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Meeting Agenda

February 6, 2018

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 **2018-02-001 Approval of Minutes: December 5, 2017 Commission Meeting**
- P. 008 **FY 17/18 December 2017 Fiscal Report**

Action Items

- P. 013 **2018-02-002 Establish a Nomination Committee for 2018-2019 Chair Elect: The Chair will create a subcommittee that will be charged with nominating a Chair elect for FY 2018-2019**

Informational Agenda Items

- P. 015 **FY 17/18 2nd Quarter Grantee Achievement Report:** Commission to review and discuss the FY 17/18 2nd Quarter Grantee Achievement Report.
- P. 018 **2018-2019 Request for Applications (RFA):** Commission to review RFAs that will be released as part of the procurement process for 2017-2018.
- o Family Resource Center RFA
 - o Elevating Early Care & Education (E3) RFA
 - o School Readiness RFA - Parent & Me
 - o School Readiness RFA - Special Needs Project
- P. 226 **Study Session – Prop 56 Dental Health Funding:** Staff will present information regarding a funding opportunity for FY 17/18 through FY 21/22 to provide dental health prevention in the amount of \$186,104 annually for a total of \$930,520 over 5 years.
- P. 250 **Staff Report:** December 2018 & November 2018

Future Agenda Items

February 2018

- Minutes from February 6, 2018 Commission Meeting
- FY 17/18 March Fiscal Report
- FY 2018/2019 Budget
- FY 2018/2019 Administrative Cost Limit
- First 5 California Annual Report
- Election of 2018-2019 Chair elect
- Spotlight on Service: Kings County Office of Education: CARES

Commissioner Comments

Review Next Meeting Date & Adjournment

- April 3, 2018 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.



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Date of Meeting: February 6, 2018

2018-02-001

**Commission Meeting
Minutes from
December 5, 2017**



Meeting Minutes

December 5, 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

The First 5 Children and Families Commission meeting was called to order at 3:00 PM.

Commissioners Roll Call

Commissioner	Present	Absent	Joined Meeting After Roll Call
Tim Bowers	X		Left mtg. at 3:47 p.m.
Joe Neves	X		
Dr. Milton Teski	X		
Sanja Bugay	X		
Steve Naylon		X	
Crystal Hernandez	X		
Lisa Lewis		X	

Review and Modification to Agenda

Commissioner Tim Bowers offered opportunity to make modification to agenda. Modification was made by moving Informational item: Study Session: Cost of Operating for Funded Projects to the end of the agenda items.

Motion Made by:	Joe Neves		
2 nd Motion by:	Sanja Bugay		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Joe Neves	X		
Dr. Milton Teski	X		
Sanja Bugay	X		
Steve Naylon			Absent
Crystal Hernandez	X		
Lisa Lewis			Absent

Opportunity for Public Comment

Commissioner Tim Bowers offered opportunity for public comment, none were offered.

Consent Calendar

**2017-10-016 Approval of Minutes: October 17, 2017 Commission Meeting
 FY 17/18 October 2017 Fiscal Report**

Motion Made by:	Joe Neves		
2 nd Motion by:	Sanja Bugay		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Joe Neves	X		
Dr. Milton Teski	X		
Sanja Bugay	X		
Steve Naylor			Absent
Crystal Hernandez	X		
Lisa Lewis			Absent

Action Items

2017-12-019 Annual Strategic Plan Review and Update: Commission to review, discuss and consider approving the First 5 Kings County 2015-2020 Strategic Plan.

Program Officer Waite updated First 5 Kings County commission on Strategic Plan Review and Update. Waite commented only plan updated was the fiscal plan and everything else in the strategic plan has remained the same.

Motion Made by:	Joe Neves		
2 nd Motion by:	Crystal Hernandez		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Joe Neves	X		
Dr. Milton Teski	X		
Sanja Bugay	X		
Steve Naylor			Absent
Crystal Hernandez	X		
Lisa Lewis			Absent

P. 081 **2017-12-020 Community Annual Report:** Commission to review, discuss and consider approving the FY 16/17 annual report.

Program Officer Waite updated First 5 Kings County commission on Community Annual Report. Waite commented data was converted into a user friendly version that is easier for the community and general public to understand.

Motion Made by:	Joe Neves		
2 nd Motion by:	Crystal Hernandez		
Motion (Pass/Fail)	Pass		
Commissioner	Aye	Nay	Abstain
Tim Bowers	X		
Joe Neves	X		
Dr. Milton Teski	X		
Sanja Bugay	X		
Steve Naylor			Absent
Crystal Hernandez	X		
Lisa Lewis			Absent

Informational Agenda Items

1st Quarter Grantee Achievement Report: Commission to review and discuss the progress of funded projects for FY 17/18.

Program Officer Waite updated First 5 Kings County Commission on 1st quarter grantee achievement report. Waite mentioned all funded programs are on target and are meeting the majority of their objectives.

Spotlight on Service: Staff from Recreation Association of Corcoran will present an overview of the funded projects Corcoran Family Resource Center Project.

Ana Hernandez from the Corcoran Family Resource Center gave a presentation describing services provided to clients.

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

April Hatfield from the Kettleman City Family Resource Center gave a presentation describing services provided to clients.

Staff Report: October & November 2017

Staff reports were presented as written.

Commissioner Tim Bowers left commission meeting at 3:47 p.m.

Study Session: Cost of Operating for Funded Projects: Commission to review and discuss the option of increasing allocations for funded programs.

Program Officer Waite discussed the option of increasing allocations for funded programs and its importance. Waite provided research based information that affects children and their development, he also gave a brief description on how backfill works and how it will hopefully bring First 5 Kings County's revenue close to its original amount. Program Officer Waite will send funded programs a survey asking what it will take to restore staff levels or how a 10% revenue increase can improve their service hours. Waite added First 5 Kings County would be planning their next strategic plan along with First 5 California's Strategic Plan. First 5 Kings County would have to take First 5 California's Strategic Planning into consideration when possibly increasing funded partner's revenue.

Future Agenda Items

February 2018

- Meeting Minutes from December 5, 2017
- Request for Proposals FY 18/19
- FY 17/18 December 2016 Fiscal Report
- Establish Nomination Committee for FY 18/19 Chair Elect
- 2nd Quarter Grantee Achievement Report
- Spotlight on Service: Kings County Office of Education – Kings County CARES About Quality (KCCAQ)

Commissioner Comments

Review Next Meeting Date & Adjournment

The next First 5 Kings County Children and Families Commission meeting will be held February 6, 2018 at 3:00 PM.

Meeting was adjourned at 4:24 p.m.



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Date of Meeting: February 6, 2018

Fiscal Report December 2017

December 2017
First 5 Operations
Fiscal Report

SALARY SUMMARY		\$ 181,483	\$ 20,065	\$ 47,504	\$ 12,548	\$ 80,118	\$ 101,365	44%
SERVICES & SUPPLIES		BUDGET	Admin	Program	Evaluation	YTD	BALANCE	%
Communications	82212000	\$ 1,544	\$ 693	\$ 105	\$ 307	\$ 1,105	\$ 439	72%
Maintenance SIG	82218000	\$ 3,655	\$ 321	\$ 321	\$ 138	\$ 780	\$ 2,875	21%
Memberships	82220000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000	0%
Office Expenses	82222000	\$ 1,050	\$ -	\$ 268	\$ -	\$ 268	\$ 782	26%
Books & Periodicals	82222010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Postage & Freight	82222030	\$ 875	\$ 33	\$ -	\$ -	\$ 33	\$ 842	4%
Offset Printing	82222040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Computer Software	82222045	\$ 2,160	\$ -	\$ -	\$ -	\$ -	\$ 2,160	0%
Prof. & Spec. Services	82223000	\$ 25,000	\$ -	\$ -	\$ 6,250	\$ 6,250	\$ 18,750	25%
Legal Services	82223005	\$ 1,500	\$ 182	\$ -	\$ -	\$ 182	\$ 1,319	12%
Community Outreach	82223035	\$ 1,500	\$ -	\$ 425	\$ -	\$ 425	\$ 1,075	28%
Auditing & Accounting	82223040	\$ 6,560	\$ -	\$ -	\$ -	\$ -	\$ 6,560	0%
Publications & Legal Notices	82224000	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 100	0%
Purchasing Charges	82228200	\$ 233	\$ 29	\$ 29	\$ 110	\$ 168	\$ 65	72%
Brd. & Comm. Meeting Expense	82228205	\$ 500	\$ 16	\$ -	\$ -	\$ 16	\$ 484	3%
Program Expenses	82228600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Motor Pool	82229000	\$ 1,050	\$ 108	\$ 108	\$ -	\$ 215	\$ 835	21%
Travel Expenses	82229010	\$ 7,140	\$ 2,994	\$ 625	\$ -	\$ 3,619	\$ 3,521	51%
Utilities	82230000	\$ 2,869	\$ 245	\$ 245	\$ 929	\$ 1,418	\$ 1,451	49%
Office Equipment	82222050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Admin Allocation	82314000	\$ 75,255	\$ 16,995	\$ -	\$ -	\$ 16,995	\$ 58,260	23%
Information & Technology	82314050	\$ 12,184	\$ 884	\$ 884	\$ 3,359	\$ 5,127	\$ 7,057	42%
Cap Charges	82314060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL SERVICES & SUPPLIES		\$ 147,175	\$ 22,499	\$ 3,009	\$ 11,092	\$ 36,600	\$ 110,575	25%
TOTAL OPERATIONS COSTS		\$ 328,658	\$ 42,564	\$ 50,513	\$ 23,640	\$ 116,718	\$ 211,940	36%

First 5 Internal Programs	BUDGET	YTD	BALANCE	%
Linkages to Learning	\$ 172,723	\$ 64,615	\$ 108,108	37%
TOTAL COSTS	\$ 172,723	\$ 64,615	\$ 108,108	37%

First 5 Contracted Programs	BUDGET	YTD	BALANCE	%
FRC Initiative	\$ 726,012	\$ 351,545	\$ 374,467	48%
Avenal Family Connection	\$ 90,000	\$ 46,772	\$ 43,228	
Corcoran Family Resource Center	\$ 116,000	\$ 56,361	\$ 59,639	
Kettleman City Family Resource Center	\$ 90,000	\$ 42,370	\$ 47,630	
KCOE: Hanford & Lemoore Family Connection	\$ 425,012	\$ 205,178	\$ 219,834	
FRC Support (Professional Learning Community)	\$ 5,000	\$ 865	\$ 4,135	
E3 Initiative	\$ 483,904	\$ 88,392	\$ 395,512	18%
Kings County Office of Education CARES	\$ 483,904	\$ 88,392	\$ 395,512	
School Readiness	\$ 439,800	\$ 190,705	\$ 249,095	43%
UCP Parent & Me Program	\$ 349,800	\$ 166,727	\$ 183,073	
Special Needs Project	\$ 90,000	\$ 23,978	\$ 66,022	
New Project	\$ 40,000	\$ 17,810	\$ 22,190	45%
New Project	\$ 40,000	\$ 17,810	\$ 22,190	
TOTAL CONTRACT COSTS	\$ 1,689,716	\$ 630,642	\$ 1,059,074	37%

December 2017
 Linkages 2 Learning
 Fiscal Report

SALARY SUMMARY		\$ 119,955	\$ 48,433	\$ 71,522
SERVICES AND SUPPLIES		BUDGET	YTD	BALANCE
Communications	82212000	\$ 662	\$ 92	\$ 570
Maintenance SIG	82218000	\$ 1,567	\$ 290	\$ 1,277
Memberships	82220000	\$ -	\$ -	\$ -
Office Expenses	82222000	\$ 450	\$ 1,511	\$ (1,061)
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	\$ -	\$ 25	\$ (25)
Brd. & Comm. Meeting Expense	82228205	\$ -	\$ -	\$ -
Program Expenses	82228600	\$ 45,000	\$ 13,178	\$ 31,822
Motor Pool	82229000	\$ 450	\$ 108	\$ 342
Travel Expenses	82229010	\$ 1,260	\$ -	\$ 1,260
Utilities	82230000	\$ 1,229	\$ 212	\$ 1,017
Office Equipment	82222050	\$ -	\$ -	\$ -
Admin Allocation	82314000	\$ -	\$ -	\$ -
Information & Technology	82314050	\$ 2,150	\$ 766	\$ 1,384
Cap Charges	82314060	\$ -	\$ -	\$ -
TOTAL		\$ 52,768	\$ 16,182	\$ 36,586
TOTAL LINKAGES TO LEARNING COSTS		\$ 172,723	\$ 64,615	\$ 108,108

December 2017
Consolidated Report
Fiscal Report

SALARY SUMMARY		\$ 301,438	\$ 20,065	\$ 47,504	\$ 12,548	\$ 48,433	\$ 128,550	\$ 128,550	\$0
SERVICES & SUPPLIES		Budget	Admin	Program	Evaluation	L2L	YTD	General Ledger	Dif (=/-)
Communications	82212000	\$ 2,207	\$ 693	\$ 105	\$ 307	\$ 92	\$ 1,197	\$ 1,197	\$0
Maintenance SIG	82218000	\$ 5,223	\$ 321	\$ 321	\$ 138	\$ 290	\$ 1,070	\$ 1,070	\$0
Memberships	82220000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Office Expenses	82222000	\$ 1,500	\$ -	\$ 268	\$ -	\$ 1,511	\$ 1,779	\$ 1,779	\$0
Books & Periodicals	82222010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Postage & Freight	82222030	\$ 875	\$ 33	\$ -	\$ -	\$ -	\$ 33	\$ 33	\$0
Offset Printing	82222040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Computer Software	82222045	\$ 2,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Prof. & Spec. Services	82223000	\$ 25,000	\$ -	\$ -	\$ 6,250	\$ -	\$ 6,250	\$ 6,250	\$0
Legal Services	82223005	\$ 1,500	\$ 182	\$ -	\$ -	\$ -	\$ 182	\$ 182	\$0
Community Outreach	82223035	\$ 1,500	\$ -	\$ 425	\$ -	\$ -	\$ 425	\$ 425	\$0
Auditing & Accounting	82223040	\$ 6,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Publications & Legal Notices	82224000	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Purchasing Charges	82228200	\$ 233	\$ 29	\$ 29	\$ 110	\$ 25	\$ 193	\$ 193	\$0
Brd. & Comm. Meeting Expense	82228205	\$ 500	\$ 16	\$ -	\$ -	\$ -	\$ 16	\$ 16	\$0
Program Expenses	82228600	\$ 45,000	\$ -	\$ -	\$ -	\$ 13,178	\$ 13,178	\$ 13,178	\$0
Motor Pool	82229000	\$ 1,500	\$ 108	\$ 108	\$ -	\$ 108	\$ 323	\$ 323	\$0
Travel Expenses	82229010	\$ 8,400	\$ 2,994	\$ 625	\$ -	\$ -	\$ 3,619	\$ 3,619	\$0
Utilities	82230000	\$ 4,098	\$ 245	\$ 245	\$ 929	\$ 212	\$ 1,630	\$ 1,630	\$0
Office Equipment	82222050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Admin Allocation	82314000	\$ 75,255	\$ 16,995	\$ -	\$ -	\$ -	\$ 16,995	\$ 16,995	\$0
Information & Technology	82314050	\$ 14,334	\$ 884	\$ 884	\$ 3,359	\$ 766	\$ 5,893	\$ 5,893	\$0
Cap Charges	82314060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
TOTAL SERVICES & SUPPLIES		\$ 199,945	\$ 22,499	\$ 3,009	\$ 11,092	\$ 16,182	\$ 52,782	\$ 52,782	\$0
TOTAL OPERATIONS COSTS		\$ 501,383	\$ 42,564	\$ 50,513	\$ 23,640	\$ 64,615	\$ 181,332	\$ 181,332	\$0
Other Charges		Budget	Admin	Program	Evaluation	L2L	YTD	General Ledger	Dif (=/-)
FRC Initiative		\$ 726,012	\$ -	\$ 351,545	\$ -	\$ -	\$ 351,545	\$ 343,819	\$7,726
E3 Initiative		\$ 483,904	\$ -	\$ 88,392	\$ -	\$ -	\$ 88,392	\$ 83,410	\$4,982
School Readiness Initiative		\$ 439,800	\$ -	\$ 190,705	\$ -	\$ -	\$ 190,705	\$ 210,955	-\$20,250
New Project Initiative		\$ 40,000	\$ -	\$ 17,810	\$ -	\$ -	\$ 17,810	\$ 17,810	\$0
TOTAL CONTRACT COSTS		\$ 1,689,716	\$ -	\$ 648,452	\$ -	\$ -	\$ 648,452	\$ 655,994	-\$7,542
TOTAL EXPENSES		\$ 2,191,099	\$ 42,564	\$ 698,965	\$ 23,640	\$ 64,615	\$ 829,784	\$ 837,326	\$0

**December 2017
Revenue
Fiscal Report**

Revenue FY 2017/2018

Month	Estimated	Prop 10 Revenue	Interest	CARES/IMPACT	Total	%
July 2017	\$ 139,643	\$ 136,136			\$ 136,136	97%
August 2017	\$ 137,162	\$ 123,329			\$ 123,329	90%
Sepetember 2017	\$ 218,523	\$ 119,962			\$ 119,962	55%
October 2017	\$ 139,643	\$ 114,515	\$ 4,448	\$ 64,672	\$ 183,636	132%
November 2017	\$ 137,162	\$ 108,136			\$ 108,136	79%
December 2017	\$ 218,523				\$ -	0%
January 2018	\$ 139,643				\$ -	0%
February 2018	\$ 137,162				\$ -	0%
March 2018	\$ 218,523				\$ -	0%
April 2018	\$ 137,162				\$ -	0%
May 2018	\$ 137,162				\$ -	0%
June 2018	\$ 221,004				\$ -	0%
TOTAL OPERATIONS COSTS	\$ 1,981,312	\$ 602,078	\$ 4,448	\$ 64,672	\$ 671,198	34%



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Date of Meeting: February 6, 2018

2018-02-002

**Establish a Nomination
Committee for
FY18/19 Chair Elect**



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Date of Meeting: February 6, 2018
Agenda Item: 2018-02-002
Discussion/Action Item: Action Item

AGENDA ITEM: Establishment of Nomination Committee for 2018-2019 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 2018 Commission meeting. Ascension of chair and chair-elect to occur at August 2019 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 2018 Commission meeting.

F. Attachments:

- None



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Date of Meeting: February 6, 2018

FY 17/18 2nd Quarter Grantee Achievement Report



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Date of Meeting:
Agenda Item Type:

February 6, 2017
Informational Item

AGENDA ITEM: 2017-2018 Second 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 2017-2018.

C. Timeframe:

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

- 1st Quarter Report: December 2017
- 2nd Quarter Report: February 2018
- 3rd Quarter Report: June 2018
- Year End Report: August 2018

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 2017-2018 Second Quarter Project Achievement Report

FY 2017-2018 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 100%	Timely Progress Report Submission
	Children 0 to 2	Children 3 to 5	Significant Others						
Family Resource Center Initiative									
Avenal Family Connection	28	32	47	24	12	1	11	54%	Yes
Corcoran FRC	84	111	195	23	17	1	5	46%	Yes
KCOE – HFC & LFC	381	288	560	56	49	3	4	48%	Yes
Kettleman City FRC	32	43	42	11	9	1	1	44%	Yes
School Readiness Initiative									
UCP Parent & Me	159	49	180	20	20	0	0	46%	Yes
UCP Special Need Program	76	12	51	7	6	0	1	48%	Yes
Linkages to Learning	0	0	0	10	4	0	6	37%	Yes
E3 Initiative									
KCOE – CARES	N/A	N/A	297	15	9	0	6	44%	Yes
New Project Initiative									
United Way 211	N/A	N/A	N/A	4	4	0	0	42%	Yes



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Date of Meeting: February 6, 2018

FY 18/19 Requests for Applications (RFAs)



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Date of Meeting: February 6, 2018
Discussion/Action Item: Information Item

AGENDA ITEM: 2018-2019 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 2018/2019.

C. Timeframe:

The attached RFA will be used to develop contracts for FY 2018/2019

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:

- 2018-2019 Family Resource Center Request for Applications
- 2018-2019 Elevating Early Care & Education (E3) Request for Applications
- 2018-2019 School Readiness – Parent & Me Request for Applications
- 2018-2019 School Readiness – Special Needs Project Request for Applications
- 2018-2019 New Projects Initiative – 211 Translation Project



February 9, 2018

TO: Project Directors
FAMILY RESOURCE CENTERS

SUBJECT: FY 2018/2019 Request for Application (RFA)
Family Resource Center Programs

Enclosed are instructions and forms for the FY 2018/2019 Family Resource Center Program RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2018. **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 2018/2019 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 23, 2018**. 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 2018/2019
REQUEST FOR APPLICATION (RFA)**

February 2018

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
 FAMILY RESOURCE CENTER PROGRAM – FY 2018/2019
 REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
FAMILY RESOURCE CENTER PROGRAM – FY 2018/2019
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 23, 2018.

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 23, 2018** 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 23, 2018** 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 23, 2018** 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 9, 2018
Application Deadline:	March 23, 2018
Proposal Review Period/ Contract Negotiations:	March 26, 2018 – March 31, 2018
Recommendations to Commission:	April 3, 2018
Agreements Finalized:	April 4, 2018 – June 30, 2018
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 17, 2018
Agreement Effective and Service Begins:	July 1, 2018
Grant/Contract Funding Begins:	July 1, 2018
Grant/Contract Period Ends:	June 30, 2019

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 2, 2018.

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, 2018 and end June 30, 2019**. 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 2018/2019 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 2018/2019
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 2018/2019 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 2018/2019. 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 2018/2019

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 2018/2019**

**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
2018/2019 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 2018/2019. 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 9, 2018

TO: Kings County Office of Education
SUBJECT: Fiscal Year 2018/2019 Comprehensive Approaches to Raising Education Standards (CARES) Project Request for Application (RFA)

Enclosed are instructions and forms for the FY 2018/2019 CARES Project RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2018. **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 2018/2019 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 23, 2018**. 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 2018/2019
REQUEST FOR APPLICATION (RFA)**

February 2018

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
 CARES PROJECT – FY 2018/2019
 REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
CARES PROJECT – FY 2018/2019
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 23, 2018

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 23, 2018** 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 23, 2018** 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 23, 2018** to
scott.waite@first5kc.org

E. APPLICATION TIMELINES

Request for Applications Published:	February 9, 2018
Application Deadline:	March 23, 2018
Proposal Review Period/ Contract Negotiations:	March 23, 2018 – March 31, 2018
Recommendations to Commission:	April 3, 2018
Agreements Finalized:	April 4, 2018 – June 30, 2018
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 17, 2018
Agreement Effective and Service Begins:	July 1, 2018
Grant/Contract Funding Begins:	July 1, 2018
Grant/Contract Period Ends:	June 30, 2019

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 2, 2018.

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, 2018 and end June 30, 2019**. 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 2018/2019 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, whichever 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 2018/2019
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 2018/2019 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 2018/2019.

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 2018/2019
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
2018/2019 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 2018/2019. 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 9, 2018

TO: United Cerebral Palsy
SCHOOL READINESS PARENT & ME PROGRAM

SUBJECT: FY 2018/2019 Request for Application (RFA)
School Readiness - Parent & Me

Enclosed are instructions and forms for the FY 2018/2019 School Readiness Parent & Me Program RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2018. **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 2018/2019 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 23, 2018**. 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 2018/2019
REQUEST FOR APPLICATION (RFA)**

February 2018

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
 SCHOOL READINESS INITIATIVE
 PARENT & ME PROGRAM – FY 2018/2019
 REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
PARENT & ME PROGRAM – FY 2018/2019
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 23, 2018

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 23, 2018** 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 23, 2018** 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 23, 2018** 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 9, 2018
Application Deadline:	March 23, 2018
Proposal Review Period/ Contract Negotiations:	March 23, 2018 – March 31, 2018
Recommendations to Commission:	April 3, 2018
Agreements Finalized:	April 4, 2018 – June 30, 2018
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 17, 2018
Agreement Effective and Service Begins:	July 1, 2018
Grant/Contract Funding Begins:	July 1, 2018
Grant/Contract Period Ends:	June 30, 2019

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 23, 2018.

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, 2018 and end June 30, 2019**. 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 2018/2019.

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 2018/2019
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 2018/2019 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 2018/2019. 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 2018/2019
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
2018/2019 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

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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:				
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 2018/2019. 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 9, 2018

TO: United Cerebral Palsy
SCHOOL READINESS SPECIAL NEEDS PROJECT

SUBJECT: FY 2018/2019 Request for Application (RFA)
School Readiness Special Needs Project

Enclosed are instructions and forms for the FY 2018/2019 School Readiness Special Needs Project RFA.

This RFA is being issued with the goal of placing grant awards into agreement by July 1, 2018. **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 2018/2019 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 23, 2018**. 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 2018/2019
REQUEST FOR APPLICATION (RFA)**

February 2018

**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
 SCHOOL READINESS INITIATIVE
 SPECIAL NEEDS PROJECT – FY 2018/2019
 REQUEST FOR APPLICATION**

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**FIRST 5 KINGS COUNTY CHILDREN & FAMILIES COMMISSION
SCHOOL READINESS INITIATIVE
SPECIAL NEEDS PROJECT – FY 2018/2019
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 23, 2018

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 23, 2018** 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 23, 2018** 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 23, 2018** 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 9, 2018
Application Deadline:	March 23, 2018
Proposal Review Period/ Contract Negotiations:	March 23, 2018 – March 31, 2018
Recommendations to Commission:	April 3, 2018
Agreements Finalized:	April 4, 2018 – June 30, 2018
Agreements to Kings County Board of Supervisors for Informational Purposes:	April 17, 2018
Agreement Effective and Service Begins:	July 1, 2018
Grant/Contract Funding Begins:	July 1, 2018
Grant/Contract Period Ends:	June 30, 2019

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 23, 2018.

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, 2018 and end June 30, 2019**. 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 2018/2019 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 2018/2019
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 2018/2019 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 2018/2019.

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 2018/2019
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
2018/2019 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.			N/A	N/A	
			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.

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				
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 2018/2019. 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 6, 2018

Prop 56 Dental Health Prevention Funding Opportunity



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

Date of Meeting:
Agenda Item:
Item Type:

February 6, 2018
N/A
Study Session

AGENDA ITEM: Prop 56 Dental Health Prevention Funding Opportunity

A. Background/History:

In 2016 the voters of California passed Proposition 56, the California Healthcare, research and Prevention Tobacco Tax Act of 2016, that created an additional \$2 tobacco tax. One use for the new revenue was to create a \$30 Million allocation to the state dental program, for the purpose and goal of educating about, preventing and treating dental disease, including dental disease caused by use of cigarettes and other tobacco products.

The California Department of Public Health has created local funding opportunities in each county. The allocation to Kings county is \$186,104 annually for 5 years.

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

The Commission will review and discuss First 5 Kings County pursuing the Proposition 56 Dental Health Prevention funding from the California Department of Public Health.

C. Timeframe:

The anticipated term of this grant would be 5 years, through June 30, 2022.

D. Costs:

There is no anticipated cost to First 5 Kings County except staff time while writing the application. If successful this program would bring \$186,104 annually for 5 years and a total of \$930,520.

E. Staff Recommendation:

Staff recommends the commission review, discuss and provide direction regarding the Proposition 56 Dental Health Prevention funding from the California Department of Public Health.

F. Attachments:

- PowerPoint Presentation on Prop 56 Dental Health Prevention Funding Opportunity



Study Session
Proposition 56 – Dental
Health Prevention
February 6, 2018

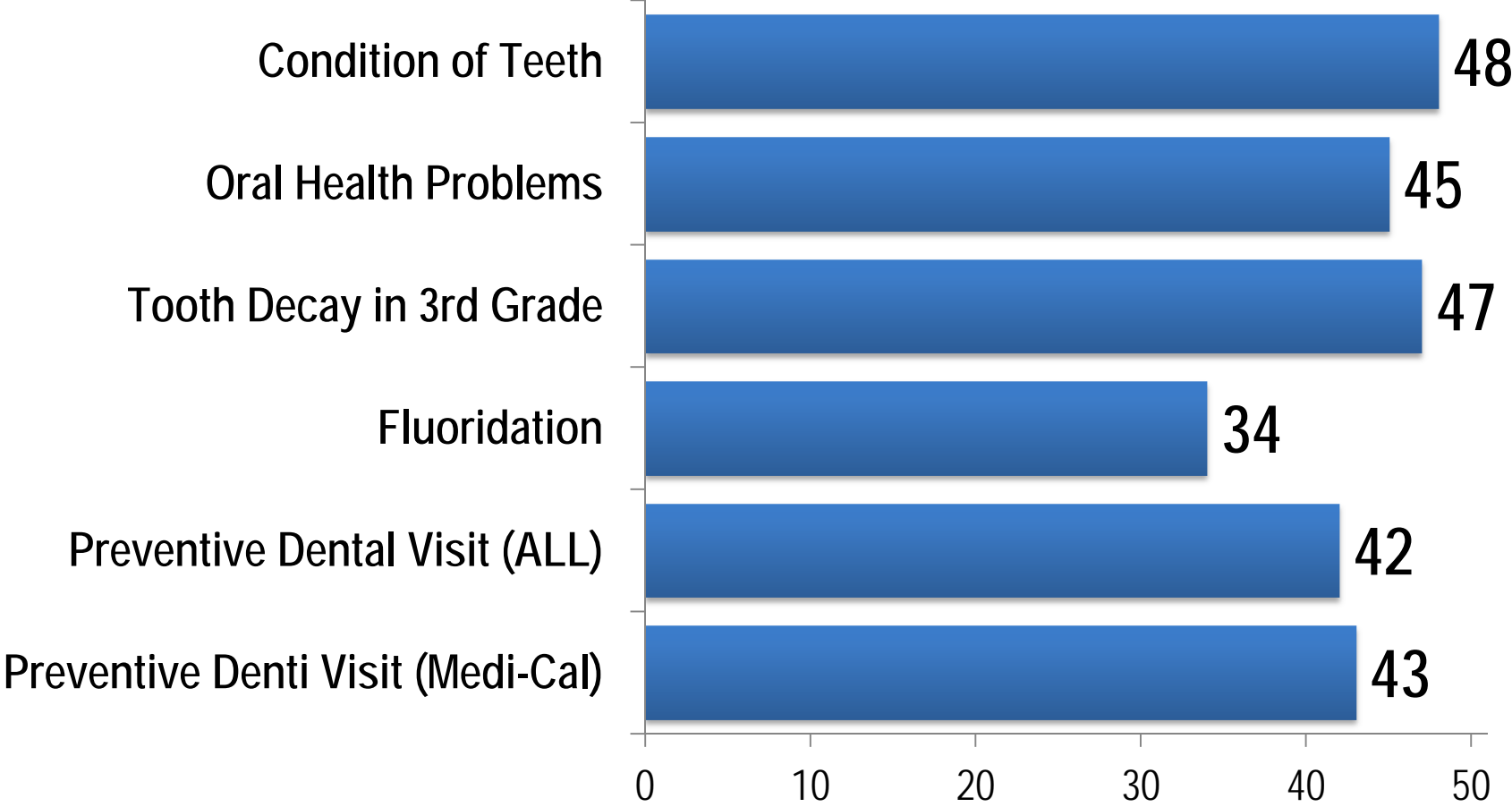
CALIFORNIA HEALTHCARE, RESEARCH AND PREVENTION TOBACCO TAX ACT OF 2016

- *...thirty million dollars (\$30,000,000) annually shall be used to provide funding to the State Department of Public Health state dental program*
- *for the purpose and goal of educating about, preventing and treating dental disease, including dental disease caused by use of cigarettes and other tobacco products.*

CALIFORNIA HEALTHCARE, RESEARCH AND PREVENTION TOBACCO TAX ACT OF 2016

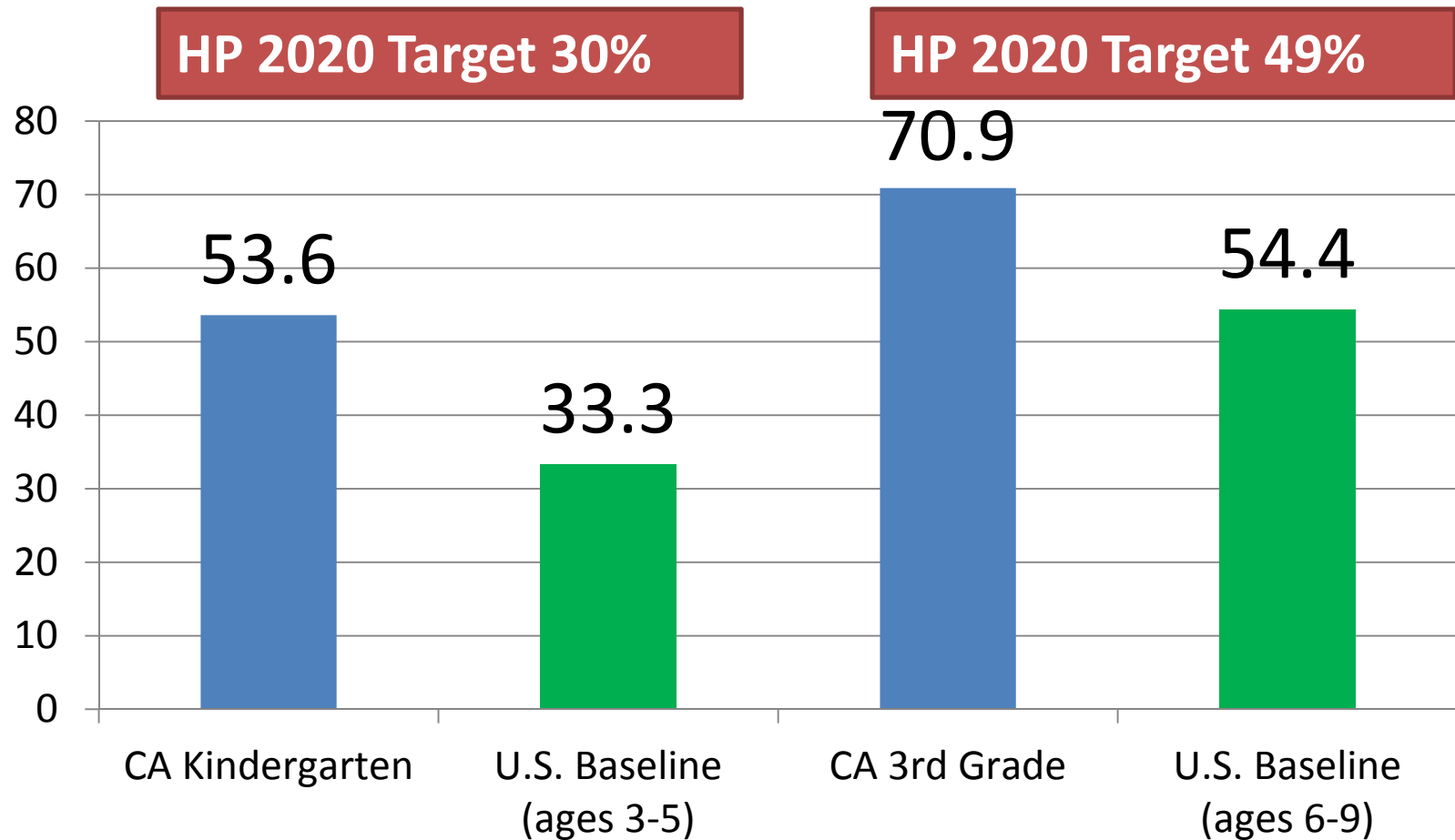
- *This goal shall be achieved by the program providing this funding to activities that support the state dental plan based on demonstrated oral health needs, prioritizing serving underserved areas and populations.*
- *Funded program activities shall include, but not be limited to, the following: education, disease prevention, disease treatment, surveillance, and case management.*

State Ranking –Children’s Indicators



Tooth Decay in Children

The California Smile Survey, 2006 and HP 2020



Proposed Grant Term

January 1, 2018 – June 30, 2022

Year 1 January 1, 2018 – June 30, 2018

Year 2 July 1, 2018 – June 30, 2019

Year 3 July 1, 2019 – June 30, 2020

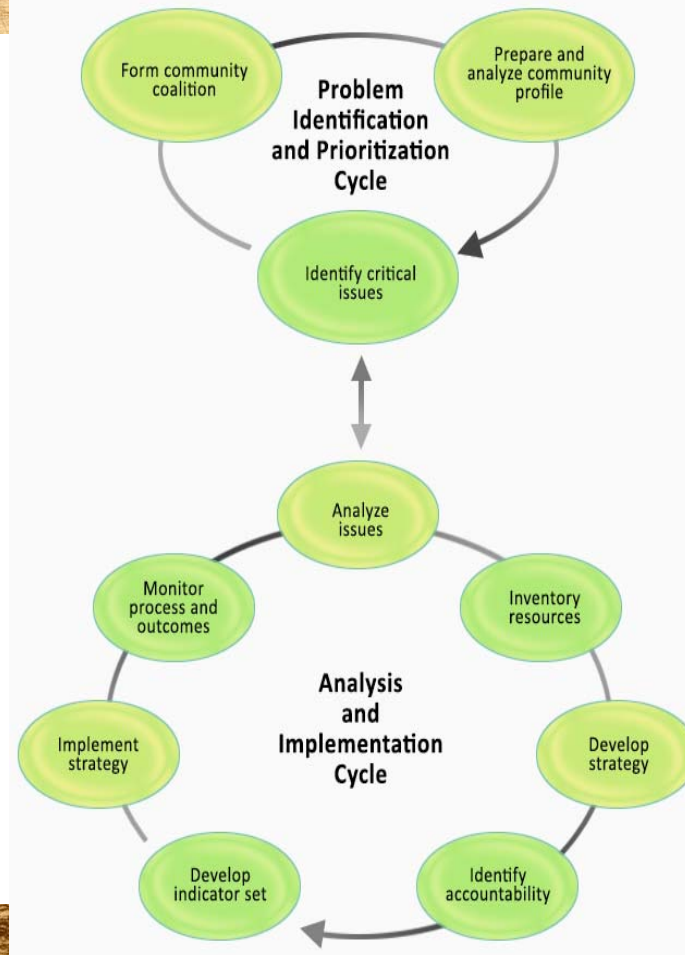
Year 4 July 1, 2020 – June 30, 2021

Year 5 July 1, 2021 – June 30, 2022

Local Oral Health Program Scope of Work Objectives

First Steps:

- Engage the community
- Conduct needs assessment
- Identify assets and resources
- Develop a local oral health improvement plan/ Strategic Plan



Next Steps:

- Inform, educate and mobilize
- Convene, coordinate, collaborate
- Implement policies and programs
- Conduct surveillance and evaluation

Scope of Work - Required

Objectives (**First Steps-all LHDs/LHJs**)

- Hire staff and engage community stakeholders
- Create an advisory committee
- Conduct needs assessment and identify assets and resources
- Develop a local oral health improvement plan/Strategic Plan
- Develop an action plan for the use of Prop 56 funding (Work Plan)
- Develop an evaluation plan

Scope of Work - Optional

Objectives (Next Steps-Select based on your plan)

- Implement evidence-based programs
- Address common risk factors
- Develop and implement prevention and healthcare policies and guidelines
- Coordinate outreach programs, implement education and health literacy campaigns
- Assess, support, and assure establishment of effective oral healthcare delivery and care coordination systems and resources
- Create or expand existing local oral Health networks
- Conduct evaluation

Questions, Comments or Concerns





Case Study: School-Based Oral Health Screening in San Francisco as an Essential Public Health Service

Jodi D. Stookey, PhD; Margaret Fisher, RDH; Lisa H. Chung, DDS, MPH; Stuart A. Gansky, DrPH, MI; Mary Jue, RN, MS; Susan A. Fisher-Owens, MD, MPH; Deborah Elam, MS, CAE; Christine E. Miller, RDH, MHS, MA; Claire Sit, RDH; Prasanthi Patel, MPH; and Irene V. Hilton, DDS, MPH

ABSTRACT This review explores school-based oral health screening as an essential public health service in San Francisco between 2001 and 2017. Available data suggest that the screening was associated with all 10 essential public health services, including empowering the community, mobilizing partnerships and changing policy and practice to improve children's oral health.

AUTHORS

Jodi D. Stookey, PhD, is a senior epidemiologist at the San Francisco Department of Public Health: Maternal, Child and Adolescent Health Section and chair of the CavityFree SF evaluation team.

Margaret Fisher, RDH, is an oral health consultant with the San Francisco Department of Public Health: Child Health and Disability Prevention Program and co-lead of the CavityFree SF collaborative.

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The Centers for Disease Control and Prevention (CDC) and the National Academy of Medicine (formerly the Institute of Medicine) gauge optimal public health system performance in terms of “10 essential public health services.”^{1,2} Assessment is fundamental to 1) *monitor* health status, 2) *diagnose* community health problems and identify modifiable risk factors. Assessment can 3) *inform, educate and empower* the community about health issues, 4) *mobilize community partnerships* to solve health problems and provide evidence for 5) *policy development* and programs to promote community health. New policies and programs, in turn, can initiate new policy 6) *enforcement* mechanisms to 7) *link people to care* and 8) trainings to *assure a competent workforce*. Assessment can, furthermore, enable 9) *evaluation* and 10) *research* to inform program outreach

and quality improvement. Public health impacts are expected to flow from regular, iterative programmatic assessment.

In 2000, *Oral Health in America: A Report of the Surgeon General* identified children's dental disease as an epidemic public health problem.³ Responding to this report, the incoming president of the San Francisco Dental Society (SFDS) approached the director of dental services at the San Francisco Department of Public Health (SFDPH) to explore ways for the two organizations to collaborate to improve children's oral health. At that time, no systematic assessment of the oral health status of San Francisco's children was occurring regularly. The San Francisco Children's Dental Health Committee, a group of dedicated professionals with two decades of experience working together, prioritized development of school-based oral health surveillance.⁴ SFDPH and SFDS decided to create an annual kindergarten dental screening program for San Francisco's public schools to identify children with immediate dental needs and enable public health assessment.

Methodology and staffing of the annual kindergarten dental screening program (hereafter denoted "screening") has been described elsewhere.⁵ In brief, the screening started as a public-private collaboration between SFDPH, SFDS, the National Dental Society of the Bay Area and local public schools. In 2001, the screening's first year, 44 volunteer dentists screened more than 3,300 children in San Francisco's 73 public schools. Since then, the screening has consistently served an average of 4,000 kindergartners, more than 95 percent of enrolled children, annually.

This case study reviewed information from publicly available sources to explore systematic oral health screening as an essential public health service in San Francisco between 2001 and 2017.

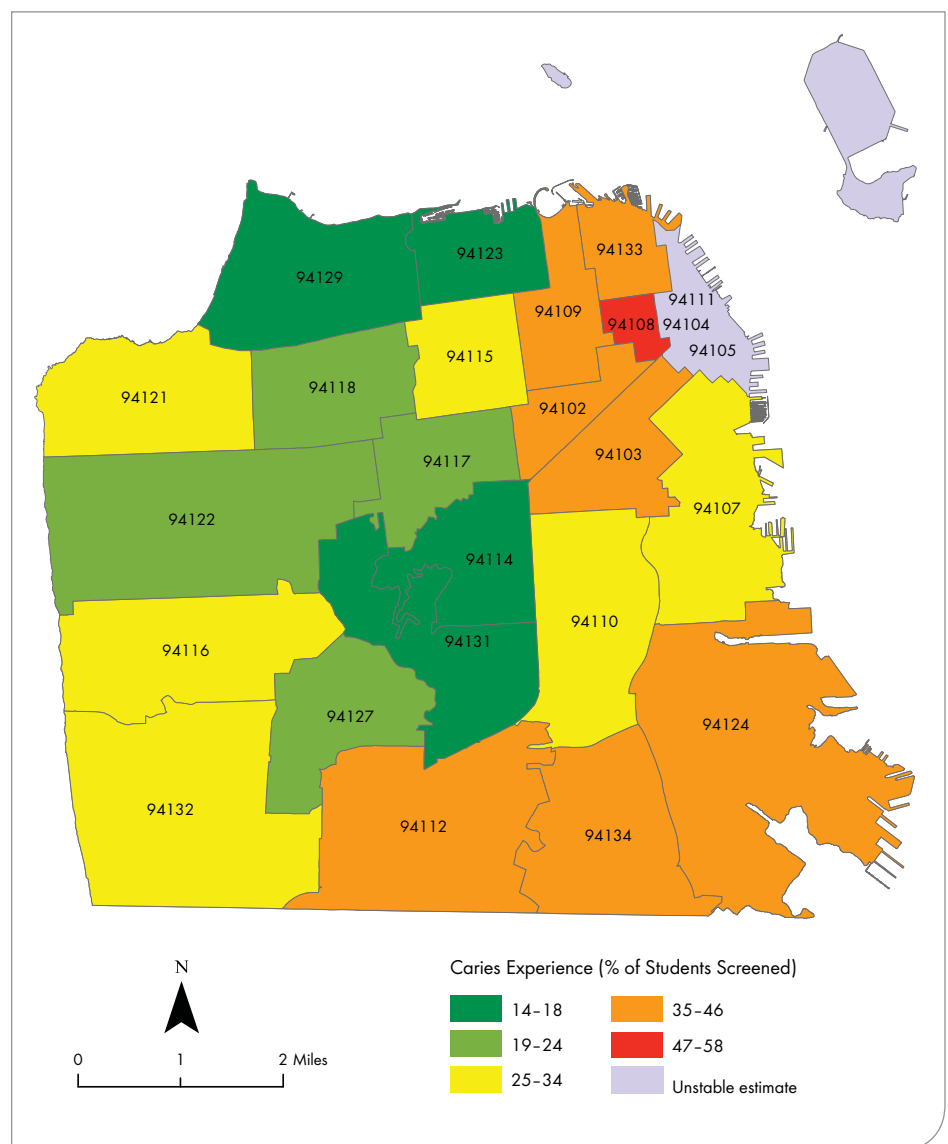


FIGURE 1. Percentage of kindergartners in public schools in San Francisco with caries experience in their primary teeth by child's ZIP code of residence, 2012-2013. Caries experience is defined as either untreated or treated (restored or filled) tooth decay.

The specific aim was to describe ways that the screening — i.e., assessment — was associated with other essential public health services with potential to improve children's oral health. The analysis provides preliminary data to operationalize the screening in terms of 10 essential public health services for future oral health intervention planning and evaluation. Results will inform measures to index the extent and quality of linkage of the screening with other essential services.

Methods

This review provides an exploratory, retrospective case study of the screening offered to San Francisco public elementary schools from 2001 to 2017. The program's 17-year continuous and countywide reach was unique among California's 58 counties during this period.

Information about the screening was gathered from publicly available documents, including peer-reviewed journal articles, community health

needs assessments, program planning documents, San Francisco Health Commission documents and media articles. Resources were identified using Google and PubMed searches and through personal communication with local oral health stakeholders affiliated with the San Francisco Health Improvement Partnership (SFHIP) or CavityFree SF. Google and PubMed search terms included “San Francisco” with “oral health screening,” “children’s tooth decay,” “children’s caries,” “caries experience,” “Children’s Oral Health Strategic Plan” or “SFHIP oral health.” Throughout this review, caries experience is defined as the prevalence of either untreated or treated (restored or filled) tooth decay.

The review included materials that mentioned the screening, used screening data or implied any impact, positive or negative, direct or indirect, of the screening in 2001–2017. Screening impact was not restricted to immediate access to dental care or treatment of untreated caries. Each mention of the screening or use of screening data was abstracted from the sources and tabulated in qualitative terms, grouped by essential public health service¹ and year. The review summarized changes in monitoring, investigation, community partnerships, policy development, law enforcement, care delivery, workforce training, evaluation and/or research related to the screening. This descriptive case study did not seek to test for causal effects of the screening, estimate unbiased magnitudes of association or control for confounding variables. Local oral health resources and contextual factors, which might confound or modify relationships between the screening and children’s caries experience, were described to facilitate results interpretation and guide future program planning and evaluation.

Results

The **TABLE** found on cda.org/aug17 summarizes essential public health services in San Francisco that were related to the screening in 2001–2017.

Public Health Service No. 1: Monitor

Since implementation in 2001, the screening enabled systematic monitoring of kindergartners’ caries experience and severity status. Screening data were used for community health needs assessment in San Francisco.^{6–9} In 2016, protocol to screen for caries experience

Untreated caries was 60 percent higher in schools where at least 50 percent of students qualified for free/reduced price meals.

was extended to children under age 5 at preschools and pediatric clinics.¹⁰ In 2017, Sonoma County requested technical assistance to replicate San Francisco’s public-private collaborative model of school-based oral health monitoring.¹¹

Public Health Service No. 2: Diagnose and Investigate

Analysis of 2001–2005 screening data showed kindergartner caries experience was unevenly distributed across San Francisco by race/ethnicity, income and residential neighborhood.⁵ Low-income, Asian, Hispanic and black children had significantly greater odds of experiencing caries compared to white, higher-income children.⁵ Untreated caries was 60 percent higher in schools where at least 50 percent of students qualified for free/

reduced price meals.⁵ In 2004–2005, the prevalence of untreated caries was 51 percent among children in the Chinatown neighborhood and 38 percent among children living in the southeast section of San Francisco versus 29 percent citywide.⁵

Although 2001–2005 trends suggested oral health improvements for all racial/ethnic groups, lack of change in year-to-year caries severity suggested that the caries burden was becoming concentrated in fewer children, widening caries experience disparities.⁵ By 2008, the prevalence of untreated decay decreased to 5 percent in higher-income schools but was 40 percent (eight times higher) in lower-income schools.¹² Differences among neighborhoods persisted over time (**FIGURE 1**).

The screening results stimulated investigation into caries risk factors for low-income, minority, San Francisco children aged 0–5. Investigations included analyses to describe dental care utilization, focus groups to identify barriers to accessing dental care and pilot studies to determine the feasibility of offering preventive dental services in alternative settings.

Dental care utilization before age 5 appeared to be protective against caries experience for San Francisco kindergartners.⁸ Dental care access by San Francisco children aged 0–3 was linearly and inversely associated with the prevalence of the caries experience in local kindergartners one year later.⁸ Utilization of dental care increased significantly for Chinese and Hispanic children in 2003–2012.¹³ Nonutilization of dental care among kindergartners was associated with speaking a language other than English, Spanish or Chinese.¹⁴

In 2007, focus groups with caregivers of young children identified possible barriers to accessing dental care for children aged 1–5.¹⁵ Belief that primary

teeth “just fall out anyway” was widely shared among focus group participants. Routine preventive dental visits were considered unnecessary. Focus group participants trusted their child’s pediatrician to check teeth at well-child visits and refer to the dentist for any dental problems. A participant commented, “There’s a lot of dentists that don’t take 1-year-olds. A lot. Most don’t take them ...” and that some dentists suggested unnecessary treatment. Focus group participants stated that they counted on pediatricians, relatives and social networks to choose a dentist. In 2016, focus groups confirmed that parents prefer physicians and schools to provide oral health screening, information and referral.¹⁶

Child care-center program reports and clinic billing records also suggested gaps in access to dental care for low-income San Francisco children younger than age 5. “Pending” and wait-listed dental appointments were documented as the reason that children who were referred for treatment after screening did not receive treatment.¹⁷ Clinic wait times for children’s dental appointments were two to three months.¹⁸ In 2004–2005, neighborhoods with high rates of caries experience had a severe shortage of dental providers who would accept fee-for-service Denti-Cal; there was only one dentist for 33,170 southeast San Francisco residents.⁵ Fewer than 20 percent of Denti-Cal-enrolled children aged 0–3 saw a dentist from 2004 to 2008.⁸ In 2011, only 50 dental offices/clinics citywide accepted Denti-Cal.¹²

Diagnosing and investigating the problem showed that “the comparatively small dental safety net cannot meet the demand for care for children, which will only increase with the Affordable Care Act’s requirement for pediatric dental

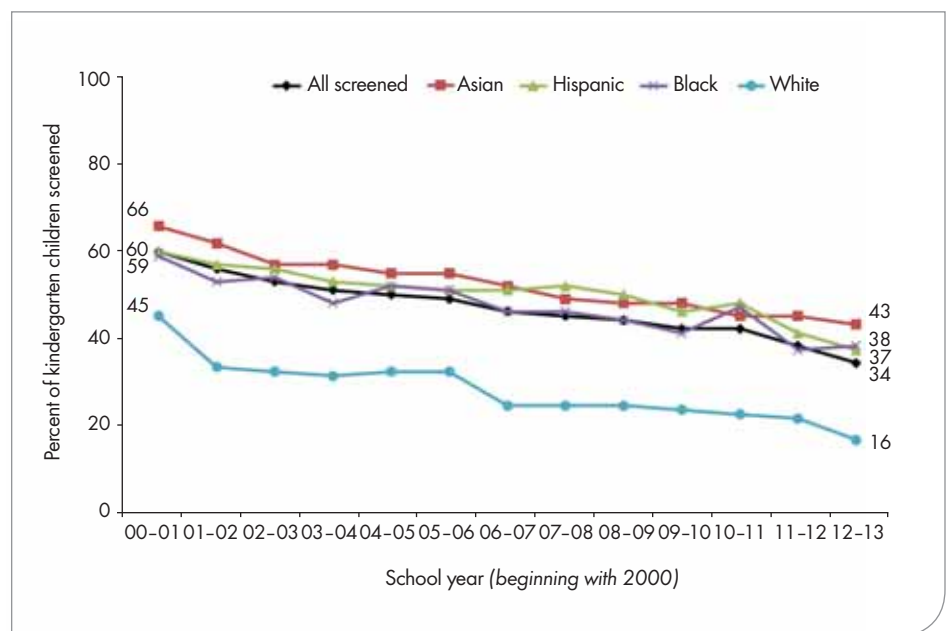


FIGURE 2. Percentage of kindergartners in public schools in San Francisco with caries experience in their primary teeth by race/ethnicity, 2001–2012. Caries experience is defined as either untreated or treated (restored or filled) tooth decay.

coverage and the reinstatement of some adult Medi-Cal dental benefits in 2014.^{11,12}

Consistent with parents’ expectation that pediatricians address children’s oral health at check-ups,^{15–16} pilot studies suggested the potential for primary care clinics in San Francisco to offer oral health preventive services to children aged 0–5 who were not receiving regular dental care. Offering fluoride varnish applications to very young children at federally qualified health center (FQHC) primary care visits was found to be feasible and financially viable.¹⁹ A 2011 telephone survey of primary care clinics determined that very few pediatric clinics offered fluoride varnish to their patients aged 0–5.¹²

Public Health Service No. 3: Inform, Educate and Empower

Since its implementation in 2001, the screening has informed, educated and empowered parents and caregivers. Children and families are provided their child’s screening results, oral health education and dental clinic referral lists following a standardized protocol.²⁰

Each school is provided information about the school-specific rates of caries experience and severity. Screening staff, including San Francisco Dental Society members, are updated about screening results to maintain continued engagement and interest in volunteering.

The screening data were used to inform, educate and empower the community. In 2011, aggregate screening results were presented to the SFHIP Children’s Oral Health Working Group,^{21–23} a derivative of the San Francisco Children’s Dental Health Committee.⁴ The trends in caries including the widening of oral health disparities, from a 14 percent absolute difference between whites and blacks in 2000 to a gap of 22 percent in 2012 (FIGURE 2), enabled SFHIP to secure seed funding,²¹ planning grants from the Metta Fund, the United Way and the California Department of Public Health^{24,25} and a \$400,000 implementation grant from the Hellman Foundation²⁶ awarded in 2013 to provide funds for 2014–2017.

In 2013–2014, the screening results were presented to more than 50 local

policy makers, community health leaders, child care center and school administrators and grassroots community members at two citywide meetings to gather input and announce the San Francisco Children's Oral Health (COH) Strategic Plan.^{22,24} City funds were allocated to hire a coordinator for the implementation.²³

In 2015, screening results were presented at community briefings in three neighborhoods to inform, educate and empower the community about neighborhood-specific caries experience and disparities. Local media reported the screening results and community briefings.²⁷⁻²⁹ In 2015–2017, screening data were shared at quarterly steering committee meetings, biannual Health Commission updates and annual citywide briefings.^{22,30,31} San Francisco policy makers, including San Francisco supervisors, First 5 San Francisco commissioners and representatives from the San Francisco Community Clinic Consortium, San Francisco Pediatric Advisory Committee and San Francisco Health Plan were informed about the screening data and COH Strategic Plan.²³ First 5 San Francisco is a department of the city and county of San Francisco that is dedicated to advancing the well-being of children and families.

In 2016, the briefings empowered community members and local politicians to advocate for \$250,000 in grant funding to develop children's oral health community-based task forces.³⁰

Public Health Service No. 4: Mobilize Community Partnerships

Beginning in 2001, the screening mobilized partnerships between SFDPH, SFDS, the National Dental Society of the Bay Area and local public schools. In 2005, SFDPH partnered with University of California San Francisco (UCSF) public health dental

researchers to analyze and report the screening data.⁵ In 2013, a diverse array of community, civic, private and public organizations, including dental and medical safety net providers, child advocates and early education stakeholders, collaborated to develop the COH Strategic Plan.^{21,22} In 2014, launch of the COH Strategic Plan galvanized a dedicated citywide SFHIP Children's Oral Health Collaborative, currently known as CavityFree SF, whose objective was to implement the COH Strategic Plan.¹²

The work teams engaged in the four target areas of the COH Strategic Plan: promotion, integration, access and evaluation.

The CavityFree SF collaborative was structured with a “backbone” core team for ongoing administrative and leadership support, an implementation coordinating committee (ICC) and four implementation work teams.^{21,22} The core team was co-led by two agencies, SFDPH and the UCSF School of Dentistry, and included a planning consultant and an administrative staff person. Multiple sectors and agencies (UCSF, SFDPH, SFHIP, University of the Pacific, Arthur A. Dugoni School of Dentistry, SFDS, SFUSD, San Francisco Health Plan) participated in the ICC.^{21,22} The work teams engaged in the four target areas of the COH Strategic Plan:¹² promotion, integration, access and evaluation. The strategic goals and activities of the four work teams are described below:

Evaluation

The evaluation team's goal was to “develop and establish an ongoing oral health population-based surveillance system to address the oral health of San Francisco children.”³⁰ The team collaborated to outline a surveillance plan with standardized protocol for measurement, assess staff capacity for oral health data collection, analysis and reporting, create oral health epidemiologist positions, request data from Denti-Cal and child care agencies and improve surveillance software and hardware.^{23,30,32}

Promotion

The promotion team's goal was to “increase awareness and practice of optimal children's oral health behaviors among diverse communities.”³⁰ The team developed connections with local media and neighborhood community-based organizations that serve low-income, minority families and children under age 5. The San Francisco mayor and supervisors budgeted \$250,000 to mobilize community-based oral health task forces.³² In 2015, the Chinatown Children's Oral Health Task Force was created as a result of the Chinatown community briefing.^{30,33} They met twice to develop goals specific for the Chinatown population³³ and partnered with Chinatown neighborhood schools to provide oral health education materials and resources. Formation of the Chinatown Oral Health Task Force was sponsored by the Chinatown YMCA, the Asian Pacific Islander Health Parity Coalition, Asian Perinatal Advocates Family Support Services, NICOS Chinese Health Coalition (North East Medical Services, Chinese Community Health Care Association, Chinese Hospital, On-Lok Lifeways and Self-Help for the Elderly).³⁴ In 2017, SFDPH released a request for proposal for a grant sponsored by the mayor's office to support neighborhood-specific children's oral health task forces.³⁵

Access

The access team's goal was to "increase access to oral health care services for San Francisco children and pregnant women."³⁰ This team collaborated with the National Network for Oral Health Access to unite common efforts to increase access to dental care outside the "four walls"³³ at "nontraditional sites," such as schools and FQHC clinics. They worked with child care centers to expand the public school-based oral health program to serve preschool-age children.^{30,33}

Integration

The integration team's goal was to "integrate oral health with overall health."³⁰ The integration team worked to standardize documentation of fluoride varnish application in electronic health records across a large network of primary care providers serving low-income children, including the San Francisco Health Network, Kaiser Permanente and North East Medical Services. The team developed open-source resources to support primary care clinics to begin to implement fluoride varnish application during well-child pediatric visits, such as training, materials and technical assistance.³⁰ Team members worked with San Francisco's largest Medi-Cal managed care plan to support and incentivize medical providers to incorporate fluoride varnish for children aged 0–5 into their medical practices.³⁰

Public Health Service No. 5: Develop Policies

In 2005, the California Dental Association sponsored AB 1433 (Emmerson/Laird). This landmark legislation required that children have a dental checkup by May 31 of their first year in public school, at kindergarten or first grade. While AB 1433 was being considered by the California

legislature, the screening was cited as a model in support of the legislation,³⁶ which was eventually passed and signed into law.³⁷ The screening was cited in support of a resolution in Los Angeles to enforce AB 1433.³⁸

In 2015, also at the statewide level, SFDS presented the screening data to California State Assemblymember David Chiu to advocate for oral health issues including increased funding for Denti-Cal.³⁹ The California Department of Education (CDE) approved a waiver to allow dental clinics to be paid for

Collectively, these policies raise awareness about children's oral health among local leaders, policymakers and the community.

dental services delivered in schools, paving the way for local community dental clinics to begin providing sealants and other preventive dental services in San Francisco schools in 2016.³³

At the local level, screening data were used to set citywide agendas for funding, program planning, quality improvement and evaluation. In 2013, the data provided the evidence base for the COH Strategic Plan goal: "To reduce disparities and improve the oral health of children in San Francisco by increasing access to quality care and services, integrating oral health into overall health and promoting oral health among high-need communities and neighborhoods."¹² The screening data were translated into specific objectives for policy and intervention:

"reduce the percentage of kindergartners with dental caries experience from 37 percent in 2012 to 27 percent in 2017, reduce the percentage of kindergartners with untreated dental decay from 16 percent in 2012 to 8 percent in 2017 and reduce the gap between Chinese, black and Hispanic/Latino kindergartners and white kindergartners with respect to the risk of caries experience from a 20/21 percentage point difference in 2012 to a 15 percentage point difference in 2017."¹²

In 2014, the San Francisco Health Commission officially recognized children's caries experience as a local public health problem and endorsed the COH Strategic Plan.⁴⁰ In 2016, kindergartners' caries experience was selected as a DPH San Francisco Health Network True North Metric¹⁰ and a key measure of success for the mayor's Our Children Our Families efforts.⁴¹ In 2016, the San Francisco Health Plan, the Medi-Cal Managed Care Plan which serves a majority of children eligible for Medi-Cal in San Francisco, recognized caries experience among local low-income kindergartners as a health issue, and strategized to encourage health providers to offer fluoride varnish application as a Medi-Cal benefit to eligible children aged 0–5.⁴² The San Francisco Health Plan included in its performance improvement plan a financial incentive rewarding primary care clinics that administer fluoride varnish at well-child visits.²² In 2016, SFHIP selected children's caries experience as a focus area for community health improvement planning efforts.⁴³ Collectively, these policies raise awareness about children's oral health among local leaders, policymakers and the community.⁴⁴

Public Health Service No. 6: Enforce Laws

Pediatric providers affiliated with the Child Health and Disability Prevention (CHDP) program are mandated to refer their pediatric patients to a dentist at age 1, annually thereafter and any time a dental problem is suspected during the well-child exam.⁴⁵ The SFDPH CHDP public health nurses used screening data slides showing racial/ethnic and income oral health disparities during audits to educate and inform medical directors and clinic managers to persuade those providers, who had not been following this state regulation, to monitor and ensure their medical staff made a dental referral.⁴⁶

The school-based screening facilitated compliance with AB 1433. In the 2006–07 school year, the first full year of AB 1433 implementation, San Francisco was the county with the highest rate of returned school assessment forms in California (88 percent). The statewide average was 35 percent for that initial year, as per personal communication from Irene Hilton, DDS.

Public Health Service No. 7: Link To/Provide Care

Over the past 17 years, the screening directly linked individuals and families to dental care. Per standardized protocol, all children identified as needing treatment during screening were given a letter to notify the parents of the result and a list of resources for dental follow-up.^{5,20} COH Strategic Plan implementation resulted in new dental screening and treatment services being offered to children in grades other than kindergarten. Between August and November 2015, 55 children at eight Head Start preschool centers received full dental exams with X-rays and fluoride varnish application at their preschool sites. The Head Start centers adopted the motto “two is too late” for

the first dental visit and committed to continuing the on-site dental chair and dental screening partnership in 2016. Four Head Start sites that serve children aged 3 and 4 and two early Head Start sites that serve children aged 0–2 were in the process of acquiring on-site dental “clinic” services.⁹ A CDE waiver was approved to allow nonprofit community clinics to provide dental services on-site at San Francisco public schools and preschools,²² dramatically expanding dental screening capacity for schools and access to dental treatment for children.

The Head Start centers adopted the motto “two is too late” for the first dental visit and committed to continuing the on-site dental chair and dental screening partnership in 2016.

With respect to access to preventive dental care, screening and fluoride varnish application services were expanded to include all preschoolers enrolled in district preschools.¹⁰ Access to preventive dental care was increased for approximately 1,045 Head Start preschoolers and 1,500 school district preschoolers.³¹ The school sealant program was expanded to include an additional 400 fifth- and sixth-graders.²²

COH Strategic Plan implementation resulted in efforts to offer fluoride varnish application to children aged 0–5 in medical clinics. Before implementation, the only medical providers routinely administering fluoride varnish were the SFDPH pediatric clinic at the county hospital and some pediatric practices at San Francisco Kaiser Permanente.²² To date, COH Strategic Plan implementation has

resulted in 17 additional medical clinics in three large medical systems providing fluoride varnish applications at pediatric well-child visits for children under age 5.³¹ The implementation team worked on an electronic medical record notification to medical providers if a child has not received fluoride varnish in the last six months.³³ At the largest family medicine clinic in San Francisco to integrate fluoride varnish application, the rate of fluoride varnish application more than tripled from a baseline of 5 percent to 18 percent in January 2016.⁴⁷ In 2015–2016, pediatric clinics in San Francisco offered fluoride varnish to almost 20,000 children aged 0–5 with Medi-Cal insurance.³¹ Approximately 33,000 children aged 0–10 have Medi-Cal insurance in San Francisco.³¹

Following AB 1433, in 2006, the screening also indirectly provided care by systematically providing oral health education to families of all first-time public school students. School districts were required to notify parents about the importance of primary teeth and oral health to overall health and learning and how to access health insurance programs.⁴⁸

Public Health Service No. 8: Assure Competent Workforce

The capacity of the existing public health workforce to reduce kindergartners’ caries experience burden was increased through student training. Each year since 2001, the screening has provided opportunities for volunteer dentists to gain hands-on experience working with kindergarten-age children in the school setting and collaborate with public health professionals. SFDPH provided didactic training to both UCSF pediatrics and family medicine residents for 15 and 11 years, respectively. The lecture materials included screening results to inform residents about local caries experience and provide rationale for

fluoride varnish application during well-child examinations. UCSF public health dental students used screening data and/or focused on risk factors for kindergarten caries experience to fulfill summer internship or residency requirements.^{13,14}

COH Strategic Plan implementation increased workforce capacity by training existing staff. SFDPH and volunteer San Francisco Dental Hygiene Society hygienists trained pediatricians in 17 primary care clinics regarding oral health assessment and fluoride varnish application.^{22,31} A Chinese hospital pediatrician trained private physicians to provide fluoride varnish in Chinatown.⁴⁹ Training materials included information about local disparities in kindergarten caries experience along with instruction regarding fluoride varnish application and technical assistance about billing strategies.⁵⁰

The number of staff positions dedicated to reducing kindergartners' caries experience increased because of the efforts of the CavityFree SF collaborative. The promotion team chair led ICC steering committee members and the Chinatown Task Force Community Health Coalition (NICOS) to meet with San Francisco County supervisors' staff to advocate for financial support to advance the work of the CavityFree SF collaborative. The advocacy resulted in a permanent position at SFDPH to coordinate citywide children's oral health activities in 2015⁵⁰ and an allocation of \$250,000 city funding in 2016 to support up to three neighborhood community task force groups to work to improve children's oral health.²² In 2014, SFDPH hired a dental hygienist to expand the early education schools fluoride varnish program. The Hellman Foundation awarded funding in 2015 to create a temporary oral health epidemiologist position at UCSF in 2016.²⁶

Public Health Service No. 9: Evaluate

Our literature review did not identify any formal published program evaluations that used screening data. "Bending the curve" of kindergarten caries experience is expected to require a lag time of up to five years, the time for infants currently receiving fluoride varnish at well-child visits to age and enroll in kindergarten. Evaluations of interventions implemented for the COH Health Strategic Plan are expected after 2020.

The annual systematic screening data did, however, enable agencies to plan

Ongoing oral health surveillance activities will track kindergartners' caries experience along with COH Strategic Plan implementation process measures.

to evaluate intervention efforts with measurable outcomes^{41,43,51} and engage in quality improvement.¹⁰ Ongoing oral health surveillance activities will track kindergartners' caries experience along with COH Strategic Plan implementation process measures.¹² The screening data provide an essential baseline reference for gauging impact.

SFDPH was recently awarded local dental pilot project (LDPP) funding from the California Department of Health Care Services Dental Transformation Initiative (DTI).³¹ The DTI is a mechanism within the Medi-Cal 2020 waiver to improve dental health for Medi-Cal children by focusing on high-value care, improved access and utilization of performance measures to drive delivery system reform.⁵² The goals of DTI LDPP funding are to

"increase dental prevention, caries risk assessment and disease management and continuity of care among Medi-Cal children through innovative pilot projects implemented by alternative programs, potentially using strategies focused on urban or rural areas, care models, delivery systems, workforce, integration of oral health into primary care, local case management initiatives and/or education."⁵³ SFDPH will use the \$6.4 million award for five pilot projects that align with COH Strategic Plan goals, serve children aged 0–5 and aim to reduce caries experience as measured by the screening. The screening provided key metrics required for LDPP planning, quality improvement and evaluation.

Public Health Service No. 10: Research

Aggregate results from the 2001–2005 screening were reported in a peer-reviewed journal.⁵ Focus group results regarding risk factors for caries experience in low-income young children in San Francisco were published in a peer-reviewed journal article.¹⁵ Graduate students used screening data for research and/or studied risk factors associated with kindergarten caries experience.^{13,14,54,55}

Essential Public Health Service by Year

Beginning in 2001, the screening was associated with four essential public health services: monitor, inform/educate/empower, partner with communities and provide care. Over time, the screening became related with all 10 essential public health services (TABLE, cda.org/aug17). Linkage of the screening with other public health services coincided with research partnership and communication of data to organized groups, communities and funders. The process of hiring new staff took about one year. For example, about one year elapsed between the allocation of city funds for the COH coordinator

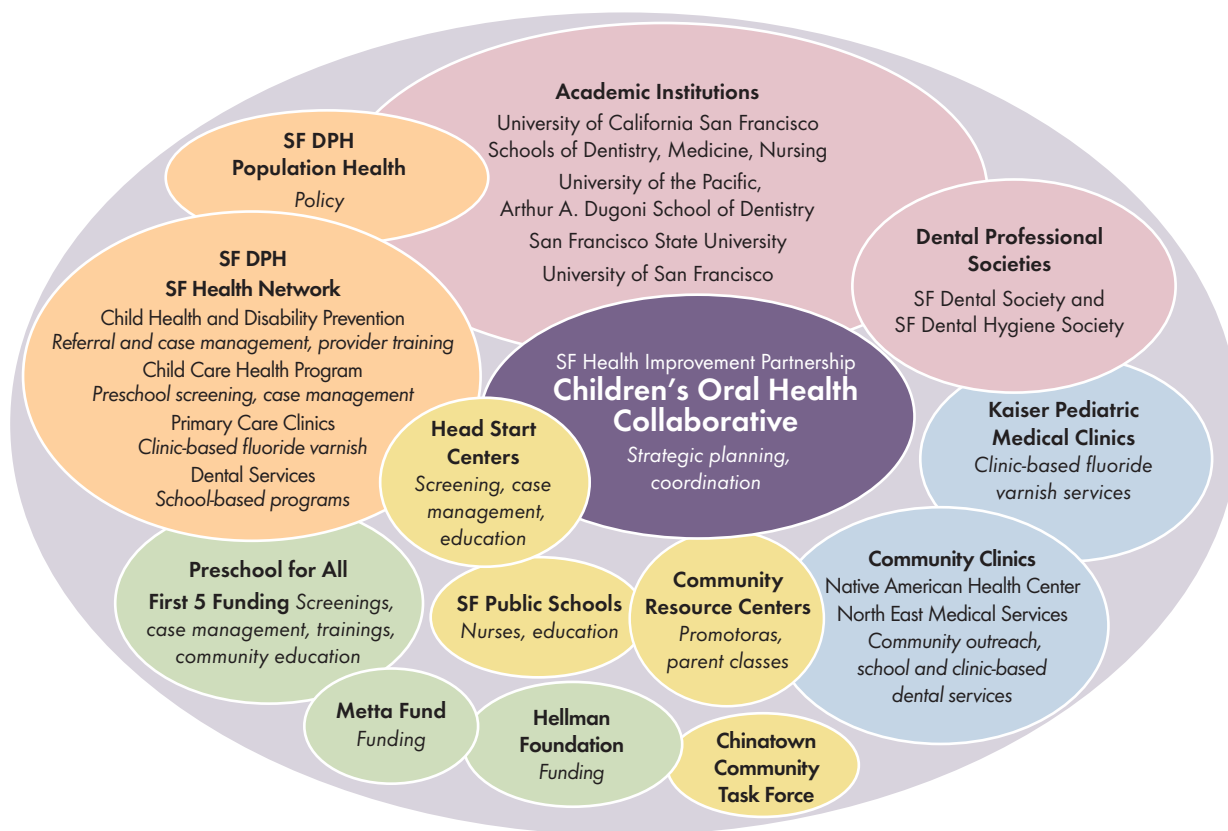


FIGURE 3. University, health network, community clinic, child care, public school, funding and public health resources in San Francisco in 2001–2017. University resources are grouped in pink. San Francisco Department of Public Health (SF DPH) resources are grouped in orange. Community clinics are grouped in blue. Educational resources are grouped in yellow. Funding resources are grouped in green. This figure is for illustrative purposes only and may not represent all resources.

and the hiring of the COH coordinator at SF DPH (TABLE, cda.org/aug17). Hellman Foundation funding was obtained to hire an oral health epidemiologist in 2015. The new epidemiologist is expected to start at UCSF this year.

Background Context

The associations observed in this review may be contingent on contextual factors in the background, such as organized community groups, the presence of academic institutions, researchers with expertise in the topic and availability of funding. Collaborative leadership, backbone resources, trusting relationships and willingness of many people to volunteer time outside the scope of their compensated jobs supported the COH Strategic Plan and collective

impact work.²² FIGURE 3 illustrates the variety of agencies involved in the COH Strategic Plan in 2001–2017.

Effects of oral health screening may also depend on federal, statewide or local policy. Head Start's national mandate requiring oral health screening for every child within 90 days of enrollment facilitated fluoride varnish application interventions in child care centers. Statewide CDE policy was a barrier to delivery of dental care on-site at public schools. Statewide Denti-Cal policy changed over time, limiting benefits for adults in 2009 and restoring benefits for adults in 2014. Denti-Cal benefits for adults may affect the availability of dental appointments for Denti-Cal eligible children.¹³ Local health plan reimbursement policy may incentivize pediatric fluoride varnish application.

Discussion

Results of the present review suggest that over the past 17 years school-based oral health screening in San Francisco was related to each of the 10 CDC's essential public health services.¹ Resources identified for this review indicated multiple uses of screening data beyond immediate detection of children needing referral for dental care, consistent with school-based oral health screening playing an important role in planning and providing health services.⁵⁶

Indication that the screening did not occur in isolation, independent of other essential public health services, implies potential for confounded, interactive or synergistic effects of the 10 essential public health services on kindergartners' caries experience. To account for the type

and extent of linkage(s) between the screening and other essential services, the screening might be operationalized as a multi-component exposure and/or analyses might test whether screening effects are confounded or modified by level or change in other essential services. The results warrant a wide scope to describe and interpret trends in local kindergartners' caries experience.

This review identified concrete examples of changes in essential public health services associated with the screening, which may serve as preliminary data to inform planning for future CavityFree SF interventions and evaluation. Future interventions might aim to link the screening (or screening data) with public health services where there has been relatively less activity, such as law enforcement, workforce training and research. Future evaluations might systematically track the number of community briefings or newspaper articles to index activities to “inform, educate, empower.” Documents reviewed for the present analysis report a time lag of many months to create positions, hire new staff and train providers to apply fluoride varnish. This time lag suggests that CavityFree SF evaluation plans should include years of follow-up to describe effects of screening linked with changes in essential services.

Although the context of the present analysis is specific to San Francisco in 2000–2017, results motivate questions about the public health services context in other studies of screening effectiveness. For example, what essential public health services were working in the background of randomized controlled trials that previously tested for effects of school-based oral health screening, such as Milsom et al.⁵⁷ And to what extent does the public health services context contribute to debate over the

effectiveness of school-based dental screening? These questions are pertinent, given that the effectiveness of school-based oral health screening is considered to be one of the most debated aspects of health care systems, public health practice and health policy discussions.⁵⁸

Milsom et al.⁵⁷ report no significant effect of oral health screening in schools in the United Kingdom on attendance at a dental visit or treatment of caries, oral sepsis, gross plaque or calculus over a four-month follow-up period. With respect to background context for this trial, the

To what extent does the public health services context contribute to debate over the effectiveness of school-based dental screening?

authors note that wait times for a dental appointment were short, there were no financial barriers to dental care and the target population generally preferred minimal intrusion from government agencies regarding care-seeking decision-making. The authors do not report, however, the linkage (or nonlinkage) of the screening with other essential public health services. They do not call for further research to investigate why families did not take their children for indicated treatment. Readers are not alerted to the possibility of outcomes not evaluated by the trial, such as short-term effects of school-based screening on community-level outcomes (e.g., changes in policy, funding and materials to incentivize dental visits) and/or longer-term effects of the screening on caries experience, mediated

via changes in essential public health services. Despite the fact that Milsom et al.⁵⁷ did not rule out longer-term benefits of the screening for subsequent cohorts of children, school-based oral health screening was discontinued in the U.K., even for surveillance, as a result of this trial. The U.K. National Screening Committee recently upheld the decision to discontinue the screening, based on no new evidence that screening children aged 6–9 for dental disease by the school dental service in England is effective.⁵⁹

Although screening is recognized by health authorities as the first of 10 essential public health services,^{1,2} research^{57,58} and protocol for school-based oral health screening^{20,60} have not treated it that way. Protocols specify how and when individual children will be screened and referred for treatment, but not how and when aggregate screening results will be systematically reported to the community or linked with other essential services.

In 2001, linkages between the screening and other essential public health services in San Francisco were not deliberately coordinated or preplanned. The present review of historical records suggests that the screening ended up related to other essential services in multiple ways. Awareness of the connections between services puts CavityFree SF in position not only to understand the screening's impact but also to intentionally strengthen links between essential services going forward. It remains to be determined if intentional linkage of the screening with other essential public health services can magnify the screening's impact.

Limitations

The present review assembled a patchwork of various data types from different sources to retrospectively scope school-based oral health screening as an essential public health

service in San Francisco over a period of 17 years. Evaluation data were not systematically, prospectively collected about the screening process and public health outcomes. This review was limited to publicly available documents and may not capture effects of the screening that were internal to programs or not reported in writing or online. The sources and data content included in this review were not restricted to peer-reviewed journal articles or validated measures. While some references included in this review witness causal impacts of the screening,^{22,33} the present descriptive, qualitative synthesis does not support causal inference about effects of the screening. Use of the term “association” in this review does not mean that statistical tests of association were conducted and never implies causality. The review provides raw preliminary data about ways that the screening might affect particular public health services, for example, how the screening might contribute to policy change. This review did not describe complex interrelationships between the public health services.

School-based oral health screening was implemented in San Francisco in 2001 to track and reduce children’s caries experience. Beyond referral of individual children for dental treatment, the screening was associated with changes in all other essential public health services in 2001–2017. The results highlight community-level, public health uses of school-based oral health screening. The findings provide foundation for ways to intentionally use the screening as the first of 10 essential public health services to improve local services and understand their public health impacts.

Funding

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The views expressed herein do not necessarily reflect the official policies of the city and county of San Francisco, nor does mention of the University of California San Francisco, the San Francisco Unified School District, the University of the Pacific, Arthur A. Dugoni School of Dentistry, San Francisco Dental Society or the San Francisco Department of Public Health imply their endorsement.

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Date of Meeting: February 6, 2018

Staff Report: December 2017 & January 2018



Staff Report December 2017 & January 2018

Grants & Contracts Program Officer Report –

- **Grants & Contracts:**
 - FY 17/18 2nd Quarter Progress Reports:
 - On 1/15/18 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.

- **Meetings and Conferences:**
 - IMPACT Hub Leadership Meeting Region 5
 - Budgeting Meeting with Fiscal Staff at Kings County Department of Public Health
 - First 5 Association meeting held in Sacramento, CA
 - First 5 State Commission meeting held in Sacramento, CA

- **Evaluation:**
 - I have continued to work collaboratively with the Evaluation, Management & Training (EMT) to implement the comprehensive evaluation plan for the 2015/2020 strategic plan. First 5 is currently working to send all data collected during FY 16/17 and the current fiscal year. Upon receiving the information EMT will process and complete the annual evaluation status report.

- **IMPACT**
 - The First 5 Kings County IMPACT project has submitted the first 2 quarterly invoices. This has resulted in a reimbursement of \$166,624.

- **New Opportunities**
 - Partnership with the Baby Box Company, Baby Boxes serve as a safe sleep space for infants. Each Baby Box includes the safe sleep certified Baby Box itself, a mattress, a mattress protector, a fitted sheet, and additional items. I have been exploring the possibility of the First 5 FRCs serving as distribution sites for these products.
 - Prop 56 funding for oral health – annually \$30,000,000 statewide, \$186,104 locally in Kings, shall be used to provide funding to the State Department of Public Health state dental program for the purpose and goal of educating about, preventing and treating dental disease, including dental disease caused by use of cigarettes and other tobacco products. This funding has the potential to bring \$930,520 over the 5 year term.

- **Fiscal Report: December 2017**

	% of Fiscal Term Expended	Percent of Spending	Comments
First 5 Operations			
Personnel	50%	44%	N/A
Service & Supplies		25%	N/A
TOTAL		36%	N/A
Linkages to Learning			
Personnel	50%	40%	N/A
Service & Supplies		31%	N/A
TOTAL		37%	N/A
First 5 Total Budget		38%	FRC: 47% E3: 17% School Readiness: 47% New Project Initiative: 45%

Category	Expended	Percentage
Administration	\$42,564	5.13%
Program	\$698,965	84.23%
Evaluation	\$23,640	2.85%
Linkages 2 Learning	\$64,615	7.79%
Total	\$837,326	

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 and Island Elementary

- All Linkages to learning school sites are in the process of meeting for a 2nd time this school year. Each school site will discuss possible dates for kindergarten registration and spring orientation. Schools typically begin registering new incoming students in early spring and conclude the school year with an orientation for parents and their children. Other topics discussed during our 2nd meeting are preschool field trips and pre-k testing. Each of the linkages school sites participates in an open campus, allowing for local preschool children to visit during spring months during a class trip. These trips help preschoolers experience what a day in kindergarten looks and feels like. Often times the experience helps calm some nerves young children may have when transitioning to a new school. The school sites I work with understand and see value in participating in such activities such as the preschool field trips. Another topic that is highly prioritized by the majority of the linkages school sites is the pre- k testing. A large portion of the 16 school sites I work with test the incoming students during the spring. The teachers take results from these tests to help balance out classrooms and better prepare for the new school year. In addition to helping teachers, parents have an opportunity to learn how academically prepared their child is for school. Teachers take advantage of this opportunity to provide parents with valuable resources to help their child prepare for kindergarten. They do so again during the spring orientation event in which parents are presented with school readiness information and supplies. A schedule of these events will be presented in the next staff report. School sites will meet for a 3rd and final time in late spring before the school year is over.
- **Back Pack Project:** The back pack project for the 2017-18 school year is in its early stages. The back pack vendor has been contacted and new back packs have been ordered. The back pack and its contents will remain the same as last year. The new shipment is scheduled to arrive in late February. In the meantime I will begin contacting schools for delivery arrangements.

**AB 11 (McCarty) Early Childhood Interventions: Developmental Screenings
FACT SHEET**

Staff Contact: Bryan C. Singh, (916) 319-2007

SUMMARY

This bill seeks to improve developmental screenings for children aged 0 to 3 under the Early and Periodic Screening, Diagnosis, and Treatments (EPSDT) benefit in Medi-Cal.

ISSUE

Approximately 85% of brain development occurs in the first three years of life, where a child is building the architecture essential for his or her lifelong learning, behavior, and health. Yet many of the 500,000 California babies born each year and their families face challenges from the start. As many as 1 in 7 children will experience abuse or neglect before they enter Kindergarten. Further, 47% of California children live in or near poverty or other circumstances that compromise long-term health, learning, and well-being.

Toxic stress – resulting from unmet basic needs, adverse experiences, and complex individual child and family circumstances – can weaken this architecture and affect a child’s development, but early identification and intervention can improve a child’s long-term outcome, and minimize the need for costly health care, special education, juvenile justice, and child welfare services in the future. Roughly 25% of young children are at risk for developmental delays; and yet seventy-percent of children with delays will go through Kindergarten undetected, thereby increasing special education costs. California can do better to ensure the healthy development of our children so they are off to a strong academic start.

The American Academy of Pediatrics (AAP), recently released updated *Bright Futures Guidelines* with recommendations for preventive pediatric healthcare to ensure developmental, psychosocial, and healthy well-being of children. These guidelines are the standard practice for pediatric preventive care, and are an important component of the Medicaid EPSDT benefit, designed to assure children receive screenings, early detection, and care, so health problems are averted or diagnosed early.

One key recommendation in the *Bright Futures Guidelines* is for routine developmental screenings using a validated tool to assist in better early identification of developmental delays or disorders, such as autism, in children ages 0-3. Identifying young children with or at risk for developmental and behavioral delays is an essential first step toward ensuring that every child has the opportunity to reach their optimal physical, mental, and socioemotional health and well-being.

However, in 2016, California ranked 43rd in the nation for developmental screening of all infants and toddlers. In fact, only about 36% of infants and toddlers in Medi-Cal are receiving their developmental screenings, despite existing EPSDT requirements.

Early identification matters and incorporating developmental screenings in preventive well-child check-ups as laid out in the *Bright Futures Guidelines* will lead to better identification of developmental problems that can be addressed through early intervention services and ultimately improve child health and student outcomes. It is critical to the well-being of children and their families, that health care professionals utilize routine developmental screenings for early identification of developmental concerns in babies and young children.

AB 11 further implements the *Bright Futures Guidelines* by ensuring that developmental screenings, with a validated tool, are routinely occurring for infants and toddlers during Medi-Cal health care visits.

SOLUTION

AB 11 seeks to ensure increased early identification of developmental delays or disorders among young children by promoting pediatrician-recommended developmental screenings consistent with federal Medicaid EPSDT law.

SUPPORT

Children Now (co-sponsor)
First 5 Association of CA (co-sponsor)

For Immediate Release: January 10, 2018
Contact: Jessica Berthold, Communications
510-227-6948 or jess@first5association.org



First 5 Association Statement on Governor Brown 2018-19 Budget Proposal

(Alameda, CA) – Moira Kenney, Executive Director of First 5 Association, offered the following response to California Governor Jerry Brown’s 2018-19 budget proposal released today:

“First 5 is pleased that Governor Brown’s budget proposal recognizes the multiple pillars that support early childhood: quality early learning, resilient families, and comprehensive health and development. By proposing funds for home visiting, higher pay for child care providers, greater access to quality child care, a larger early childhood workforce, accelerated education reform, and the assurance of health coverage through Medi-Cal, Brown is putting California’s money where its heart is—with children.

The needs of young children in our state are significant — 20% live in poverty, 86% can't access subsidized child care though eligible, and 14% experience abuse or neglect. Even with the additional supports outlined in today’s budget, our work on behalf of children and families is not done.

First 5 looks forward to working with legislators on budget policies that will meet the needs of our state’s kids, so we can ensure our youngest Californians are healthy, safe, and ready to learn. This budget proposal is a strong and promising start.”

First 5 Association of California is the voice of the state’s 58 First 5 county commissions, which were created by voters in 1998 to ensure our kids are healthy, safe and ready to learn. Together, First 5 has touched the lives of more than one million kids, families and caregivers in California, and strengthened our state by giving kids the best start in life. Learn more: www.first5association.org.

	COUNTY	2017-18 TAX REVENUE PROJECTION	2018-19 TAX REVENUE PROJECTION	2019-20 TAX REVENUE PROJECTION	2020-21 TAX REVENUE PROJECTION	2021-22 TAX REVENUE PROJECTION
1	Alameda	\$10,684,183	\$12,292,299	\$11,959,438	\$11,656,611	\$10,862,384
2	Alpine	\$1,649	\$3,127	\$3,075	\$3,008	\$2,180
3	Amador	\$167,610	\$190,738	\$191,892	\$189,524	\$153,541
4	Butte	\$1,341,980	\$1,528,407	\$1,485,320	\$1,480,692	\$1,347,639
5	Calaveras	\$208,826	\$236,390	\$235,560	\$235,852	\$178,804
6	Colusa	\$163,763	\$197,617	\$187,587	\$188,922	\$173,045
7	Contra Costa	\$6,923,672	\$8,033,520	\$7,999,816	\$7,932,921	\$7,316,738
8	Del Norte	\$164,862	\$195,741	\$194,967	\$191,329	\$185,607
9	El Dorado	\$877,068	\$982,458	\$988,983	\$961,457	\$923,812
10	Fresno	\$8,442,604	\$9,460,617	\$9,289,553	\$9,065,852	\$9,380,660
11	Glenn	\$206,628	\$233,264	\$238,020	\$234,047	\$239,314
12	Humboldt	\$794,637	\$953,066	\$933,015	\$836,913	\$786,595
13	Imperial	\$1,767,875	\$1,912,385	\$1,942,294	\$1,828,453	\$1,981,933
14	Inyo	\$111,557	\$123,824	\$123,008	\$120,333	\$125,606
15	Kern	\$7,566,635	\$8,629,499	\$8,403,896	\$8,417,861	\$8,868,393
16	Kings	\$1,250,207	\$1,391,451	\$1,357,392	\$1,337,496	\$1,387,897
17	Lake	\$397,868	\$452,143	\$448,364	\$448,239	\$407,544
18	Lassen	\$161,565	\$185,735	\$180,822	\$179,897	\$176,283
19	Los Angeles	\$68,384,928	\$76,774,335	\$73,840,998	\$71,365,003	\$69,943,356
20	Madera	\$1,222,730	\$1,433,976	\$1,366,002	\$1,333,886	\$1,403,509
21	Marin	\$1,257,351	\$1,455,239	\$1,322,334	\$1,322,454	\$1,314,896
22	Mariposa	\$91,224	\$99,434	\$95,331	\$95,063	\$71,496
23	Mendocino	\$578,118	\$622,870	\$610,119	\$597,451	\$636,916
24	Merced	\$2,255,867	\$2,567,149	\$2,484,759	\$2,503,518	\$2,569,790
25	Modoc	\$43,963	\$55,658	\$53,508	\$53,548	\$37,058
26	Mono	\$83,530	\$84,425	\$81,800	\$81,826	\$77,783
27	Monterey	\$3,531,353	\$3,941,715	\$3,877,823	\$3,765,204	\$3,660,972
28	Napa	\$800,132	\$875,520	\$911,488	\$894,071	\$914,939
29	Nevada	\$481,398	\$512,179	\$508,022	\$507,202	\$506,238
30	Orange	\$20,674,296	\$23,103,093	\$22,413,876	\$21,753,712	\$21,361,760
31	Placer	\$2,059,681	\$2,377,036	\$2,360,521	\$2,360,924	\$2,386,491
32	Plumas	\$89,575	\$103,812	\$109,477	\$104,689	\$91,284
33	Riverside	\$16,765,958	\$19,142,616	\$18,809,131	\$18,430,730	\$18,434,191
34	Sacramento	\$10,677,589	\$12,204,121	\$12,032,628	\$11,668,042	\$11,084,064
35	San Benito	\$395,670	\$475,282	\$460,664	\$461,475	\$485,691
36	San Bernardino	\$16,826,407	\$19,032,551	\$18,450,563	\$18,150,957	\$17,464,723
37	San Diego	\$24,157,839	\$26,907,226	\$25,906,684	\$25,117,608	\$23,122,962
38	San Francisco	\$4,930,485	\$5,660,236	\$5,598,702	\$5,510,026	\$4,951,703
39	San Joaquin	\$5,487,720	\$6,470,717	\$6,441,921	\$6,374,013	\$6,161,322
40	San Luis Obispo	\$1,466,176	\$1,711,016	\$1,698,738	\$1,532,435	\$1,452,673
41	San Mateo	\$4,967,854	\$5,640,224	\$5,492,916	\$5,258,531	\$4,856,603
42	Santa Barbara	\$3,117,548	\$3,325,099	\$3,367,340	\$3,278,459	\$3,301,036
43	Santa Clara	\$12,855,421	\$14,432,319	\$14,045,652	\$13,589,753	\$12,800,229
44	Santa Cruz	\$1,561,247	\$1,706,013	\$1,628,624	\$1,664,800	\$1,678,788
45	Shasta	\$1,139,749	\$1,255,120	\$1,220,238	\$1,181,064	\$1,142,969
46	Sierra	\$17,036	\$17,510	\$16,606	\$16,245	\$11,057
47	Siskiyou	\$256,086	\$283,293	\$284,148	\$276,163	\$256,694
48	Solano	\$2,820,246	\$3,196,898	\$3,242,487	\$3,183,998	\$3,046,345
49	Sonoma	\$2,756,500	\$3,201,901	\$3,125,630	\$3,054,641	\$3,151,733
50	Stanislaus	\$4,231,469	\$4,814,108	\$4,847,124	\$4,751,931	\$4,520,242
51	Sutter	\$715,503	\$872,393	\$858,595	\$842,328	\$761,849
52	Tehama	\$455,020	\$522,185	\$519,708	\$523,446	\$446,206
53	Trinity	\$56,053	\$65,039	\$63,964	\$63,175	\$50,650
54	Tulare	\$4,073,201	\$4,635,878	\$4,518,693	\$4,401,763	\$4,600,036
55	Tuolumne	\$256,086	\$273,913	\$272,462	\$271,951	\$242,465
56	Ventura	\$5,529,485	\$6,246,834	\$6,125,791	\$5,816,272	\$6,203,603
57	Yolo	\$1,319,998	\$1,454,614	\$1,487,165	\$1,410,297	\$1,434,986
58	Yuba	\$634,720	\$805,769	\$718,366	\$702,742	\$727,518
	TOTALS	\$270,258,400	\$305,361,600	\$297,433,600	\$289,580,800	\$281,864,800

Waite, Scott

From: Sierra Losh <slosh@ccfc.ca.gov>
Sent: Thursday, January 25, 2018 9:31 AM
To: Moira Kenney; Margot Grant Gould; External County Commission Executive Directors
Cc: Camille Maben; Frank Furtek; First 5 CA Managers; External County Fiscal Contacts
Subject: Revised Cigarette Tax Revenue Projections as of January 2018
Attachments: January 2018 Projections.pdf

Good morning First 5 Executive Directors,

Prior to the January 10 release of the FY 2018-19 Proposed Governor's Budget, the Department of Finance (DOF) provided First 5 California (F5CA) with updated revenue and backfill projections. Below is a chart that provides a comparison of the original revenue and backfill projections provided in July 2017 against the revised projections as of January 2018.

Fiscal Year	Revenue Projections				Backfill Projections			
	Original as of July 2017	Revised as of January 2018	Variance	% Change	Original as of July 2017	Revised as of January 2018	Variance	% Change
2017-18	358,490	355,461	(3,029)	-0.80%	20,863	17,337	(3,526)	-16.90%
2018-19	349,503	346,377	(3,126)	-0.90%	88,428	69,874	(18,554)	-21.00%
2019-20	340,640	337,332	(3,307)	-1.00%	86,117	68,706	(17,411)	-20.20%
2020-21	331,723	328,477	(3,246)	-1.00%	83,834	67,531	(16,303)	-19.40%

The revenue projections decreased by one percent or less, which is good news. Unfortunately, the backfill projections for 2018-19 through 2021-22 were reduced by an annual average of 20 percent. The original projections assumed an increase in Other Tobacco Product (OTP) revenue due to the inclusion of e-cigarettes. Additionally, they assumed a decrease in cigarette tax revenues due to the implementation of Propositions 56 (Prop 56), which directly correlated to a higher backfill projection. The actual revenue data collected thus far indicates that OTP revenue did not increase as projected, while the cigarette tax revenue did not decline. The net result of this is the small adjustment to ongoing revenue projections, and a significant decrease in the projected backfill.

It is important to note that DOF cautioned that the projections for 2019-20 and 2020-21 are estimates only and will continue to be revised as more data is available. F5CA is providing this information at this time as a conservative projection of revenues in future years. Below is a table that breaks out the amount available for transfer to the counties by fiscal year.

	Funds Available for Transfer (in thousands) <i>Reflects final amount for transfer Prop 99 backfill and admin costs are removed</i>		
Fiscal Year	Original as of July 2017	Revised as of January 2018	Variance
2017-18	276,910	270,258	(6,652)
2018-19	323,773	305,362	(18,411)
2019-20	314,834	297,434	(17,400)
2020-21	305,874	289,581	(16,293)

The amounts available from transfer include revenue and Prop 56 backfill amounts reduced by Prop 99 backfill and the California Department of Technology and Fee Administration (CDTFA) administration costs. Attached you will also find a chart that provides the revised revenue breakdown by county. F5CA will continue to monitor the revenue data, which includes the rate of collection for both revenue streams, and provide any necessary updates. With so many variables introduced into a once stable revenue stream, it is anticipated that continued adjustments to ongoing projections will occur in the coming year.

As an aside, I will be leaving F5CA on January 31. It has been a pleasure working with you all. Should you have any questions or concerns after that date, please feel free to contact Frank Furtek, Chief Deputy Director & Counsel at F5CA, at (916) 263-1313.

Thank you,

Sierra Losh

Director, Fiscal Services Office

First 5 California

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