual reports prepared pursuant to subdivision (b) of Section 130150.

(4) The county commission, in a public hearing, has adopted policies that are consistent with the following state laws:

(A) With regard to conflict of interest of the commission members, the county commission's policies shall be consistent with Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, Article 4.7 (commencing with Section 1125) of Chapter 1 of Division 4 of Title 1 of the Government code, and Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code.

(B) With regard to contracting and procurement, the county commission's policies shall be consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the

Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contracts Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

(5) The county commission, in a public hearing, has adopted a limit on the percentage of the county commission's operating budget that may be spent on administrative functions, pursuant to guidelines issued by the state commission that define administrative functions.

(6) The county commission has adopted, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission. Salaries and benefits shall conform with established county commission or county government policies.

(e) In the event that any county elects not to continue participation in the California Children and Families Program, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be returned to the California Children and Families Trust Fund for reallocation and reappropriation to participating counties in the following fiscal year.

(f) For purposes of this section, "relevant county" means the county in which the mother of the child whose birth is being recorded resides.

130140.1 (a) In the event a county elects to participate in the California Children and Families Program, and satisfies the requirements set forth in Section 130140, the county may establish a county commission that is either of the following:

(1) A legal public entity separate from the county.

(2) An agency of the county with independent authority over the strategic plan described in Section 130140 and the local trust fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(b) In the event a county elects to establish a county commission as specified in paragraph (1) of subdivision (a), the following conditions shall apply:

(1) The county commission shall be considered a legal public entity separate from the county, and shall file a statement as required by Section 53051 of the Government Code.

(2) The powers, duties, and responsibilities of the county commission shall include, but shall not be limited to, the following:

(A) The power to employ personnel and contract for personal services required to meet its obligations.

(B) The power to enter into any contracts necessary or appropriate to carry out the provisions of this division.

(C) The power to acquire, possess, and dispose of real or personal property, as necessary or appropriate to carry out the provisions and purposes of this division.

(D) The power to sue or be sued.

(3) The county commission shall be deemed to be a public agency that is a unit of local government for purposes of all grant programs and other funding and loan guarantee programs.

(4) Any obligations of the county commission, statutory, contractual, or otherwise, shall be obligations solely of the commission.

(5) All claims or actions for money or damages against a county commission shall be governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of

Title 1 of the Government Code, except as provided by other statutes or regulations that expressly apply to county commissions.

(6) The county commission, its members, and its employees are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code, except as provided by other statutes or regulations that apply expressly to the county commissions.

(7) If a county board of supervisors elects not to continue the county's participation in the California Children and Families Program, the board shall adopt an ordinance terminating the county commission.

(A) In terminating its county commission, the board of supervisors shall allow, to the extent possible, an appropriate transition period to allow for the county commission's then-existing obligations to be satisfied.

(B) In event of termination, any unencumbered and unexpended moneys remaining in the local Children and Families Trust Fund shall be distributed pursuant to subdivision (e) of Section 130140.

(C) Prior to the termination of the county commission, the board of supervisors shall notify the state Children and Families Commission of its intent to terminate the county commission.

(D) The liabilities of the county commission shall not become obligations of the county upon either the termination of the county commission or the liquidation or disposition of the county commission's remaining assets.

(c) If a county elects to establish a county commission as provided in paragraph (2) of subdivision (a), the county commission shall be deemed to be an agency of the county with independent authority over the strategic plan described in Section 130140 and the local Children and Families Trust

Fund established pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.

(d) Any county commission established prior to the effective date of this section that substantially complies with the provisions of either subdivision (b) or (c) shall be deemed to be in compliance with this section.

(e) (1) Individually identifiable physical or mental health information, substance abuse information, child care or education information, personnel or employment information, financial information, criminal justice information, or demographic information, regarding a child or a child's parent, legal guardian, or other family member, that is provided to a county commission by a parent, legal guardian, family member, health care provider, health plan, public health authority, school, law enforcement agency, social services agency, probation agency, or any other source, shall be considered confidential, and may be disclosed only to a person, agency, or entity that receives funding from the county commission, by way of a grant award or contract or as a service provider for the provision of early childhood services, and only to the extent necessary to the provision of services, unless further disclosure is authorized by a written consent of the parent or legal guardian, or where disclosure is required by state or federal law.

(2) Confidential information identified in accordance with this section shall not be subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

130145. The state commission and each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be

beneficial in accomplishing the purposes of this act. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.

130150. (a) On or before October 15 of each year, each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and information on the programs funded and populations served for all programs.

On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.

(b) The state commission shall, on or before January 31 of each year, do both of the following:

(1) Conduct an audit and prepare a written report on the implementation and performance of the state commission functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended and the progress toward, and the achievement of, program goals and objectives.

(2) Prepare a written report that consolidates, summarizes, analyzes, and comments on the annual audits and reports submitted by all of the county commissions and the Controller for the preceding fiscal year. The written report shall include a listing, by category, of the aggregate expenditures on program areas funded by the state and county commissions pursuant to the purposes of this act, according to a format prescribed by the state commission. This report by the state commission shall be transmitted to the Governor, the Legislature, and each county commission.

(3) In the event a county commission does not submit the information prescribed in subdivision (a), the state commission may withhold funds that would otherwise have been allocated to the county commission from the California Children and Families Trust Fund pursuant to Section 130140 until the county commission submits the data as required by subdivision (a).

(c) The state commission shall make copies of each of its annual audits and reports available to members of the general public on request and at no cost. The state commission shall furnish each county commission with copies of those documents in a number sufficient for local distribution by the county commission to members of the general public on request and at no cost.

(d) Each county commission shall make copies of its annual audits and reports available to members of the general public on request and at no cost.

130151. (a) In addition to the requirements in Section 130150, the Controller shall issue guidelines for expanded annual audits of each county commission required pursuant to subdivision (b) of Section 130150 and associated quality control functions, subject to funding by the state commission.

(b) The scope of the audits shall address a review of county commission policies and practices with respect to the following elements:

(1) Contracting and procurement policies, to determine whether they are in place pursuant to paragraph (4) of subdivision (d) of Section 130140, whether state and county commissions are operating in accordance with these policies, and whether these policies contain provisions to ensure that the grants and contracts are consistent with the state or county commission's strategic plan.

(2) Administrative costs, to ensure that the county commission's definitions comply with the state commission's guidelines and that the county commission has a process in place to monitor these costs.

(3) Policies and procedures, established pursuant to paragraph (4) of subdivision (d) of Section 130140, designed to assure compliance by the state commission and county commissions with all applicable state and local conflict-of-interest statutes and regulations.

(4) Policies and practices designed to assure that county commissions are adhering to county commission ordinances established pursuant to paragraph (1) of subdivision (a) of Section 130140.

(5) Long-range financial plans, to determine whether state and county commissions have these plans and that the plans have been formally adopted by the commission in a public hearing.

(6) Financial condition of the commission.

(7) Amount commissions spend on program evaluation and the documented results of these expenditures.

(8) Salaries and benefit policies, to determine whether the county commission's employee salaries and benefits comply with the policies that the county commission adopted pursuant to paragraph (6) of subdivision (d) of Section 130140.

(c) The auditor for the state commission or the county commission shall submit each audit report, upon completion, simultaneously to both the Controller and to the state commission or applicable county commission.

(d) The state commission and each respective county commission shall schedule a public hearing within two months of receipt of the audit to discuss findings within the report and any response to the findings. Within two weeks of the public hearing, the state or county commission shall submit to the Controller a response to the audit findings.

(e) Within six months of the state or county commission's response pursuant to subdivision (d), the Controller shall determine whether a county commission has successfully corrected its practices in response to the findings contained in the audit report. The Controller may, after that determination, recommend to the state commission to withhold the allocation of money that the county commission would otherwise receive from the California Children and Families Trust Fund until the Controller determines that the county commission has a viable plan and the ability to correct the practices identified in the audit.

(f) The Controller shall prepare a summary report of the final audits and submit the report to the state commission by November 1 of each year for inclusion in the annual report required pursuant to subdivision (b) of Section 130150.

(g) On or before April 30, 2006, the Controller shall present to the state commission in a public meeting the final audit guidelines and implementation plan. When developing the guidelines, the Controller shall consider the reasonableness of the projected costs and administrative burden of the required audit functions.

130155. The following definitions apply for purposes of this act:

(a) "Act" means the California Children and Families Act of 1998.

(b) "County commission" means each county children and families commission established in accordance with Section 130140.

(c) "County strategic plan" means the plan adopted by each county children and families commission and submitted to the California Children and Families Commission pursuant to Section 130140.

(d) "State commission" means the California Children and Families Commission established in accordance with Section 130110.

130156. The Children and Families Health and Human Services Fund is hereby established in the State Treasury. The Children and Families Health and Human Services Fund shall be used, upon appropriation by the Legislature, to provide health and human services, including, but not limited to, direct health care services, to children from birth through five years of age.

130157. Notwithstanding paragraph (1) of subdivision (d) of Section 130105, for the 2011-12 fiscal year, fifty million dollars (\$50,000,000) from the accounts described in subparagraphs (A) to (F), inclusive, of paragraph (1) of subdivision (d) of Section 130105, including reserve funds, upon approval of the state commission, shall be transferred to and deposited in the Children and Families Health and Human Services Fund to support state health and human services programs for children from birth through five years of age. The state commission shall ensure that these funds are available for the purposes described in this section. To the extent it is necessary or appropriate for the state commission to disencumber existing obligations to meet the requirements of this section, the state commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds or obligations in accordance with this section. For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services.

130158. (a) Notwithstanding paragraph (2) of subdivision (d) of Section 130105, for the 2011-12 fiscal year, nine hundred fifty million dollars (\$950,000,000) from the combined balances of all the county Children and Families Trust Funds, including reserve funds, as provided for in subparagraphs (A) and (B) of paragraph (2) of subdivision (d) of Section 130105, shall be transferred to and deposited in the Children and Families Health and Human Services Fund, to support state health and human services programs for children from birth through five years of age.

(b) For purposes of this section, "state health and human services programs" includes, but is not limited to, direct health care services and "county commission" includes, but is not limited to, county commissions, account holders for local children and families trust funds, and county government fiscal agents.

(c) The share of the amount specified in subdivision (a) required of each county commission shall be determined in the following manner and subject to the following conditions:

(1) A county commission that received less than six hundred thousand dollars (\$600,000) in California Children and Families Trust Fund revenues in the 2009-10 fiscal year is exempt from this section and is not required to deposit funds in the Children and Families Health and Human Services Fund as part of the budget solution described in subdivision (a).

(2) By June 30, 2012, each county commission not exempted by paragraph (1) shall remit for deposit into the Children and Families Health and Human Services Fund, 50 percent of its county commission funding, which includes total reserved, total unreserved-designated, and total unreserved-undesignated local children and families trust funds as of June 30, 2010. No funds other than revenues received pursuant to the California Children and Families Act of 1998 shall be remitted for deposit into the Children and Families Health and Human Services Fund.

(3) Notwithstanding paragraph (2), county commission payments for deposit into the Children and Families Health and Human Services Fund shall not cause any county commission's fund balance to fall below the amount received by the county commission from the California Children and Families Trust Fund in the 2009-10 fiscal year.

(4) Full payments to the Children and Families Health and Human Services Fund shall be made by county commissions within the 2011-12 fiscal year. Notwithstanding any other provision of law, no 2012-13 allocation to a county commission shall occur prior to the full payment being made.

(5) Notwithstanding paragraphs (1) to (4), inclusive, the total combined remittances from county commissions in the 2011-12 fiscal year shall equal nine hundred fifty million dollars (\$950,000,000). To the extent paragraphs (1) to (4), inclusive, result in more than nine hundred fifty million dollars (\$950,000,000) being provided by county commissions in total, the difference shall be proportionally returned to all contributing county commissions.

(d) Pursuant to subdivision (c), each county commission, as defined in subdivision (b), shall ensure that the funds for transfer and deposit to the Children and Families Health and Human Services Fund are not encumbered and are available for the purposes described in this section. To the extent that it is necessary or appropriate for a county commission to disencumber existing obligations to meet the requirements of this section, the county commission, including, but not limited to, its representatives, officers, directors, and employees, including its attorneys and other persons, is hereby released from any and all liability, rights, claims, demands, and actions, known and unknown, which any party may have, arising in connection with the disencumbering of funds, or obligations in accordance with this section.

(e) After a county commission's share of the nine hundred fifty million dollars (\$950,000,000) specified in subdivision (a) has been determined pursuant to subdivision (c), that county commission, or appropriate agent or entity, shall remit those funds to the Controller for deposit into the Children and Families Health and Human Services Fund. The entire share of funds for each county commission shall be remitted within the 2011-12 fiscal year, and may be done, in equal amounts, on a monthly basis.

CALIFORNIA CODES
REVENUE AND TAXATION CODE
SECTION 30131-30131.6

30131. Notwithstanding Section 30122, the California Children and Families Trust Fund is hereby created in the State Treasury for the exclusive purpose of funding those provisions of the California Children and Families Act of 1998 that are set forth in Division 108 (commencing with Section 130100) of the Health and Safety Code.

30131.1 The following definitions apply for purposes of this article: (a) "Cigarette" has the same meaning as in Section 30003, as it read on January 1, 1997. (b) "Tobacco products" includes, but is not limited to, all forms of cigars, smoking tobacco, chewing tobacco, snuff, and any other articles or products made of, or containing at least 50 percent, tobacco, but does not include cigarettes.

30131.2 (a) In addition to the taxes imposed upon the distribution of cigarettes by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121) and any other taxes in this chapter, there shall be imposed an additional surtax upon every distributor of cigarettes at the rate of twenty-five mills (\$0.025) for each cigarette distributed. (b) In addition to the taxes imposed upon the distribution of tobacco products by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121), and any other taxes in this chapter, there shall be imposed an additional tax upon every distributor of tobacco products, based on the wholesale cost of these products, at a tax rate, as determined annually by the State Board of Equalization, which is equivalent to the rate of tax imposed on cigarettes by subdivision (a). (c) The wholesale cost used to calculate the amount of tax due under subdivision (b) does not include the wholesale cost of tobacco products that were returned by a customer during the same reporting period in which the tobacco products were distributed, when the distributor refunds the entire amount the customer paid for the tobacco products either in cash or credit. For purposes of this subdivision, refund or credit of the entire amount shall be deemed to be given when the purchase price less rehandling and restocking costs is refunded or credited to the customer. The amount withheld for rehandling and restocking costs may be a percentage of the sales price determined by the average cost of rehandling and restocking returned merchandise during the previous accounting cycle.

30131.3 Except for payments of refunds made pursuant to Article 1 (commencing with Section 30361) of Chapter 6, reimbursement of the State Board of Equalization for expenses incurred in the administration and collection of the taxes imposed by Section 30131.2, and transfers of funds in accordance with subdivision (c) of Section 130105 of the Health and Safety Code, all moneys raised pursuant to the taxes imposed by Section 30131.2 shall be deposited in the California Children and Families Trust Fund and are continuously appropriated for the exclusive purpose of the California Children and Families Program established by Division 108 (commencing with Section 130100) of the Health and Safety Code.

30131.4 (a) All moneys raised pursuant to taxes imposed by Section 30131.2 shall be appropriated and expended only for the purposes expressed in the California Children and Families Act, and shall be used only to supplement existing levels of service and not to fund existing levels of service. No moneys in the California Children and Families Trust Fund shall be used to supplant state or local General Fund

money for any purpose. (b) Notwithstanding any other provision of law and the designation of the California Children and Families Trust Fund as a trust fund, the Controller may use the money raised pursuant to Section 30131.2 for the California Children and Families Trust Fund and all accounts created pursuant to subdivision (d) of Section 130105 of the Health and Safety Code for loans to the General Fund as provided in Sections 16310 and 16381 of the Government Code. Any such loan shall be repaid from the General Fund with interest computed at 110 percent of the Pooled Money Investment Account rate, with the interest commencing to accrue on the date the loan is made from the fund or account. This subdivision does not authorize any transfer that will interfere with the carrying out of the object for which this fund or those accounts were created.

30131.5 The annual determination required of the State Board of Equalization pursuant to subdivision (b) of Section 30131.2 shall be made based on the wholesale cost of tobacco products as of March 1, and shall be effective during the state's next fiscal year.

30131.6 The taxes imposed by Section 30131.2 shall be imposed on every cigarette and on tobacco products in the possession or under the control of every dealer and distributor on and after 12:01 a.m. on January 1, 1999, pursuant to rules and regulations promulgated by the State Board of Equalization.

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT – FY 2017/2018
REQUEST FOR APPLICATION**

**PART III – FORMS
CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted.

- APPLICATION COVER SHEET**
- GRANT APPLICATION FACE SHEET** - Signed by official authorized to enter into Grant Agreement.
- PROJECT PLAN**
 - Project Description
 - Scope of Work
 - Organizational Chart & Corresponding Job Descriptions
 - Operational Agreement Summary Form
 - Service Standards Certification
- PROJECT BUDGET**
 - Line-item Budget
- APPLICATION APPENDIX** – Required
 - Project Contact Information
 - Documentation of Nonprofit Status, if applicable
 - Copy of most recently completed Audit



**APPLICATION COVER PAGE
2017/2018 RFA PROCESS**

**SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT
PROGRAM FUNDING**

Submitted By:

United Cerebral Palsy of Central California

**FIRST 5 KINGS COUNTY
SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT**

GRANT APPLICATION FACE SHEET

The **Administrative Agency (1)** _____ hereby submits the contained grant application for funding consideration to the Kings County Children and Families Commission solely for the purpose of operation of a School Readiness Program.

(2) Implementing Agency Name _____

Contact _____ **Address** _____

E-mail address _____ **Telephone ()** _____

(3) Project Title	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone)	(7) Grant Period
	(8) Grant Amount being Requested
(5) Financial Officer (Name, Title, Address, Telephone)	(9) Cash Match
	(10) In-Kind Match
	(11) Total Project Cost

I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, to submit this grant application for consideration of funding, (2) all funds received pursuant to the successful submission of this application will be spent exclusively on the purposes specified, and (3) all statements in the proposal are true. Furthermore, by signing below accept all terms and conditions of the RFA packet associated with this application and understand that by submission to the First 5 Kings County Children and Families Commission, expose the proposal to disclosure if requested by a member of the public following the final award decision.

(12) Official Authorized to Sign for Applicant/Grant Recipient	
Signature:	
Name:	
Title:	
Address:	
Telephone:	
Email:	Date:
For First 5 Kings County Purposes Only	
Reviewed By:	Date:
Staff Recommendations:	
Commission Action:	

**THE PROJECT DESCRIPTION
GOES HERE**

No standard forms are provided for the Project Description.

See Instructions in Part II of this RFA for details.

SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Special Needs Project

PAGE: 1 of 1

1	2	3	4	5		6		7
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Please Complete form First 5 Kings County 2015-2020 Strategic Plan	Provide assessment of children 0-5 with IDEA special needs.			N/A	N/A	
			Provide assessment of children 0-5 with other special needs			N/A	N/A	
			Develop and provide interventions based on assessments for children identified as having a special need that doesn't qualify for typical funding streams.			N/A	N/A	
			Develop and provide individualized treatments based on assessments for children identified as having a special need that doesn't qualify for typical funding streams.					
			Provide follow-up support services with Therapists for children 0-5 who do not qualify under existing funding streams and who present as being at risk for special needs development.			N/A	N/A	
			Provide follow-up support services to IDEA Act and Prevention funded children to support inclusion in Parent & Me Program.			N/A	N/A	
			Provide Special Needs In-service Training to Parent & Me Staff to support services in an integrated fashion.	N/A	N/A			
			Provide Special Needs In-service Training to Early Care & Education Providers to support services in an integrated fashion.	N/A	N/A			
			Provide specialized training on appropriate service to special needs populations to Early Care and Education Providers.	N/A	N/A			

ORGANIZATIONAL CHART

GOES HERE

No standard forms are provided for the Organizational Chart.

See Instructions in Part II of this RFA for details.

CORRESPONDING JOB DESCRIPTIONS

GOES HERE

No standard forms are provided for the Job Descriptions.

See Instructions in Part II of this RFA for details.

SERVICE STANDARDS CERTIFICATION

The _____ (Administrative Agency) hereby certifies that the _____ (Implementing Agency) will comply with the School Readiness Service Standards in the implementation of all services and organizational operations as funded by First 5 Kings County in FY 2017/2018. As indicated by the authorized agent's initials throughout this document, the grantee fully understands the standards as set forth and is organizationally prepared to implement services in accordance with such standards.

These service components are central to the operations of school readiness programs. Although each service is represented as a distinct set of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the minimum level of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, programs must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Programs must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the program. In addition, a confidentiality form must be completed and appropriate consent authorized to allow First 5 Kings County Children and Families Commission and First 5 California to use client information for evaluation purposes.

SERVICES

A primary function of school readiness programs continues to be the provision and coordination of the effective delivery of quality directly services and supports for California's youngest children (0-5), including children with special needs and English language learners, and their families. School Readiness providers in collaboration with local First 5 Commissions select evidence-based practices that appropriately address needs and interests in the school readiness community in a family-focused, strength-based manner. Importantly, the practices must result in the focus provision of intensive services designed to address multiple needs in culturally and linguistically appropriate ways. The provision of such services must also include implementation of First 5 Principles on Equity, the First 5 California-adapted National Education Goals Panel (NEGP) definition of school readiness, and the operational First 5 Essential and Coordinated Elements of School Readiness.

A. 5 ESSENTIAL AND COORDINATED ELEMENTS OF SCHOOL READINESS

Initial

Service Standard

The NEGP definition is the framework for the five 'Essential and Coordinated Elements' required of every School Readiness program:

- 1. Early Care and Education (ECE):**
This element includes ECE services, improved access to quality ECE through referrals, information and outreach to parents and providers, and improved implementation of effective practices through training of ECE providers. Periodic school readiness assessments for children are part of this element.
- 2. Parenting and Family Support Services:**
This element includes services to improve literacy and parenting skills, home visitation, employment development, and family court services.
- 3. Health and Social Services:**
This element includes services such as health plan enrollment, provision and/or referral to basic

health care including prenatal care, mental health counseling, services for children with disabilities and other special needs, nutrition, oral health, drug and alcohol counseling, child abuse prevention, and case management.

4. **Schools’ Readiness for Children/School Capacity:**

This element includes communication of kindergarten standards; schools’ outreach to parents; kindergarten transition programs; and cross-training, shared curriculum, and planning for early childcare educators/providers and early elementary teachers. A seamless provision of health, social services, after-school programs, and other supports for children and families are also included. Periodic school readiness assessment for schools are part of this element.

5. **Program Infrastructure, Administration, and Evaluation:**

This element includes participant/site/district/county coordination and staff training and development. Program evaluation aimed at continuous program improvement, fiscal accountability, and collaborative governance (with families and community members) are also included.

B. PROGRAM COORDINATION AND COLLABORATION

Initial

Service Standard

School Readiness Programs must demonstrate the power of collaboration by leveraging First 5 funds in ways that multiply school readiness services and supports.

1. School Readiness Programs must coordinate with other First 5 funded projects to include but not limited to Family Resource Centers, CARES, and other school readiness programs.
2. School Readiness Programs must coordinate with the school districts within their school readiness community to ensure the appropriate articulation, cross-referral, and transitional services are in place and available to all clients receiving services.
3. Programs must develop and maintain cross-referral arrangements between local social service providers, community based organizations, medical service providers, law enforcement agencies, other early childhood development service providers. This must be documented by formalized joint planning, written collaborative agreements, regular meetings of program managers and policy makers, cross-training of staff, operational multi-disciplinary teams, service and care coordination, coordinated evaluation processes and outcomes, and co-location of services and major events.
4. The program must regularly provide and receive information and feedback from the above-described agencies and activities.

C. BEST PRACTICE MODEL SYSTEMS IMPLEMENTATION

Initial

Service Standard

All School Readiness programs will base their service delivery approach on best/promising practice models. The term *best practice* generally refers to the best possible way of doing something. A best practice is formulated after the study of specific business or organizational case studies to determine the most broadly effective and efficient means of organizing a system or performing a function.

D. PRINCIPLES ON EQUITY

Initial

Programs and services established and supported by Prop 10 funds must adhere to the Principles on Equity as adopted by the First 5 Kings County Children and Families Commission on February 8th, 2003.

Service Standard

Inclusive Governance and Participation

Prop 10 recognizes that children develop within the context of their families and communities, and as such, it is essential that Prop 10 programs secure and obtain meaningful participation and input of the families and other caregivers of children from diverse backgrounds and with diverse abilities throughout all program development and implementation phases. Prop 10 programs should:

1. Use culturally- and linguistically-appropriate outreach strategies, as well as approaches effective in reaching parents of children with disabilities and other special needs and parents who themselves may have disabilities
2. Assure that all diverse groups, particularly those who have been traditionally underrepresented and underserved, are actively engaged and involved so that they can have an equal voice in defining their needs and finding solutions
3. Use community organizations, both formal and informal networks, and other communication vehicles that have been effective in reaching out to and serving diverse groups
4. Promote and support the development of emerging parent and community leaders, and
5. Assure that families representing diverse groups participate equitably in the planning, delivery and evaluation of initiatives, which includes the grant criteria process, advisory groups, and other committees

Access to Services

To assure that children from diverse backgrounds and with diverse abilities have access to high quality and culturally competent early care and education/development opportunities as a critical means for achieving equity, Prop 10 funded programs should:

1. Set measurable goals and objectives for increasing access and achieving equity
2. Use culturally and linguistically relevant methods of communication and community outreach, which include engaging respected community persons to promote messages
3. Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families
4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze disaggregated community demographic data (ethnicity, disabilities, language, age, socio-economic status, literacy levels, underinsured/uninsured rates, etc.). Use these assessment and data to establish priority desired results and to design program that will remove disparities and attain desired results
5. Provide information and support through culturally and linguistically responsive service providers and service providers who are knowledgeable about children with disabilities and other special needs and their families
6. Promote collaboration across disciplines, service delivery systems and communities. This includes implementation of a coordinated service delivery approach to young children, especially children with disabilities and other special needs and their families who are often served by a variety of agencies, programs, and service providers;
7. Develop print, audio-visual, and electronic materials that are culturally and linguistically relevant for all communities served, are written at appropriate literacy levels, and are available for specialized populations (e.g., Braille, closed captioning);
8. Schedule services in accordance with family needs and situations (work schedules, time of the year, language, transportation, etc.);
9. Support programs that are individualized to address the cultural and linguistic diversity, as well as the range of ability levels and behavioral and learning styles that are representative of California's children and families;

10. Ensure availability of adapted and specialized services and supports as needed to assure full participation for all children and their families. Individualization of services and supports for all families are critical to actively support a child's learning experiences in natural environments to the maximum extent appropriate;
11. Demonstrate awareness of, and referrals to, services, resources and other supports available for children with disabilities and other special needs and their families;
12. Demonstrate a commitment to promote a workforce that has skills, knowledge of, and reflective of the children and families being served, and a workforce that is knowledgeable about and supportive of children with disabilities and other special needs and their families;
13. Demonstrate that staff who work with or on behalf of children and their families display a positive attitude about working with children with disabilities and special needs as well as children from culturally and linguistically diverse backgrounds; and
14. Promote policies to assure training and technical assistance necessary to improve knowledge, attitudes and skills of all involved with the Commission and build their capacity to work within culturally and linguistically diverse communities, and serve as well as to work more effectively in serving the range of abilities, behavioral and learning styles that are representative of California's children.

Legislative and regulatory mandates

Agencies must adhere to all legislative, regulatory and accreditation mandates pertinent to the provision of services to children from diverse backgrounds and with diverse abilities. Prop 10 programs should:

1. Embrace the spirit of the law;
2. Demonstrate leadership in assuring that all staff receive training, are knowledgeable about pertinent legislative and legal mandates and have the skills and resources necessary to implement required modifications or enhancements to services or facilities;
3. Inform parents of their rights and responsibilities as well as those of their children;
4. Offer its services to all children and their families regardless of immigration status
5. Be held accountable for their compliance with key laws and other related mandates, for example:
 - a. Title VI of the Civil Rights Act of 1964: requires linguistic access via qualified interpreters and translated materials at no cost to the individual;
 - b. Americans with Disabilities Act 1990 (ADA): prohibits discrimination on the basis of disability and promotes equal access, building modifications, hiring practices for persons with disabilities;
 - c. Language Access Laws i.e., Dymally-Alatorre Bilingual Services Act (CA); imposes direct obligations state/local governmental agencies to provide appropriate translation services for languages spoken by 5% or more of population served;
 - d. Individuals with Disabilities Education Act (IDEA) establishes special education and coordinated, family centered service delivery systems for children with disabilities from 0-5 through several programs e.g., California's Early Start Program, California Department of Education's Preschool Special Education Program; and
 - e. Executive Order 13166: issued on August 11, 2000 to provide meaningful access to Limited English Proficient (LEP) individuals to federally assisted and federally conducted programs and activities.

Results-based Accountability

Prop 10 programs will have well defined and meaningful outcomes that benefit children from diverse backgrounds and with diverse abilities and thus should:

1. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy;
2. Allocate sufficient resources to support accountability and evaluation activities;
3. Use program planners, evaluators and other experts who are knowledgeable about children's differing abilities, and who are culturally competent in regards to the population(s) served in developing effective assessment and evaluation tools and methods;

4. Conduct assessments that include assets, challenges, and gaps in communities and systems, as well as analyze community demographics (ethnicity, disabilities, language, age, socio-economic status, etc.);
5. Assess regularly its inclusive governance process and provide updates on the extent of the family involvement and engagement throughout all phases of program development (planning, implementation and evaluation);
6. Use culturally and linguistically appropriate questions, instruments and other research methods to collect relevant data from the populations and communities served;
7. Include questions on disabilities and other related issues in surveys and other evaluation and research tools/instruments;
8. Collect and report disaggregated data (e.g., ethnicity, disabilities, language, age, socioeconomic status, etc.) describing children and families served and the achievement of access, equity and desired child/family results;
9. Recognize that accountability and results are crucial to ongoing advocacy and sustainability; and
10. Disseminate best practices and promising practices for the benefit of all children and their service providers throughout California.

E. INTERNAL MANAGEMENT

Initial

Service Standard

Programs must develop adequate policies and procedures to protect the agency from legal liability.

1. Programs must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
2. Programs must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
3. Programs must maintain records to substantiate the number of clients served, the number of services provided or coordinated and signed confidentiality forms.
4. Programs must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, community need, coordination of services, and relevant local, state and national policy around school readiness.
5. Programs must conform to Generally Accepted Accounting Principles (GAAP).

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
A. Personnel Costs				
<u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties <u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties <u>Job Title</u> (% FTE) Costs (per hour/month x grant term) Brief Description of duties <u>Salaries & Benefits</u> Itemized account or Percent of salary costs				
TOTAL Personnel Costs				
B. Operational Costs				
<u>Rent & Utilities</u> (Cost per month x grant term) <u>Office Supplies & Materials</u> (Cost per month x grant term) <u>Telephone & Communication</u> (Cost per month x grant term) <u>Postage/Mailing</u> (Cost per month x grant term) <u>Printing/Copying</u> (Cost per month x grant term) <u>Equipment Lease</u> (Cost per month x grant term) <u>Other (list all)</u> Justify all costs				
TOTAL Operational Costs				

LINE ITEM PROJECT BUDGET

Project Name:			Contract Term:	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
C. Program Costs				
<u>Travel</u> (monthly mileage estimates x mileage reimbursement rate x grant term) <u>Training/Conference</u> Conference Registration Travel Costs Lodging Per Diem <u>Consultants</u> Specify service area and estimated cost per contract <u>Subcontractors (list all)</u> Program Materials & Supplies (Cost per month x grant term) <u>Other (list all)</u>				
TOTAL Program Costs				
D. Capital Expenditures				
<u>List all Projects</u> Estimated Costs of completion <u>List all Projects</u> Estimated Costs of completion				
TOTAL Capital Costs				
E. Indirect Costs				
<u>Indirect Costs</u> List justification of indirect cost rate				
TOTAL Capital Costs				
TOTAL PROJECT COSTS				
TOTAL PROJECT COSTS				

PROJECT CONTACT FORM

PROVIDER NAME: _____ **CONTRACT TERM:** _____

Provide the name, title, address, telephone number, fax number and e-mail address for:

The person having day-to-day responsibility for the project.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The person to whom the person listed in #1 is accountable.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Chief Executive of the implementing agency.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Financial Officer for the project.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Project Director of the project.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:
The Chair of the Governing Body of the implementing agency.
Name:
Title:
Address:
Telephone Number:
Fax:
Email:

**THE DOCUMENTATION OF NON-PROFIT STATUS
GOES HERE**

See Instructions in Part II of this RFA for details.

AUDITED FINANCIAL STATEMENT

GOES HERE

See Instructions in Part II of this RFA for details



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: February 7, 2017

Proposed Budget for Parents as Teachers (PAT) Home Visitation Project



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Action Item:

February 7, 2017
Informational Item

AGENDA ITEM: Home Visitation Budget

A. Background/History:

In May of 2015 a report was published by Next Generation about the availability of Voluntary Home Visiting Programs in California. Voluntary home visiting programs provide critical support to vulnerable children and families in the hopes of setting young children off on a brighter future. Families are paired with trained professionals who provide regular home visits and guidance to parents on a range of topics such as health, early development, and parenting skills. Kings County to a population of families who would benefit from home visiting programs. There are 14,891 children ages birth to five in California, and a third of them – or 5,004 children – live in poverty. Children who live in poverty are more than twice as likely as affluent children to experience traumatic events like exposure to domestic violence and substance abuse (14% and 6%, respectively). Based on the program access data, only 54 (34 Early Head Start & 20 Kettleman City FRC) children in Kings County were served by home visiting programs in 2014. Using early childhood poverty as a measurement of need, 98.9% of high-need children do not have access to home visiting programs.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The Commission will review and discuss the First 5 Kings County Children and Families Commission Home Visitation Proposed Budget.

C. Timeframe:

To Be Determined based on availability of funds.

D. Costs:

At this time there are no costs associated with this item at this time.

E. Staff Recommendation:

Staff recommends the commission review, discuss and provide direction regarding the development of a Home Visitation Model as a direct service by First 5 Kings to access the Federal Targeted Case Management (TCM) funds.

F. Attachments:

- Home Visitation Proposed Budget

Preliminary Annual Home Visitation Budget

Line Item	Total Cost
Personnel Costs	
First 5 Program Officer (\$37.78/hr x .1 FTE)	\$7,858
HV Supervisor (\$22.74/hr x .5 FTE)	\$23,650
Home Visitors (\$18.63/hr x 5 FTE)	\$193,752
Benefits 30.5%	\$68,704
Sub-Total Personnel	\$293,964
Operational Costs	
Rent & Utilities	\$25,000
Office Supplies & Materials	\$5,000
IT, Telephone, & Communication	\$10,000
Printing & Copying	\$2,500
Sub-Total Operational	\$42,500
Program Costs	
Travel (Mileage @ 10 miles per visit x \$0.535)	\$19,260
Training	\$15,000
Program Supplies & Materials	\$25,000
Affiliate Agreement	\$2,500
Sub-Total Program	\$61,760
Indirect	
Admin Charge 10%	\$39,822
Sub-Total Indirect	\$39,822
Total Costs	\$438,047

Number of Home Visitors	5
Number of Families per Home Visit	20
Month Visits per Family	3
Total Home Visits	300
Annual Home Visits	3600



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: February 7, 2017

Spotlight on Service:
Kings County Office of
Education (KCOE)
-
Kings County CARES About
Quality



330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting:
Agenda Item Type:

February 7, 2017
Study Session

AGENDA ITEM: Spotlight on Service: Kings County Office of Education – CARES

A. Background/History:

The First 5 Commission has scheduled annual program presentations by funded programs. This offers grantees the opportunity to share their successes, achievements, and progress from the last year.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The CARES project provides Quality Rating Improvement System (QRIS) services to Preschool Programs, Childcare Centers, Family Childcare Providers and Teachers in the Early Childhood Education Field.

C. Timeframe:

The CARES Project has been a component of the First 5 Kings County strategic plan since FY 2005/2006.

D. Costs:

There is no cost associated with this agenda item.

E. Staff Recommendation:

Staff recommends that the commission review the information provided by Kings County Office of Education regarding The CARES Project.

F. Attachments:

- Kings County Office of Education – the CARES Project – PowerPoint Presentation

6 Pages

KCCQAO Times ^{5 cents}

Extra! Extra! Read all about it!

Kings County CARES About Quality



Flashback

This program participates in the quality improvement initiative of Kings County.



Classrooms Rated

QRIS Matrix

CALIFORNIA RACE TO THE TOP – EARLY LEARNING CHILD ENGAGEMENT (RTT-ELC)
QUALITY CONTINUUM FRAMEWORK – RATING MATRIX WITH ELEMENTS AND POINTS FOR CONSORTIA COMMON TIERS 1, 3, AND 4

ELEMENT	BLOCK (Common Tier 1) Licensed In: Good Standing	2 POINTS	3 POINTS	4 POINTS	5 POINTS
CORE I: CHILD DEVELOPMENT AND SCHOOL READINESS					
1. Child Observation	<input type="checkbox"/> Not required	<input type="checkbox"/> Program uses evidence-based child assessment/observation tool annually that covers all five domains of development	<input type="checkbox"/> Program uses valid and reliable child assessment/observation tool aligned with CA Foundations & Frameworks ¹ twice a year	<input type="checkbox"/> DRDP (minimum twice a year) and results used to inform curriculum planning	<input type="checkbox"/> Program uses DRDP twice a year and uploads into DRDP Tech and results used to inform curriculum planning
2. Developmental and Health Screenings	<input type="checkbox"/> Meets Title 22 Regulations	<input type="checkbox"/> Checklist: Screening Form (Community Care Licensing form LIC 701 "Physician's Report - Child Care Centers" or equivalent) used at entry, then: 1. Annually OR 2. Insurance vision and hearing screenings are conducted annually	<input type="checkbox"/> Program works with families to ensure screening of all children using a valid and reliable developmental screening tool at entry and as indicated by results thereafter AND <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the ASQ at entry and as indicated by results thereafter AND <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the ASQ & ASQ-SE, if indicated, at entry, then as indicated by results thereafter AND <input type="checkbox"/> Program staff use children's screening results to make referrals and implement intervention strategies and adaptations as appropriate AND <input type="checkbox"/> Meets Criteria from point level 2
CORE II: TEACHERS AND TEACHING					
3. Minimum Qualifications for Lead Teacher/Family Child Care Home (FCCH)	<input type="checkbox"/> Meets Title 22 Regulations (Center: 12 units of Early Childhood Education (ECE)/Child Development (CD) /FCCH: 15 hours of training on preventive health practices)	<input type="checkbox"/> Center: 24 units of ECE/CD OR Associate Teacher Permit <input type="checkbox"/> FCCH: 12 units of ECE/CD OR Associate Teacher Permit	<input type="checkbox"/> 24 units of ECE/CD + 16 units of Center Education OR Lic Child Care OR <input type="checkbox"/> 21 hours professional development (PD) annually	<input type="checkbox"/> Bachelor's degree in ECE/CD (or closely related field) OR LADS in any field plus with 24 units of ECE/CD (or Master's degree in ECE/CD) OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree in ECE/CD (or closely related field) OR LADS in any field plus with 24 units of ECE/CD (or Master's degree in ECE/CD) OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually
4. Effective Teacher-Child Interactions: CLASS Assessments (Use tool for appropriate age group as available)	<input type="checkbox"/> Not required	<input type="checkbox"/> Familiarity with CLASS for appropriate age group as available by site representative from the site	<input type="checkbox"/> Independent CLASS assessment by reliable observer to inform the program's professional development/improvement plan	<input type="checkbox"/> Independent CLASS assessment by reliable observer with minimum CLASS scores: Pre-K • Emotional Support - 5 • Instructional Support - 3	<input type="checkbox"/> Independent assessment with CLASS with minimum CLASS scores: Pre-K • Emotional Support - 5.5 • Instructional Support - 3.5 • Classroom Organization - 5.5

ELEMENT	BLOCK (Common Tier 1) Licensed In: Good Standing	2 POINTS	3 POINTS	4 POINTS	5 POINTS
CORE III: PROGRAM AND ENVIRONMENT - Administration and Leadership					
5. Ratios and Group Size (Centers Only beyond licensing regulators)	<input type="checkbox"/> Center: 1 to 22 Hours/Day Infant Ratio of 1:4 Toddler Option Ratio of 1:6 Preschool Ratio of 1:12 <input type="checkbox"/> FCCH: Info 22 regulations (excluded from point values in ratio and group size)	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler - 4:16 Toddler - 3:18 Preschool - 3:36	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler - 3:12 Toddler - 2:12 Preschool - 2:24	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler - 3:12 or 2:6 Toddler - 2:10 Preschool - 3:24 or 2:20	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler - 3:9 or better Toddler - 3:12 or better Preschool - 1:9 ratio and group size of no more than 20
6. Program Environment Rating Scale(s) (Use tool for appropriate setting: ECE/CD, FCCH, FCCHS, FCCHS-R)	<input type="checkbox"/> Not required	<input type="checkbox"/> Family with FRC and every classroom uses ERE as a part of a Quality Improvement Plan	<input type="checkbox"/> Assessment on the whole site. Results used to inform the program's Quality Improvement Plan	<input type="checkbox"/> Independent PPS assessment. All subscales completed and averaged to meet overall score level of 5.0	<input type="checkbox"/> Independent PPS assessment. All subscales completed and averaged to meet overall score level of 5.5 OR Current National Accreditation approved by the California Department of Education
7. Director Qualifications (Centers Only)	<input type="checkbox"/> 12 units ECE/CD + 3 units management/administration	<input type="checkbox"/> 24 units ECE/CD + 15 units General Education + with 3 units management/administration OR Master Teacher Permit	<input type="checkbox"/> Associate's degree with 24 units ECE/CD + with 6 units management/administration and 2 units supervisor OR Site Supervisor Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree with 24 units ECE/CD + with 6 units management/administration OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Master's degree with 30 units ECE/CD including residential courses + with 6 units management/administration OR Administrative Credential AND <input type="checkbox"/> 21 hours PD annually
TOTAL POINT RANGES					
Program Type	Common-Tier 1	Local-Tier 2 ^a	Common-Tier 3	Common-Tier 4	Local-Tier 5 ^a
Centers / Elements for 36 points	Blocked (No Point Value) - Must Meet All Elements	Point Range 8 to 19	Point Range 20 to 25	Point Range 26 to 31	Point Range 32 and above
FCCHs / Elements for 25 points	Blocked (No Point Value) - Must Meet All Elements	Point Range 6 to 13	Point Range 14 to 17	Point Range 18 to 21	Point Range 22 and above

1st Year Implementation

Testimony From the Field



Nancy Jeffcoach
Site Supervisor
West Hills College CDC
Lemoore

Workforce Development

Retain Qualified Staff

- 262 participants
- Child Development Permits
 - 68 participating sites
- 117.5 hours of trainings offered

Workforce Development

Live Testimony



Lorraine Hernandez
Training Curriculum Specialist
Lemoore Naval Air Station

Pulling It All Together

Like a compass, our KCCAQ program provides ECE Professionals with guidance and assistance. Pointing them in the right direction, the needle of the compass guides them to resources to develop their skills thus improving the quality of early care and education settings.



**CALIFORNIA RACE TO THE TOP – EARLY LEARNING CHALLENGE (RTT–ELC)
QUALITY CONTINUUM FRAMEWORK –RATING MATRIX WITH ELEMENTS AND POINTS FOR CONSORTIA COMMON TIERS 1, 3, AND 4**

ELEMENT	BLOCK (Common Tier 1) Licensed In-Good Standing	2 POINTS	3 POINTS	4 POINTS	5 POINTS
CORE I: CHILD DEVELOPMENT AND SCHOOL READINESS					
1. Child Observation	<input type="checkbox"/> Not required	<input type="checkbox"/> Program uses evidence-based child assessment/observation tool annually that covers all five domains of development	<input type="checkbox"/> Program uses valid and reliable child assessment/ observation tool aligned with CA <i>Foundations & Frameworks</i> ¹ twice a year	<input type="checkbox"/> DRDP (minimum twice a year) and results used to inform curriculum planning	<input type="checkbox"/> Program uses DRDP twice a year and uploads into DRDP Tech and results used to inform curriculum planning
2. Developmental and Health Screenings	<input type="checkbox"/> Meets Title 22 Regulations	<input type="checkbox"/> Health Screening Form (Community Care <i>Licensing form LIC 701 "Physician's Report - Child Care Centers" or equivalent</i>) used at entry, then: 1. Annually OR 2. Ensures vision and hearing screenings are conducted annually	<input type="checkbox"/> Program works with families to ensure screening of all children using a valid and reliable developmental screening tool at entry and as indicated by results thereafter AND <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the ASQ at entry and as indicated by results thereafter AND <input type="checkbox"/> Meets Criteria from point level 2	<input type="checkbox"/> Program works with families to ensure screening of all children using the ASQ & ASQ-SE , if indicated, at entry, then as indicated by results thereafter AND <input type="checkbox"/> Program staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate AND <input type="checkbox"/> Meets Criteria from point level 2
CORE II: TEACHERS AND TEACHING					
3. Minimum Qualifications for Lead Teacher/ Family Child Care Home (FCCH)	<input type="checkbox"/> Meets Title 22 Regulations [Center: 12 units of Early Childhood Education (ECE)/Child Development (CD) FCCH: 15 hours of training on preventive health practices]	<input type="checkbox"/> Center: 24 units of ECE/CD ² OR Associate Teacher Permit <input type="checkbox"/> FCCH: 12 units of ECE/CD OR Associate Teacher Permit	<input type="checkbox"/> 24 units of ECE/CD + 16 units of General Education OR Teacher Permit AND <input type="checkbox"/> 21 hours professional development (PD) annually	<input type="checkbox"/> Associate's degree (AA/AS) in ECE/CD (or closely related field) OR AA/AS in any field plus 24 units of ECE/CD OR Site Supervisor Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree in ECE/CD (or closely related field) OR BA/BS in any field plus/with 24 units of ECE/CD (or Master's degree in ECE/CD) OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually
4. Effective Teacher-Child Interactions: CLASS Assessments (*Use tool for appropriate age group as available)	<input type="checkbox"/> Not Required	<input type="checkbox"/> Familiarity with CLASS for appropriate age group as available by one representative from the site	<input type="checkbox"/> Independent CLASS assessment by reliable observer to inform the program's professional development/improvement plan	<input type="checkbox"/> Independent CLASS assessment by reliable observer with minimum CLASS scores: Pre-K ▪ Emotional Support - 5 ▪ Instructional Support -3	<input type="checkbox"/> Independent assessment with CLASS with minimum CLASS scores: Pre-K ▪ Emotional Support – 5.5 ▪ Instructional Support – 3.5 ▪ Classroom Organization – 5.5

¹ Approved assessments are: Creative Curriculum GOLD, Early Learning Scale by National Institute of Early Education Research (NIEER), and Brigance Inventory of Early Development III.

² For all ECE/CD units, the core 8 are desired but not required.

Note: Point values are not indicative of Tiers 1-5 but reflect a range of points that can be earned toward assigning a tier rating (see Total Point Range).

ELEMENT	BLOCK (Common Tier 1) Licensed In-Good Standing	2 POINTS	3 POINTS	4 POINTS	5 POINTS
				<ul style="list-style-type: none"> ▪ Classroom Organization – 5 Toddler <ul style="list-style-type: none"> ▪ Emotional & Behavioral Support – 5 ▪ Engaged Support for Learning – 3.5 Infant <ul style="list-style-type: none"> ▪ Responsive Caregiving (RC) – 5.0 	Toddler <ul style="list-style-type: none"> ▪ Emotional & Behavioral Support – 5.5 ▪ Engaged Support for Learning – 4 Infant <ul style="list-style-type: none"> ▪ Responsive Caregiving (RC) – 5.5
CORE III: PROGRAM AND ENVIRONMENT - Administration and Leadership					
5. Ratios and Group Size (Centers Only beyond licensing regulations)	<input type="checkbox"/> Center: Title 22 Regulations Infant Ratio of 1:4 Toddler Option Ratio of 1:6 Preschool Ratio of 1:12 <input type="checkbox"/> FCCH: Title 22 Regulations <i>(excluded from point values in ratio and group size)</i>	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler – 4:16 Toddler – 3:18 Preschool – 3:36	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler – 3:12 Toddler – 2:12 Preschool – 2:24	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler – 3:12 or 2:8 Toddler – 2:10 Preschool – 3:24 or 2:20	<input type="checkbox"/> Center - Ratio: Group Size Infant/Toddler – 3:9 or better Toddler – 3:12 or better Preschool – 1:8 ratio and group size of no more than 20
6. Program Environment Rating Scale(s) (Use tool for appropriate setting: ECERS-R, ITERS-R, FCCERS-R)	<input type="checkbox"/> Not Required	<input type="checkbox"/> Familiarity with ERS and every classroom uses ERS as a part of a Quality Improvement Plan	<input type="checkbox"/> Assessment on the whole tool. Results used to inform the program's Quality Improvement Plan	<input type="checkbox"/> Independent ERS assessment. All subscales completed and averaged to meet overall score level of 5.0	<input type="checkbox"/> Independent ERS assessment. All subscales completed and averaged to meet overall score level of 5.5 OR Current National Accreditation approved by the California Department of Education
7. Director Qualifications (Centers Only)	<input type="checkbox"/> 12 units ECE/CD+ 3 units management/ administration	<input type="checkbox"/> 24 units ECE/CD + 16 units General Education +/with 3 units management/ administration OR Master Teacher Permit	<input type="checkbox"/> Associate's degree with 24 units ECE/CD +/with 6 units management/ administration and 2 units supervision OR Site Supervisor Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Bachelor's degree with 24 units ECE/CD +/with 8 units management/ administration OR Program Director Permit AND <input type="checkbox"/> 21 hours PD annually	<input type="checkbox"/> Master's degree with 30 units ECE/CD including specialized courses +/with 8 units management/ administration, OR Administrative Credential AND <input type="checkbox"/> 21 hours PD annually
TOTAL POINT RANGES					
Program Type	Common-Tier 1	Local-Tier 2³	Common-Tier 3	Common-Tier 4	Local-Tier 5⁴
Centers 7 Elements for 35 points	Blocked (No Point Value) – Must Meet All Elements	Point Range 8 to 19	Point Range 20 to 25	Point Range 26 to 31	Point Range 32 and above
FCCHs 5 Elements for 25 points	Blocked (No Point Value) – Must Meet All Elements	Point Range 6 to 13	Point Range 14 to 17	Point Range 18 to 21	Point Range 22 and above

³Local-Tier 2: Local decision if Blocked or Points and if there are additional elements

⁴Local-Tier 5: Local decision if there are additional elements included California Department of Education, February 2014 Updated May 28, 2015; Effective July 1, 2015

KCCAQ Times

1 page

Kings County, California — Tuesday, February 7, 2017

five cents

Meet and Greet



Participants take pictures for their KCCAQ ID card at the Meet and Greet event with ECE consultants.

On Monday, August 15, 2016, the Kings County Cares About Quality (KCCAQ) program hosted their annual Meet & Greet event. This event kicks off the year for the program, welcomes all of the participants, and gives them a brief introduction on all of the special events and trainings they will be hosting during the 2016-2017 program year.

This year's Meet and Greet event was a little different than the past events. KCCAQ kicked off the event with a "Mingling with the Resources" hour. During this time many different resources agencies came and shared what their programs have to offer to the Early Childhood Educators and families in the Kings County area.

The guest agencies included: First 5, Lakeshore, Kaplan, GW School Supply, Hanford and Lemoore FRC, UCP, KCAO Resource and Referral, Hanford Recreation Department, CAPCC,



Kings County Public Health Tobacco Control Program and Health Education Unit, Behavior Health, California- Hawaii Elks Major Project, United Health Centers, Central Valley Regional Center, COS Foster and Kinship, Educational Employees Credit Union, Discount School Supply, and Scholastic

Meet and Greet was a great success and the KCCAQ Program is excited to include other agencies in future event.

For more information about KCCAQ program please call: (559)589-2668

Kings County Cares About Quality Timeline

Provide professional development trainings, technical assistance, growth advising, permit assistance, stipends, incentives, and materials support.



Fall 2012
Created *Classroom Quality Assessment (CQA)* in alignment with Child Signature tool and *Quality Rating and Improvement System (QRIS)* Matrix.

Spring 2015
Received California State Preschool Program QRIS grant

Spring 2016
--QRIS ratings with 6 State Preschool Classrooms
--Received the *Improve and Maximize Program so All Children can Thrive (IMPACT)* grant to include Family Childcare Centers, Private Center based, and Alternative Programs in Quality Improvement implementation steps.

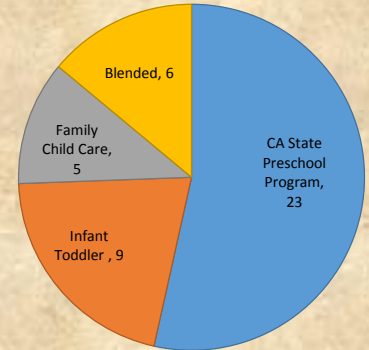
Spring 2017
QRIS ratings with 2 State Infant/Toddler classrooms, 10 State Preschool classrooms, and 5 Family Childcare Center

2013-2014
Implemented CQA Program assessment with State Preschool classrooms

Fall 2015
Implemented QRIS with first 8 State Preschool classrooms

Fall 2016
QRIS ratings with 7 State Infant/Toddler classrooms, 5 Head Start/State blended classrooms and 1 State Preschool classroom

Site Ratings



The chart depicts the number of the different types of sites the KCCAQ program has rated with the QRIS matrix, including sites that will be rated in Spring 2017.

QRIS IMPACT Implementation Steps

Step 1
Participating sites will have the option of choosing either Family Engagement or Effective Teacher Child interaction as a focus area.

Step 2
Participating sites will use the Family Engagement materials to begin implementation of the Classroom Assessment Scoring System and Environmental Rating System.

Step 3
Participating sites will engage in the Quality Rating and Improvement System rating process. Coaches will work with site administrators to identify areas for program improvement and developing a site improvement plan to increase program quality.

KCCAQ Team

Alice Patterson- Director, ECE Program
Brenda Naranjo- ECE Consultant/QRIS Lead
Juan Tafolla—ECE Bilingual Consultant
Kaitlin Jost- ECE Consultant
Melissa Underwood- ECE Consultant
Zulema Zavala- Case Advisor





330 Campus Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: February 7, 2017

Staff Report

January 2017



Staff Report October 2016 and November 2016

Grants & Contracts Program Officer Report –

- **New Revenue Projections**
 - First 5 California has prepared new revenue projections for FY2018 through FY2020, building on the information released in the Governor's Budget Proposal. The Association has prepared county-by-county breakdown, based on 2014 birth data. As discussed on a call with First 5 CA staff and county commissions, these new projections reflect the best available information about the impact of Proposition 56, the increase in the smoking age to 21, and the projected revenue from e-cigarette taxation. As shown in the two files, revenues will drop approximately 17% in FY2017-2018, because of the new \$2 tax. Backfill to compensation First 5 for the drop in revenue will not begin to flow to First 5 until FY2018-2019 since backfill is based on actual revenues from the prior year. First 5 Association and First 5 CA staff reiterated on the call today that these projections are based on a number of changes to CA's tobacco regulations. As a result, these projections should be treated with care, as we will learn more over the coming months about the impacts of these changes. The Association will continue to provide updates as new information comes available.
- **Legislative Day**
 - On January 31, First 5 held the 2nd annual advocacy day at the state capital. First 5 managed to have 97 meetings with the legislature as well as key meetings with the Governor's Office, Lt. Governor's Office, the Women's Caucus, DHCS, CDE and DSS to name a few. The overall response to the event was very positive. I met with representatives from both Senator Andy Vidak Office and representatives from Assemble Member Rudy Salas office.



- **Grants & Contracts:**
 - FY 15/16 2nd Quarter Progress Reports:
 - On 1/15/17 grantees delivered their 2nd quarter progress and fiscal reports. Over the next month I reviewed these reports, ordered 3rd payments and sent feedback forms to each grantee. The information from these reports was used to complete the achievement report that is contained in the agenda packet.

- **Fiscal Report: December 2016**

	% of Fiscal Term Expended	Percent of Spending	Comments
First 5 Operations			
Personnel	50%	50%	N/A
Service & Supplies		24%	N/A
TOTAL		38%	N/A
Linkages to Learning			
Personnel	50%	42%	N/A
Service & Supplies		24%	N/A
TOTAL		35%	N/A
First 5 Total Budget		43%	FRC: 49% E3: 39% School Readiness: 49%

Category	Expended	Percentage
Administration	\$26,357	2.80%
Program	\$820,650	87.32%
Evaluation	\$29,142	3.10%
Linkages 2 Learning	\$63,711	6.78%
Total	\$939,860	

School Readiness Coordinator/ December/ January Linkages Report

School Transition teams: Roosevelt, Jefferson, Hamilton, Monroe, Washington, Armona, Kit Carson, Lakeside, Avenal, Tamarack, Kettleman City, Lemoore, Cinnamon, Meadow Lane and Engvall Elementary

- All Linkages to Learning teams are currently meeting for the 2nd time during the school year. Team meetings began before the Christmas break and will wrap up some time next week. During our second meeting schools discussed the upcoming spring events such as kinder registration and the parent/child spring orientation. School sites have all scheduled a tentative date for the spring orientation. A schedule of these events will be provided in the next staff report. During the meeting we also discussed what materials are needed for the orientation. Teachers usually order books, refreshments for parents and create a summer packet for children who attend the event. Until we meet again teachers will begin working on a parent presentation to be given at the spring orientation. Our second meeting was also an opportunity to discuss transition activities with local Head Start and preschool teachers. ECE teachers who were able to attend discussed topics such as a fieldtrip to a kinder classroom and sharing assessment information with schools. The ECE staff is always eager to find new ways in which they can get their preschoolers ready for the kinder classroom. Over all the discussions were very productive. I plan to invite the ECE staff back to my 3rd meeting so we can discuss assessments in more detail. Until then I will be working on reviewing each school sites transition plan and updating them as necessary. I will also work on determining what assessment tool we will be using to test incoming kindergartners in the spring. A survey monkey has been created and will be sent out shortly in order to get more detailed feedback from participating teachers. I will also begin to prep summer packets for each school site. Schools will meet again in the spring prior to the spring orientation event.
- **Back Pack Project:** The back pack project is in its early stages for the spring 2017 distribution. I will begin calling schools next week to identify kinder registration dates at each school site/district. The back packs have been ordered and are due to arrive in March. We decided to continue to purchase the back packs from the K to College organization. We have placed a smaller order this year do to the amount of back packs we had left over from last year. So far the feed back from schools in regards to the new back pack have been positive. Teachers were excited about the school supplies provided and the size of the new back pack. We expect another great year with the back pack project. An update on the project will be provided later in the spring.

First 5 California Projected Revenue

	PROJECTED				
	2016-17	2017-18	2018-19	2019-20	2020-21
TOTAL REVENUE (1)	\$451,890,000	\$358,308,000	\$348,799,000	\$339,361,000	\$329,880,000
OTHER COSTS AND BACKFILL					
Prior Year Adjustments	\$0	\$0	\$0	\$0	\$0
Administration (2)	(\$14,300,000)	(\$14,300,000)	(\$14,300,000)	(\$14,300,000)	(\$14,300,000)
0623 SMIF (3)	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Backfill to Prop 10 (4)	(\$15,300,000)	(\$15,300,000)	(\$15,300,000)	(\$15,300,000)	(\$15,300,000)
Backfill from Prop 56	\$0	\$22,708,000	\$88,371,000	\$85,929,000	\$83,502,000
TOTAL OTHER COSTS	(\$29,515,000)	(\$6,807,000)	\$58,856,000	\$56,414,000	\$53,987,000
AVAILABLE TO TRANSFER	\$422,375,000	\$351,501,000	\$407,655,000	\$395,775,000	\$383,867,000
FUNDS TRANSFERRED TO:					
County Commissions	\$337,900,000	\$281,200,800	\$326,124,000	\$316,620,000	\$307,093,600
First 5 California	\$84,475,000	\$70,300,200	\$81,531,000	\$79,155,000	\$76,773,400
30% Mass Media - 0631	\$25,342,500	\$21,090,060	\$24,459,300	\$23,746,500	\$23,032,020
25% Education - 0634	\$21,118,750	\$17,575,050	\$20,382,750	\$19,788,750	\$19,193,350
15% Child Care - 0636	\$12,671,250	\$10,545,030	\$12,229,650	\$11,873,250	\$11,516,010
15% Research and Development - 0637	\$12,671,250	\$10,545,030	\$12,229,650	\$11,873,250	\$11,516,010
5% Administration - 0638	\$4,223,750	\$3,515,010	\$4,076,550	\$3,957,750	\$3,838,670
10% Unallocated - 0639	\$8,447,500	\$7,030,020	\$8,153,100	\$7,915,500	\$7,677,340
100% Total:	\$422,375,000	\$351,501,000	\$407,655,000	\$395,775,000	\$383,867,000

(1) Total revenue for 2016-17 based on First 5 California projections, which greater than those provided by the Department of Finance(DOF). Rev

(2) Administration costs per 2017-18 Governor's Budget, carried through 2020-21.

(3) SMIF costs projected based on amount received in prior year.

(4) Backfill - BOE memo dated October 21, 2016. Used same amount for outgoing years.

Revised Revenue Projections January 2017

	2014 % of Births	2016-17	2017-2018	2018-2019	2019-2020
First 5's (80%)		\$ 337,900,000	\$281,200,800	\$326,124,000	\$312,662,000
Los Angeles	25.88%	\$ 87,435,479	\$72,763,914	\$84,388,304	\$80,904,858
San Diego	8.87%	\$ 29,959,836	\$24,932,612	\$28,915,719	\$27,722,113
Orange	7.68%	\$ 25,938,408	\$21,585,976	\$25,034,440	\$24,001,049
San Bernardino	6.22%	\$ 21,031,541	\$17,502,475	\$20,298,581	\$19,460,680
Riverside	6.02%	\$ 20,336,223	\$16,923,830	\$19,627,494	\$18,817,295
Santa Clara	4.72%	\$ 15,961,426	\$13,283,118	\$15,405,161	\$14,769,255
Sacramento	3.95%	\$ 13,359,523	\$11,117,812	\$12,893,936	\$12,361,690
Alameda	3.91%	\$ 13,205,680	\$10,989,783	\$12,745,454	\$12,219,338
Fresno	3.14%	\$ 10,611,839	\$8,831,185	\$10,242,010	\$9,819,233
Kern	2.82%	\$ 9,538,966	\$7,938,339	\$9,206,527	\$8,826,493
Contra Costa	2.50%	\$ 8,437,876	\$7,022,011	\$8,143,812	\$7,807,645
Ventura	2.08%	\$ 7,034,475	\$5,854,099	\$6,789,320	\$6,509,065
San Joaquin	2.01%	\$ 6,781,876	\$5,643,886	\$6,545,524	\$6,275,333
San Francisco	1.81%	\$ 6,114,773	\$5,088,722	\$5,901,670	\$5,658,056
San Mateo	1.81%	\$ 6,112,086	\$5,086,486	\$5,899,076	\$5,655,570
Tulare	1.51%	\$ 5,117,814	\$4,259,051	\$4,939,455	\$4,735,561
Stanislaus	1.50%	\$ 5,052,649	\$4,204,821	\$4,876,561	\$4,675,263
Monterey	1.28%	\$ 4,338,520	\$3,610,521	\$4,187,320	\$4,014,472
Santa Barbara	1.16%	\$ 3,915,954	\$3,258,862	\$3,779,481	\$3,623,468
Solano	1.04%	\$ 3,527,650	\$2,935,715	\$3,404,710	\$3,264,168
Sonoma	1.01%	\$ 3,409,413	\$2,837,317	\$3,290,593	\$3,154,761
Merced	0.83%	\$ 2,793,367	\$2,324,644	\$2,696,017	\$2,584,728
Placer	0.72%	\$ 2,448,059	\$2,037,278	\$2,362,743	\$2,265,212
Imperial	0.65%	\$ 2,196,804	\$1,828,183	\$2,120,244	\$2,032,723
Santa Cruz	0.61%	\$ 2,046,991	\$1,703,509	\$1,975,652	\$1,894,100
San Luis Obispo	0.52%	\$ 1,743,335	\$1,450,806	\$1,682,579	\$1,613,124
Butte	0.49%	\$ 1,667,421	\$1,387,630	\$1,609,311	\$1,542,880
Marin	0.48%	\$ 1,614,348	\$1,343,463	\$1,558,088	\$1,493,772
Yolo	0.48%	\$ 1,608,974	\$1,338,990	\$1,552,900	\$1,488,799
Kings	0.47%	\$ 1,573,368	\$1,309,359	\$1,518,536	\$1,455,852
Madera	0.46%	\$ 1,553,886	\$1,293,146	\$1,499,732	\$1,437,825
Shasta	0.41%	\$ 1,399,371	\$1,164,558	\$1,350,602	\$1,294,851
El Dorado	0.32%	\$ 1,086,981	\$904,587	\$1,049,099	\$1,005,794
Napa	0.29%	\$ 992,928	\$826,316	\$958,324	\$918,766
Humboldt	0.29%	\$ 990,241	\$824,080	\$955,731	\$916,279
Sutter	0.26%	\$ 884,768	\$736,305	\$853,933	\$818,684
Yuba	0.24%	\$ 801,464	\$666,979	\$773,532	\$741,602

Mendocino	0.20%	\$ 685,242	\$570,259	\$661,361	\$634,060
Nevada	0.16%	\$ 548,865	\$456,766	\$529,737	\$507,870
Tehama	0.16%	\$ 528,711	\$439,994	\$510,285	\$489,221
Lake	0.15%	\$ 502,510	\$418,190	\$484,998	\$464,978
San Benito	0.14%	\$ 468,248	\$389,677	\$451,930	\$433,275
Tuolumne	0.09%	\$ 305,000	\$253,821	\$294,370	\$282,219
Siskiyou	0.09%	\$ 302,984	\$252,144	\$292,425	\$280,354
Glenn	0.08%	\$ 279,471	\$232,576	\$269,731	\$258,597
Calaveras	0.07%	\$ 233,788	\$194,559	\$225,641	\$216,326
Lassen	0.06%	\$ 219,009	\$182,259	\$211,376	\$202,651
Del Norte	0.06%	\$ 217,665	\$181,141	\$210,079	\$201,407
Amador	0.06%	\$ 195,495	\$162,692	\$188,682	\$180,894
Colusa	0.06%	\$ 191,465	\$159,337	\$184,792	\$177,164
Inyo	0.04%	\$ 151,828	\$126,351	\$146,537	\$140,488
Mono	0.03%	\$ 100,099	\$83,303	\$96,611	\$92,623
Plumas	0.03%	\$ 98,755	\$82,184	\$95,314	\$91,379
Mariposa	0.03%	\$ 92,709	\$77,153	\$89,478	\$85,785
Trinity	0.02%	\$ 75,242	\$62,617	\$72,620	\$69,622
Modoc	0.02%	\$ 60,462	\$50,317	\$58,355	\$55,947
Sierra	0.004%	\$ 14,108	\$11,741	\$13,616	\$13,054
Alpine	0.001%	\$ 4,031	\$3,354	\$3,890	\$3,730