



*In compliance with the Americans with Disabilities Act, if you require a modification or accommodation to participate in this meeting, including the availability of assistive listening devices or agendas in alternative formats, please contact the First 5 Kings County Children and Families Commission's office at (559) 585-0814 (California Relay 711) at least 48 business hours prior to the start of this meeting.*

## **2<sup>nd</sup> AMENDED Meeting Agenda**

June 2, 2020

3:00 PM

Hanford Family Connection

315 W. Lacey Blvd.

Hanford, CA 93230

### **KINGS COUNTY CHILDREN & FAMILIES COMMISSION (FIRST 5 COMMISSION) PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19**

California Governor Gavin Newsom issued Executive Orders N-25-20 and N-29-20 on March 12, 2020 and March 17, 2020, respectively, relating to the convening of public agency meetings in light of the COVID-19 pandemic. The First 5 Commission hereby provides notice that it will convene its regularly scheduled public meetings of the First 5 Commission by teleconference going forward, and will close Hanford Family Connection to the public generally, except as described below, until further notice.

Pursuant to the Executive Orders, and to maintain the orderly conduct of the meeting, the First 5 Commission will allow the First 5 Commissioners, Commission staff and interested members of the public to attend the meeting telephonically or by the Internet, and to participate in the meeting to the same extent as if they were present at the Hanford Family Connection. Members of the public who choose to attend the meeting virtually, using certain digital or landline phones, may listen to the audio broadcast of the meeting, but will not be able to comment during the meeting. **Only those members of the public who cannot participate virtually, due to a need for a special accommodation (vision, hearing, etc.), may attend the meeting in person at Hanford Family Connection, where efforts will be made to allow adequate social distancing and to ensure that exposed surfaces are sanitized. No more than 10 individuals will be allowed to attend in person at the Hanford Family Connection, at any given time during the meeting. To secure the accommodation consistent with the American's with Disabilities Act and to attend in person, interested parties will need to contact Commission Staff as directed below no later than 48 business hours prior to the start of the meeting.**

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**Meeting**, and then enter the meeting information. The **meeting number is 624 807 461** and the **password is YmebMMmV238**.

- If you have trouble logging in through the Internet, you may join the meeting via telephone by calling **(408) 418-9388**, then enter the **access code of 96326668**.
- For members of the public who wish to participate, but are unable to do so virtually, you may submit written comments on any matter within the Commission's subject matter jurisdiction, regardless of whether it is on the agenda for Commission consideration or action, and those comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the First 5 Program Officer no later than 9:00 a.m. on the morning of the noticed meeting. To submit written comments by email, please forward them to [Clarissa.Ravelo@co.kings.ca.us](mailto:Clarissa.Ravelo@co.kings.ca.us). To submit such comments by U.S. Mail, please forward them to:

Program Officer, First 5 Commission, 330 Campus Dr. Hanford, CA 93230

### **Call to Order & Welcome**

### **Commissioners Roll Call**

### **Review and Modification to Agenda**

### **Opportunity for Public Comment**

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**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. 005 **2020-06-061 Approval of Minutes: April 7, 2020 Commission Meeting**

P. 012 **April 2020 Fiscal Report**

### **Action Items**

P. 015 **2020-06-062 Commission Meeting Schedule for FY 2020/2021:** Commission to review, discuss and consider approving the FY 20/21 schedule.

P. 018 **2020-06-063 Re-appointment of Chairperson for FY 2020-2021:** Commission to discuss and re-appoint a Chairperson for FY 2020-2021.

- P. 020 **2020-06-064 Election of FY 2020-2021 Chair-elect:** Commission to review, discuss and vote on a Chair-elect for FY 2020-2021.
- P. 022 **2020-06-065 5 Year Fiscal Plan:** Commission to review, discuss and approve the First 5 Kings County 2020-2025 Fiscal Plan and future budgetary impacts.
- P. 031 **2020-06-066 Proposed Budget Modification for FY 20/21:** Commission to review, discuss and consider approving the FY 2020-2021 Budget Modification.
- P. 036 **2020-06-067 2020-2025 Strategic Plan:** Commission to review, discuss and approve the 2020-2025 First 5 Kings County Strategic Plan, for submission to First 5 California.
- P. 083 **2020-06-068: Approval of Extension of Grantee Contracts for FY 2020/2021:** Commission to review, discuss and consider whether to recommend to the Board of Supervisors contract extensions for the following contractors:
- West Hills Community College – Avenal Family Connection
  - Recreation Association of Corcoran – Corcoran Family Resource Center
  - United Cerebral Palsy - Parent & Me
  - United Cerebral Palsy - Special Needs Project
  - Kings Community Action Organization – Kettleman City Family Resource Center
  - Kings United Way 211 Intellifull Translation
- P. 134 **2020-06-069 Approval of Extension of Grantee Contracts for FY 2020/2021:** Commission to review, discuss and consider whether to recommend to the Board of Supervisors contract extensions for the following contractors:
- Kings County Office of Education – Kings County CARES About Quality
  - Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection
- P. 154 **2020-06-070 Approval of Evaluation Contract for FY 2020-2025:** Commission to review, discuss and consider whether to recommend to the Board of Supervisors the Evaluation Contract with EMT & Associates.
- P. 158 **2020-06-071 California COVID-19 Family Resource Center Relief Funds:** Commission to review, discuss and consider whether to recommend to the Board of Supervisors, for First 5 Kings County to enter into an MOU with California Family Resource Association (CFRA).

### **Informational Agenda Items**

- P. 203 **First 5 Commission's Authority to Contract:** Commission to review and discuss the Commission's authority to enter into contracts, the need to seek a resolution for the Kings County Board of Supervisors to delegate contract approval/authority to the Commission, and the need to amend Commission by-laws and/or policies related to contracts.
- P. 228 **3<sup>rd</sup> Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 19/20.
- P. 231 **Staff Report:** April-May 2020

### **Future Agenda Items**

#### **August 2020**

- Minutes from June, 2020 Commission Meeting

- June 2020 Fiscal Report
- Final Grantee Achievement Report
- Spotlight on Service: United Cerebral Palsy and Kings United Way
- Staff Report: June-July 2020

### **Commissioner Comments**

### **Review Next Meeting Date & Adjournment**

- August 4, 2020 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.**

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

Date of Meeting: June 2, 2020

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**2020-06-061**

**Commission Meeting  
Minutes from  
April 7, 2020**



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## Meeting Minutes

April 7, 2020

3:00 PM

Hanford Family Connection

315 W. Lacey Blvd.

Hanford, CA 93230

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Program Officer, First 5 Commission, 330 Campus Dr. Hanford, CA 93230

**Call to Order & Welcome**

Commissioner Dr. Milton Teske called the meeting to order at 3:04 pm.

**Commissioners Roll Call**

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	X		
Dr. Milton Teske	X		
Sanja Bugay	X		
Todd Barlow	X		
Dr. Lisa Lewis	X		

**Review and Modification to Agenda**

No modifications were made to the agenda.

**Opportunity for Public Comment**

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

No public comments were made.

**Consent Calendar**

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- P. 004 **2020-04-056 Approval of Minutes: February 11, 2020 Commission Meeting**  
P. 010 **February 2020 Fiscal Report**

The Commission did not have any comments or questions regarding the February minutes or the Fiscal report.

Motion Made by:	Commissioner Joe Neves			
2 <sup>nd</sup> Motion by:	Commissioner Dr. Lisa Lewis			
Motion (Pass/Fail)	Pass			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

**Action Items**

- P. 013 **2020-04-057 Proposed Budget for FY 20/21:** Commission to review, discuss and consider approving the 2020-2021 Budget.

Commissioner Bugay had a question about the change in funding for KCOE/CARES. Program Officer Ravelo indicated that the current contract funding total for this grant is \$570,596, with \$480,241 reimbursed by the First 5 CA IMPACT grant, and Prop 10 portion of \$90,355. The 3-year RFA for IMPACT grant has been released, and at this time, it was agreed upon that KCOE will apply for the RFA as the lead agency, instead of Kings County First 5. Rebecca Villa from KCOE also explained further that the 3-year IMPACT grant has been reduced by 30%.

Motion Made by:	Commissioner Joe Neves			
2 <sup>nd</sup> Motion by:	Commissioner Dr. Lisa Lewis			
Motion (Pass/Fail)	Pass			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

- P. 024 **2020-04-058 Administrative Cost Limit for FY 2020-2021:** Commission to review, discuss and consider approving the administrative cost limit for FY 2020-2021.

Commissioner Teske explained that First 5 CA requires local commissions to set a limit on Prop 10 funding used for Administrative costs, including the comparison between current year and the upcoming FY 2020-2021.



Motion Made by:	Commissioner Joe Neves			
2 <sup>nd</sup> Motion by:	Commissioner Sanja Bugay			
Motion (Pass/Fail)	Pass			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 028 **2020-04-059 First 5 California Annual Report:** Commission to review and discuss the First 5 California 2018-2019 Annual Report.

Commission Teske called for questions or discussion about the agenda item, and there were no comments from the Commissioners or the attendees.

Motion Made by:	Commissioner Joe Neves			
2 <sup>nd</sup> Motion by:	Commissioner Dr. Lisa Lewis			
Motion (Pass/Fail)	Pass			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

P. 089 **2020-04-060: Effect of COVID-19 on Delivery of Services for Current Contracts and First 5 programming:** Commission to review, discuss and consider alternatives to delivery of services for current Contracts and programs.

Program Officer Ravelo introduced the agenda item and provided a brief summary of the action item. Ms. Ravelo relayed that all of the grantees have provided status updates related to their programs, and alternative methods of service delivery, including but not limited to telework, remote/virtual sessions with participants, and telephone and email communication. Ms. Ravelo further informed the Commission that the 3<sup>rd</sup> quarter progress and expenditure reports are due on April 15, 2020, which will provide a better picture of the status of each grantee's ability to deliver services in accordance with their current Scope of Work and contract. First 5 staff are available to problem solve with grantees, and find alternate ways for the community to access services/programs. Ms. Ravelo further stated that it should be expected that the grantees may not meet the number of deliverables in their Scope of Work, especially for the parent and/or child classes, wherein some community members may not have access to technology, even if the FRC's are able to provide virtual sessions.

Commissioner Bugay stated that the technological needs of participants should be assessed, to see if there's anyway for those needs to be met.

Commissioner Lewis stated that grantees should continue to help participants as much as possible, and to sustain current support of the grantees.

Executive Director Edward Hill provided comment and suggestions related to amending current SOW's with language allowing for tele(?) to meet their contract obligations.

Commissioner Barlow relayed that grantees will not be altering service provision just for the short-term, but this may become a long-term event. He also stated that the current emergency situation is for an undetermined length. He went on to state that current circumstances may last longer than what was initially anticipated, and that there may be a possibility that it may recur next year.

Commissioner Teske suggested continuing the follow-up with grantees/sites; carry on remote services, and to turn to First 5 staff for guidance or counsel.

Commissioner Bugay made a motion to allow grantees to amend their Scope of Work/services to deliver services virtually, increase services to the public, how it makes sense in their community, and to continue issuing payments to the grantees.

Motion Made by:	Commissioner Sanja Bugay			
2 <sup>nd</sup> Motion by:	Commissioner Joe Neves			
Motion (Pass/Fail)	Pass			
<b>Commissioner</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Joe Neves	X			
Dr. Milton Teske	X			
Sanja Bugay	X			
Todd Barlow	X			
Dr. Lisa Lewis	X			

Commissioner Teske further requested that First 5 staff reach out to other First 5's to see what creative options they have come up with to continue delivering services to the community. Commissioner Teske also recommended that the information gathered from other First 5's should be shared with the grantees, so that they can determine whether those alternatives are something they can adopt for their own practice.

Program Officer Ravelo informed the Commission that she is already attending webinars weekly related to First 5 response to the current situation, and will pass on that information to the grantees and the Commission.

**Informational Agenda Items**

**P. 092 Staff Report: February-March 2020**

Program Officer Ravelo provided a summary of the February-March 2020 Staff Report, including status of the contract extensions for 2020-2021, status of strategic plan activities, and various COVID-related activities through First 5 CA and First 5 Association. Ms. Ravelo also provided an update on the Linkages 2 Learning program, Kindergarten backpack distribution, and New Parent Kits.

**Future Agenda Items**

June 2020

- Minutes from April, 2020 Commission Meeting
- April 2020 Fiscal Report
- Election of FY 20/21 Chairperson<sup>10</sup>Elect

- 2020-2025 Strategic Plan
- 3<sup>rd</sup> Quarter Grantee Achievement Report
- Commission Budget Modification/Augmentation for FY 2019/2020 (if necessary)
- Commission Schedule for FY 2020/2021
- Extension of Contracts for FY 2020/2021
  - Kings United Way – 211
  - West Hills Community College – Avenal Family Connection
  - Recreation Association of Corcoran – Corcoran Family Resource Center
  - United Cerebral Palsy – Parent & Me
  - United Cerebral Palsy – Special Needs Project
  - Kings Community Action Organization – Kettleman City Family Resource Center
  - Kings County Office of Education – Kings County CARES About Quality
  - Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection
  - EMT & Associates
- Spotlight on Service: United Cerebral Palsy and Kings United Way

**Commissioner Comments**

No additional comments were provided by the Commissioners.

**Review Next Meeting Date & Adjournment**

- June 2, 2020 at 3:00 PM
- Commissioner Dr. Milton Teske adjourned the meeting at 3:43 pm.

**Public Comment is Taken on Each Agenda Item**

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Date of Meeting: June 2, 2020

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# Fiscal Report

## April 2020

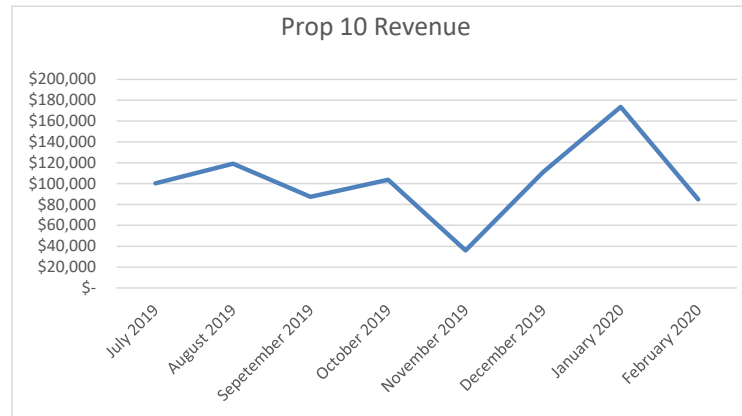
SALARY SUMMARY		\$ 386,524	\$ 275,574	\$ 110,951	71.30%
SERVICES & SUPPLIES		BUDGET	YTD	BALANCE	%
Communications	92006	\$ 2,794	\$ 3,115	\$ (321)	111.47%
Office Equipment	92018	\$ 3,700	\$ 2,973	\$ 727	80.35%
Maintenance SIG	92021	\$ 11,792	\$ 1,603	\$ 10,189	13.60%
Memberships	92027	\$ 4,000	\$ -	\$ 4,000	0.00%
Postage & Freight	92033	\$ 264	\$ 89	\$ 175	33.71%
Offset Printing	92035	\$ 500	\$ -	\$ 500	0.00%
Computer Software	92036	\$ 3,600	\$ 688	\$ 2,912	19.11%
Prof. & Spec. Services	92037	\$ 25,000	\$ 12,500	\$ 12,500	50.00%
Legal Services	92038	\$ 1,000	\$ 1,611	\$ (611)	161.10%
Community Outreach	92045	\$ 1,500	\$ -	\$ 1,500	0.00%
Auditing & Accounting	92046	\$ 6,560	\$ 6,560	\$ -	100.00%
Contractual Services	92047	\$ 12,846	\$ 4,028	\$ 8,818	31.36%
Publications & Legal Notices	92056	\$ 100	\$ -	\$ 100	0.00%
Special Dept Expense	92063	\$ 54,887	\$ 38,617	\$ 16,270	70.36%
Purchasing Charges	92068	\$ 491	\$ 435	\$ 56	88.59%
Brd. & Comm. Meeting Expense	92069	\$ 500	\$ -	\$ 500	0.00%
Public Education Material	92075	\$ 5,688	\$ -	\$ 5,688	0.00%
Motor Pool	92089	\$ 1,200	\$ 4,118	\$ (2,918)	343.17%
Travel Expenses	92090	\$ 17,490	\$ 6,587	\$ 10,903	37.66%
Utilities	92094	\$ 5,284	\$ 4,412	\$ 872	83.50%
Admin Allocation	93057	\$ 85,124	\$ -	\$ 85,124	0.00%
Information & Technology	93048	\$ 9,952	\$ 7,696	\$ 2,256	77.33%
Electronic Hardware	92103	\$ -	\$ 1,307	\$ (1,307)	#DIV/0!
Liability Claim	93041	\$ 1,899	\$ 1,897	\$ 2	99.89%
IT Managed Contracts	93051	\$ 2,375	\$ 3,726	\$ (1,351)	156.90%
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>\$ 258,546</b>	<b>\$ 101,963</b>	<b>\$ 156,583</b>	<b>39.44%</b>
<b>TOTAL OPERATIONS COSTS</b>		<b>\$ 645,070</b>	<b>\$ 377,536</b>	<b>\$ 267,534</b>	<b>58.53%</b>

First 5 Contracted Programs		BUDGET	YTD	BALANCE	%
FRC Initiative	93033	\$ 726,012	\$ 510,527	\$ 215,485	70.32%
Avenal Family Connection		\$ 90,000	\$ 74,685	\$ 15,315	
Corcoran Family Resource Center		\$ 116,000	\$ 82,649	\$ 33,351	
Kettleman City Family Resource Center		\$ 90,000	\$ 62,510	\$ 27,490	
KCOE: Hanford & Lemoore Family Connection		\$ 425,012	\$ 290,683	\$ 134,329	
FRC Support (Professional Learning Community)		\$ 5,000	\$ -	\$ -	
E3 Initiative	93034	\$ 570,596	\$ 323,448	\$ 247,148	56.69%
Kings County Office of Education CARES		\$ 570,596	\$ 323,448	\$ 247,148	
School Readiness	93035	\$ 439,800	\$ 342,835	\$ 96,965	77.95%
UCP Parent & Me Program		\$ 349,800	\$ 273,136	\$ 76,664	
Special Needs Project		\$ 90,000	\$ 69,700	\$ 20,300	
New Project	93053	\$ 40,000	\$ 26,835	\$ 13,165	67.09%
Kings United Way		\$ 40,000	\$ 26,835	\$ 13,165	
<b>TOTAL CONTRACT COSTS</b>		<b>\$ 1,776,408</b>	<b>\$ 1,176,810</b>	<b>\$ 599,598</b>	<b>66.25%</b>
RESERVE FUNDS (25% of Operations and Contracts)		\$ 605,370	Trust Balance	\$ 753,439	

**Revenue FY 2019/2020**

Month	Estimated Prop 10	Prop 10 Revenue	Prop 56 Backfill	Interest	CARES/IMPACT	Prop 56/LOHP	Total	%
July 2019	\$ 139,643	\$ 100,255					\$ 100,255	72%
August 2019	\$ 137,162	\$ 119,209					\$ 119,209	87%
September 2019	\$ 218,523	\$ 87,343		\$ 3,448	\$ 77,568	\$ 2,370	\$ 170,729	40%
October 2019	\$ 139,643	\$ 103,765					\$ 103,765	74%
November 2019	\$ 137,162	\$ 35,971					\$ 35,971	26%
December 2019	\$ 218,523	\$ 111,147	\$ 367,242		\$ 80,719	\$ 15,840	\$ 574,948	51%
January 2020	\$ 139,643	\$ 173,616		\$ 3,539			\$ 177,155	124%
February 2020	\$ 137,162	\$ 84,933					\$ 84,933	62%
March 2020	\$ 218,523						\$ -	0%
April 2020	\$ 137,162						\$ -	0%
May 2020	\$ 137,162						\$ -	0%
June 2020	\$ 221,004						\$ -	0%
<b>TOTAL REVENUE</b>	<b>\$ 1,981,312</b>	<b>\$ 816,240</b>	<b>\$ 367,242</b>	<b>\$ 6,987</b>	<b>\$ 158,287</b>	<b>\$ 18,209</b>	<b>\$ 1,366,966</b>	<b>41%</b>

**Est. Prop 10 based on average of actuals      \$1,224,359.85**





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

Date of Meeting: June 2, 2020

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**2020-06-062**

**Commission Meeting  
Schedule for  
FY 2020/2021**



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

Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-062  
Agenda Item Type: Action Item

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**AGENDA ITEM:** FY 2020-2021 Commission Meeting Schedule

**A. Background/History:**

At the June 2015 meeting the First 5 Children and Families Commission modified the bylaws so that an annual calendar will be adopted by the commission at the June meeting each year. The Commission is being presented the annual calendar at this meeting.

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

Staff requests that the commission review, discuss, and consider approving the First 5 Kings Commission Meeting Schedule. The meetings will take place at the regular date and time (first Tuesday of even months at 3:00).

**C. Timeframe:**

If approved the Commission Meeting Schedule will go into effect immediately.

**D. Costs:**

No costs associated with this item.

**E. Staff Recommendation:**

Staff recommends the commission review, discuss and consider approving the First 5 Kings County Commission Meeting Schedule

**F. Attachments:**

- The First 5 Kings FY 2020-2021 Commission Meeting Schedule





Commission Meeting Schedule FY 2020-2021

August 4, 2020

October 6, 2020

December 1, 2020

February 2, 2021

April 6, 2021

June 1, 2021

All First 5 Kings County Commission Meetings are held on the first Tuesday of even-numbered months, at 3:00 pm at the Kings County Board of Supervisors Chambers, located at 1400 W. Lacey Blvd. in Hanford, CA 93230, unless otherwise posted.



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

Date of Meeting: June 2, 2020

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**2020-06-063**

Re-appointment of  
2020-2021 Chair



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Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-063  
Discussion/Action Item: Action Item

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**AGENDA ITEM:** Re-appointment of FY 2020-2021 Chair

**A. Background/History:**

The First 5 Kings County Children and Families Commission Bylaws state that the “Chairperson will appoint a nominating committee to propose candidate(s) for election at the June meeting. The term of office as 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.”

At the April 3, 2018 Commission meeting, the Commission elected Dr. Lisa Lewis as Chair-elect for FY 18/19, with the understanding that she will serve as Chairperson for FY 19/20.

At the April 2, 2019 Commission meeting, the Commission elected Dr. Milton Teske as Chair-elect for FY 19/20, with the understanding that he will serve as Chairperson for FY 20/21.

Due to change in staffing, it was overlooked that Dr. Lewis was supposed to be the Chairperson for the current FY 19/20. Dr. Teske, the current FY 19/20 Chairperson-elect, has been acting as Chairperson for all of the current FY 19/20 Commission meetings.

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

Staff are recommending that Dr. Lisa Lewis be re-appointed as the Chairperson for FY 20/21.

**C. Timeframe:**

Term of office is 7/1/20 through 6/30/21.

**D. Costs:**

No costs are associated with this item.

**E. Staff Recommendation:**

Staff recommends that the commission discuss and vote on re-appointing Dr. Lisa Lewis as the Chairperson for FY 20/21.



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Date of Meeting: June 2, 2020

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**2020-06-064**

**Election of FY 2020-2021  
Chair-elect**



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

Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-064  
Discussion/Action Item: Action Item

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**AGENDA ITEM:** Election of FY 2020-2021 Chair-Elect

**A. Background/History:**

Current Policy requires the commission establish a nominating committee for the purpose of nominating a Vice Chairperson for the Commission. At the February 2020 Commission meeting, a nomination committee was created. The 2020/2021 Chair-Elect nominee is Commissioner Todd Barlow. He will ascend to the Chair position in FY 2021/2022.

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

The nominating committee has met and is recommending Commissioner Todd Barlow for Chair-Elect in FY 2020/2021.

**C. Timeframe:**

Term of office is 7/1/20 through 6/30/21 as Chairperson-elect, then 7/1/21 through 6/30/22 as Chairperson.

**D. Costs:**

No costs are associated with this item.

**E. Staff Recommendation:**

Staff recommends that the commission review, discuss and vote Commissioner Todd Barlow as Chair-elect for FY 2020/2021.



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

Date of Meeting: June 2, 2020

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**2020-06-065**

**2020-2025 Financial Plan  
Draft**

**AGENDA ITEM:** First 5 Kings County Financial Plan FY 20/21 through FY 24/25

**A. Background/History:**

Proposition 10 Statutes indicate that all county commissions are “subject to expanded annual audits from [the] Controller”, including, “long-range financial plans” and the “financial condition of the commission.” It is a legislative requirement that the Commission adopt the Financial Plan in a public hearing.

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

Commission staff requests the Commission review, discuss and approve the FY 20/21 through 24/25 Commission Financial Plan. The draft 2020-2025 Financial Plan takes into consideration the Tax Revenue Projections through 2025 released by First 5 California, as well as the Commission’s intent to have 25% of the budget in reserves.

Staff have prepared various scenarios of the Fiscal plan, including:

- a. Continuing funding at current rate each year
- b. Continuing funding at current rate each year, with the elimination of the School Readiness Coordinator position
- c. 2% decrease
- d. 5% decrease
- e. 10% decrease

Staff recommend that the Commission adopt Scenario E to ensure continued funding of the First 5 Initiatives at a 10% level decrease from 2021-2022 through 2024-2025 and maintenance of 25% of the budget in reserves. The Fiscal Plan proposes to eliminate the First 5 School Readiness position, while maintaining the backpack program throughout the 5-year plan, and maintaining the Linkages 2 Learning programming related to school/teacher incentives, orientation and pre-Kinder assessment support for the first two (2) years of the Fiscal Plan.

**C. Timeframe:**

Upon approval by the Commission, the Financial Plan will be effective from July 1, 2020 through June 30, 2025. The plan will be reviewed on an annual basis, and updated as necessary.

**D. Costs:**

The Financial Plan would allocate \$7,810,849 over the 5 years course of the plan.

**E. Staff Recommendation:**

Staff recommends the commission approve the Draft Financial Plan as presented.

**F. Attachments:**

- First 5 CA County Tax Revenue Projections for 2018-2019 through 2024-2025
- Draft Financial Plan 2020-2025



FIRST 5 CALIFORNIA COUNTY TAX REVENUE PROJECTIONS FOR 2018-19 THROUGH 2024-25  
 UTILIZING DOF MAY REVISE 2020 TOBACCO TAX PROJECTIONS AND  
 DOF BIRTH PROJECTIONS FOR CALIFORNIA STATE AND COUNTIES 1990-2040  
 UPDATED MAY 21, 2020

	COUNTY	2017 Births <sup>1</sup>	2017 Birthrate	2019-20 TAX REVENUE PROJECTION	2018 Births <sup>1</sup>	2018 Birthrate	2020-21 TAX REVENUE PROJECTION	2019 Births <sup>1</sup>	2019 Birthrate	2021-22 TAX REVENUE PROJECTION	2020 Births <sup>1</sup>	2020 Birthrate	2022-23 TAX REVENUE PROJECTION	2021 Births <sup>1</sup>	2021 Birthrate	2023-24 TAX REVENUE PROJECTION	2022 Births <sup>1</sup>	2022 Birthrate	2024-25 TAX REVENUE PROJECTION
1	Alameda	18,896	4.005%	\$12,437,865	18,225	4.012%	\$11,969,940	18,875	4.065%	\$11,765,441	18,130	3.963%	\$11,161,386	17,796	3.919%	\$10,753,865	17,708	3.918%	\$10,478,538
2	Alpine	9	0.002%	\$5,924	10	0.002%	\$6,568	6	0.001%	\$3,740	4	0.001%	\$2,463	8	0.002%	\$4,834	9	0.002%	\$5,326
3	Amador	304	0.064%	\$200,101	305	0.067%	\$200,320	327	0.070%	\$203,830	325	0.071%	\$200,080	357	0.079%	\$215,730	355	0.079%	\$210,068
4	Butte	2,389	0.506%	\$1,572,505	2,419	0.533%	\$1,588,767	2,394	0.516%	\$1,492,263	2,265	0.495%	\$1,394,404	2,307	0.508%	\$1,394,087	2,385	0.528%	\$1,411,301
5	Calaveras	422	0.089%	\$277,772	375	0.083%	\$246,295	370	0.080%	\$230,634	478	0.104%	\$294,271	439	0.097%	\$265,281	457	0.101%	\$270,425
6	Colusa	293	0.062%	\$192,861	267	0.059%	\$175,362	284	0.061%	\$177,027	305	0.067%	\$187,767	305	0.067%	\$184,307	309	0.068%	\$182,848
7	Contra Costa	12,186	2.583%	\$8,021,159	11,995	2.641%	\$7,878,158	12,567	2.707%	\$7,833,446	12,421	2.715%	\$7,646,750	12,356	2.721%	\$7,466,552	12,609	2.790%	\$7,461,254
8	Del Norte	269	0.057%	\$177,063	269	0.059%	\$176,676	254	0.055%	\$158,327	280	0.061%	\$172,377	288	0.063%	\$174,034	260	0.058%	\$153,852
9	El Dorado	1,572	0.333%	\$1,034,734	1,678	0.369%	\$1,102,088	1,764	0.380%	\$1,099,562	1,856	0.406%	\$1,142,611	1,975	0.435%	\$1,193,464	2,047	0.453%	\$1,211,293
10	Fresno	14,546	3.083%	\$9,574,576	14,413	3.173%	\$9,466,268	14,891	3.207%	\$9,282,076	14,582	3.187%	\$8,977,128	14,558	3.206%	\$8,797,189	14,765	3.267%	\$8,737,046
11	Glenn	378	0.080%	\$248,810	365	0.080%	\$239,727	402	0.087%	\$250,581	421	0.092%	\$259,181	424	0.093%	\$256,217	437	0.097%	\$258,591
12	Humboldt	1,372	0.291%	\$903,088	1,365	0.300%	\$896,514	1,336	0.288%	\$832,775	1,223	0.267%	\$752,916	1,156	0.255%	\$698,554	1,157	0.256%	\$684,644
13	Imperial	2,924	0.620%	\$1,924,657	2,628	0.579%	\$1,726,036	2,958	0.637%	\$1,843,824	2,816	0.616%	\$1,733,616	2,846	0.627%	\$1,719,797	2,903	0.642%	\$1,717,822
14	Inyo	212	0.045%	\$139,544	176	0.039%	\$115,594	199	0.043%	\$124,044	170	0.037%	\$104,657	173	0.038%	\$104,541	195	0.043%	\$115,389
15	Kern	13,330	2.825%	\$8,774,172	12,874	2.834%	\$8,455,473	13,415	2.889%	\$8,362,444	13,054	2.853%	\$8,036,444	13,094	2.883%	\$7,912,515	13,402	2.965%	\$7,930,504
16	Kings	2,375	0.503%	\$1,563,290	2,256	0.497%	\$1,481,711	2,369	0.510%	\$1,476,680	2,392	0.523%	\$1,472,589	2,350	0.518%	\$1,420,071	2,388	0.528%	\$1,413,076
17	Lake	750	0.159%	\$493,671	714	0.157%	\$468,946	697	0.150%	\$434,464	787	0.172%	\$484,501	785	0.173%	\$474,364	800	0.177%	\$473,392
18	Lassen	301	0.064%	\$198,126	307	0.068%	\$201,634	328	0.071%	\$204,454	307	0.067%	\$188,999	332	0.073%	\$200,623	309	0.068%	\$182,848
19	Los Angeles	116,850	24.766%	\$76,913,874	110,167	24.253%	\$72,356,233	111,500	24.015%	\$69,501,811	108,213	23.653%	\$66,619,251	106,422	23.436%	\$64,309,274	103,592	22.921%	\$61,299,567
20	Madera	2,121	0.450%	\$1,396,100	2,076	0.457%	\$1,363,489	2,090	0.450%	\$1,302,769	2,250	0.492%	\$1,385,169	2,125	0.468%	\$1,284,107	2,252	0.488%	\$1,332,599
21	Marin	2,238	0.474%	\$1,473,113	2,122	0.467%	\$1,393,702	1,799	0.387%	\$1,121,379	1,764	0.386%	\$1,085,973	1,846	0.407%	\$1,115,511	1,796	0.397%	\$1,062,766
22	Mariposa	141	0.030%	\$92,810	154	0.034%	\$101,145	155	0.033%	\$96,617	157	0.034%	\$96,654	163	0.036%	\$98,499	170	0.038%	\$100,596
23	Mendocino	992	0.210%	\$652,962	896	0.197%	\$588,481	918	0.198%	\$572,221	976	0.213%	\$600,856	971	0.214%	\$586,761	927	0.205%	\$548,543
24	Merced	4,202	0.891%	\$2,765,872	3,870	0.852%	\$2,541,765	4,305	0.927%	\$2,683,456	4,438	0.970%	\$2,732,169	4,395	0.968%	\$2,655,835	4,585	1.014%	\$2,713,130
25	Modoc	90	0.019%	\$59,240	100	0.022%	\$65,679	105	0.023%	\$65,450	89	0.019%	\$54,791	103	0.023%	\$62,241	98	0.022%	\$57,991
26	Mono	148	0.031%	\$97,418	129	0.028%	\$84,725	137	0.030%	\$85,397	162	0.035%	\$99,732	151	0.033%	\$91,247	159	0.035%	\$94,087
27	Monterey	5,813	1.232%	\$3,826,276	5,887	1.296%	\$3,886,504	5,904	1.272%	\$3,886,504	5,650	1.235%	\$3,478,314	5,696	1.254%	\$3,442,010	5,610	1.241%	\$3,319,663
28	Napa	1,291	0.274%	\$849,772	1,206	0.265%	\$792,085	1,334	0.287%	\$831,528	1,313	0.287%	\$808,323	1,333	0.294%	\$805,513	1,370	0.303%	\$810,684
29	Nevada	797	0.169%	\$524,607	772	0.170%	\$507,039	832	0.179%	\$518,614	864	0.189%	\$531,905	910	0.200%	\$549,900	908	0.201%	\$537,300
30	Orange	37,395	7.926%	\$24,614,415	35,643	7.847%	\$23,409,852	37,250	8.023%	\$23,219,215	36,846	8.054%	\$22,683,531	35,887	7.903%	\$21,685,995	35,522	7.860%	\$21,019,801
31	Placer	3,691	0.782%	\$2,429,517	3,664	0.807%	\$2,406,467	3,792	0.817%	\$2,363,685	3,908	0.854%	\$2,405,885	4,178	0.920%	\$2,524,705	4,215	0.933%	\$2,494,186
32	Plumas	173	0.037%	\$113,873	168	0.037%	\$110,340	185	0.040%	\$115,317	191	0.042%	\$117,585	192	0.042%	\$117,816	216	0.048%	\$127,816
33	Riverside	29,880	6.333%	\$19,667,835	28,684	6.315%	\$18,839,273	30,001	6.462%	\$18,700,662	30,780	6.728%	\$18,949,115	31,036	6.835%	\$18,754,606	31,239	6.912%	\$18,485,377
34	Sacramento	19,206	4.071%	\$12,641,916	19,052	4.194%	\$12,513,102	19,362	4.170%	\$12,069,005	19,234	4.204%	\$11,841,042	19,099	4.206%	\$11,541,249	19,120	4.231%	\$11,314,076
35	San Benito	735	0.156%	\$483,797	772	0.170%	\$507,039	781	0.168%	\$486,824	744	0.163%	\$458,029	855	0.188%	\$516,664	839	0.186%	\$496,470
36	San Bernardino	29,708	6.297%	\$19,554,620	28,964	6.376%	\$19,023,173	30,354	6.538%	\$18,920,699	30,622	6.693%	\$18,851,845	30,728	6.767%	\$18,568,486	30,981	6.855%	\$18,332,708
37	San Diego	41,251	8.743%	\$27,152,539	40,008	8.808%	\$26,276,727	39,258	8.455%	\$24,470,871	38,469	8.409%	\$23,682,699	38,136	8.398%	\$23,045,033	37,881	8.382%	\$22,415,716
38	San Francisco	8,950	1.897%	\$5,891,135	8,690	1.913%	\$5,707,477	8,924	1.922%	\$5,562,638	8,603	1.880%	\$5,296,271	8,222	1.811%	\$4,968,436	7,995	1.769%	\$4,730,964
39	San Joaquin	9,929	2.104%	\$6,535,540	9,811	2.160%	\$6,443,735	10,010	2.156%	\$6,239,580	10,315	2.255%	\$6,350,231	10,471	2.306%	\$6,327,474	10,605	2.347%	\$6,275,406
40	San Luis Obispo	2,551	0.541%	\$1,679,138	2,433	0.536%	\$1,597,962	2,419	0.521%	\$1,507,846	2,431	0.531%	\$1,496,598	2,324	0.512%	\$1,404,360	2,472	0.547%	\$1,462,782
41	San Mateo	8,586	1.820%	\$5,651,541	8,326	1.833%	\$5,468,407	8,192	1.764%	\$5,106,357	7,729	1.689%	\$4,758,210	7,614	1.677%	\$4,601,030	7,528	1.666%	\$4,454,621
42	Santa Barbara	5,533	1.173%	\$3,641,972	5,256	1.157%	\$3,452,071	5,557	1.197%	\$3,463,871	5,572	1.218%	\$3,430,295	5,668	1.248%	\$3,425,090	5,667	1.254%	\$3,353,393
43	Santa Clara	22,137	4.692%	\$14,571,180	21,267	4.682%	\$13,967,885	20,871	4.495%	\$13,009,617	20,069	4.387%	\$12,355,094	19,483	4.290%	\$11,773,295	19,363	4.284%	\$11,457,868
44	Santa Cruz	2,661	0.564%	\$1,751,543	2,447	0.539%	\$1,607,157	2,460	0.530%	\$1,533,403	2,380	0.520%	\$1,465,201	2,363	0.520%	\$1,427,927	2,352	0.520%	\$1,391,773
45	Shasta	2,008	0.426%	\$1,321,721	1,961	0.432%	\$1,287,959	2,085	0.449%	\$1,299,653	2,044	0.447%	\$1,258,349	2,129	0.469%	\$1,286,524	2,121	0.469%	\$1,255,081
46	Sierra	34	0.007%	\$22,380	26	0.006%	\$17,076	32	0.007%	\$19,947	33	0.007%	\$20,316	33	0.007%	\$19,941	29	0.006%	\$17,160
47	Siskiyou	446	0.095%	\$293,569	438	0.096%	\$287,673	456	0.098%	\$284,241	441	0.096%	\$271,493	424	0.093%	\$256,217	476	0.105%	\$281,668
48	Solano	5,133	1.088%	\$3,378,681	5,039	1.109%	\$3,309,549	5,241	1.129%	\$3,266,897	5,264	1.151%	\$3,240,680	5,329	1.174%	\$3,220,238	5,279	1.168%	\$3,123,797
49	Sonoma	4,645	0.984%	\$3,057,466	4,525	0.996%	\$2,971,960	4,244	0.914%	\$2,645,432	4,121	0.901%	\$2,537,014	4,047	0.891%	\$2,445,544	3,932	0.870%	\$2,326,723
50	Stanislaus	7,443	1.578%	\$4,899,187	7,339	1.616%	\$4,820,158	7,552	1.627%	\$4,707,423	7,607	1.663%	\$4,683,103	7,691	1.694%	\$4,647,560	7,687	1.701%	\$4,548,708
51	Sutter	1,263	0.268%	\$831,341	1,266	0.279%	\$831,492	1,383	0.298%	\$862,072	1,438	0.314%	\$885,277	1,589	0.350%	\$960,210	1,602	0.354%	\$947,968
52	Tehama	743	0.157%	\$489,063	731	0.161%	\$480,111	802	0.173%	\$499,914	841	0.184%	\$517,745	798	0.176%	\$482,220	877	0.194%	\$518,956
53	Trinity	126	0.027%	\$82,937	113	0.025%	\$74,217	127	0.027%	\$79,163	137	0.030%	\$84,341	140	0.031%	\$84,600	131	0.029%	\$77,518
54	Tulare	7,131	1.511%	\$4,693,820	6,900	1.519%	\$4,531,829	7,315	1.575%	\$4,559,693	7,040	1.539%	\$4,334,040	7,130	1.570%	\$4,308,556	7,149	1.582%	\$4,230,352
55	Tuolumne	470	0.100%	\$309,367	450	0.099%	\$295,554	473	0.102%	\$294,837	474	0.104%	\$291,809	477	0.105%	\$288,244	468	0.104%	\$276,934
56	Ventura	9,321	1.976%	\$6,135,338	9,025	1.987%	\$5,927,501	9,300											

## First 5 Kings County Fiscal Plan FY20/21 through FY24/25

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Budgeted	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>							
General Allocation Revenues	\$1,390,825	\$1,563,290	\$1,481,711	\$1,476,680	\$1,472,589	\$1,420,071	\$1,413,076
IMPACT	\$463,945	\$480,241	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
Interest (0.5% annually)	\$36,674	\$20,500	\$43,075	\$30,007	\$15,550	-\$338	-\$20,171
Miscellaneous Income	\$3,853		\$29,424	\$29,836	\$30,254	\$30,677	\$31,107
<b>Total Revenue</b>	<b>\$2,032,473</b>	<b>\$2,250,135</b>	<b>\$1,554,210</b>	<b>\$1,536,523</b>	<b>\$1,518,393</b>	<b>\$1,450,411</b>	<b>\$1,424,011</b>
<b>Expenditures</b>							
Salaries & Benefits	\$280,349	\$170,179	\$199,242	\$202,031	\$204,860	\$207,728	\$210,636
Services & Supplies	\$154,097	\$143,487	\$140,170	\$147,459	\$155,127	\$163,193	\$171,679
Contributions to Agents	\$2,080,042	\$2,142,512	\$1,476,164	\$1,476,164	\$1,476,164	\$1,476,164	\$1,476,164
FRC Initiative	\$726,012	\$726,012	\$726,012	\$726,012	\$726,012	\$726,012	\$726,012
Avenal	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Corcoran	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000
Kettleman City	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Hanford & Lemoore	\$425,012	\$425,012	\$425,012	\$425,012	\$425,012	\$425,012	\$425,012
FRC Support	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
School Readiness Initiative	\$619,088	\$619,800	\$619,800	\$619,800	\$619,800	\$619,800	\$619,800
Parent & Me	\$349,800	\$349,800	\$349,800	\$349,800	\$349,800	\$349,800	\$349,800
Special Needs	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Linkages 2 Learning	\$179,288	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000
E3 Initiative	\$557,931	\$570,596	\$90,352	\$90,352	\$90,352	\$90,352	\$90,352
CARES	\$557,931	\$570,596	\$90,352	\$90,352	\$90,352	\$90,352	\$90,352
New Projects	\$177,011	\$226,104	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
United Way 211	\$39,835	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
PROP 56	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,514,488</b>	<b>\$2,456,178</b>	<b>\$1,815,576</b>	<b>\$1,825,654</b>	<b>\$1,836,151</b>	<b>\$1,847,085</b>	<b>\$1,858,479</b>
Excess of Revenues or Expenditures	-\$482,015	-\$206,043	-\$261,366	-\$289,131	-\$317,758	-\$396,675	-\$434,468
Fund Balance	\$1,067,546.00	\$861,503	\$600,137	\$311,006	-\$6,752	-\$403,426	-\$837,894
Fund Balance % of Revenues (25% floor)	52.52%	38.29%	38.61%	20.24%	-0.44%	-27.81%	-58.84%
Fund Balance % of Expenditures (25% floor)	42.46%	35.07%	33.05%	17.04%	-0.37%	-21.84%	-45.08%

**Assumptions**

- Fund balance minimum is currently set at 25% of annual budget by First 5 Policy Manual

## First 5 Kings County Fiscal Plan FY20/21 through FY24/25

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Budgeted	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>							
General Allocation Revenues	\$1,390,825	\$1,563,290	\$1,481,711	\$1,476,680	\$1,472,589	\$1,420,071	\$1,413,076
IMPACT	\$463,945	\$480,241	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
Interest (0.5% annually)	\$36,674	\$20,500	\$43,075	\$37,513	\$31,441	\$24,882	\$15,390
Miscellaneous Income	\$3,853		\$29,424	\$29,836	\$30,254	\$30,677	\$31,107
<b>Total Revenue</b>	<b>\$2,032,473</b>	<b>\$2,250,135</b>	<b>\$1,554,210</b>	<b>\$1,544,028</b>	<b>\$1,534,283</b>	<b>\$1,475,630</b>	<b>\$1,459,573</b>
<b>Expenditures</b>							
Salaries & Benefits	\$280,349	\$170,179	\$197,535	\$197,535	\$197,535	\$197,535	\$197,535
Services & Supplies	\$154,097	\$143,487	\$176,764	\$176,764	\$176,764	\$176,764	\$176,764
Contributions to Agents	\$2,080,042	\$2,142,512	\$1,291,164	\$1,291,164	\$1,291,164	\$1,291,164	\$1,291,164
FRC Initiative	\$726,012	\$726,012	\$721,012	\$721,012	\$721,012	\$721,012	\$721,012
Avenal	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Corcoran	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000
Kettleman City	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Hanford & Lemoore	\$425,012	\$425,012	\$425,012	\$425,012	\$425,012	\$425,012	\$425,012
FRC Support	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0
School Readiness Initiative	\$619,088	\$619,800	\$439,800	\$439,800	\$439,800	\$439,800	\$439,800
Parent & Me	\$349,800	\$349,800	\$349,800	\$349,800	\$349,800	\$349,800	\$349,800
Special Needs	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Linkages 2 Learning	\$179,288	\$180,000	\$0	\$0	\$0	\$0	\$0
E3 Initiative	\$557,931	\$570,596	\$90,352	\$90,352	\$90,352	\$90,352	\$90,352
CARES	\$557,931	\$570,596	\$90,352	\$90,352	\$90,352	\$90,352	\$90,352
New Projects	\$177,011	\$226,104	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
United Way 211	\$39,835	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
PROP 56	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,514,488</b>	<b>\$2,456,178</b>	<b>\$1,665,463</b>	<b>\$1,665,463</b>	<b>\$1,665,463</b>	<b>\$1,665,463</b>	<b>\$1,665,463</b>
Excess of Revenues or Expenditures	-\$482,015	-\$206,043	-\$111,253	-\$121,435	-\$131,180	-\$189,833	-\$205,890
Fund Balance	\$1,067,546.00	\$861,503	\$750,250	\$628,816	\$497,636	\$307,803	\$101,913
Fund Balance % of Revenues (25% floor)	52.52%	38.29%	48.27%	40.73%	32.43%	20.86%	6.98%
Fund Balance % of Expenditures (25% floor)	42.46%	35.07%	45.05%	37.76%	29.88%	18.48%	6.12%

**Assumptions**

- Fund balance minimum is currently set at 25% of annual budget by First 5 Policy Manual

## First 5 Kings County Fiscal Plan FY20/21 through FY24/25

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Budgeted	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>							
General Allocation Revenues	\$1,390,825	\$1,563,290	\$1,481,711	\$1,476,680	\$1,472,589	\$1,420,071	\$1,413,076
IMPACT	\$463,945	\$480,241	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
Interest (0.5% annually)	\$36,674	\$20,500	\$43,075	\$37,513	\$32,732	\$27,529	\$19,461
Miscellaneous Income	\$3,853		\$29,424	\$29,836	\$30,254	\$30,677	\$31,107
<b>Total Revenue</b>	<b>\$2,032,473</b>	<b>\$2,250,135</b>	<b>\$1,554,210</b>	<b>\$1,544,028</b>	<b>\$1,535,575</b>	<b>\$1,478,277</b>	<b>\$1,463,643</b>
<b>Expenditures</b>							
Salaries & Benefits	\$280,349	\$170,179	\$197,535	\$197,535	\$197,535	\$197,535	\$197,535
Services & Supplies	\$154,097	\$143,487	\$176,764	\$176,764	\$176,764	\$176,764	\$176,764
Contributions to Agents	\$2,080,042	\$2,142,512	\$1,291,164	\$1,265,341	\$1,265,341	\$1,265,341	\$1,265,341
FRC Initiative	\$726,012	\$726,012	\$721,012	\$706,592	\$706,592	\$706,592	\$706,592
Avenal	\$90,000	\$90,000	\$90,000	\$88,200	\$88,200	\$88,200	\$88,200
Corcoran	\$116,000	\$116,000	\$116,000	\$113,680	\$113,680	\$113,680	\$113,680
Kettleman City	\$90,000	\$90,000	\$90,000	\$88,200	\$88,200	\$88,200	\$88,200
Hanford & Lemoore	\$425,012	\$425,012	\$425,012	\$416,512	\$416,512	\$416,512	\$416,512
FRC Support	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0
School Readiness Initiative	\$619,088	\$619,800	\$439,800	\$431,004	\$431,004	\$431,004	\$431,004
Parent & Me	\$349,800	\$349,800	\$349,800	\$342,804	\$342,804	\$342,804	\$342,804
Special Needs	\$90,000	\$90,000	\$90,000	\$88,200	\$88,200	\$88,200	\$88,200
Linkages 2 Learning	\$179,288	\$180,000	\$0	\$0	\$0	\$0	\$0
E3 Initiative	\$557,931	\$570,596	\$90,352	\$88,545	\$88,545	\$88,545	\$88,545
CARES	\$557,931	\$570,596	\$90,352	\$88,545	\$88,545	\$88,545	\$88,545
New Projects	\$177,011	\$226,104	\$40,000	\$39,200	\$39,200	\$39,200	\$39,200
United Way 211	\$39,835	\$40,000	\$40,000	\$39,200	\$39,200	\$39,200	\$39,200
PROP 56	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,514,488</b>	<b>\$2,456,178</b>	<b>\$1,665,463</b>	<b>\$1,639,640</b>	<b>\$1,639,640</b>	<b>\$1,639,640</b>	<b>\$1,639,640</b>
Excess of Revenues or Expenditures	-\$482,015	-\$206,043	-\$111,253	-\$95,611	-\$104,065	-\$161,363	-\$175,997
Fund Balance	\$1,067,546.00	\$1,067,546	\$861,503	\$750,250	\$654,639	\$550,574	\$389,211
Fund Balance % of Revenues (25% floor)	52.52%	38.29%	48.27%	42.40%	35.85%	26.33%	14.57%
Fund Balance % of Expenditures (25% floor)	42.46%	35.07%	45.05%	39.93%	33.58%	23.74%	13.00%

### Assumptions

- Fund balance minimum is currently set at 25% of annual budget by First 5 Policy Manual

## First 5 Kings County Fiscal Plan FY20/21 through FY24/25

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Budgeted	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>							
General Allocation Revenues	\$1,390,825	\$1,563,290	\$1,481,711	\$1,476,680	\$1,472,589	\$1,420,071	\$1,413,076
IMPACT	\$463,945	\$480,241	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
Interest (0.5% annually)	\$36,674	\$20,500	\$43,075	\$37,513	\$34,669	\$31,499	\$25,566
Miscellaneous Income	\$3,853		\$29,424	\$29,836	\$30,254	\$30,677	\$31,107
<b>Total Revenue</b>	<b>\$2,032,473</b>	<b>\$2,250,135</b>	<b>\$1,554,210</b>	<b>\$1,544,028</b>	<b>\$1,537,511</b>	<b>\$1,482,247</b>	<b>\$1,469,749</b>
<b>Expenditures</b>							
Salaries & Benefits	\$280,349	\$170,179	\$197,535	\$197,535	\$197,535	\$197,535	\$197,535
Services & Supplies	\$154,097	\$143,487	\$176,764	\$176,764	\$176,764	\$176,764	\$176,764
Contributions to Agents	\$2,080,042	\$2,142,512	\$1,291,164	\$1,226,606	\$1,226,606	\$1,226,606	\$1,226,606
FRC Initiative	\$726,012	\$726,012	\$721,012	\$684,961	\$684,961	\$684,961	\$684,961
Avenal	\$90,000	\$90,000	\$90,000	\$85,500	\$85,500	\$85,500	\$85,500
Corcoran	\$116,000	\$116,000	\$116,000	\$110,200	\$110,200	\$110,200	\$110,200
Kettleman City	\$90,000	\$90,000	\$90,000	\$85,500	\$85,500	\$85,500	\$85,500
Hanford & Lemoore	\$425,012	\$425,012	\$425,012	\$403,761	\$403,761	\$403,761	\$403,761
FRC Support	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0
School Readiness Initiative	\$619,088	\$619,800	\$439,800	\$417,810	\$417,810	\$417,810	\$417,810
Parent & Me	\$349,800	\$349,800	\$349,800	\$332,310	\$332,310	\$332,310	\$332,310
Special Needs	\$90,000	\$90,000	\$90,000	\$85,500	\$85,500	\$85,500	\$85,500
Linkages 2 Learning	\$179,288	\$180,000	\$0	\$0	\$0	\$0	\$0
E3 Initiative	\$557,931	\$570,596	\$90,352	\$85,834	\$85,834	\$85,834	\$85,834
CARES	\$557,931	\$570,596	\$90,352	\$85,834	\$85,834	\$85,834	\$85,834
New Projects	\$177,011	\$226,104	\$40,000	\$38,000	\$38,000	\$38,000	\$38,000
United Way 211	\$39,835	\$40,000	\$40,000	\$38,000	\$38,000	\$38,000	\$38,000
PROP 56	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,514,488</b>	<b>\$2,456,178</b>	<b>\$1,665,463</b>	<b>\$1,600,905</b>	<b>\$1,600,905</b>	<b>\$1,600,905</b>	<b>\$1,600,905</b>
Excess of Revenues or Expenditures	-\$482,015	-\$206,043	-\$111,253	-\$56,876	-\$63,393	-\$118,658	-\$131,156
Fund Balance	\$1,067,546.00	\$1,067,546	\$861,503	\$750,250	\$693,374	\$629,980	\$511,323
Fund Balance % of Revenues (25% floor)	52.52%	38.29%	48.27%	44.91%	40.97%	34.50%	25.87%
Fund Balance % of Expenditures (25% floor)	42.46%	35.07%	45.05%	43.31%	39.35%	31.94%	23.75%

### Assumptions

- Fund balance minimum is currently set at 25% of annual budget by First 5 Policy Manual

## First 5 Kings County Fiscal Plan FY20/21 through FY24/25

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Budgeted	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>							
General Allocation Revenues	\$1,390,825	\$1,563,290	\$1,481,711	\$1,476,680	\$1,472,589	\$1,420,071	\$1,413,076
IMPACT	\$463,945	\$480,241	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
Interest (0.5% annually)	\$36,674	\$20,500	\$43,075	\$37,513	\$37,897	\$38,116	\$35,742
Miscellaneous Income	\$3,853		\$29,424	\$29,836	\$30,254	\$30,677	\$31,107
<b>Total Revenue</b>	<b>\$2,032,473</b>	<b>\$2,250,135</b>	<b>\$1,554,210</b>	<b>\$1,544,028</b>	<b>\$1,540,739</b>	<b>\$1,488,864</b>	<b>\$1,479,925</b>
<b>Expenditures</b>							
Salaries & Benefits	\$280,349	\$170,179	\$197,535	\$197,535	\$197,535	\$197,535	\$197,535
Services & Supplies	\$154,097	\$143,487	\$176,764	\$176,764	\$176,764	\$176,764	\$176,764
Contributions to Agents	\$2,080,042	\$2,142,512	\$1,291,164	\$1,162,048	\$1,162,048	\$1,162,048	\$1,162,048
FRC Initiative	\$726,012	\$726,012	\$721,012	\$648,911	\$648,911	\$648,911	\$648,911
Avenal	\$90,000	\$90,000	\$90,000	\$81,000	\$81,000	\$81,000	\$81,000
Corcoran	\$116,000	\$116,000	\$116,000	\$104,400	\$104,400	\$104,400	\$104,400
Kettleman City	\$90,000	\$90,000	\$90,000	\$81,000	\$81,000	\$81,000	\$81,000
Hanford & Lemoore	\$425,012	\$425,012	\$425,012	\$382,511	\$382,511	\$382,511	\$382,511
FRC Support	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0
School Readiness Initiative	\$619,088	\$619,800	\$439,800	\$395,820	\$395,820	\$395,820	\$395,820
Parent & Me	\$349,800	\$349,800	\$349,800	\$314,820	\$314,820	\$314,820	\$314,820
Special Needs	\$90,000	\$90,000	\$90,000	\$81,000	\$81,000	\$81,000	\$81,000
Linkages 2 Learning	\$179,288	\$180,000	\$0	\$0	\$0	\$0	\$0
E3 Initiative	\$557,931	\$570,596	\$90,352	\$81,317	\$81,317	\$81,317	\$81,317
CARES	\$557,931	\$570,596	\$90,352	\$81,317	\$81,317	\$81,317	\$81,317
New Projects	\$177,011	\$226,104	\$40,000	\$36,000	\$36,000	\$36,000	\$36,000
United Way 211	\$39,835	\$40,000	\$40,000	\$36,000	\$36,000	\$36,000	\$36,000
PROP 56	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,514,488</b>	<b>\$2,456,178</b>	<b>\$1,665,463</b>	<b>\$1,536,347</b>	<b>\$1,536,347</b>	<b>\$1,536,347</b>	<b>\$1,536,347</b>
Excess of Revenues or Expenditures	-\$482,015	-\$206,043	-\$111,253	\$7,682	\$4,393	-\$47,482	-\$56,422
Fund Balance	\$1,067,546.00	\$1,067,546	\$861,503	\$750,250	\$757,932	\$762,325	\$714,842
Fund Balance % of Revenues (25% floor)	52.52%	38.29%	48.27%	49.09%	49.48%	48.01%	44.49%
Fund Balance % of Expenditures (25% floor)	42.46%	35.07%	45.05%	49.33%	49.62%	46.53%	42.86%

### Assumptions

- Fund balance minimum is currently set at 25% of annual budget by First 5 Policy Manual



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

Date of Meeting: June 2, 2020

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**2020-06-066**

**Proposed Budget  
Modification  
for FY 20/21**



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

Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-066  
Discussion/Action Item: Action Item

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**AGENDA ITEM:** 2020/2021 Budget Modification Approval

**A. Background/History:**

Annually, each county department is requested to submit their proposed budget to the Administrative Office for approval. The budget was established based upon the Commission voting to extend current year contracts and programs at the February 2020 Commission Meeting. The Commission approved the budget submitted at the April 2020 Commission meeting, allowing for \$1,813,518 expenditures for all First 5 programs and contracts.

While preparing the 2020-2025 5 Year Fiscal Plan for submission to the Commission at the current meeting, staff identified a need to reduce expenditures, in order for the First 5 Initiatives to continue to be funded, and to ensure adequate funding in Commission reserves.

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

The Commission will review, discuss and consider approving the First 5 Kings County Children and Families Commission budget modification for FY 2020/2021.

The modified budget proposes to eliminate the First 5 School Readiness position, while maintaining the backpack program and Linkages 2 Learning activities related to school/teacher incentives, orientation and pre-Kinder assessment support.

Upon Commission review, staff is prepared to address budget modifications with the Commission at this meeting.

**C. Timeframe:**

Budget period from 7/1/20 through 6/30/21.

**D. Costs:**

Total Modified Costs budgeted for FY 2020/2021 is \$1,665,463.

**E. Staff Recommendation:**

Staff recommends the Commission adopt the FY 2020/2021 modified budget as presented.

**F. Attachments:**

- Cost Comparison between Approved FY 2020/2021 Budget and Proposed FY 2020/2021 Budget Modification



SALARY SUMMARY		\$ 196,143	\$ 197,535	\$ 1,392
SERVICES & SUPPLIES		2020-2021 APPROVED BUDGET	2020-2021 BUDGET Modification (Proposed)	VARIANCE
Communications	92006	\$ 2,079	\$ 2,176	\$ 97
Maintenance SIG	92021	\$ 5,394	\$ 6,019	\$ 625
Memberships	92027	\$ 4,000	\$ 4,000	\$ -
Office Expenses	82222000	\$ -	\$ -	\$ -
Postage & Freight	92033	\$ 297	\$ 297	\$ -
Offset Printing/Stores	92035	\$ 500	\$ 500	\$ -
Computer Software	92036	\$ 700	\$ 700	\$ -
Office Equipment & Supplies	92018	\$ 2,600	\$ 2,600	\$ -
Prof. & Spec. Services	92037	\$ -	\$ -	\$ -
Legal Services	92038	\$ 5,000	\$ 5,000	\$ -
Community Outreach	92045	\$ 1,500	\$ 1,500	\$ -
Auditing & Accounting	92046	\$ 6,560	\$ 6,560	\$ -
Contractual Services	92047	\$ 25,000	\$ 25,000	\$ -
Publications & Legal Notices	92056	\$ 100	\$ 100	\$ -
Purchasing Charges	92068	\$ 251	\$ 273	\$ 22
Brd. & Comm. Mem Expenses	92069	\$ 500	\$ 500	\$ -
Program Expenses	92063	\$ -	\$ 66,000	\$ 66,000
Public Educ. Materials	92075	\$ 1,500	\$ 1,500	\$ -
Motor Pool	92089	\$ 4,775	\$ 4,775	\$ -
Travel Expenses	92090	\$ 10,000	\$ 10,000	\$ -
Utilities	92094	\$ 2,794	\$ 3,118	\$ 324
Electronic Hardware	92103	\$ 2,900	\$ 2,900	\$ -
Admin Allocation	93057	\$ 23,319	\$ 22,961	\$ (358)
Information & Technology	93048	\$ 4,968	\$ 5,260	\$ 292
Liability Claim	93041	\$ 1,104	\$ 1,200	\$ 96
IT Managed Contracts	93051	\$ 3,825	\$ 3,825	\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>\$ 105,841</b>	<b>\$ 172,939</b>	<b>\$ 67,098</b>
<b>TOTAL OPERATIONS COSTS</b>		<b>\$ 301,984</b>	<b>\$ 370,474</b>	<b>\$ 68,490</b>

	APPROVED 2020-2021	MODIFIED 2020-2021	VARIANCE	
<b>FRC Initiative</b>	<b>\$ 726,012.00</b>	<b>\$ 721,012.00</b>	<b>\$ (5,000.00)</b>	
Avenal Family Connection	\$ 90,000.00	\$ 90,000.00	\$ -	
Corcoran Family Connection	\$ 116,000.00	\$ 116,000.00	\$ -	
Kettleman City Family Resource Center	\$ 90,000.00	\$ 90,000.00	\$ -	
KCOE: Hanford & Lemoore Family Connection	\$ 425,012.00	\$ 425,012.00	\$ -	
Professional Learning Community	\$ 5,000.00	\$ -	\$ (5,000.00)	
<b>ES Initiative</b>	<b>\$ 90,352.00</b>	<b>\$ 90,352.00</b>	<b>\$ -</b>	
Kings County Office of Education CARES	\$ 90,352.00	\$ 90,352.00	\$ -	
IMPACT	\$ -	\$ -	\$ -	
<b>School Readiness</b>	<b>\$ 439,800.00</b>	<b>\$ 439,800.00</b>	<b>\$ -</b>	
UCP Parent & Me Program	\$ 349,800.00	\$ 349,800.00	\$ -	
Special Needs Project	\$ 90,000.00	\$ 90,000.00	\$ -	
<b>New Project Initiative</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>	
Kings United Way - 211	\$ 40,000.00	\$ 40,000.00	\$ -	
<b>TOTAL CONTRACT COSTS</b>		<b>\$ 1,296,164.00</b>	<b>\$ 1,291,164.00</b>	<b>\$ (5,000.00)</b>

<b>SALARY SUMMARY</b>		<b>\$ 123,098</b>	<b>\$ -</b>	<b>\$ (123,098)</b>
<b>SERVICES AND SUPPLIES</b>		<b>2020-2021 APPROVED BUDGET</b>	<b>2020-2021 BUDGET Modification (Proposed)</b>	<b>VARIANCE</b>
Communications	92006	\$ 752	\$ -	\$ (752)
Maintenance SIG	92021	\$ 2,915	\$ -	\$ (2,915)
Memberships	92027	\$ -	\$ -	\$ -
Office Expenses	82222000	\$ -	\$ -	\$ -
Postage & Frieght	92033	\$ -	\$ -	\$ -
Offset Printing/Stores	92035	\$ -	\$ -	\$ -
Computer Software	92036	\$ -	\$ -	\$ -
Office Equipment & Supplies	92018	\$ 1,500	\$ -	\$ (1,500)
Prof. & Spec. Services	92037	\$ -	\$ -	\$ -
Legal Services	92038	\$ -	\$ -	\$ -
Community Outreach	92045	\$ -	\$ -	\$ -
Auditing & Accounting	92046	\$ -	\$ -	\$ -
Contractual Services	92047	\$ -	\$ -	\$ -
Publications & Legal Notices	92056	\$ -	\$ -	\$ -
Purchasing Charges	92068	\$ 136	\$ -	\$ (136)
Brd. & Comm. Mem Expenses	92069	\$ -	\$ -	\$ -
Program Expenses	92063	\$ 51,687	\$ -	\$ (51,687)
Public Education Material	92075	\$ -	\$ -	\$ -
Motor Pool	92089	\$ -	\$ -	\$ -
Travel Expenses	92090	\$ 2,000	\$ -	\$ (2,000)
Utilities	92094	\$ 1,510	\$ -	\$ (1,510)
Electronic Hardware	92103	\$ -	\$ -	\$ -
Admin Allocation	93057	\$ 24,466	\$ -	\$ (24,466)
Information & Technology	93048	\$ 2,686	\$ -	\$ (2,686)
Liability Claim	93041	\$ 597	\$ -	\$ (597)
IT Managed Contracts	93051	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 88,249</b>	<b>\$ -</b>	<b>\$ (88,249)</b>
<b>TOTAL LINKAGES TO LEARNING COSTS</b>		<b>\$ 211,347</b>	<b>\$ -</b>	<b>\$ (211,347)</b>

<b>SALARY SUMMARY</b>		<b>\$ 319,241</b>	<b>\$ 197,535</b>	<b>\$ (121,706)</b>
<b>SERVICES &amp; SUPPLIES</b>		<b>2020-2021 APPROVED BUDGET</b>	<b>2020-2021 BUDGET Modification (Proposed)</b>	<b>VARIANCE</b>
Communications	92006	\$ 2,831	\$ 2,176	\$ (655)
Maintenance SIG	92021	\$ 8,309	\$ 6,019	\$ (2,290)
Memberships	92027	\$ 4,000	\$ 4,000	\$ -
Office Expenses	82222000		\$ -	\$ -
Postage & Freight	92033	\$ 297	\$ 297	\$ -
Offset Printing/Stores	92035	\$ 500	\$ 500	\$ -
Computer Software	92036	\$ 700	\$ 700	\$ -
Office Equipment & Supplies	92018	\$ 4,100	\$ 2,600	\$ (1,500)
Prof. & Spec. Services	92037	\$ -	\$ -	\$ -
Legal Services	92038	\$ 5,000	\$ 5,000	\$ -
Community Outreach	92045	\$ 1,500	\$ 1,500	\$ -
Auditing & Accounting	92046	\$ 6,560	\$ 6,560	\$ -
Contractual Services	92047	\$ 25,000	\$ 25,000	\$ -
Publications & Legal Notices	92056	\$ 100	\$ 100	\$ -
Purchasing Charges	92068	\$ 387	\$ 273	\$ (114)
Brd. & Comm. Mem Expenses	92069	\$ 500	\$ 500	\$ -
Program Expenses	92063	\$ 51,687	\$ 66,000	\$ 14,313
Public Educ. Materials	92075	\$ 1,500	\$ 1,500	\$ -
Motor Pool	92089	\$ 4,775	\$ 4,775	\$ -
Travel Expenses	92090	\$ 12,000	\$ 10,000	\$ (2,000)
Utilities	92094	\$ 4,304	\$ 3,118	\$ (1,186)
Electronic Hardware	92103	\$ 2,900	\$ 2,900	\$ -
Admin Allocation	93057	\$ 47,785	\$ 22,961	\$ (24,824)
Information & Technology	93048	\$ 7,654	\$ 5,260	\$ (2,394)
Liability Claim	93041	\$ 1,899	\$ 1,200	\$ (699)
IT Managed Contracts	93051	\$ 3,825	\$ 3,825	\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>\$ 198,113</b>	<b>\$ 176,764</b>	<b>\$ (21,349)</b>
<b>TOTAL OPERATIONS COSTS</b>		<b>\$ 517,354</b>	<b>\$ 374,299</b>	<b>\$ (143,055)</b>
<b>Other Charges</b>		<b>2020-2021 APPROVED BUDGET</b>	<b>2020-2021 BUDGET Modification (Proposed)</b>	<b>VARIANCE</b>
FRC Initiative		\$ 726,012	\$ 721,012	\$ (5,000)
E3 Initiative		\$ 90,352	\$ 90,352	\$ -
School Readiness Initiative		\$ 439,800	\$ 439,800	\$ -
New Project Initiative (TBD)		\$ 40,000	\$ 40,000	\$ -
<b>TOTAL CONTRACT COSTS</b>		<b>\$ 1,296,164</b>	<b>\$ 1,291,164</b>	<b>\$ (5,000)</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,813,518</b>	<b>\$ 1,665,463</b>	<b>\$ (148,055)</b>



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Date of Meeting: June 2, 2020

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**2020-06-067**

**2020-2025 Strategic Plan  
Draft**

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**AGENDA ITEM:** First 5 Kings County Strategic Plan FY 20/21 through FY 24/25

**A. Background/History:**

Proposition 10 Statutes require all county commissions to “adopt an adequate and complete County Strategic Plan for the support and improvement of early childhood development within the county. The strategic plan must include 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 and reliable indicators.”

It is a legislative requirement that the Commission review its strategic plan on an annual basis and makes modifications if necessary.

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

Commission staff requests the Commission review and discuss the FY 20/21 through 24/25 Commission Strategic Plan, providing direction for future implementation.

Staff is recommending the Commission review and approve the draft Strategic Plan for FY 20/21 and FY 24/25.

**C. Timeframe:**

Upon approval by the Commission, the Strategic Plan will be effective from July 1, 2020 through June 30, 2025. The plan will be reviewed on an annual basis.

**D. Costs:**

The Strategic Plan would allocate \$7,810,849 over the 5 years course of the plan.

**E. Staff Recommendation:**

Staff recommends the commission approve the Draft Strategic Plan as presented.

**F. Attachments:**

- Draft First 5 Commission Strategic Plan 2020-2025

# First 5 Kings County Strategic Plan

2020-2025

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## **Introduction**

The Kings County Children and Families Commission (First 5 Kings) was established in 1998 when California voters passed Proposition 10 – The California Children and Families Act – which levied a 50-cent tax on each pack of cigarettes and other tobacco products sold. Revenue generated from the tobacco tax are distributed to all counties in California to fund local programs that promote early childhood development for children ages 0 to 5 years of age in the areas of health and wellness, early child care and education, parent education and support services and integration of services.

First 5 Kings has established, as mandated by law, this Strategic Plan in order to effectively guide the Commission in its efforts to make a significant impact in the lives of children age 0-5 residing in Kings County. This document outlines the Commission’s strategic focus, implementation, financial plan and evaluation processes. It shall be used as a living document requiring action, reflection, and revision in an ongoing effort for quality improvement.

## **Vision of First 5 Kings County**

First 5 Kings envisions that all Kings County families receive access to the tools, knowledge and quality care necessary to encourage each child to develop to their fullest potential.

## **Mission of First 5 Kings County**

First 5 Kings, in partnership with the community, will strengthen families, communities and systems of care for children prenatal to 5 years of age.

## **Guiding Principles of First 5 Kings County**

- (1) Recognize and promote services and support for children ages 0-5 as the foundation for a lifetime of growth and success.
- (2) Support access and encourage outreach to geographically and socially isolated families
- (3) Provide appropriate services and support to children with disabilities and other special needs and their families
- (4) Support and encourage collaboration and leveraging opportunities among grantees
- (5) Support promising practices and evidenced-based models



## Background

For more than 15 years, First 5 Kings has been working collaboratively across Kings County to ensure that every child enters kindergarten ready to succeed in school and life. First 5 Kings is a public organization charged with directing Proposition 10 tobacco tax revenues in Kings County toward issues relating to children from prenatal to age 5 and their families. Since its inception, First 5 Kings has invested more than \$26 million to improve the health, safety, and school readiness of children prenatal to age 5 by supporting multiple programs, research, partnerships, public education, and other policy and systems change efforts throughout the county.

Beginning January 2014, First 5 Kings County merged with Kings County Department of Public Health to better service the children of Kings County. The new partnership allows for First 5 Kings to leverage synergies and expand collaboration opportunities with Public Health Department programs expanding the reach and access to children aged 0 to 5.

As it reaches the end of its 2015-2020 Strategic Plan, First 5 Kings is poised to undergo a significant transition in its role and function, to increase its ability to make lasting impact for the greatest number of children. This transition is informed by a much clearer understanding of how to maximize First 5 Kings' impact given changing needs within Kings County, shifts in the early care and development and health systems for children, and declining tobacco tax revenues that have supported its work to date. Built on a robust foundation of data, analysis, consultation with the community and First 5 Kings' stakeholders, and deliberation amongst the Commission and staff, the strategies presented in this plan provide a road map for navigating the transition and increasing First 5 Kings' contribution to improving conditions for families, the communities they live in and the systems that support them.

## The Strategic Plan

The First 5 Kings County Strategic Plan serves as a roadmap to focus the Commission's investments over the next five years toward achieving key results that best promote early childhood development in Kings County. The plan guides funding decisions at a strategic level and establishes a framework to assist the Commission in measuring progress towards meeting its goals and holding it accountable in the work that it does. The Implementation Initiatives, Evaluation Framework, the 5-Year Financial Plan align with the Strategic Plan, and together these documents specify a detailed strategy for how the Commission will target its investments and the type of outcomes it seeks to achieve.

## Strategic Results Sought by Proposition 10

Activities sponsored with Proposition 10 funds are expected to focus specifically on children 0-5 and their families. Further, according to established state level guidelines, four strategic results should be pursued:

1. Improved Child Health: Healthy Children.
2. Improved Child Development: Children Learning and Ready for School.
3. Improved Family Functioning: Strong Families.
4. Improved Systems: Integrated, Consumer-Oriented, Accessible Services.

These four strategic results served as the initial basis for strategic plans that are developed at both the state and county levels and drive the data reporting structure to First 5 CA by the counties.

## Focus Areas, Goal, and Objectives

### Result We Seek – Children develop to their potential

**Focus Area 1 - Early Child Care and Education** – Quality early childcare and education services will be accessible.

- Quality programs through research and best practices, including promoting higher education for teachers and provision of higher quality programs
- Capacity through availability of quality childcare slots appropriate for all skills and ages (infant, toddler, special needs)
- Parent education with emphasis on child development, parenting skills and parent/family stability
- Advocacy efforts for greater public investment in quality care and education

**Focus Area 2 - Parent Education and Support** - All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parents and community resources.

- Evidence-based parent education that is culturally relevant
- Focus on language and literacy promotion within the family
- Promote and ensure child safety through exploration and implementation of healthy living models

**Focus Area 3 - Healthy Children** - All children will have an early start toward good health.

- Engagement of women from preconception to birth
- Early identification, developmental assessment and supportive referrals for children
- Support families develop life-long healthy habits

**Focus Area 4 - Systems Integration & Alignment** – A cohesive system of services for children and families will exist.

- Demonstrate integration through identifiable measures, including blended funding, MOUs, participation and joint work plans
- Leveraging Family Resource Centers as focal point for community access, incorporate Healthy Children, Parent Education and Support, and Early Childcare and Education as part of the RFP process
- Community-wide shared vision around early childhood
- Replicable and sustainable

**All focus areas and goals contribute toward:**

- Children prenatal to age 5 reach their maximum physical health potential
- Children prenatal to age 5 achieve their maximum socio-emotional health potential
- Children prenatal to age 5 attain their maximum cognitive development potential

## Results Matrix

Focus Area 1 – Early Childhood Education	
Goal: Quality early childcare and education services will be accessible	
Objectives	Result Indicators
Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion	Increase in the number of children who participate in quality early childhood programs.
	Increase in the number of children who participate in First 5 funded projects.
	Increase in resources to support early care and education for Kings County.
	Increase in availability of high quality, affordable childcare programs/slots.
Strong professional development system will be in place that improves the quality of Early Childhood Education services	Increase in advocacy efforts for greater public investment in quality early care and education.
	Increase in skill development and mastery in the Kings County early care and education workforce.
	Increase of Kings County early care and education workforce in the knowledge necessary to help young children and their families prepare for success in school.
	Increase in Kings County early care and education workforce job retention.
	Increase in career development plans for Kings County early care and education workforce, including post-secondary units completed, attainment of certifications, permits and degrees.

**Focus Area 2 – Parent Education and Support**

**Goal: All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.**

Objectives	Result Indicators
Parents/guardians and caregivers will have access to linguistically, culturally-relevant parenting education and family-strengthening support	Increase in the number of parents/guardians who receive general parenting education.
	Increase in the number of parents/guardian who participate in educational workshops.
	Increase in the number of parents/guardian who receive supportive services.
Parents/guardians and caregivers will have access to educational services to increase family reading/literacy and school readiness	Increase the number of parents/guardian who participate in school readiness events and activities.
	Increase the number of parents/guardian who access school readiness resources.
	Parents report that their children birth to 5 years of age are read to five hours per week.

<b>Focus Area 3 – Healthy Children</b>	
<b>Goal: All children will have an early start toward good health.</b>	
<b>Objectives</b>	<b>Result Indicators</b>
Pregnant women will be linked to early and continuous care	Increase the number of pregnant women who are referred to services.
	Increase the number of pregnant women and mothers provided information and/or education on the importance of prenatal care.
	Increase the number of pregnant women and mothers provided information and/or education on the importance of breastfeeding.
	Increase in the rate of mothers who report they are breastfeeding for the first six months of a child's life.
	Increase the number of pregnant women and mothers provided information and/or education on fetal alcohol syndrome.
	Increase the number of pregnant women and mothers provided information and/or education on the importance of smoking cessation.
	Increase the number of pregnant women and mothers provided prenatal and/or postnatal home visits.
Children will be provided medical, dental, mental health, developmental and vision screenings and/or preventive services	Increase the number of children who receive developmental screenings.
	Increase the number of children who receive health screenings.
	Increase the number of children who receive dental screenings.
	Increase the number of children who receive a social-emotional screening (ASQ-SE).
Children with identified special needs will be referred and linked to appropriate services	Increase the number of children who receive developmental screenings prior to 3rd birthday.
	Increase the number of identified special needs children who receive special needs services.
Children will develop early healthy habits	Increase the number of children who receive nutrition and/or fitness education.
	Increase the number of parents/guardians who receive nutrition and/or fitness education.
	Increase the number of children who receive a health profile assessment.

<b>Focus Area 4 – Systems Integration &amp; Alignment</b>	
<b>Goal: A cohesive system of services for children and families will exist.</b>	
<b>Objectives</b>	<b>Result Indicators</b>
Community members will have a shared vision and act collectively to improve the policies, access to services and environments that impact families	Increase the number of community members and other stakeholders who attend educational events on early childhood.
	Increase the number of community members and providers who attend Commission-led trainings, workshops or meetings.
	Increase the opportunity for community members to support advocacy efforts on behalf of early care and education.
Early childhood education and health-related supports will be established to reflect desires of the community and needs of the families	Increase the number of new partnerships within Family Resource Centers.
	Increase the number of parents and community members who participate in process to design FRC services offered.
	Increase in the depth and breadth of services offered within Family Resource Centers.
Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain	Increase community awareness of the value of the FRC model.
	Increase the number of new collaborations among parents/caregivers, organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
	Increase the percentage of new leveraged resources that support FRC operations.

## Financial Overview

The First 5 Kings County Children & Families Commission (Commission) has completed a financial plan as a means to determine funding allocations to support the Strategic Plan. This plan will be the guideline for future funding of programs and projects.

The 5 year projection takes into account the Proposition 10 sales tax revenues, which are predicted to decline regularly each year as the new federal tobacco tax takes affect and as efforts to curtail smoking among adults and teens continue to be an effective deterrent. This plan does not authorize or appropriate funding. This plan is a tool for the Commission to guide its actions and community investments given that its revenue is declining with program costs increasing.

This plan will be reviewed annually and updated if necessary to reflect actual revenue and expenditures at the end of each fiscal year. The assumptions used in development of this plan will be consistently reviewed to ensure there have been no changes to invalidate or change their effectiveness. The remaining sections of the plan will detail goals and objectives for the plan, outline the assumptions used to assemble the data, and present the spreadsheet view of the results.

## Background

One of the purposes of this plan was to acknowledge the declining balance of funds and indicate how they will be used over the course of the 5-year strategic plan. It is anticipated that annual budgets will flow from this plan.

Concurrently, the Commission is encouraged to continue to pursue additional funding sources in partnership with their funded contractors. Federal, State, foundation or private grants should be researched as a means to build sustainability for the funding investments of the commission.

## Financial Plan Goals

The main goal of the financial plan is to provide the guiding financial framework for appropriate funding decisions and encouraging long-term sustainability to the most successful and effective programs developed and supported with Prop 10 funds.

Additionally, the plan reflects the acknowledgement that revenues are declining, and that adjustments are necessary for long-term impact. The plan outlines the Commission's ability to fund its targeted initiatives and associated projects at approximately \$7.8 million over 5 years.



This funding commitment spends down the commission fund balance, but still attempting to maintain at least 25% of the projected budget each year. The rate of spending will result in the commission ending the 5-year term with a reserve account of approximately \$658,421.

## Financial Plan Objectives

The objective of the plan is planned actions to achieve the above stated goals.

- Provide stable funding over 5 years to select programs in an effort to achieve long-term results.
- Spend down the fund balance in an effort to provide services to children 0 through 5 and their families.
- Maintain a fund balance of no less than 25% of annual operational costs in an effort to meet financial obligations.

## Financial Plan Principles

The financial plan provides the following guidelines and procedures.

- **Timeframe** – For operational purposes, the financial plan projects revenue and expenditure estimates for a 5-year period of time.
- **Annual Budget** - The annual budget will be based on guidelines approved in the 5-year financial plan.
- **Monitoring** – Commission Staff shall update the financial plan each year to reflect the actual expenditures and revenues for the fiscal year and prepare a report to the Commission. The Staff will also validate that the assumptions used in the preparation of the plan are still appropriate. If any assumptions require modifications, they will be included as part of the annual update.
- **Changes to Plan** – Changes can only be made to the financial plan with Commission approval. Request for changes to the plan will be accompanied by a financial projection spreadsheet reflecting the suggested modifications.
- **Surplus Budget Funds** – If the revenues and expenditures in the annual budget result in a surplus of funds, these funds will be placed in the operating fund.
- **Annual Review** - The Commission will evaluate the goals, objectives and principles of the financial plan on an annual basis.

## Plan Assumptions and Funding Strategies

### Economic Assumptions

- Revenue projections are based on figures provided by First 5 California and/or California Department of Finance for FY 21/22, FY 22/23, FY 23/24 and FY 24/25.
- .5% interest earnings.
- Fund Balance not to fall below 25% of annual operational costs per year.

### **Funding Strategies**

- FRC Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 10% decrease FY 2021/2022 through FY 2024/2025.
- School Readiness Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 10% decrease FY 2021/2022 through FY 2024/2025.
- E3 Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 10% decrease FY 2021/2022 through FY 2024/2025.
- New Projects Initiative Allocation:
  - Consistent funding level for FY 2020/2021, with a 10% decrease FY 2021/2022 through FY 2024/2025.

### **Results**

- Funding to the community to support outcomes through services for children ages 0-5 and their families over the time period of the plan.

## **Implementation**

The financial plan will become effective upon approval by the Commission. It will be the guideline for the preparation of the annual budget for FY 21/22, FY 22/23, FY 23/24, and FY 24/25. The plan is to be reviewed annually and updated if necessary.

## First 5 Kings County Fiscal Plan FY20/21 through FY24/25

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Budgeted	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>							
General Allocation Revenues	\$1,390,825	\$1,563,290	\$1,481,711	\$1,476,680	\$1,472,589	\$1,420,071	\$1,413,076
IMPACT	\$463,945	\$480,241	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
Interest (0.5% annually)	\$36,674	\$20,500	\$43,075	\$37,513	\$37,897	\$38,116	\$35,742
Miscellaneous Income	\$3,853		\$29,424	\$29,836	\$30,254	\$30,677	\$31,107
<b>Total Revenue</b>	<b>\$2,032,473</b>	<b>\$2,250,135</b>	<b>\$1,554,210</b>	<b>\$1,544,028</b>	<b>\$1,540,739</b>	<b>\$1,488,864</b>	<b>\$1,479,925</b>
<b>Expenditures</b>							
Salaries & Benefits	\$280,349	\$170,179	\$197,535	\$197,535	\$197,535	\$197,535	\$197,535
Services & Supplies	\$154,097	\$143,487	\$176,764	\$176,764	\$176,764	\$176,764	\$176,764
Contributions to Agents	\$2,080,042	\$2,142,512	\$1,291,164	\$1,162,048	\$1,162,048	\$1,162,048	\$1,162,048
FRC Initiative	\$726,012	\$726,012	\$721,012	\$648,911	\$648,911	\$648,911	\$648,911
Avenal	\$90,000	\$90,000	\$90,000	\$81,000	\$81,000	\$81,000	\$81,000
Corcoran	\$116,000	\$116,000	\$116,000	\$104,400	\$104,400	\$104,400	\$104,400
Kettleman City	\$90,000	\$90,000	\$90,000	\$81,000	\$81,000	\$81,000	\$81,000
Hanford & Lemoore	\$425,012	\$425,012	\$425,012	\$382,511	\$382,511	\$382,511	\$382,511
FRC Support	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0
School Readiness Initiative	\$619,088	\$619,800	\$439,800	\$395,820	\$395,820	\$395,820	\$395,820
Parent & Me	\$349,800	\$349,800	\$349,800	\$314,820	\$314,820	\$314,820	\$314,820
Special Needs	\$90,000	\$90,000	\$90,000	\$81,000	\$81,000	\$81,000	\$81,000
Linkages 2 Learning	\$179,288	\$180,000	\$0	\$0	\$0	\$0	\$0
E3 Initiative	\$557,931	\$570,596	\$90,352	\$81,317	\$81,317	\$81,317	\$81,317
CARES	\$557,931	\$570,596	\$90,352	\$81,317	\$81,317	\$81,317	\$81,317
New Projects	\$177,011	\$226,104	\$40,000	\$36,000	\$36,000	\$36,000	\$36,000
United Way 211	\$39,835	\$40,000	\$40,000	\$36,000	\$36,000	\$36,000	\$36,000
PROP 56	\$137,176	\$186,104	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,514,488</b>	<b>\$2,456,178</b>	<b>\$1,665,463</b>	<b>\$1,536,347</b>	<b>\$1,536,347</b>	<b>\$1,536,347</b>	<b>\$1,536,347</b>
Excess of Revenues or Expenditures	-\$482,015	-\$206,043	-\$111,253	\$7,682	\$4,393	-\$47,482	-\$56,422
Fund Balance	\$1,067,546.00	\$1,067,546	\$861,503	\$750,250	\$757,932	\$762,325	\$714,842
Fund Balance % of Revenues (25% floor)	52.52%	38.29%	48.27%	49.09%	49.48%	48.01%	44.49%
Fund Balance % of Expenditures (25% floor)	42.46%	35.07%	45.05%	49.33%	49.62%	46.53%	42.86%

## Funding Plan

The Commission has committed to continue the following three Initiatives as a mechanism to fulfill the goals and objectives of the strategic plan during the first year. This strategic plan will undergo further refinement in its first year:

- to ensure that the initiatives and programs are addressing the Goals and Objectives of this five year plan,
- to identify the appropriateness of the initiatives identified,
- to address the ever-changing needs of the community, in light of the current pandemic, and
- to ensure the Commission’s ability to fund the initiatives, considering the continued dwindling of Proposition 10 revenue

**A formal RFP process will be initiated during FY 20/21 to identify funded programs for the remaining years of the strategic plan.**

**Funding Policy:** FAMILY RESOURCE CENTER INITIATIVE  
**Total Funding:** \$721,012/Year 1; \$2,595,643/Year 2-5

The First 5 funded Family Resource Centers employ various models constructed to support the delivery of health, education, childcare, and other support services to children and families. Additionally, FRC’s have the additional impact of building communities and systems that support these families.

Programs funded by the Family Resource Center Initiative during Year 1:

- Corcoran Community Foundation – Corcoran Family Resource Center
- Kings County Office of Education– Hanford Family Connection
- Kings County Office of Education – Lemoore Family Connection
- Kings Community Action Organization – Kettleman City Family Resource Center
- West Hills Community College – Avenal Family Connection

**Funding Policy:** SCHOOL READINESS INITIATIVE  
**Total Funding:** \$439,800/Year 1; \$1,583,280/Year 2-5

The School Readiness Initiative is 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.

Programs funded by the School Readiness Initiative during Year 1:

- UCP - Parent & Me Program
- UCP - Special Needs Program

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**Funding Policy:**      **ELEVATING EARLY CARE & EDUCATION (E3)  
INITIATIVE**

**Total Funding:**      **\$90,352/Year 1; \$325,267/Year 2-5**

The Elevating Early Care & Education (E3) Initiative provides a comprehensive approach to increasing childcare quality at family day care centers, Head Start, State and Private preschool programs, as well as support for Family, Friend and Neighbor homes and Home Visitors. This is accomplished by conducting Quality Rating Improvement System (QRIS), developing Quality Improvement Plans and by providing the necessary supports such as technical assistance, material supports, and professional growth services that are responsive to site specific needs.

Programs funded by the E3 Initiative during Year 1:

- Kings County Office of Education CARES Program

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Additionally, the Commission has committed to set aside funding to support systemic coordination of services for children and families through the New Projects Initiative.

**Funding Policy:**      **NEW PROJECTS INITIATIVE**

**Total Funding:**      **\$40,000/Year 1; \$144,000/Year 2-5**

A cohesive system of services for children and their families, that is easily available and accessible to families, will promote the physical, educational, and social-emotional needs of the children in our community.

Programs funded by the New Projects Initiative during Year 1:

- Kings United Way 211 Intellifull Translation

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**First 5 Backpack and Kindergarten Entry Support**

First 5 Kings County will continue to support programming related to Kindergarten registration and orientation during the 1<sup>st</sup> two years of this plan. The backpack program will be supported throughout the entirety of this plan. Every year First 5 Kings County provides all registering Kindergartners the opportunity to prepare for their transition to kindergarten by providing them with basic tools such as crayons, pencil, sharpener, ruler, and magnetic letters and numbers, all packaged in an attractive and age appropriate back-pack. The back-pack also includes information for parents to assist in their child's transition by offering practical and home based activities that can help children develop the core competencies expected of children upon kindergarten entry.

## Evaluation Plan

The Children and Families Act of 1998 mandates the collection of data for the purpose of demonstrating results. The results-based accountability model as adopted by the state First 5 Commission requires the collection of data, the analysis of data, and the reporting of findings in order to evaluate the effectiveness of programs. Ultimately the goal of evaluation is to demonstrate best practices in order to build a “road map” for continued development of programs to serve the needs of all children. The Commission is committed to basing its funding decisions on the results achieved by funded programs. Because the Commission believes that program evaluation is an ongoing feedback process, it will provide technical assistance and support to funded providers for purposes of data collection and evaluation.

The purpose of program evaluation is to understand, through tangible results, the relative importance of service program impact toward achieving the goals and objectives as outlined in the Strategic Plan. The process of program evaluation involves analysis of planning and outreach to underrepresented groups, the performance of programs, as well as the successes and challenges at improving the health and school readiness of Kings County’s youngest children.

First 5 Kings’ approach to monitoring, evaluation and learning will reflect the organization’s commitment to using data to advance strategies that change policies and systems for the benefit of children from prenatal to age 5 and their families, as well as for learning how to continuously improve the efforts the organization participates in and supports. Evaluation activities during the first year of this strategic plan, will include, but not limited to:

- Increased project management activities and closer collaboration with the Evaluation Consultant,
- Technical consultation/assistance to enhance data system infrastructure and outcome measurement,
- Data collection and analysis activities, and
- Supplemental data collection and analysis activities.

The above-mentioned concentrated activities will also assist Commission staff in completing a cost effective analysis, and formulating the RFP for the remaining four years of this strategic plan. Currently outcomes are measured primarily quantitatively; the hope is that qualitative measurements will also be developed, to truly measure the effectiveness of First 5-funded initiatives/programs.

## Implementation

Upon approval of this Strategic Plan, First 5 Kings staff will continue to develop and refine the initial strategies identified by the Commission. Focus areas, goals, objectives and result indicators identified during this strategic planning process served as the basis for providing the Commission with examples of how to deploy the strategies; ongoing strategy refinement may result in the identification of additional activities that will effectively advance the desired

outcomes and areas of focus contained in this Plan. This strategy refinement work will include the following key steps:

1. Identifying key implementation details associated with each activity, including responsible personnel, time frames, and variables that could affect implementation.
2. Refining the estimated cost of implementation for each activity.
3. Developing a comprehensive policy, data development, and communications agenda across the strategies.
4. Identifying timely partnership opportunities that will accelerate the achievement of impact.
5. Updating the financial projections presented as released by First 5 California, First 5 Association and/or California Department of Tax and Fee Administration.

## Appendices

Appendix A	Family Resource Center (FRC) Initiative
Appendix B	School Readiness Initiative
Appendix C	Elevating Early Care and Education Initiative
Appendix D	Strategic Planning Timeline
Appendix E	Focus Group Results
Appendix F	Community Survey Results
Appendix G	Kindergarten Transition Survey Results
Appendix H	Kindergarten Parent Survey Results



## Appendix A



### Family Resource Center Initiative

#### **DESCRIPTION**

The First 5 funded Family Resource Centers (FRC's) within Kings County; employ various models constructed to support the delivery of health, education, childcare, and other support services to children and families. FRC's have the additional impact of building communities and systems that support these families.

#### **INTENT**

It is the intent of the Commission to provide through either direct service or coordinated efforts a comprehensive system of support to children 0-5 and their families through the Family Resource Center model of service delivery. It is the goal of the Commission that all Kings County early childhood education services coordinated through Family Resource Centers will be delivered in a fully integrated manner, with an emphasis on quality, cultural competency, best practice and collaboration.

#### **EXPECTED OUTCOMES**

Strategic Plan Result Area I: Early Childcare and Education

Result/Outcome Indicators

- Increase in the number of children who participate in quality early childhood programs.
- Increase in the number of children who participate in First 5 funded projects.

Strategic Plan Result Area II: Parent Education and Support

Result/Outcome Indicators

- Increase in the number of parents/guardians who receive general parenting education.
- Increase in the number of parents/guardian who participate in educational workshops.
- Increase in the number of parents/guardian who receive supportive services.
- Increase the number of parents/guardian who participate in school readiness events and activities.
- Increase the number of parents/guardian who access school readiness resources.
- Parents report that their children birth to 5 years of age are read to up to five hours per week.

Strategic Plan Result Area III: Healthy Children

Result/Outcome Indicators (e.g.,)

- Increase the number of pregnant women who are referred to services.
- Increase the number of pregnant women and mothers provided information and/or education on the importance of prenatal care.
- Increase the number of pregnant women and mothers provided information and/or education on the importance of breastfeeding.

- Increase in the rate of mothers who report they are breastfeeding for the first six months of a child's life.
- Increase the number of pregnant women and mothers provided information and/or education on fetal alcohol syndrome.
- Increase the number of pregnant women and mothers provided information and/or education on the importance of smoking cessation.
- Increase the number of pregnant women and mothers provided prenatal and/or postnatal home visits.
- Increase the number of children who receive developmental screenings.
- Increase the number of children who receive a social-emotional screening (ASQ-SE).
- Increase the number of children who receive developmental screenings prior to 3rd birthday.
- Increase the number of children who receive nutrition and/or fitness education.
- Increase the number of parents/guardians who receive nutrition and/or fitness education.

Strategic Plan Result Area IV: Systems Integration & Alignment

Result/Outcome Indicators (e.g.,)

- Increase the number of new partnerships within Family Resource Centers.
- Increase the number of parents and community members who participate in process to design FRC services offered.
- Increase in the depth and breadth of services offered within Family Resource Centers.
- Increase community awareness of the value of the FRC model.
- Increase the number of new collaborations among parents/caregivers, organizations and institutions across multiple sectors to work together to achieve results through the FRC model.
- Increase the percentage of new leveraged resources that support FRC operations.

**BACKGROUND**

Providing funding and support for Family Resource Centers (FRC's) throughout Kings County remains a key strategy of the Kings County Children and Families Commission (Commission). FRC's were established to be a single point of access for multiple services for children 0-5 and their families. They are designed to be community driven and coordinated services should be responsive to the needs of the community they serve. The goals of each FRC are specific to the local community with an overarching goal of increasing children's readiness for school. Integral to their success is their ability to foster relationships with community and local leaders. FRC's are meant to coordinate services and ensure that they are delivered in an integrated and culturally competent manner.

The Family Resource Center Initiative dates back to FY 2001/2002 when initial planning grants were offered by First 5 Kings County to entities representing each Kings County community to include Armona, Avenal, Corcoran, Hanford, Home Garden, Kettleman City, Lemoore, and Stratford. In March 2006, a new Family Resource Center Initiative was adopted, representing a shift from a planning to implementation stage of development. In 2008, the Commission was presented with the results of the 2006-2008 Evaluation that explored the effectiveness of the Family Resource Center strategy. While the results of the evaluation indicated that overall, "the FRC's are offering a number of useful services to families of children birth to five years of age", it also made a number of findings and recommendations in an effort to strengthen the approach. One of the findings of the evaluation was that the demographics being served by FRC's support the assumption that the strategy is targeting low income populations. While the FRC strategy was not originally intended to serve only low-income populations, it was apparent that by its original design it did just that.

## **FISCAL ALLOCATIONS**

The Commission has allocated a total of \$721,012 to support the Family Resource Center Initiative during the 1<sup>st</sup> year of this plan. \$2,595,643 is tentatively allocated for this initiative for Year 2-5.

Future funding for this initiative will be distributed through the RFA process and once awarded, funding is contingent upon the successful completion of the previous year's Scope of Work. It is the intention of the Commission to continue to provide ongoing funding, if available, so long as this initiative continues to be an identified needed community resource.

It should be noted that the California Children and Families First Act of 1998, (HSC 130100) states that, "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." Therefore, as the Commission's mandate is to serve children ages 0-5, the grantees must identify other funding resources for services in which there is not a direct link to children 0-5.

## **CERTIFICATION**

As Commissioners of the Kings County Children and Families Commission, each certified their support and commitment to the above Initiative for an additional year, as adopted by the Commission on February 11, 2020.

## Appendix B



### School Readiness Initiative

#### **DESCRIPTION**

School Readiness as defined by the National Education Goals Panel includes children’s readiness for school, schools’ readiness for children, and family as well as community supports and services that contribute to children’s readiness for school success. The School Readiness Initiative is 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.

#### **INTENT**

It is the intent of the Commission to work collaboratively with early education service providers in Kings County to improve the ability of families, schools and communities to prepare children to enter school ready to succeed.

#### **EXPECTED OUTCOMES**

Strategic Plan Result Area I: Early Childcare and Education

Result/Outcome Indicators

- Increase in the number of children who participate in quality early childhood programs.
- Increase in the number of children who participate in First 5 funded projects.

Strategic Plan Result Area II: Parent Education and Support

Result/Outcome Indicators

- Increase in the number of parents/guardians who receive general parenting education.
- Increase in the number of parents/guardian who participate in educational workshops.
- Increase in the number of parents/guardian who receive supportive services.
- Increase the number of parents/guardian who participate in school readiness events and activities.
- Increase the number of parents/guardian who access school readiness resources.
- Parents report that their children birth to 5 years of age are reading up to five hours per week.

Strategic Plan Result Area III: Healthy Children

Result/Outcome Indicators (e.g.,)

- Increase the number of children who receive developmental screenings.
- Increase the number of children who receive health screenings.
- Increase the number of children who receive dental screenings.
- Increase the number of children who receive developmental screenings prior to 3rd birthday.
- Increase the number of identified special needs children who received special needs services.
- Increase the number of children who receive nutrition and/or fitness education.

- Increase the number of parents/guardians who receive nutrition and/or fitness education.

Strategic Plan Result Area IV: Systems Integration & Alignment

Result/Outcome Indicators (e.g.,)

- Increase the number of community members and other stakeholders who attend educational events on early childhood.
- Increase the number of community members and providers who attend Commission-led trainings, workshops or meetings.

**BACKGROUND**

When children start school without certain skills, they are at a disadvantage that is difficult, if not impossible, to overcome – often resulting in poor school performance throughout their school experience. Children who come from low-income households or live in poverty are at greatest risk for school failure. Kings County is a community with both high ethnic diversity and high levels of poverty.

SCHOOL READINESS PROGRAM APPROACH

**United Cerebral Palsy – Parent & Me Programs**

The goal of the Parent & Me program is to provide a community-based, inclusive child development program for parents to attend with their children 0-5 for an interactive early childhood learning experience. The emphasis is on birth to three and services focus on prevention and early intervention strategies. Children age 3-5 who do not have other early learning opportunities are also offered support through this program approach. The program is designed to support and strengthen the parent as their child’s first teacher. Teachers model developmentally appropriate practices as well as parenting practices and support parents to see their child’s unique strengths and needs. The program provides resources and a hands-on growth experience for parent and child which can be repeated at home during the week through take-home materials. Additionally, comprehensive and periodic screening captures delays and concerns early so that early intervention may occur either through the special needs project and/or referral to another resource. All services provided through the Parent & Me program center around service integration, are provided in a culturally competent fashion, and encourage parent peer support. A sense of belonging and parent buy-in are achieved by providing service in a culturally competent environment and activities that encourage peer parent support and long-term relationships.

**Special Needs Project**

The Special Needs project seeks to provide services to children identified as having or being at risk for developing a special need. 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. Services provided through this project include conducting child development assessments, developing and providing interventions based on such assessments, and providing support services for children identified as having a special need for their inclusion into the Parent & Me program. Additionally, this project provides capacity building support to ensure providers are delivering services to children with special needs in an appropriate and inclusive fashion. This funding stream also supports the infrastructure of the Armona Parent & Me inclusion site.

**FISCAL ALLOCATIONS**

The Commission has allocated a total of \$439,800 to support the School Readiness Initiative during the first year of this plan. \$1,583,280 is tentatively allocated for this initiative for Year 2-5.

Future funding for this initiative will be distributed through the RFA process and once awarded, funding is contingent upon the successful completion of the previous year's Scope of Work. It is the intention of the Commission to continue to provide ongoing funding, if available, so long as this initiative continues to be an identified needed community resource.

**CERTIFICATION**

As Commissioners of the Kings County Children and Families Commission each certified their support and commitment to the above Initiative for an additional year, as adopted by the Commission on February 11, 2020.

## Appendix C



### **Elevating Early Care & Education (E3) Initiative**

#### **DESCRIPTION**

Improving the quality of child care is a key strategy of the Kings County Children and Families Commission (Commission) targeted at improving child development and school readiness of Kings County's children. The E3 Initiative is charged with facilitating and supporting Quality Rating Improvement System (QRIS) and related quality improvement activities identified for Family Childcare Providers, Kings County Head Start, State and Private Preschool centers.

#### **INTENT**

It is the intent of the Commission to work collaboratively with individuals, organizations, and community agencies to see that all Kings County children ages 0 – 5 will have access to high quality preschool, child care, early learning opportunities and be ready for school. The Commission plans to do so by funding a mechanism which will identify the quality enhancement needs of child development settings and provides the necessary supports to increase the quality of care provided.

#### **EXPECTED OUTCOMES:**

Strategic Plan Result Area I: Early Childcare and Education

Result/Outcome Indicators

- Increase in resources to support early care and education for Kings County.
- Increase in availability of high quality, affordable childcare programs/slots.
- Increase in advocacy efforts for greater public investment in quality early care and education.
- Increase in skill development and mastery in the Kings County early care and education workforce.
- Increase of Kings County early care and education workforce in the knowledge necessary to help young children and their families prepare for success in school.
- Increase in Kings County early care and education workforce job retention.
- Increase in wage earnings of Kings County early care and education workforce.
- Increase in career development plans for Kings County early care and education workforce, including post-secondary units completed, attainment of certifications, permits and degrees.
- Continued implementation of QRIS for Kings County.
- Increase in awareness of parents and other stakeholders of QRIS (i.e., attend information session, read literature, view website).
- Increase in resource investment informed by QRIS.

#### **BACKGROUND**

Approximately 200 licensed family child care providers in Kings County have the capacity to care for and educate over 1600 children. Forty-seven licensed childcare centers have the capacity to serve an

additional 2,178 children. Fourteen 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.

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 E3 Initiative.

### **E3 INITIATIVE APPROACH**

The E3 Initiative has identified three systems which are intended to work collaboratively to increase the quality of care provided to preschool aged children in Family Childcare Centers, Head Start, State and Private Preschool settings. Investments have been divided based on the centers being served and the funding stream supporting such efforts, however the approach is meant to be streamlined.

The activities which will be supported through the E3 Initiative include:

- Enrollment and program orientation to new sites
- Provision of technical assistance, trainings and materials supports
- Provision of coaching to FCC providers
- Collaboration with local Resource and Referral program to provide trainings
- Establishment and distribution of a county-wide training calendar for ECE professionals

### **CARES Project**

The CARES Project is funded partially by First 5 Kings County and will offer concurrent services as that provided through the Early Learning Quality Enhancement Project to Family Childcare Homes, non-KCAO State funded Preschool Centers, and Private Preschool Centers.

### **FISCAL ALLOCATIONS**

The Commission has allocated a total of \$90,352 to support the E3 Initiative during the first year of this plan. **\$325,267** is tentatively allocated for this initiative for Year 2-5.



Future funding for this initiative will be distributed through the RFA process and once awarded, funding is contingent upon the successful completion of the previous year's Scope of Work. It is the intention of the Commission to continue to provide ongoing funding, if available, so long as this initiative continues to be an identified needed community resource.

**CERTIFICATION**

As Commissioners of the Kings County Children and Families Commission each certified their support and commitment to the above Initiative for an additional year, as adopted by the Commission on February 11, 2020.

## Appendix D

### Timeline for Development of 2020-2025 Strategic Plan

- At the April 2019 Commission meeting, the Commission discussed the process to develop a new Strategic Plan. As a result, the commission requested that staff host a convening of funded partners to discuss the impact of static funding.
- A convening of the funded partners occurred on May 13, 2019. The grantees brought up challenges related to the increase in minimum wage, which will affect all grantees and programs.
- At the October 2019 Commission meeting, staff presented a draft Strategic Plan Timeline; however, the Commission requested that a special meeting be held, to conduct an inventory of community services first, in order to inform the Strategic Plan. Staff were tasked with gathering information on community services from various agencies, and to compile the information gathered into a single document
- At the December 2019 Commission meeting, staff presented an Inventory of Community Services to the Commission, as well as an updated Strategic Plan Timeline. The Commission agreed that staff could continue with the process and begin gathering community input.
- At the February 2020 Commission meeting, the Commission voted to extend the current contracts for one year, to allow for continued services to the community while staff finalized the Strategic Plan.
- Focus groups took place January 21, 2020 to February 18, 2020, throughout the county with parents, caregivers and other interested parties. Community input surveys were conducted between February 14, 2020 to February 28, 2020. A survey for parents of Kindergarten students, and Kindergarten teachers was conducted between March 2, 2020 to March 15, 2020

## Appendix E

### COMMUNITY CONVERSATIONS/FOCUS GROUPS:

First 5 staff facilitated community conversations at each of the FRC's currently funded by First 5 Kings County between January-February 2020. The areas explored covered Early Childhood Well-being, Health, Early Childhood Care and Education, and Strong Families. A set group of questions were used for each community conversation; however, additional or clarifying questions were also asked, based on the participants' responses.

At each of the events, the participants emphasized the importance of their local FRC to their children and family, as well as to their community. The participants also shared the value of the relationship that they have built with FRC staff, and how they have learned to trust FRC staff. They relayed how the FRC's are central hubs in their community, where community members are able to learn about various resources available, and are connected with existing services. Many told stories about the importance of the socialization activities for the children, and the parents. A number of participants expressed concern about their local FRC being 'shut down' or losing funding.

Each community was able to identify existing resources, as well as resources needed. Some of the common barriers to resource access identified were community members' lack of knowledge of resources, lack of outreach/education to the community of available resources, lack of transportation, and costs of services. Each community also listed unique barriers in their community:

- Corcoran - a lack of an obstetrician was noted. Pregnant mothers have to seek prenatal care in Hanford or Visalia. This is a huge issue especially for those that lack transportation.
- Hanford & Lemoore – participants identified a lack of services overall due to limited slots available for early childhood education programs, or the high costs of programs.
- Kettleman City – participants identified a lack of programming available that is convenient for working families. They identified a need for more health-related activities (i.e., exercise classes, gym). Kettleman City does not have a grocery store either, so community members have to travel to purchase groceries or pay higher prices at neighborhood stores.
- Avenal – Participants identified a need for advocacy on their behalf to communicate with the local clinics, to improve services. Community members are unable to engage in walking as a form of exercise after work, due to the number of loose dogs in the community after hours.

	Existing Resources	Resources Needed	Barriers to Access to Resources	Potential Resources
<b>Early Childhood Well-being</b>	Safety/ Car seat classes	Transportation	Not as many classes (Exercise/Dance)	Family
	Parent-child bonding classes	Attention	Parent and Me	Friends
	Child age activities	Education	New residents unaware of programs	Teachers
<b>Health</b>	Food bank/ farmers market	Pediatrician in Corcoran	Emergency room (30 minutes)	Nothing noted
	Community booths	Need an OBGYN in Corcoran	No doctors at the clinics	
	Community festivals (cotton fest, Spring fest)		Childcare for self care/ health appointments	
<b>Early Childhood Care &amp; Education</b>	KCAO		Lots of planning ahead of time	Sister
	Home Licensed Childcare		Late to appointments	Close Friend
	After School Programs		Ask for a ride	Mom
<b>Strong Families</b>	Nothing noted	Nothing noted	Health	Independence
			College- commute	Gym- affordable
			Teens- no transportation	High school- Provides after school

Hanford FRC

	<b>Existing Resources</b>	<b>Resources Needed</b>	<b>Barriers to Access to Resources</b>	<b>Potential Resources</b>
<b>Early Childhood Well-being</b>	Parent and me	Healthy	On a waitlist at parent and me	None noted
	Library	Stability	Not aware of any other services on the community	
	Preschools	Dedicate time to our children	KCAO has a waitlist with childcare	
<b>Health</b>	FRC's	More veteran services	Childcare for self care/ health appointments	Bilingual classes for children
	Socialization for children (FRC)	More female providers	Trying to get counseling	More art classes
	Schools who provide bilingual classes for children	After school programs- extending to all children and not just to select grades	Obtaining health insurance	More ESL classes for children
<b>Early Childhood Care &amp; Education</b>	Counseling	Friends	Have nobody	Speak to the children in other languages
	Kings River- grade status check	Field trips	Having counselor's at the schools- discuss child's future, career.	Family member
	Hug bug program- how to express emotions	Reading program	Focus more on cultures	Certified referral
<b>Strong Families</b>	Nothing noted	Nothing noted	Learn to communicate with the children	More daycare/childcare
			Emotional support for parents	Teach children CPR
			Have more seminars for parents	Safety programs for children

Lemoore FRC:

	Existing Resources	Resources Needed	Barriers to Access to Resources	Potential Resources
<b>Early Childhood Well-being</b>	FRC's	Safe Environment	Parenting levels are different for each child.	How to be playful and not to always be serious as a parent.
	UCP	Social and Emotional needs met	Age of the internet. Not knowing what to trust.	Other adults to help out.
	La Leche League	Routines and boundaries	Hard to find affordable programs with children their age	Coming to the FRC helps parents to help the children.
<b>Health</b>	WIC	Nothing noted	Asthma- wildfires, air quality	Nothing noted
	Medi-cal		Wait times to be seen by a doctor	
	Food banks		Environment- community wellness	
<b>Early Childhood Care &amp; Education</b>	Rec center	Childcare centers at the base for doctor appointments	Liability	Babysitter
	Storybook- Hanford	The First 5 years of the child's life is important for the children.	Availability	Siblings
	The FRC helps prepare the children for school	Children are prepared and ready for school (knowing ABC's, numbers, Name, etc.)	Certified Childcare	Family
<b>Strong Families</b>	KCAO- lending library	More Parks	Nothing noted	Girl scouts
	Bright by text	Mommy and me classes		Safety programs for children
		More of a community Involvement		

Kettleman City FRC:

	<b>Existing Resources</b>	<b>Resources Needed</b>	<b>Barriers to Access to Resources</b>	<b>Potential Resources</b>
<b>Early Childhood Well-being</b>	KCAO	Healthy food	Fast food vs Healthy food	Nothing noted
	Home visiting program	Play more	Hard about giving the children nutritious food	
	Food program	Good family	Picky eaters	
<b>Health</b>	Church	Nothing noted	Having to wait for a referral	Farmer's market
	Clinic to see a therapist		Lack of access to exercise/workout	Play outside with the children
	Family		More stores	Timing their screen time
<b>Early Childhood Care &amp; Education</b>	Nothing noted	Asking around	Work	Bring in a professional teacher
		Finding licensed childcare providers	Doctor's appointments	Challenging a provider who would raise their voice with the children. It's important to know who you leave your child with.
		FRC	Clean environment	Providers from KCAO get professional development that helps with materials.
<b>Strong Families</b>	Food	Parenting classes	Hours- classes are too early and parents have to work.	Recognition of attendance
	More resources	More of a community involvement		Free food/ refreshments
	Activities for all ages	Providing activities for parents to learn and take home.		Safety programs

Avenal FRC:

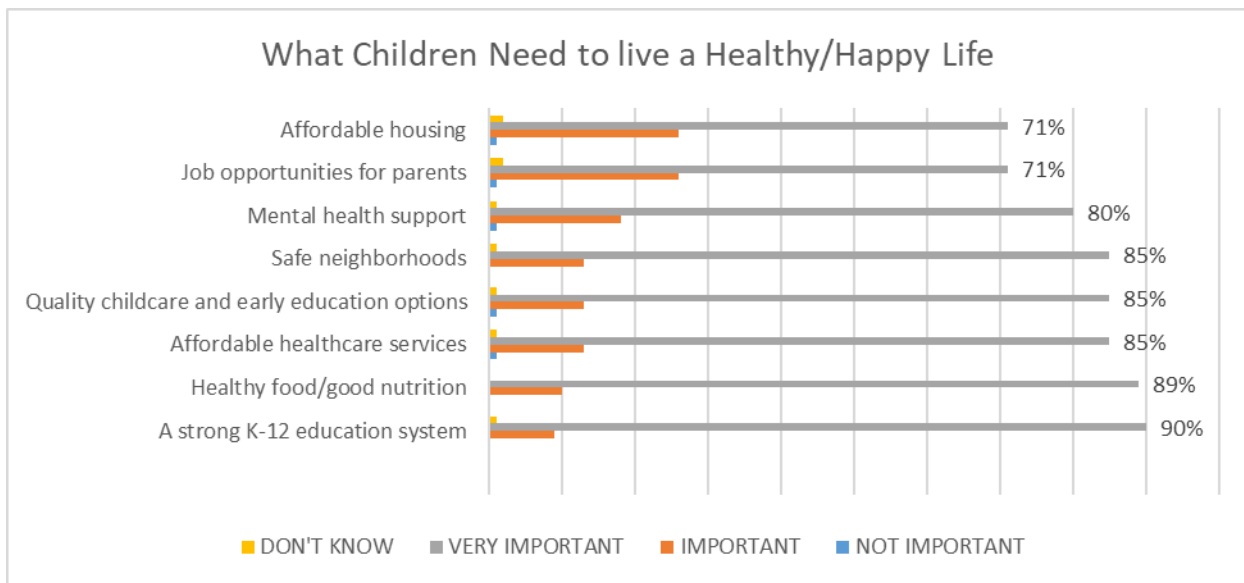
	<b>Existing Resources</b>	<b>Resources Needed</b>	<b>Barriers to Access to Resources</b>	<b>Potential Resources</b>
<b>Early Childhood Well-being</b>	Different programs- but focus on different themes such as immigration program.	Dedicate your time to the children when they need it physically, emotionally and socially	Taking the bus you lose lots of time in your day.	A parent learned about the FRC and Mrs. Dulce through her sister.
	Afterschool program (k-8)	Healthy food	There's 2-3 buses but all come at certain hours	A parent's sister in law introduced the parent to the FRC and Mrs. Dulce.
	Parent and Me	To be ready for school	No childcare for parents who work late	Mrs. Dulce introduced a parent to the FRC and the different programs.
<b>Health</b>	Zumba- you have to pay	Nothing noted	Adult school	Reading books to the children at the FRC and at home.
	Sports- for children		Walk-in clinics won't see you even when the lobby is empty.	
	Sports for children- but hard for parents to register more than 1 child because it's expensive.		If it's an emergency, the clinic will tell you to go to the emergency room.	
<b>Early Childhood Care &amp; Education</b>	Parents		Waitlist	Transportation to school
	Providers		Only two preschools	House has all requirements to watch children.
	Friends		Child could only miss so many days before being dropped.	Teach responsibilities- how to be clean
<b>Strong Families</b>				Educate parents- better vocabulary
				Parents to be responsible and have quality time with the children so there aren't a lot of children walking the streets.
				More Programs to be offered for parents.

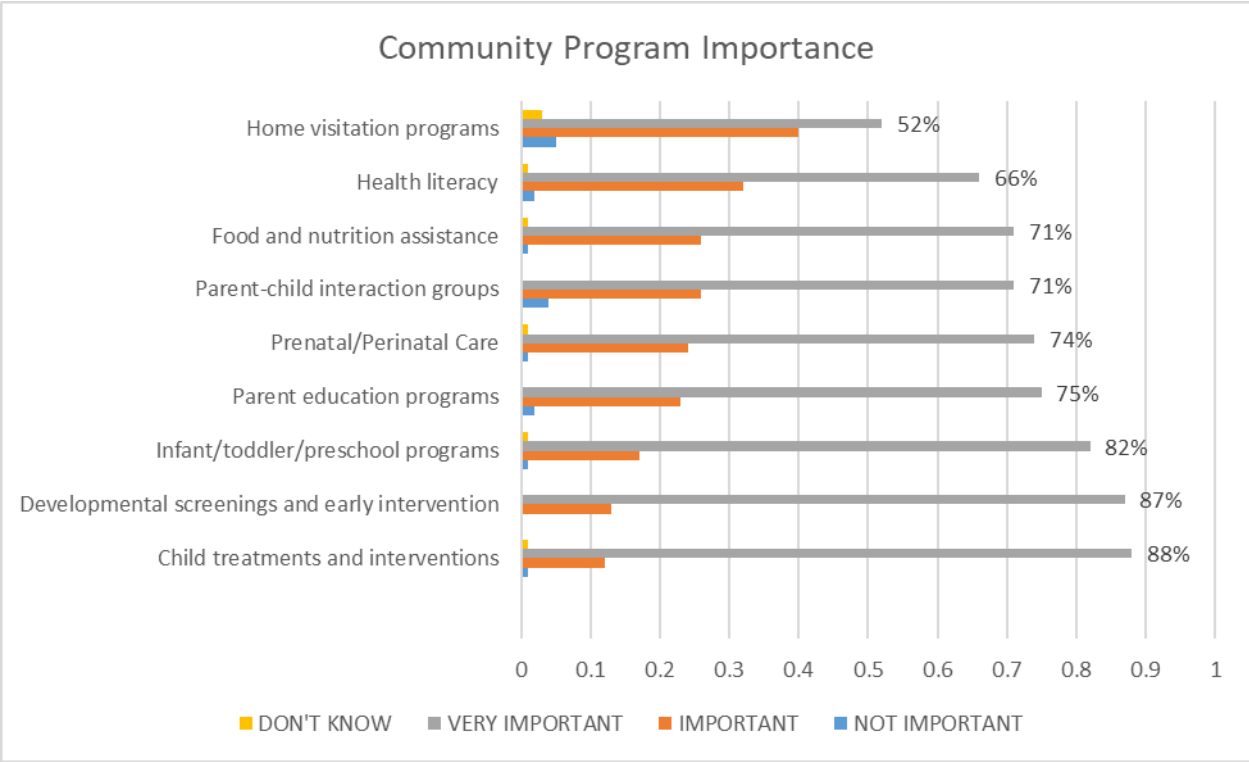


# Appendix F

## COMMUNITY SURVEY RESULTS

First 5 Kings County conducted a survey to obtain community input on the importance of a variety of community services. The survey was offered online or hard copy, in English and Spanish. Three hundred sixty-three surveys were completed between February 15, 2020 and February 28, 2020. Almost  $\frac{3}{4}$  of the respondents resided in Hanford and Lemoore (50% and 21% respectively). Over half of the respondents were Hispanic or Latino (61%). The majority of respondents were female (87%). The tables below summarize the respondents' thoughts on what children need, which community programs are important to have, and barriers to accessing services/programs in the community.





BARRIERS TO ACCESS TO PROGRAMS/SERVICES	% OF RESPONSES
Financial (not having enough money and/or high costs)	74%
Lack of information	63%
Limited transportation	50%
Language or other communication barriers	47%
Concerns about privacy or safety	20%
Lack of services offered in the community	55%
Don't know	3%
Other	7%

## Appendix G

### KINDERGARTEN TEACHER SURVEY RESULTS:

Thirty-one Kindergarten teachers throughout Kings County responded to our survey. At the time of the survey, the teachers reported that their average class size was 22 students, with class size ranging from 17-28 students. Six hundred seventy-five students were represented in the survey results, with 5% (42 students) having an Individualized Education Plan (IEP), 2% (15 students) having a Section 504 Accommodation, and 27% (180 students) being English Language Learners (ELL). Students whose primary language is Spanish represented 94% of the ELL population.

A variety of questions were asked in the survey, including inquiries about:

- Student transition to Kindergarten experience
- Skills indicating Kindergarten readiness
- Activities/practices to facilitate children’s transition into Kindergarten
- Barriers to successful transition into Kindergarten
- Kindergarten teacher’s relationship with preschool or early childhood professionals

Some highlights of the survey can be found below:

### STUDENTS’ TRANSITION TO KINDERGARTEN EXPERIENCE

Survey responses regarding students’ experiences transitioning into Kindergarten and their overall adjustment, indicates that 55% of students successfully entered Kindergarten, having virtually none to some problems (Graph G-1). Identification of practices and activities to increase students’ successful entry shall be a priority during the upcoming fiscal year. Further inquiry into commonalities or best practices that contributed to their success level should also be studied.

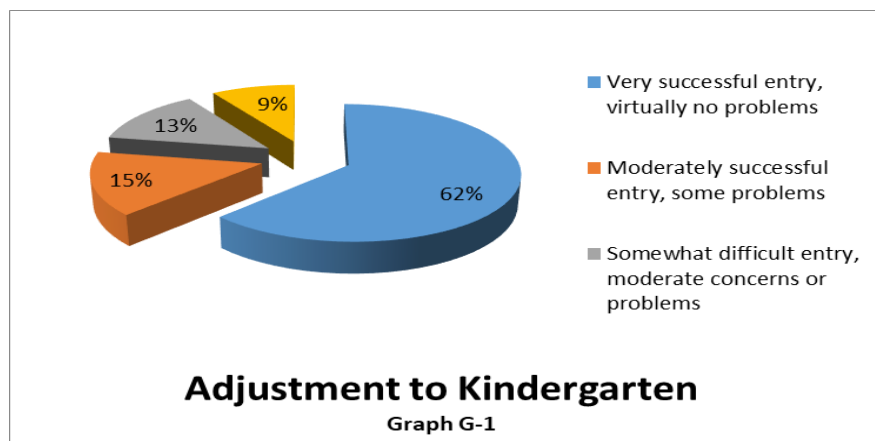


Table G-2 below represents further review of successful transition to kindergarten by special populations. It shows that the majority of children from diverse cultural and ethnic backgrounds (51%) and low-income families (58%) transitioned successfully to kindergarten. The highest percentage of children who did not attend any preschool fell into the ‘Some’ successfully

transitioned category (42%). English Language Learners was a mixed representation, primarily students identified as ‘Most or all’ having a successful transition (39%) and students identified as ‘A Few’ having a successful transition (36%). Students who entered late in the school year, who had disabilities and other special needs primarily showed only ‘A Few’ of these students transitioning successfully, 35% and 29% respectively.

Special Populations	Most or all	Some	A Few	None	Group not present	Don't know
Children from low-income families	58%	29%	13%	0%	0%	0%
Children who are English learners	39%	19%	36%	3%	3%	0%
Children who did not attend any preschool program	26%	42%	29%	0%	0%	3%
Children with disabilities and other special needs	16%	16%	29%	10%	16%	13%
Children who entered late in the school year	19%	23%	35%	10%	10%	3%
Children from diverse cultural and ethnic backgrounds	51%	29%	10%	10%	0%	0%

Table G-2 Targeted Activities by Special Population

Closer study of the reasons why students who had higher percentages in the ‘Most or all’ category would be highly recommended, to identify best practices, and the ability to replicate said practices, to increase the number of children falling into the ‘Most or all’ category.

## **IMPORTANCE OF ACADEMIC AND EMOTIONAL SKILLS**

Survey respondents categorized the importance of 13 academic and emotional skills for incoming Kindergarteners as follows:

<b>ACADEMIC AND EMOTIONAL SKILL IMPORTANCE</b>				
Not Important	Not Very Important	Somewhat Important	Very Important	Essential
		Can count to 20 or more	Finishes tasks	Takes turns and shares
		Has good problem-solving skills	Takes turns and shares	Participates without disrupting activities
		Knows most of the letters of the alphabet	Is able to use pencils and paintbrushes	Can follow directions
		Identifies primary colors and shapes	Is sensitive to other children's feelings	Communicates needs, wants, and thoughts verbally in child's primary

				language
			Sits still and pays attention	
			Communicates needs, wants, and thoughts verbally in English	

Table G-3

Although basic academic skills are important, the respondents consider emotional skills far more important. First 5 programming related to school readiness should consider increasing activities related to acquiring emotional skills, as well as targeted community education on the importance of soft skills and emotional regulation. It should also be noted that the respondents placed greater emphasis on a child’s ability to communicate verbally in their primary language (49% of the respondents) compared to their ability to do the same in English (26% of the respondents).

Early learning education comes in a number of forms, including childcare, preschools and informal education by parents/caregivers. Regardless of the early educational setting that children experience, each child should receive exposure to a variety of educational experiences to ensure their future success in school. University of Missouri’s College of Education published a study in October 2019, indicating that a school readiness test can predict kindergartener’s success in school after 18 months. The study emphasizes the importance of early assessment of student academic and emotional readiness to provide support as early as possible.

**PRACTICES TO FACILITATE KINDERGARTEN TRANSITION**

Survey respondents were asked a series of questions related to practices used to facilitate children’s transition into kindergarten. The practices could have been completed by the responding teacher or anyone at their school site, prior to or shortly after kindergarten started this school year (2019-2020). Responses indicated that the majority of the teachers and/or school sites had opportunities for parents and children to visit the classroom and school before school started, sent information to the parents related to contacting school personnel, or communicated one-on-one with the parents. It should be noted that only a small percentage of activities concentrated on assessing children’s skills prior to entering kindergarten, communication with childcare or preschool teachers, or inquiring about the student’s home environment.

Table G-4 below shows the percentage of the activities that occurred for the current kindergarten class.

<b>FACILITATION OF KINDERGARTEN ENTRY</b>	
Invited parents and children to visit the classroom and school before the school year began (e.g., open house)	94%
Sent home information on how to get in touch with the teacher or school staff to discuss any concerns or questions about children	87%
Had one-on-one conversations with parents (either by telephone or face to face)	74%
Reviewed information about children's home experiences from a parent survey or checklist (e.g., bedtime, being read to by parent, use of library)	32%
Communicated with child care or preschool teachers about children	23%
Screened children for developmental delays by using a formal instrument	23%
Reviewed written records of children's past experiences or status	19%
Facilitated parent-to-parent contact	16%
Other	6%
Interviewed parents to screen children for developmental or learning delays	6%
No practices or strategies were used.	0%
Visited children's homes	0%

Table G-4

The survey also asked the kindergarten teachers to recall if they or anyone at their school did any special activities or practices to facilitate entry into kindergarten, for specific populations. Based on their answers, over half of the teachers and/or school personnel currently have targeted activities or practices with low-income families and English Learners. Approximately one-third of the school sites had targeted activities to facilitate entry for the other special populations. A third of the school sites also did not have any activities for the special populations mentioned in Table G-5 below.

<b>FACILITATION OF KINDERGARTEN ENTRY BY SPECIAL POPULATION</b>	
Children from low-income families	52%
Children who are English learners	58%
Children from diverse cultural and ethnic backgrounds	35%
Children who did not attend any preschool program	35%
No activities for special populations occurred	35%
Children with disabilities and other special needs	29%
Children who entered late in the school year	23%
Other	6%

Table G-5

## **BARRIERS TO SUCCESSFUL TRANSITION TO KINDERGARTEN**

First 5 Kings County also wanted to identify potential barriers to a successful kindergarten transition. Respondents were given a list of barriers, and were asked to mark all that applied to their school site. The main reason that stood out as a barrier to successful transition was parents not bringing children in for registration or open house (48%). Almost one-third of the respondents indicated that no barriers were present. Additional barriers were identified; however, they were at fairly low percentages. Table G-6 below provides a full listing of the survey results:

<b>BARRIERS TO SUCCESSFUL TRANSITION</b>	
Parents did not bring children in for registration or open house.	48%
No barriers to successful transition were present.	32%
Parents cannot read letters, etc. sent home.	19%
I could not reach most of the parents who needed help transitioning.	16%
Parents were not interested.	16%
Class lists were generated too late.	13%
Work was required in summer but was not supported by salary	13%
Information from childcare or preschool teachers was incomplete.	10%
The school/district does not provide teachers with a transition plan or suggested activities/practices.	6%
The school or district does not support transition activities.	6%
Contacts with parents before the start of school were discouraged.	3%
Funds were not available.	3%
Transition activities take too much time.	3%
Creating negative expectations with parents was a concern.	0%
Materials were not available.	0%
Childcare or preschool teachers were not interested.	0%
It was dangerous to visit students' homes.	0%
Other	0%

Table G-6

Strategies to overcome the above-mentioned barriers should be explored, including but not limited to increased outreach to parents about the importance of early registration and orientation attendance. Examining relationships between Kindergarten teachers and early childhood or preschool professionals, and involvement in First 5 School Readiness Initiative activities as potential solutions to remove these barriers should also be taken into consideration. Table G-7 and G-8 below provide further information on the aforementioned topics:

<b>RELATIONSHIPS WITH EARLY CHILDHOOD OR PRESCHOOL PROFESSIONALS IN THE PAST 12 MONTHS</b>	<b>% of Respondents</b>
Invited preschool teachers(s) to bring this year's children to your classroom	48%
I do not have a relationship with early childhood or preschool professionals	45%
Attended regular meetings of elementary school, early childhood, and preschool staff in the community	13%
Participated in joint workshops with school staff on issues of interest with early childhood or preschool staff in the community	6%
Made contacts to develop a coordinated curriculum with preschool programs	6%
Other (please specify)	10%

TABLE G-7

Respondents were able to mark all scenarios listed in Table G-7. Almost half of the respondents invited preschool teacher(s) and their class to a Meet and Greet; however, almost half of the respondents also indicated that they did not have a relationship with early childhood or preschool professionals. First 5 could continue to assist in engaging early childhood educators and kindergarten teachers to ensure readiness of children for transition to kindergarten.

<b>INVOLVEMENT IN FIRST 5 SCHOOL READINESS INITIATIVE ACTIVITIES</b>	<b>% of Respondents</b>
Working on school readiness issues with your First 5 County Commission or Linkages 2 Learning Coordinator	84%
Working with programs or organizations in your community to promote school readiness (e.g., preschools, social service agencies)	32%
Establishing school readiness programs and/or activities that take place in your school	61%
I am not involved in any school readiness activities	0%
Other (please specify)	3%

TABLE G-8

Survey respondents indicated that aside from participating in First 5 School Readiness Initiative activities, they also work with other programs and organizations in the community, as well as have programs and activities taking place at their school site (Table G-8). First 5 Kings County should explore increased coordination of community-wide school readiness programs and activities, to avoid duplication of programs, and to maximize funding to ensure the future educational success of young children.



## Appendix H

### KINDER PARENT SURVEY RESULTS:

One hundred forty-six parents of current kindergarten students completed a reflection survey. The table below represents the parents' answers regarding transition activities that parents may have/may not have participated in prior to their child entering kindergarten. The last 3 questions only applied to children who attended preschool.

Transition Activity	Participated?		Very Useful	Somewhat Useful	Not Useful
	YES	NO			
1. My child and I visited their Kindergarten classroom prior to the start of school.	85%	15%	91%	5%	0%
2. My child and I attended a spring (April-June) Kindergarten Orientation.	57%	43%	94%	5%	1%
3. My child and I attended a fall (July-August) Kindergarten Orientation.	60%	40%	91%	6%	1%
4. At Kindergarten Registration, I was provided with information about preparing my child for Kindergarten.	84%	16%	88%	7%	1%
5. At Kindergarten Registration, my child was provided with a free school readiness backpack.	74%	26%	87%	8%	2%
6. My child received a kindergarten assessment prior to the beginning of school.	65%	35%	93%	3%	0%
7. My child and I met their Kindergarten Teacher prior to the first day of Kindergarten.	81%	19%	93%	2%	1%
8. My child and I received a tour of the school prior to the first day of Kindergarten.	54%	46%	94%	8%	1%
9. My child received a postcard from his/her school prior to the first day of school.	50%	45%	88%	7%	4%
<b>Only complete the following (10-12) questions, if your child attended preschool.</b>					
10. My child attended a preschool, and they visited a Kindergarten Classroom.	50%	50%	81%	6%	6%
11. My child attended preschool, and a Kindergarten Teacher visited their preschool classroom.	30%	70%	73%	10%	10%
12. My child attended preschool, and I was provided with information about preparing my child for Kindergarten.	80%	20%	70%	6%	1%

TABLE 6-9

The parents' responses indicate that the majority of families had an opportunity to visit the kindergarten classroom and meet the teacher, attended an orientation and were provided information related to preparing their child for kindergarten, as well as a free school readiness backpack. For those children who attended preschool, 80% indicated that they were provided kindergarten preparation information, half visited a kindergarten classroom, and one-third of the children were visited by a kindergarten teacher at preschool.



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Date of Meeting: June 2, 2020

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**2020-06-068**

Approval of Extension of  
Grantee Contracts for  
FY 20/21



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

Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-068  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Approval of Extension of Grantee Contracts for FY 2020-2021**

**A. Background/History:**

At the February 11, 2020 Commission Meeting, the Commission voted to extend the current contracts for one year. This agenda item will authorize contracts between First 5 Kings County and the following grantees:

- West Hills Community College District
- Recreation Association of Corcoran
- United Cerebral Palsy
- Kings Community Action Organization
- Kings United Way

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

Staff requests the Commission review, discuss and consider whether to recommend to the Board of Supervisors the attached contracts with various grantees for FY 2020/2021.

**C. Timeframe:**

Services will be provided from 07/01/2020 through 06/30/2021.

**D. Costs:**

Total Costs budgeted for these contracts will not exceed \$775,800.

**E. Staff Recommendation:**

Staff recommends the Commission recommend to the Board of Supervisors, the contracts for services for FY 2020/2021.

**F. Attachments:**

- DRAFT contract between First 5 Kings and West Hills Community College for the Avenal Family Connection FY 20/21.
- DRAFT contract between First 5 Kings and Recreation Association of Corcoran for the Corcoran Family Resource Center FY 20/21.
- DRAFT contract between First 5 Kings and United Cerebral Palsy for the Parent & Me Project FY 20/21.
- DRAFT contract between First 5 Kings and United Cerebral Palsy for the Special Needs Project FY 20/21.
- DRAFT contract between First 5 Kings and Kings Community Action Organization for the Kettleman City Family Resource Center FY 20/21.

- DRAFT contract between First 5 Kings and Kings United Way for the Kings 211Project FY 20/21.



Date of Meeting: June 2, 2020

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**2020-06-068a**

**West Hills  
Community College District**

**Avenal Family Connection**

Reserved for  
Contract  
Language

Revised Attachment B

**SCOPE OF WORK**

PROVIDER NAME: Avenal Family Connection

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		Staff Responsible	
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided		
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Tamarack School Site	Provide School Readiness Instruction to children identified as at-risk for School Readiness. <a href="#">Cohort 1</a>	10	180			FRC Staff
				Provide School Readiness Instruction to children identified as at-risk for School Readiness. <a href="#">Cohort 2</a>	10	180			FRC Staff
				Provide School Readiness instruction to children 3-5.	15	30			FRC Staff
				Provide Raising a Reader Services to children 4-5 and their parents.	10	84	10	84	FRC Staff
				Provide Snack Attack instruction to children 3-5.	20	63			FRC Staff
				Provide art education for children 1-5.	20	50			FRC Staff
				Provide Physical Fitness Instruction (Dancing Tots) to children ages 1-3.	15	35			FRC Staff
				Provide Physical Fitness Instruction (Creative Dance) to children ages 3-5.	20	60			FRC Staff
				Provide Play to Learn to children ages 2-5.	10	40			FRC Staff
				Provide Science Activities for children 2-5	15	30			FRC Staff
				Provide Child Enrichment with and without Parent Education for children 2-5. <b>(Child)</b>	15	30			FRC Staff



**DIRECT SERVICES – EARLY CHILDHOOD EDUCATION SERVICES**

1	2	3	4	5	6	7			
Strategic Plan Result Area #2	Goals	Strategy	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Staff Responsible	
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided		
All Kings County Children 0-5 will have access to high quality childcare, early learning opportunities, and be ready for school.	Children participate in early education programs.	Provision of direct-services through Family Resource Centers that develop cognitive and social emotional development for children age 0-5.	Avenal Elementary School	Provide School Readiness Instruction to children identified as at-risk for School Readiness. <a href="#">Cohort 4</a>	10	180			FRC Staff
				Provide School Readiness instruction to children 3-5. <a href="#">General Population</a>	10	20			FRC Staff
				Provide Snack Attack instruction to children 3-5.	15	30			FRC Staff
				Provide art education for children 2-5.	15	30			FRC Staff
				Provide Physical Fitness instruction to children ages 3-5.	10	22			FRC Staff
				Provide Science Activities for children 3-5.	15	30			FRC Staff
				Provide School Readiness Instruction to children identified as at-risk for School Readiness. <a href="#">Cohort 3</a>	10	180			FRC Staff

**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		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Systems Integration and Alignment	A cohesive system of services for children and families will exist.	Early childhood education and health-related supports will be established to reflect desires of the community and needs of the families.	The FRC will provide referral information to parents/caregivers of/and children 0-5.	50	50	5	5	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	40	40	40	40	FRC Staff

**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		Staff Responsible		
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated			
Systems Integration and Alignment	A cohesive system of services for children and families exist	Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain.	Coordinate with UCP to provide Parent & Me to parents and children 0-5.	35	173			FRC Staff		
			Coordinate with local providers to provide Parent Education on Child Development and health topics to parents of children -0-5.	Tamarack						FRC Staff
						25	6	FRC Staff		
				Avenal Elementary						
						40	4			
			Coordinate with Hawaiian Elks to provide Vision Exams to children 2-4.	15	1			FRC Staff		
			Coordinate with UCCE nutrition program to provide parent education on Child Nutrition topics to parents of children 0-5.			20	1	FRC Staff		
			Coordinate with Kings County Health Department to provide children 2-5 with dental screenings.	15	1			FRC Staff		

**ORGANIZATIONAL ACTIVITIES**

Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Timeline for Completion	Deliverable
Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Conduct Community Needs Assessment to establish services responsive to community need.	Develop/Update Community Needs Assessment for Avenal Family Connection	6/30/2021	Community Needs Assessment
		Establish Community Outreach Plan to ensure community is informed of services available to them.	Develop/Update Community Outreach Plan for Avenal Family Connection	6/30/2021	Community Outreach Plan
		Develop and maintain CAB to ensure community input into service establishment.	Develop/Re-develop Community Advisory Board Avenal Family Connection	6/30/2021	Community Advisory Board Agenda & Minutes
		Develop sustainability Plan	Develop/Re-develop Sustainability Plan for Avenal Family Connection	6/30/2021	Sustainability Plan
		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 Avenal Family Connection	6/30/2021	Training Completion Certificate

**OUTREACH ACTIVITIES**

Strategic Plan Focus Area	Goals	Strategy	Program Specific Activities	Month/Year of Event Or Occurrence Level	Desired Outcome
Systems Integration & Alignment	A cohesive system of services for children and families will exist	Establish Community Outreach Plan to ensure community is informed of services available to them.	Provide community outreach at the Week of the Young Child Events in an effort to promote FRC services.	April	
			Provide community outreach and/or presentations at local school district parent meetings in an effort to promote FRC services.	2 intervals	
			Create and distribute monthly calendar/flyers to inform the community of FRC activities.	11 intervals	
			Provide community outreach and/or presentations at preschool parent meetings in an effort to promote FRC services.	6 intervals	
			Provide community outreach at local community events in an effort to promote FRC services.	4 intervals	

REVISED ATTACHMENT C

**PROJECT BUDGET**

Project Name: West Hills Community College				Contract Term: 07/01/17 - 06/30/18
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>FRC Coordinator</b> (50% FTE) Costs (\$2012 monthly salary) Oversight of FRC functions	\$24,268	\$0	\$0	\$24,268
<b>Family Advocate</b> (50% FTE) Costs (\$1,842 monthly salary) Linking Families with resources	\$22,103	\$0	\$0	\$22,103
<b>Custodian</b> (25% FTE) Costs (\$303 of monthly salary) Maintain a healthy environment for children & families	\$3,636	\$0	\$0	\$3,636
<b>Salaries &amp; Benefits</b> 34% of salaries	\$26,024	\$0	\$0	\$26,024
<b>TOTAL Personnel Costs</b>	<b>\$76,031</b>	<b>\$0</b>	<b>\$0</b>	<b>\$76,031</b>
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> (\$25 x 12 months) Rent, gas, electricity, water	\$300	\$0	\$0	\$300
<b>Office Supplies &amp; Materials</b> (\$63 x 12 months) Pens, paper, staples, etc.	\$750	\$0	\$0	\$750
<b>Telephone &amp; Communication</b> (\$32 x 12 months) Cell phone	\$384	\$0	\$0	\$384
<b>Postage &amp; Mailing</b> (\$13 x 12 months) Daily use, calendars, brochures and materials	\$150	\$0	\$0	\$150
<b>Printing/Copying</b> (\$19 x 12 months) Daily use, calendars, brochures and materials	\$228	\$0	\$0	\$228
<b>Equipment Lease</b> (\$43 x 12 months) copier/printer lease	\$516	\$0	\$0	\$516
<b>TOTAL Operational Costs</b>	<b>\$2,328</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,328</b>

<b>C. Program Costs</b>				
<u>Travel</u> (77 @ \$.54 mile/mile x 12 months) Motor Pool Expense To provide community outreach, attend project related meetings and travel between sites	\$500	\$0	\$0	\$500
<u>Training/Conference</u> Training @ \$100	\$100	\$0	\$0	\$100
<u>Program Materials &amp; Supplies</u> (\$250 x 12 months) Materials for ECE classes, incentive closet supplies, and consumables	\$3,000	\$0	\$0	\$3,000
<b>TOTAL Program Costs</b>	<b>\$3,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,600</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 9.8% of indirect cost rate	\$8,041.00	\$0	\$0	\$8,041.00
<b>TOTAL Indirect Costs</b>	<b>\$8,041.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,041.00</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$90,000.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>



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Date of Meeting: June 2, 2020

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**2020-06-068b**

Recreation Association of  
Corcoran

Corcoran Family Resource  
Center

Reserved for  
Contract  
Language



**REVISED ATTACHMENT A  
INDIVIDUALS HANDLING FUNDS**

<p style="text-align: center;">The person having day-to-day responsibility for the project.</p> <p>Name: Ana Collins Title: FRC Coordinator Address: P.O. Box 176, Corcoran CA 93212 Telephone Number: (559) 992-5880 Fax: (559) 992-5799 Email: <a href="mailto:ana@raccorcoran.org">ana@raccorcoran.org</a></p>
<p style="text-align: center;">The person to whom the person listed in #1 is accountable.</p> <p>Name: Steve Brown Title: Executive Director/ FRC Director Address: P. O. Box 176, Corcoran CA 93212 Telephone Number: (559)992-5171 Fax: (559)992-5173 Email: <a href="mailto:steve@cracorcoran.org">steve@cracorcoran.org</a></p>
<p style="text-align: center;">The Chief Executive of the implementing agency.</p> <p>Name: Steve Brown Title: Executive Director/FRC Director Address: P.O. Box 176, Corcoran CA 93212 Telephone Number: (559)992-5171 Fax: (559)992-5173 Email: <a href="mailto:steve@cracorcoran.org">steve@cracorcoran.org</a></p>
<p style="text-align: center;">The Financial Officer for the project.</p> <p>Name: Jeniffer Gonsalves Title: Thurman &amp; Thurman CPA—Accountant Address: 1220 Jepsen Avenue, Corcoran CA 93212 Telephone Number: (559)992-4118 Fax: (559)992-4110 Email: <a href="mailto:tandt@novastormsystems.com">tandt@novastormsystems.com</a></p>
<p style="text-align: center;">The Project Director of the project.</p> <p>Name: Ana Collins Title: FRC Coordinator Address: P.O. Box 176, Corcoran CA 93212 Telephone Number: (559) 992-5880 Fax: (559) 992-5799 Email: <a href="mailto:ana@raccorcoran.org">ana@raccorcoran.org</a></p>
<p style="text-align: center;">The Chair of the Governing Body of the implementing agency.</p> <p>Name: Jim Razor Title: RAC Board President Address: 1620 Whitley Ave Corcoran, CA 93212 Telephone Number: (559) 992-5011 est. 4208 Fax: Email: <a href="mailto:jrazpr@jgboswell.com">jrazpr@jgboswell.com</a></p>

REVISED ATTACHMENT B  
SCOPE OF WORK

PROVIDER NAME: Corcoran Family Resource Center

PAGE: 1 of 3

**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		Staff Responsible
				Number to be served	Number of services provided	Number to be served	Number of times coordinated	
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	The FRC Staff will provide <b>Tummy Play Time</b> classes for children 0-6 months of age and their parents.	15	45	15	45	FRC Coordinator
			The FRC Staff will provide early childhood activities ( <b>Time 2 Finger Paint</b> ) and literacy skills to children 6 months old to 24 months old.	35	200	20	180	FRC Coordinator
			The FRC Staff will provide child development instruction to children age 0-5 in tandem with Parent Education Workshop	20	20	15	15	FRC Coordinator
			The FRC Staff will provide <b>Little Chef's Kitchen</b> cooking healthy snack classes for children 2 to 5 years of age.	40	130	30	90	FRC Coordinator
			The FRC Staff will provide early childhood activities ( <b>Let's Get Creative</b> ) and literacy skills to children 2 to 5 years old.	30	20	-----	-----	FRC Coordinator
			The FRC Staff will provide <b>Let's Move &amp; Play</b> dance classes for children 2 to 5 years old.	70	275	----	----	FRC Coordinator
			The FRC Staff will provide Pottery & Painting ( <b>Time 4 Art</b> ) classes to children 3 to 5 years old.	70	275	----	----	FRC Coordinator
			The FRC Staff will provide ( <b>Dramatic Play</b> ) classes to children 2 to 5 years old.	40	130	----	----	FRC Coordinator

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>6</b>		<b>7</b>
<b>Strategic Plan Focus Area</b>	<b>Goals</b>	<b>Objective</b>	<b>Program Specific Activities</b>	<b>Children (0-5) to be served</b>		<b>Significant others to be served</b>		<b>Staff Responsible</b>
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Early childhood education and health-related supports will be established to reflect desires of the community and needs of the families	The FRC will provide referral information to parents/caregivers of/and children 0-5.	60	70	110	120	FRC Coordinator
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	100	160	200	250	FRC Coordinator

**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		Staff Responsible
Systems Integration & Alignment	A cohesive system of services for children and families will exist	Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain.		Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
			Coordinate with UCP to provide Parent & Me to children 0-5.	40	170	-----	-----	FRC Coordinator
			Coordinate with Kings View to provide counseling services to parents of children 0-5.	-----	-----	10	30	FRC Coordinator
			Coordinate with local provider to provide community Baby Shower for expectant mothers.	-----	-----	20	3	FRC Coordinator
			Coordinate with local provide to provide car seat installation and education services to parents of children 0-5	-----	-----	20	3	FRC Coordinator
			Coordinate with local provider to provide Parent Education Workshops to parents of children 0-5	-----	-----	20	5	FRC Coordinator
			Coordinate with local agencies to provide Health and Nutrition Awareness trainings and workshops to children 0-5 and their parents.	20	3	25	3	FRC Coordinator
			Coordinate with Community Food Bank to provide fresh fruits and vegetables to parents of children 0-5 years old.	-----	-----	80	10	FRC Coordinator

REVISED ATTACHMENT C

**PROJECT BUDGET**

Project Name: Corcoran Family Resource Center		Contract Term: 7/1/2020-6/30/2021		
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Program Coordinator</u> (100 % FTE) \$1,633.60x 26 pay periods Coordinates daily management of FRC	\$42,473.60	\$0	\$0	\$42,473.60
<u>Child Enrichment Teacher</u> (100 % FTE) \$812 X 26 pay periods Provides direct daily services & data	\$21,112	\$0	\$0	\$21,112
<u>Salaries &amp; Benefits</u> 21% of salary costs	\$15,757	\$0	\$0	\$15,757
<b>TOTAL Personnel Costs</b>	<b>\$79,342.60</b>	<b>\$0</b>	<b>\$0</b>	<b>\$79,342.60</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$333 per month x 12 months) including, Gas, Elec. etc.	\$3,996	\$15,849	\$0	\$19,845
<u>Office Supplies &amp; Materials</u> (\$416.66 x 12 months( pens, paper etc.)	\$2,500	\$0	\$1,500	\$4,000
<u>Telephone &amp; Communication</u> (\$351.83 x 12 months)Landline, cell phone and internet	\$3,500	\$0	\$722	\$4,222
<u>Postage/Mailing</u> (\$41.66x 12 months)Stamps & Bulk mail	\$450	\$0	\$50	\$500
<u>Printing/Copying</u> (\$311.33 x 12 months)Daily use, calendars, brochures	\$2,900	\$0	\$836	\$3,736
<u>Other (list all)</u> (\$125 per quarter(4 x's) grant term)Daily maintenance and facility repair	\$500	\$0	\$0	\$500
<b>TOTAL Operational Costs</b>	<b>\$13,846</b>	<b>\$15,849</b>	<b>\$3,108</b>	<b>\$32,803</b>

**LINE ITEM PROJECT BUDGET**

BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> (393.08 monthly mileage estimates x .53 per mile X 12 months)to provide community outreach and attend project-related meetings	\$1,500	\$0	\$1,000	\$2,500
<u>Program Materials &amp; Supplies</u> (\$847.53 per month x 12 months) Enrichment program and incentive supplies, consumables, incentive closet, etc.	\$7,170.40	\$0	\$3,000	\$10,170.40
<u>Other (list all)</u> <i>Training/Conference \$1,000</i> <i>Advertising/Publicity \$1,672 (additional cost will be covered by RCA)</i>	\$2,672	\$0	\$1,000	\$3,672
<b>TOTAL Program Costs</b>	<b>\$11,342.40</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$16,342.40</b>
<b>D. Capital Expenditures</b>				
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<u>List all Projects</u> Estimated Costs of completion	\$0	\$0	\$0	\$0
<b>TOTAL Capital Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 9.8% of indirect cost rate	\$11,469	\$0	\$0	\$11,469
<b>TOTAL Capital Costs</b>	<b>\$11,469</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,469</b>
<b>TOTAL PROJECT COSTS</b>				
	<b>\$116,000</b>	<b>\$15,849</b>	<b>\$8,108</b>	<b>\$139,957</b>



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

Date of Meeting: June 2, 2020

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**2020-06-068c**

United Cerebral Palsy

Parent & Me

Reserved for  
Contract  
Language



**REVISED ATTACHMENT A  
INDIVIDUALS HANDLING FUNDS**

The person having day-to-day responsibility for the project.	
Name:	Debbie Gibson
Title:	Children Program Manager
Address:	606 West Sixth Street
Telephone Number:	(559) 584-1551
Fax:	(559) 584-6757
Email:	Debbieg@ccucp.org
The person to whom the person listed in #1 is accountable.	
Name:	Roger C. Slingerman
Title:	Executive Director
Address:	4224 North Cedar Ave., Fresno CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	rogers@ccucp.org
The Chief Executive of the implementing agency.	
Name:	Roger C. Slingerman
Title:	Executive Director
Address:	4224 North Cedar Ave., Fresno CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	rogers@ccucp.org
The Financial Officer for the project.	
Name:	Lusty Ann Callison
Title:	Fiscal Officer
Address:	4224 North Cedar Ave. , Fresno, CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 243-5621
Email:	lustyc@ccucp.org
The Project Director of the project.	
Name:	Debbie Gibson
Title:	FRC Manager/First 5 Project Director
Address:	606 West Sixth Street, Hanford, CA 93230
Telephone Number:	(559) 584-1551
Fax:	(559) 584-6757
Email:	debbieg@ccucp.org
The Chair of the Governing Body of the implementing agency.	
Name:	Toni Porter
Title:	Board President
Address:	4224 North Cedar Ave., Fresno, CA 93726
Telephone Number:	(559) 221-8272
Fax:	(559) 584-6757
Email:	tonipcpa@pacbell.net

REVISED ATTACHMENT A  
SCOPE OF WORK

PROVIDER NAME: United Cerebral Palsy – Parent & Me

PAGE: 1 of 5

**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	
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> <li>• 0-3: every 6 months</li> <li>• 3-5: every 12 months</li> </ul>	42	73	N/A	N/A	Local Administrative Data
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes	42	1260	N/A	N/A	LAD
				Inclusion 4**				
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to educational services to increase family reading / literacy and school readiness.	Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A	29	870	LAD
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A	240	LAD

\* 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	
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> <li>• 0-3: every 6 months</li> <li>• 3-5: every 12 months</li> </ul>	38	66	N/A	N/A	Local Administrative Data
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes	38	1140	N/A	N/A	LAD
				Inclusion 4**				
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to educational services to increase family reading / literacy and school readiness.	Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A	27	810	LAD
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A	240	LAD

\* 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	
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> <li>• 0-3: every 6 months</li> <li>• 3-5: every 12 months</li> </ul>	32	56	N/A	N/A	Local Administrative Data
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes	32	960	N/A	N/A	LAD
				Inclusion 3**				
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to educational services to increase family reading / literacy and school readiness.	Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A	22	660	LAD
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A	240	LAD

\* Break-down of children served Quality Early Childcare & Education Services will be accessible by age (0-3 and 3-5) is provided in quarterly report by site

\*\* Indicates that the special needs count is a duplicate count of the child participating in school readiness instruction through Parent & Me

**SCOPE OF WORK**

**PROVIDER NAME: United Cerebral Palsy – Parent & Me**

**PAGE: 4 of 5**

**Avenal Parent & Me Site**

1	2	3	4	5	6	7		
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Children (0-5) to be served		Significant others to be served		Indicator/ Data Source
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> <li>• 0-3: every 6 months</li> <li>• 3-5: every 12 months</li> </ul>	18	32	N/A	N/A	Local Administrative Data
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes	18	540	N/A	N/A	LAD
				Inclusion 2**				
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to educational services to increase family reading / literacy and school readiness.	Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A	13	390	LAD
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A	90	LAD

\* 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	
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children with identified special needs will be referred and linked to appropriate services	Provide developmental screenings to children 0-5, scheduled according to age: <ul style="list-style-type: none"> <li>• 0-3: every 6 months</li> <li>• 3-5: every 12 months</li> </ul>	10	17	N/A	N/A	Local Administrative Data
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Provide children 0-5* with early childhood education and school readiness instruction through Parent & Me classes	10	300	N/A	N/A	LAD
				Inclusion 1**				
Focus Area 2 – Parent Education and Support	All parents/guardians and caregivers will be knowledgeable about early childhood development, effective parenting, and community resources.	Parents/guardians and caregivers will have access to educational services to increase family reading / literacy and school readiness.	Provide modeling parenting and school readiness instruction to parents attending Parent & Me.	N/A	N/A	7	210	LAD
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Quality and affordable early childhood education and childcare will be supported to allow for retention and expansion	Number of Parent & Me Class Sessions offered.	N/A	N/A	N/A	60	LAD

\* 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

**LINE ITEM PROJECT BUDGET**

Project Name: Parent & Me Program			Contract Term: 7/1/120 – 6/30/21	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.14 FTE) (\$728/month x 12 months) Oversees project details and provides supervision to project team	\$8,736			\$8,736
<b>Inclusion Coordinator</b> (.56 FTE @ \$17/hr. based on 2080 hours/year) (\$691/month x 12 months) Oversees inclusion of IDEA children and provides support and direction to project team	\$19,890			\$19,890
<b>Project Assistant</b> (.93 FTE @ \$12.50-\$15.25/hr. based on 2080 hr./year) Provides data entry/clerical support to project team	\$25,193			\$25,193
<b>Parent &amp; Me Teachers</b> (8 teachers at .79 FTE @ \$12-14 /hour based on 2080 hr./year) Provides parent-child developmental services	\$172,691	\$22,890		\$195,581
<b>Salaries &amp; Benefits</b> Approximately 21% of salaries; including medical benefits and payroll expenses due to qualifications of benefits and selection of benefits	\$50,215	\$3,881		\$54,096
<b>TOTAL Personnel Costs</b>	\$276,725	\$26,771		\$303,496
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> (Approximately \$2,950 per month x 12 months for rent at Corcoran (\$300), Lemoore (\$950) and Hanford (\$1700); approximately \$1,109 per month x 12 months for utilities and maintenance at, Hanford, Lemoore and Kettleman City)	\$48,701			\$48,701
<b>Office Supplies &amp; Materials</b> (\$125 per month x 12 months) purchase of pens, pens, computer supplies, etc.	\$1,500			\$1,500
<b>Telephone &amp; Communication</b> (\$367 per month x 12 months) expenses associated with internet/ cell phones	\$4,403			\$4,403
<b>Printing/Copying</b> (\$197 per month x 12 months) expenses associated with printing attendance sheets, handouts, evaluation, employee records)	\$2,364			\$2,364
<b>TOTAL Operational Costs</b>	\$56,968			\$56,968

**LINE ITEM PROJECT BUDGET**

Project Name: Parent & Me Program			Contract Term: 7/1/20-6/30/21	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<b>Travel</b> (342 miles x 58 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc.	\$4,100			\$4,100
<b>Training/Conference</b> Conference Registration / Trainings	\$680			\$680
<b>Program Materials &amp; Supplies</b> (\$483 per month x 12 months) purchase program supplies and curriculum for Parent & Me sites	\$5,800			\$5,800
<b>Liability Insurance</b> (\$208 per month x 12 months)	\$2,500			\$2,500
<b>TOTAL Program Costs</b>	<b>\$13,080</b>			<b>\$13,080</b>
<b>D. Indirect Costs</b>				
<b>Indirect Costs</b> 1% of allowable 10% for administrative costs.	\$3,027			\$3,027
<b>TOTAL Indirect Costs</b>	<b>\$3,027</b>			<b>\$3,027</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$349,800</b>	<b>\$26,771</b>		<b>\$376,571</b>





Date of Meeting: June 2, 2020

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**2020-06-068d**

United Cerebral Palsy

Special Needs Project

Reserved for  
Contract  
Language

**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	
Focus Area 3 – Healthy Children	All children will have an early start toward good health.	Children with identified special needs will be referred and linked to appropriate services	Provide assessment of children 0-5 with IDEA/other special needs.	125	125	N/A	N/A	Local Administrative Data
			Develop and provide interventions/treatments based on assessments for children identified as having IDEA/other special needs.	125	125	N/A	N/A	LAD
			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.	29	36	N/A	N/A	LAD
			Provide follow-up support services to IDEA Act and Prevention funded children to support inclusion in Parent & Me Program.	24	24	N/A	N/A	LAD
Focus Area 1 – Early Childcare and Education	Quality Early Childcare & Education Services will be accessible	Strong development system will be in place that improves the quality of ECE services.	Provide Special Needs In-service Training to Parent & Me Staff to support services in an integrated fashion.	N/A	N/A	8	80	LAD
			Provide Special Needs In-service Training to Early Care & Education Providers to support services in an integrated fashion.	N/A	N/A	60	60	LAD
			Provide specialized training on appropriate service to special needs populations to Early Care and Education Providers.	N/A	N/A	10	20	LAD

**LINE ITEM PROJECT BUDGET**

Project Name: UCP Special Needs Project			Contract Term: 2020-2021	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>Project Director</b> (.07 FTE) (\$364/month x 12 months) Oversees project details and provides supervision to project team	\$4,368			\$4,368
<b>Occupational Therapist</b> .28 FTE @ \$41.00/hour based on 2080 hour/year Provides O.T. consultation and assessments/screenings	\$23,186			\$23,186
<b>Speech Therapist</b> .28 FTE @ \$39.00/hour based on 2080 hour/year) Provides S.T. consultation and assessments/screenings	\$22,055			\$22,055
<b>Payroll Costs &amp; Benefits</b> Approximately 14% of salaries due to payroll costs and benefit qualifications	\$6,950			\$6,950
<b>TOTAL Personnel Costs</b>	\$56,559			\$56,559
<b>B. Operational Costs</b>				
<b>Rent &amp; Utilities</b> Rent: (\$1,700/month x 12 months) Utilities:(\$292/month x 12 months) Facility Mtce:( \$233/month x 12 months)	\$26,900			\$26,900
<b>Office Supplies &amp; Materials</b> (\$21 per month x 12 months) Purchase of pens, pens, computer supplies, etc.	\$250			\$250
<b>Telephone &amp; Communication</b> (\$94/month x 12 months) cell phones, landline and internet costs	\$1,868			\$1,868
<b>Printing/Copying</b> (\$50/month x 12 months) Printing handouts, assessments, screenings, etc	\$125			\$125
<b>TOTAL Operational Costs</b>	\$29,143			\$29,143



### LINE ITEM PROJECT BUDGET

Project Name: UCP Special Needs Project			Contract Term: 2020-2021	
	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<b>Travel</b> (174 miles x 57.5 cents x 12 months) Attend project related meetings, visit sites, purchase supplies, etc.	\$1,200			\$1,200
<b>Training/Conference</b> Costs include conference registration, travel, and lodging.	\$300			\$300
<b>Program Materials &amp; Supplies</b> (Approx. \$21/month x 12 months) Purchase supplies related to services provided	\$250			\$250
<b>General Liability Insurance</b> Average approximately \$42/month x 12 months	\$800			\$800
<b>TOTAL Program Costs</b>	\$2,550			\$2,550
<b>D. Capital Expenditures</b>				
List all Projects Estimated Costs of completion	-			-
List all Projects Estimated Costs of completion	-			-
<b>TOTAL Capital Costs</b>	-			-
<b>E. Indirect Costs</b>				
<b>Indirect Costs</b> 2% of allowable 10% for administrative costs.	\$1,748			\$1,748
<b>TOTAL Capital Costs</b>				
<b>TOTAL PROJECT COSTS</b>				
<b>TOTAL PROJECT COSTS</b>	<b>\$90,000</b>			<b>\$90,000</b>



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Date of Meeting: June 2, 2020

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**2020-06-068e**

**Kings Community Action  
Organization**

**Kettleman City Family  
Resource Center**

Reserved for  
Contract  
Language



**REVISED ATTACHMENT A  
INDIVIDUALS HANDLING FUNDS**

<p style="text-align: center;">The person having day-to-day responsibility for the project.</p> <p>Name: April Hatfield Title: Resource &amp; Referral Manager Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 222 Fax: (559) 582-4272 Email: <a href="mailto:ahatfield@kcao.org">ahatfield@kcao.org</a></p>
<p style="text-align: center;">The person to whom the person listed in #1 is accountable.</p> <p>Name: Ruth Rodriguez Title: Child Care Assistance Program Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 220 Fax: (559) 582-4272 Email: <a href="mailto:rrodriguez@kcao.org">rrodriguez@kcao.org</a></p>
<p style="text-align: center;">The Chief Executive of the implementing agency.</p> <p>Name: Jeff Garner, MPA Title: Executive Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 201 Fax: (559) 582-2146 Email: <a href="mailto:jgarner@kcao.org">jgarner@kcao.org</a></p>
<p style="text-align: center;">The Financial Officer for the project.</p> <p>Name: Sarah Lorah Title: Finance Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 211 Fax: (559) 582-7536 Email: <a href="mailto:Slorah@kcao.org">Slorah@kcao.org</a></p>
<p style="text-align: center;">The Project Director of the project.</p> <p>Name: Glenda Stephens Title: Deputy Director Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 250 Fax: (559) 582-4272 Email: <a href="mailto:gstephens@kcao.org">gstephens@kcao.org</a></p>
<p style="text-align: center;">The Chair of the Governing Body of the implementing agency.</p> <p>Name: Don Wright Title: Board of Directors Chairperson Address: 1130 N 11<sup>th</sup> Ave Hanford CA 93230 Telephone Number: (559) 582-4386 ext. 202 Fax: (559) 582-2146 Email: N/A</p>

REVISED ATTACHMENT B  
**SCOPE OF WORK**

PROVIDER NAME: Kettleman City Family Resource Center

PAGE: 1 of 3

**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		Staff Responsible
				Number to be served	Number of services provided	Number to be served	Number of times coordinated	
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide home visitation services to children 0 to 3 and their parents using Identified curriculum.	10	160	7	112	R&R Manager
			Provide socialization events to children 0 to 5 enrolled in the home visitation program and other interested community members.	20	80	15	75	R&R Manager
			Provide Raising a Reader book bag rotation literacy program to children 0 to 5 enrolled at home visits and socialization events.	10	160	----	----	R&R Manager
			Provide developmental screening using ASQ tool for children 0 to 3.	30	50	----	----	R&R Manager

**DIRECT SERVICES - RESOURCE & REFERRAL SERVICES**

1 Strategic Plan Focus Area	2 Goals	3 Objective	4 Program Specific Activities	5 Children (0-5) to be served		6 Significant others to be served		7 Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Early childhood education and health- related supports will be established to reflect desires of the community and needs of the families	The FRC will provide referral information to parents/caregivers of/and children 0-5.	30	50	20	40	RR Manager
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	35	150	35	150	RR Manager

**COORDINATED SERVICES**

1 Strategic Plan Focus Area	2 Goals	3 Objective	4 Program Specific Activities	5 Children (0-5) to be served		6 Significant others to be served		7 Staff Responsible
				Number to be served	Number of times coordinated	Number to be served (unduplicated)	Number of times coordinated	
Systems Integration & Alignment	A cohesive system of services for children and families will exist	Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain.	Coordinate with local providers to provide food distribution to parents of children 0-5.	-----	-----	50	12	RR Manager
			Coordinate with local providers to provide parent workshops to parents and caregivers of children 0-5.	-----	-----	10	4	RR Manager
			Coordinate with local providers to provide counseling services to parents of children 0-5.	-----	-----	5	4	RR Manager
			Coordinate with SNAP ED to provide nutrition education to parents and caregivers of children 0-5.	-----	-----	10	4	RR Manager
			Coordinate with local providers to provide Parent Cafes to parents and caregivers of children 0-5.	-----	-----	12	8	RR Manager
			Coordinate with optometrist to provide ophthalmological services to children 0 to 5 and their families.	5	1	10	1	RR Manager
			Coordinate with Local providers to distribute items for Thanksgiving and Christmas holidays.	-----	-----	25	2	RR Manager

REVISED ATTACHMENT C

**PROJECT BUDGET**

Project Name: Kettleman City Family Resource Center			Contract Term: 7/1/20 - 6/30/21	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>Child Care Assistance Program Director</u> (1.49% FTE) \$101.78 x 12 Months	\$1,221.32			\$1,221.32
<u>R&amp;R Program Manager</u> (12.81%FTE) \$665.06 x 12 Months	\$7,980.07			\$7,980.07
<u>Office Assistant</u> (100% FTE) \$1,300.50 x 10 Months	\$13,005.00			\$13,005.00
<u>Home Visitor</u> ( 100% FTE) \$1,822.24 x 10 Months	\$ 18,222.40			\$ 18,222.40
<u>Salaries &amp; Benefits</u> 25.94% of salary costs	\$ 10,488.08			\$ 10,488.08
<b>TOTAL Personnel Costs</b>	\$50,916.87			\$50,916.87
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> \$1,771.88 per month x 12 months Utilities, pest control, security	\$21,262.57			\$21,262.57
<u>Office Supplies &amp; Materials</u> \$157.14 per month x 12 months Pens, paper, computer supplies, etc.	\$1,823.73			\$1,823.73
<u>Telephone &amp; Communication</u> \$328.97 per month x 12 months Landline, cell phone, internet	\$3,947.64			\$3,947.64
<u>Postage/Mailing</u> \$1.84 per month x 12 months	\$22.00			\$22.00
<u>Printing/Copying</u> \$4.17 per month x 12 months Program use, brochures, and calendars	\$50.00			\$50.00
<u>Printer Lease</u> \$.29 per month x 12 months	\$3.48			\$3.48
<u>Insurance &amp; Bond</u> \$70.37 per month x 12 months	\$844.44			\$844.44
<b>TOTAL Operational Costs</b>	\$ 27,953.86			\$ 27,953.86

Project Name: Kettleman City Family Resource Center			Contract Term: 7/1/20 - 6/30/21	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>C. Program Costs</b>				
<u>Travel</u> \$163.77 per month x 12 months	\$1,965.20			\$1,965.20
<u>Training &amp; Conference</u> \$83.34 per month x 12 months	\$1,000.00			\$1,000.00
<u>Subcontractors (list all)</u>				
Program Materials & Supplies (Cost per month x grant term)				
<u>Other (list all)</u>				
<b>TOTAL Program Costs</b>	\$ 2,965.20			\$ 2,965.20
<b>D. Capital Expenditures</b>				
List all Projects Estimated Costs of completion				
List all Projects Estimated Costs of completion				
<b>TOTAL Capital Costs</b>				
<b>E. Indirect Costs</b>				
<u>Indirect Costs</u> 10.00% of direct costs	\$8,164.07			\$8,164.07
<b>TOTAL Capital Costs</b>	\$8,164.07			\$8,164.07
<b>TOTAL PROJECT COSTS</b>	\$90,000			\$90,000



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Date of Meeting: June 2, 2020

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**2020-06-068f**

Kings United Way –

211 Intelliful Translation

Reserved for  
Contract  
Language



REVISED ATTACHMENT A

**INDIVIDUALS HANDLING FUNDS**

<p>The person having day-to-day responsibility for the project.</p> <p>Name: Erika Lopez Title: 211 Coordinator Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: erikal@kingsunitedway.org</p>
<p>The person to whom the person listed in #1 is accountable.</p> <p>Name: Nanette Villarreal Title: Executive Director Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: nanettev@kingsunitedway.org</p>
<p>The Chief Executive of the implementing agency.</p> <p>Name: Nanette Villarreal Title: Executive Director Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: nanettev@kingsunitedway.org</p>
<p>The Financial Officer for the project.</p> <p>Name: Dorothea Williams Title: Bookkeeper Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: dorotheawilliams@kingsunitedway.org</p>
<p>The Project Director of the project.</p> <p>Name: Nanette Villarreal Title: Executive Director Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: nanettev@kingsunitedway.org</p>
<p>The Chair of the Governing Body of the implementing agency.</p> <p>Name: Bobbie Wartson Title: Board President Address: 125 W. 7<sup>th</sup> Street Hanford, CA 93230 Telephone Number: 559-584-1536 Fax: 559-584-1098 Email: bobbie.wartson@kcco.org</p>

REVISED ATTACHMENT B

SCOPE OF WORK

PROVIDER NAME: Kings United Way

PAGE: 1 of 2

1	2	3	4	6	
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Deliverables	
Systems Integration & Alignment	A cohesive system of services for children and families will exist	Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain.		Due Date	Staff Responsible
			Maintain a current, comprehensive, computerized inventory of community resources for residents of Kings County in the Spanish language.	6/30/21	211 Database Specialist
			Conduct presentations throughout Kings County in Spanish to promote the use of 211 services.	6/30/21	211 Coordinator
			Participate in tabling events throughout Kings County with a concentration on rural areas that are densely populated with Spanish-speaking residents.	6/30/21	211 Coordinator
			Conduct one (1) focus groups in Spanish to gather feedback on resource information in the 211 database.	6/30/21	211 Coordinator 211 Database Specialist

1	2	3	4	6	
Strategic Plan Focus Area	Goals	Objective	Program Specific Activities	Deliverables	
Systems Integration & Alignment	A cohesive system of services for children and families will exist	Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain.		<b>Due Date</b>	<b>Staff Responsible</b>
			Conduct follow-up calls to determine if Spanish-speaking callers received needed services and provide additional I&R service, if needed.	6/30/21	211 Database Specialist
			Monitor tabling events and presentations to ensure appropriate service delivery to target population.	6/30/21	Executive Director
			Review client satisfaction surveys and determine if changes are needed to ensure quality services.	6/30/21	Executive Director

REVISED ATTACHMENT C

**PROJECT BUDGET**

Project Name: Kings United Way 211 Intelliful			Contract Term: 07/01/20 -06/30/21	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<b>211 Coordinator</b> (.25 FTE) Costs (\$41600 annually) Marketing and Outreach	\$10,400	\$0	\$0	\$10,400
<b>211 Database Specialist</b> (.25 FTE) Costs (\$37440 annually) Responsible for database and follow-up	\$9,360	\$0	\$0	\$9,360
<b>Executive Director</b> (.10 FTE) Costs (\$70270 Annually) Project supervision and evaluation	\$7,027	\$0	\$0	\$7,027
<b>Salaries &amp; Benefits</b> 25% of salaries	\$6,697	\$0	\$0	\$6,697
<b>TOTAL Personnel Costs</b>	<b>\$33,484</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,484</b>
<b>B. Program Costs</b>				
<b>Travel</b> (100 @ \$.575 mile/mile x 12 months) Mileage for outreach and education	\$690	\$0	\$0	\$690
<b>Program Materials &amp; Supplies</b> (\$102.17/mo x 12 months) Materials for marketing and outreach	\$1,226	\$0	\$0	\$1,226
<b>Lease Costs</b> (\$150/mo x 12 mo) Office space proportionate to 211 team @ 25%	\$1,800	\$0	\$0	\$1,800
<b>TOTAL Program Costs</b>	<b>\$3,716</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,716</b>
<b>D. Indirect Costs</b>				
<b>Indirect Costs</b> 7% of indirect cost rate Bookkeeper, audit, and related costs	\$2,800	\$0	\$0	\$2,800
<b>TOTAL Indirect Costs</b>	<b>\$2,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,800</b>
<b>TOTAL PROJECT COSTS</b>				
	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>

REVISED ATTACHMENT D

**SIGNATORY AUTHORIZATION**

<b>AUTHORIZED SIGNATORY NAME</b>	<b>TITLE</b>
Nanette Villarreal	Executive Director



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Date of Meeting: June 2, 2020

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**2020-06-069**

Approval of Extension of  
Kings County Office of  
Education  
Grantee Contracts for FY  
20/21



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Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-069  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Approval of Extension of Kings County Office of Education’s Grantee Contracts for FY 2020-2021**

**A. Background/History:**

At the February 11, 2020 Commission Meeting, the Commission voted to extend the current contracts for one year. This agenda item will authorize contracts between First 5 Kings County and the following grantees:

- Kings County Office of Education

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

Staff requests the Commission review, discuss and consider whether to recommend to the Board of Supervisors the attached contracts with Kings County Office of Education for FY 2020/2021.

**C. Timeframe:**

Services will be provided from 07/01/2020 through 06/30/2021.

**D. Costs:**

Total Costs budgeted for this contract will not exceed \$515,364.

**E. Staff Recommendation:**

Staff recommends the Commission recommend to the Board of Supervisors the contracts for services for FY 2020/2021.

**F. Attachments:**

- DRAFT contract between First 5 Kings and Kings County Office of Education for the Kings County CARES About Quality project FY 20/21
- DRAFT contract between First 5 Kings and Kings County Office of Education for the Hanford Family Connection & Lemoore Family Connection FY 20/21



Date of Meeting: June 2, 2020

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**2020-06-069a**

**Kings County Office of  
Education**

**Kings County CARES About  
Quality**



Reserved for  
Contract  
Language

**REVISED ATTACHMENT A  
INDIVIDUALS HANDLING FUNDS**

The person having day-to-day responsibility for the project.
Name: Brenda Naranjo Title: ECE Consultant Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: 559-589-7099 Fax: 559-589-7018 Email: <a href="mailto:brenda.naranjo@kingscoe.org">brenda.naranjo@kingscoe.org</a>
The person to whom the person listed in #1 is accountable.
Name: Rebecca Villa Title: Director, ECE Programs Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: (559) 589-2608 Fax: (559) 589-7018 Email: <a href="mailto:rebecca.villa@kingscoe.org">rebecca.villa@kingscoe.org</a>
The Chief Executive of the implementing agency.
Name: Todd Barlow Title: Kings County Superintendent of Schools Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-7098 Fax: (559) 589-7000 Email: <a href="mailto:todd.barlow@kingscoe.org">todd.barlow@kingscoe.org</a>
The Financial Officer for the project.
Name: Sonia Borges Title: Staff Accountant Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-7051 Fax: (559) 589-7000 Email: <a href="mailto:Sonia.borges@kingscoe.org">Sonia.borges@kingscoe.org</a>
The Project Director of the project.
Name: Rebecca Villa Title: Director, ECE Programs Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: (559) 589-7075 Fax: (559) 589-7006 Email: <a href="mailto:rebecca.villa@kingscoe.org">rebecca.villa@kingscoe.org</a>
The Chair of the Governing Body of the implementing agency.
Name: Mary Gonzales-Gomez Title: Board President, Kings County Board of Education Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-2506 Fax: (559) 589-7001 Email: <a href="mailto:mary.gonzales-gomez@kingscoe.org">mary.gonzales-gomez@kingscoe.org</a>

**REVISED ATTACHMENT B  
SCOPE OF WORK**

1	2	3	4	5	6	7	
Strategic Plan Focus Area	Goal	Strategy	Program Specific Activities	# of People/Sites to be served	# of Services to be provided	Data Sources/ Indicator	
Early Childcare & Education	Quality Early childcare & education services will be accessible	Strong Professional Development system will be in place that improves the quality of ECE services	Quality Improvement Activities	Enroll and provide KCCAQ program orientation to sites.	70	70	Applications/Meet & Greet
				Provide technical assistance, professional growth trainings and material supports in response to the needs identified through the assessment process	19	50	Sign in sheets, assessment scores, center data
				Provide coaching by KCAQ staff to FCC providers via in person visits, telephone contact, email, texting or other forms of electronic contact.	13	104	Contact Logs
			Participant Level Services	Provide technical assistance to CARES participants in include: reviewing PGP, assistance with permit applications, access to higher education, and or coaching and mentoring (if participant does not have access to these services through their employer)	43	50	Contact Logs
				Coordinated Services	Provide trainings in collaboration with KCAO's R&R program that will align with the QRIS elements for FCC sites	15	2
			Establish and distribute a county-wide training calendar for ECE professionals by publishing to the CARES and First 5 website and sending the link to partners & participants		200	Update quarterly	Published calendar

REVISED ATTACHMENT C  
PROJECT BUDGET

Project Name: Kings County Office of Education			Contract Term: 7/1/19-6/30/20	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>ECE Consultants</u> (1. FTE) Costs (\$4,587 x 12 months)	\$55,050	\$0	\$0	\$55,050
<u>Benefits</u>	\$22,789	\$0	\$0	\$22,789
<b>TOTAL Personnel Costs</b>	<b>\$77,839</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,839</b>
<b>B. Total Operational Costs</b>				
<u>Rent &amp; Utilities</u> ( \$66 x 12 months)	\$792	\$0	\$0	\$792
<u>Computer Maintenance/Internet</u> (1 computers @ \$500)	\$500	\$0	\$0	\$500
<b>TOTAL Operational Costs</b>	<b>\$1,292</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,292</b>
<b>C. Program Costs</b>				
<u>Program Materials &amp; Supplies</u> (\$6,008 x 12 months)	\$4,062	\$0	\$0	\$4,062
<b>TOTAL Program Costs</b>	<b>\$4,062</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,062</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.15%	\$7,159	\$0	\$0	\$7,159
<b>TOTAL Indirect Costs</b>	<b>\$7,159</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,159</b>
<b>TOTAL PROJECT COSTS</b>				
<b>TOTAL PROJECT COSTS</b>	<b>\$90,352</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,352</b>



Date of Meeting: June 2, 2020

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**2020-06-069b**

**Kings County Office of  
Education**

**Hanford Family Connection  
&  
Lemoore Family Connection**

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REVISED ATTACHMENT A

**INDIVIDUALS HANDLING FUNDS**

<p>The person having day-to-day responsibility for the project.</p> <p>Name: Sandra Cuadros Title: FRC Advisor Address: 315 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: 559-589-2686 Fax: 559-589-7018 Email: sandra.cuadros@kingscoe.org</p>
<p>The person to whom the person listed in #1 is accountable.</p> <p>Name: Rebecca Villa Title: Director, ECE Programs Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: (559) 589-2608 Fax: (559) 589-7018 Email: rebecca.villa@kingscoe.org</p>
<p>The Chief Executive of the implementing agency.</p> <p>Name: Todd Barlow Title: Kings County Superintendent of Schools Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-7098 Fax: (559) 589-7000 Email: todd.barlow@kingscoe.org</p>
<p>The Financial Officer for the project.</p> <p>Name: Sonia Borges Title: Staff Accountant Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-7051 Fax: (559) 589-7000 Email: Sonia.borges@kingscoe.org</p>
<p>The Project Director of the project.</p> <p>Name: Rebecca Villa Title: Director, ECE Programs Address: 876 E. D Street, Lemoore, CA 93245 Telephone Number: (559) 589-7075 Fax: (559) 589-7006 Email: rebecca.villa@kingscoe.org</p>
<p>The Chair of the Governing Body of the implementing agency.</p> <p>Name: Mary Gonzales-Gomez Title: Board President, Kings County Board of Education Address: 1144 W. Lacey Blvd., Hanford, CA 93230 Telephone Number: (559) 589-2506 Fax: (559) 589-7001 Email: mary.gonzales-gomez@kingscoe.org</p>

REVISED ATTACHMENT B

**SCOPE OF WORK**

**PROVIDER NAME: Lemoore Family Connection**

**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		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Cuddle Crew Early Care & Education Activities to infants (0-12 months) and their parents.	25	45	25	45	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	82	165	82	165	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	82	155	82	160	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	88	155	72	160	FRC Staff
			Provide Explore and Learn Early Care and Education Activities to toddlers (1-2 years).	77	187	72	176	FRC Staff
			Provide physical fitness activities “Motor Movements” to children age 3-5.	82	154	----	----	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	95	190	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	75	160	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	90	160	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	80	165	----	----	FRC Staff



**PROVIDER NAME: Lemoore Family Connection**

**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		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Sesame Street Fun Early Care and Education Services to preschool age children (3-5 years).	85	175	----	----	FRC Staff
			Provide ASQ Developmental Screenings to children age 0-5.	140	140	----	----	FRC Staff
			Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	25	25	FRC Staff
			Provide Car Seats to Children age 0-5, For the parents who attend Car Seat Safety Training and Installation.	25	25	----	---	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	75	125	60	125	FRC Staff
			Provide Family Story Time early literacy activities to parents of and children 0-5.	65	125	60	125	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	120	187	90	150	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	70	135	60	110	FRC Staff
			Provide Hands on Science to families of/and children 0-5	50	70	50	70	FRC Staff
			Provide Story Time Early Literacy activities to preschool age children.	70	132	----	----	FRC Staff

**PROVIDER NAME: Lemoore Family Connection**

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**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		Staff Responsible
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Early childhood education and health-related supports will be established to reflect desires of the community and needs of the families		Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
			The FRC will provide referral information to parents/caregivers of/and children 0-5.	20	20	10	15	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	600	----	----	FRC Staff

**PROVIDER NAME: Lemoore Family Connection**

**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		Staff Responsible
				Number to be served	Number of times coordinated	Number to be served	Number of times coordinated	
Systems Integration & Alignment	A cohesive system of services for children and families will exist	Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain.	Coordinate with local provider(s) to provide Community Resource presentations for parents of/and children age 0-5.	30	8	30	8	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	40	1	----	----	FRC Staff
			Coordinate with Kings View to provide Parent Education to parents of children age 0-5.	----	----	35	5	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	25	6	FRC Staff
			Coordinate with local agency(ies) to provide Parent Education on asthma education, health, and safety related topics to parents of children age 0-5.	----	----	25	4	FRC Staff

**PROVIDER NAME: Hanford Family Connection**

**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		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.	Provide Cuddle Crew Early Care & Education Activities to infants (0-12 months) and their parents.	30	60	30	60	FRC Staff
			Provide Sing & Play Early Care & Education Activities to toddlers (1-2 years) and their parents.	110	240	105	235	FRC Staff
			Provide Art Explosion Early Care and Education Activities to toddlers (1-2 years).	115	230	100	220	FRC Staff
			Provide My 5 Senses Early Care and Education Activities to toddlers (1-2 years).	100	210	105	200	FRC Staff
			Provide Explore & Learn Early Care and Education Activities to toddlers (1-2 years).	105	210	105	200	FRC Staff
			Provide physical fitness activities “Motor Movements” to children age 3-5.	100	200	----	----	FRC Staff
			Provide Smart Art Education to preschool age children (3-5 years).	110	250	----	----	FRC Staff
			Provide Story Time Early Literacy Activities to preschool age children (3-5 years).	100	180	----	----	FRC Staff
			Provide Compu Kids Early Care and Education activities to preschool age children (3-5 years).	90	155	----	----	FRC Staff
			Provide Snack Attack Early Care and Education activities to preschool age children (3-5 years).	110	200	----	----	FRC Staff
			Provide Playing to Learn activities to preschool age children (3-5 years).	100	200	----	----	FRC Staff
			Provide Sesame Street Fun Early Care and Education Services to preschool age children (3-5 years).	110	210	----	----	FRC Staff

**PROVIDER NAME: Hanford Family Connection**

**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		Staff Responsible
Early Childcare and Education	Quality early childcare and education services will be accessible.	Quality and affordable early childhood education and childcare services will be supported to allow for retention and expansion.		Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
			Provide ASQ Developmental Screenings to children age 0-5.	175	175	----	----	FRC Staff
			Provide Car Seat Safety Training and Installation to Parents of Children 0-5.	----	----	25	25	FRC Staff
			Provide Tool Time to parents of/and children (3-5 years).	105	200	100	180	FRC Staff
			Provide Family Story Time early literacy activities to parents of and children 0-5.	100	150	80	120	FRC Staff
			Provide Family Literacy Events to families of/and children age 0-5.	155	210	120	155	FRC Staff
			Provide Family socialization events with self-directed activities to families of children age 0-5.	100	150	90	120	FRC Staff
			Provide Hands on Science to families of/and children 0-5	60	80	60	80	FRC Staff

PROVIDER NAME: Hanford Family Connection

**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		Staff Responsible
				Number to be served	Number of services to be provided	Number to be served	Number of services to be provided	
Systems Integration & Alignment	A cohesive system of services for children and families will exist.	Early childhood education and health-related supports will be established to reflect desires of the community and needs of the families	The FRC will provide referral information to parents/caregivers of/and children 0-5. <b>(Child)</b>	20	20	20	20	FRC Staff
			The FRC will provide resource assistance to parents/caregivers of/and children 0-5.	----	800	----	----	FRC Staff

PROVIDER NAME: Hanford Family Connection

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 other to be served		Staff Responsible
				Number to be served	Number of times coordinated	Number of time services are offered	Number of times coordinated	
Systems Integration & Alignment	A cohesive system of services for children and families will exist	Communities will have physical places and spaces that promote early childhood education, support health and encourage interaction while leveraging resources to sustain.	Coordinate with local provider(s) to provide Community Resources Presentations for parents of/and children age 0-5.	30	8	30	8	FRC Staff
			Coordinate with La Leche League to provide lactation support to parents of infants/toddlers.	----	----	15	8	FRC Staff
			Coordinate with Cal Viva to provide Parent Education to parents of children age 0-5.	----	----	25	6	FRC Staff
			Coordinate with Behavioral Health/Kings View to provide Parent Education to parents of children age 0-5.	----	----	30	6	FRC Staff
			Coordinate with Joe Neves to provide Pictures with Santa to children age 0-5.	40	1	----	----	FRC Staff
			Coordinate with local agencies to provide Parent Education to parents of children age 0-5.	----	----	25	8	FRC Staff

REVISED ATTACHMENT C

**PROJECT BUDGET**

Project Name: Kings County Office of Education			Contract Term: 7/1/20 -6/30/21	
BUDGET CATEGORY AND LINE ITEM DETAIL	First 5 Funds Requested	Cash Match	In-Kind Match	TOTAL
<b>A. Personnel Costs</b>				
<u>FRC Administrator</u> (1% FTE) Costs (\$103.42/month x 12 months)	\$1,241	\$0	\$0	\$1,241
<u>FRC Advisor</u> (30% FTE) Costs (\$1,126.08/month x 12 months)	\$13,513	\$0	\$0	\$13,513
<u>FRC Specialists</u> (2.0 FTE) Costs (\$7,369.67/month x 12 months)	\$88,436	\$0	\$0	\$88,436
<u>FRC Assistants</u> (2.0 FTE) Costs (\$6,308.83/month x 12 months)	\$75,706	\$0	\$0	\$75,706
<u>Salaries &amp; Benefits</u>	\$88,296	\$0	\$0	\$88,296
<b>TOTAL Personnel Costs</b>	<b>\$267,192</b>	<b>\$0</b>	<b>\$0</b>	<b>\$267,192</b>
<b>B. Operational Costs</b>				
<u>Rent &amp; Utilities</u> (\$7,151.83 x 12 months)	\$85,822	\$0	\$0	\$85,822
<u>Facilities and Maintenance</u> (\$1,176.67 x 12 months)	\$14,120	\$0	\$0	\$14,120
<u>Office Supplies &amp; Materials</u> (\$125 x 12 months)	\$1,500	\$0	\$0	\$1,500
<u>Computer Maintenance</u> (8 computers @\$419)	\$3,155	\$0	\$0	\$3,155
<b>TOTAL Operational Costs</b>	<b>\$104,597</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,597</b>



<b>C. Program Costs</b>				
<u>Travel</u> (227 monthly mileage estimates @ \$.57 mileage reimbursement rate x 12 months grant term)	\$1,550	\$0	\$0	\$1,550
Motor Pool Expense (\$17 x 12 months)	\$100	\$0	\$0	\$100
Program Materials & Supplies (\$650 x 12 months)	\$20,091	\$0	\$0	\$20,091
<b>TOTAL Program Costs</b>	<b>\$21,741</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,741</b>
<b>D. Indirect Costs</b>				
<u>Indirect Costs</u> 8.15% of indirect cost rate	\$31,482	\$0	\$0	\$31,482
<b>TOTAL Indirect Costs</b>	<b>\$31,482</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,482</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$425,012</b>	<b>\$0</b>	<b>\$0</b>	<b>\$425,012</b>



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

Date of Meeting: June 2, 2020

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**2020-06-070**

**Evaluation Contract  
Extension Approval**



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

Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-070  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Approval of 2020-2021 Evaluation Services Contract Extension**

**A. Background/History:**

Evaluation, Management and Training (EMT) Associates currently has a contract with First 5 Kings County to provide evaluation services of the First 5-funded contracts/programs. The multi-year contract is set to expire on June 30, 2020.

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

Staff requests the Commission review, discuss and consider whether to recommend to the Board of Supervisors the attached contract with Evaluation, Management and Training (EMT) Associates for evaluation services for FY 2020-2021.

**C. Timeframe:**

Evaluation services will be provided from July 1, 2020 through June 30, 2021.

**D. Costs:**

Total Costs budgeted for this contract will not exceed \$25,000.

**E. Staff Recommendation:**

Staff recommends the Commission recommend to the Board of Supervisors the contract for evaluation services for FY 2020-2021.

**F. Attachments:**

- DRAFT contract between First 5 Kings and EMT for Evaluation services for FY 20/21

Reserved for  
Contract  
Language

## REVISED ATTACHMENT A

### **First 5 Kings County FY 2020-2021 Contract Extension Scope of Work (SOW)**

Project management activities. Participate in regular planning and coordinating calls with the First 5 Kings County Program Officer and funded partner representatives, as appropriate, to discuss progress implementing the evaluation contract extension, and to provide assistance as needed in further refining the First 5 Kings County five-year strategic plan.

Technical assistance to enhance data system infrastructure and outcome measurement. Provide technical consulting to First 5 Kings County to identify options for unduplicated tracking of child and/or family service utilization across funded programs and initiatives. Provide a systematic assessment of data collection and outcome measurement tools and approaches to align with planned funding priorities.

Data collection and analysis activities. Conduct annual data collection and analysis activities for all funded programs and services, including compiling information from First 5 Kings County annual performance and expenditure reports, and exporting and analyzing data from existing data management systems, including iPinwheel and the Ages and Stages Questionnaire (ASQ) developmental screening site. Summarize performance indicators in relation to prior year trends.

Annual evaluation report. Prepare a draft annual evaluation report summarizing evaluation activities, findings, and recommendations for major funded initiatives include Linkages 2 Learning, Family Resource Centers, Parent and Me and the Special Needs Project, 211, and Kings County CARES About Quality. Submit annual evaluation report draft to the First 5 Kings County Program Officer for review and feedback. Incorporate revisions and submit final edited report for review and approval.

Commission presentation. Prepare a brief PowerPoint presentation summarizing evaluation activities and findings. Present findings in person at a bimonthly meeting of the First 5 Kings County Children and Families Commission.

Quarterly reports. Prepare brief quarterly progress reports summarizing evaluation activities, challenges and accomplishments, and planned activities for each upcoming quarter.

Special projects. Provide support to the First 5 Kings County Program Officer to conduct supplemental data collection and analysis activities to document community needs and inform funding priorities. Data collection activities may include, but are not limited to staff interviews, provider and participant surveys, compilation of archival data indicators, and secondary analyses of focus group findings.



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

Date of Meeting: June 2, 2020

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**2020-06-071**

**California COVID-19 Family  
Resource Center Relief  
Funds**



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

Date of Meeting: June 2, 2020  
Agenda Item: 2020-06-071  
Discussion/Action Item: Action Item

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## **AGENDA ITEM: California COVID-19 Family Resource Center Relief Funds**

### **A. Background/History:**

On April 13, 2020, Governor Gavin Newsom announced \$3 million in funding be distributed to Family Resource Centers, to provide direct support and services to foster families. On April 15, 2020, the California Family Resource Association (CFRA), announced a partnership with the state Office of Child Abuse Prevention (OCAP) to administer said funding through a Notice of Funding Opportunity (NOFO).

On April 20, 2020, First 5 staff facilitated a conversation between Kings County's Family Resource Centers (FRC), Kings County Human Service Agency's Resource Family Approval unit, and United Way 211, to discuss the needs of foster families, and how the local FRCs could help meet those needs.

On April 29, 2020, the NOFO was released, with an application submission due date of May 5, 2020. The NOFO expanded the target population to include tribal and at-risk families. On May 1, 2020, a second meeting was held with the organizations named above, as well as Karing 4 Kids (a local Foster Family Agency), and the Santa Rosa Rancheria/Tachi Yokut Tribe's Tribal Social Services department. Said conversation resulted in a commitment by the above-mentioned organizations to support a collaborative application for all of Kings County. The workgroup also voted for First 5 Kings County to apply as the Lead Agency on behalf of the collaborative. The application was submitted on May 5, 2020, requesting \$25,000 to support approximately 275 individuals.

On May 14, 2020, First 5 staff were notified that our collaborative was awarded \$12,693.23 through the COVID-19 FRC Relief Funding, to support 141 individuals.

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

Staff requests the Commission review and discuss supporting documentation and consider whether to recommend to the Board of Supervisors, the attached documentation in support of the Memorandum of Understanding with California Family Resource Association for the COVID-19 FRC Relief Funding.

### **C. Timeframe:**

All supports and services must be provided/delivered by June 30, 2020.

### **D. Costs:**

There are no additional costs to the FY 19/20 First 5 budget.

**E. Staff Recommendation:**

Staff requests the Commission recommend to the Board of Supervisors, the attached documentation in support of the Memorandum of Understanding with California Family Resource Association for the COVID-19 FRC Relief Funding.

**F. Attachments:**

- FRC Relief Funding Application submitted on May 5, 2020
- FRC Relief Funding Award Letter
- Budget Template submitted on May 18, 2020
- COVID 19 MOU
- MOU Standard Agreement





**California Family Resource Association**  
**Notice of Funding Opportunity**  
**for**  
**California COVID-19 Family Resource Center Relief Funds**

Founded in 2005, the California Family Resource Association (CFRA) is a statewide membership association of over 350 organizations that serve children and families. Our purpose is to advocate for the programs, policies, and resources that enable Family Resource Centers (FRCs) to better serve families and communities. We do this by building the capacity of our member organizations, convening partners for shared learning and planning, and supporting the development of networks and coalitions to achieve greater impact.

On April 13, 2020 Governor Gavin Newsom announced, during Child Abuse Prevention Month, \$42 million in new investments to protect younger Californians who are at heightened risk for abuse and mistreatment due to COVID-19. "Every child deserves to grow up in a safe, stable and nurturing environment free from fear, abuse and neglect," said Governor Newsom. The Governor also stated that \$3 million in funding be distributed to Family Resource Centers. "Family Resource Centers play a critical role in preventing child abuse and neglect, strengthening children and families, and connecting families to an array of county support systems of care. This funding will provide direct support and services to foster families, including material items, assistance with isolation needs, parenting resources, and staff time to help link families to other state and federal supports (e.g. food, housing, etc.)."

In response to Governor Newsom's announcement, CFRA is seeking responses to this Notice of Funding Opportunity from FRCs to receive COVID-19 Family Resource Center Relief Funds to address family needs and maintain continuity of services and operations during the COVID-19 crisis. During the COVID-19 emergency, families need to remain connected to essential community supports which protect California's most vulnerable children and families. "Social Connections" and "Concrete Support in Times of Need" are the most important of the Protective Factors that can be provided to our most vulnerable children and families.

For purposes of this NOFO, applicants eligible for funding will include Family Resource Centers as defined by SB 436 "...an entity providing family-centered and family-strengthening services that are embedded in communities, culturally sensitive, and include cross-system collaboration to assist in transforming families and communities through reciprocity and asset development based on impact-driven and evidence-informed approaches with the goal of preventing child abuse and neglect and strengthening children and families. A family resource center may be located in, or administered by, different entities, including, but not limited to, a local educational agency, a community resource center, or a neighborhood resource center."



The fund will ensure that FRCs can continue to address family needs and maintain continuity of service operations during the State of Emergency.

NOFO funds to FRCs will provide direct support and services to families in need, including:

- Material items (e.g., food, diapers, cleaning supplies),
- Assistance with isolation needs (e.g., one-time costs for telehealth and remote case management technologies, staff time to provide phone/virtual home visits, connections through social media),
- Parenting resources (e.g., adaptations of parent education),
- Staff time to help link families to other local, state, and federal supports and benefits (e.g. food, housing, etc.), and
- Emergency funds to support the continued operation of FRCs and/or FRC Networks.

Funds are available through June 30, 2020, for a maximum total distribution of \$2.8 million. Maximum funding allocation for funding requests will be based on an average amount of \$93 per individual beneficiary served. The average of \$93 per individual beneficiary served includes the 10% Indirect Rate applicants can apply to funding requests. If total requested funds exceed \$2.8 million, awards will be prorated based on the number of individual beneficiaries proposed to be served, geographic distribution, and allocations to counties based on their share of the total state child population and child welfare caseload.

## FUNDING PRIORITIES AND REQUIREMENTS

**Indian Tribes and Non-profit Tribal Organizations:** Preference will be given to applicants that engage and collaborate with Indian tribes and non-profit tribal organizations in California to provide the FRC services described in WIC 18951(g).

**Foster Families:** Preference will be given to applicants that utilize funding to support foster families.

**FRC Location and Residence of Service Recipients:** Family Resource Centers who apply for funds **MUST** be located in the State of California. Proposed individuals/ beneficiaries to receive services or benefit from the funds **MUST** be residents of the State of California.

**Linkages to 211 and Parents Anonymous:** FRC agrees to accept referrals from 211 and Parents Anonymous. FRC must verify that 211 has updated information about FRC program availability to ensure that 211 can refer at-risk families to the FRC for services. FRC agrees to respond to referrals from 211 and Parents Anonymous and to work in unison to meet the needs of at-risk families.

**Families At-Risk:** Funds may also be used for services and supports to families at risk. Applicants are encouraged to partner with their County Child Welfare agencies to ensure the most at-risk children and families receive support, including populations that are disproportionately represented in the child welfare system as well as geographic areas lacking in resources to serve this population.

**Timeline for distribution of Goods and/or Services:** Goods received and/or services provided, as a result of this funding, must be distributed and/or provided by June 30, 2020.



**Legal Applicant and Fiscal Agent:** The legal applicant can be a single FRC or a network acting as the legal applicant for a group of FRCs. The legal applicant must act as the fiscal agent for its assigned responsibilities and, if other FRCs are included in the application, the legal applicant shall allocate all project funds as mutually agreed upon between CFRA and the legal applicant.

**Data Collection:** The legal applicant agrees to utilize the identified CFRA data collection platform, which will be provided for free by CFRA, to allocate funds and track results for the duration of the funding period.

**Reporting:** The legal applicant agrees to provide all required reports, including reports on process and results, in an accurate and timely manner, including reporting results produced by any “sub-contracting” organizations.

## **SUBMISSION DEADLINE**

**Submittals Due:**  
**Tuesday, May 5, 2020 by 5:00 p.m.**

The response to this NOFO must be submitted electronically to the California Family Resource Center (CFRA) using this web-based application form. Applications submitted through the postal mail or by email will not be reviewed. **CFRA will send to applicant a confirmation email when the application is complete and signed.** If the application is incomplete or unsigned, CFRA will not send a confirmation email. You may request a “Read Notification” to verify the application was received by CFRA. CFRA must receive the application documents by May 5, 2020, at 5:00 PM PST. Applications received later than this deadline will not be reviewed. Applications will be evaluated according to their completeness, alignment with California COVID-19 FRC Relief Funds priorities, and clarity of plans. Incomplete applications will not be accepted.

**For questions related to this NOFO please contact:**

**Child Abuse Prevention Center**  
**Merritt Beckett**  
[mbeckett@thecapcenter.org](mailto:mbeckett@thecapcenter.org)

**A California COVID-19 Family Resource Center Relief Funds**  
**Informational Webinar**  
**will be held on**

**Thursday, April 30, 2020**  
**2:00pm**

**Please register using the link below**

<https://attendee.gotowebinar.com/register/2725617163776258575>



## NOTICE OF FUNDING OPPORTUNITY APPLICATION

### I. Lead Applicant information

<b>Lead Agency Legal Name:</b> First 5 Kings County	
<b>Address:</b> 330 Campus Drive	
<b>City:</b> Hanford	<b>Zip Code:</b> 93230
<b>Phone:</b> 559-852-2107	
<b>County (ies) Served:</b> Kings	
<b>Primary Contact Person Name:</b> Clarissa Ravelo	
<b>Phone Number:</b> 559-852-2107	<b>Email:</b> clarissa.ravelo@co.kings.ca.us
<b>Secondary Contact Person Name:</b>	
<b>Phone Number:</b>	<b>Email:</b>

### II. Family Resource Center (FRC) Locations. If there are more than six FRCs in the application, please list the additional FRCs in Section XI below.

<b>Family Resource Center Name:</b> Tachi-Yokut/Santa Rosa Rancheria Tribal Social Services	
<b>Family Resource Center Address:</b> 16835 Alkali Drive	
<b>City:</b> Lemoore	<b>Zip Code:</b> 93245
<b>County (ies) Served:</b> Kings (also serving other counties where Tribal members may reside)	

<b>Family Resource Center Name:</b> Kettleman City Family Resource Center	
<b>Family Resource Center Address:</b> 75 Fifth Street	
<b>City:</b> Kettleman City	<b>Zip Code:</b> 93239
<b>County (ies) Served:</b> Kings	

<b>Family Resource Center Name:</b> United Cerebral Palsy Family Resource Center	
<b>Family Resource Center Address:</b> 606 W. Sixth Street	
<b>City:</b> Hanford	<b>Zip Code:</b> 93230
<b>County (ies) Served:</b> Kings	

<b>Family Resource Center Name:</b> Avenal Family Connection	
<b>Family Resource Center Address:</b> 1000 Union Avenue	
<b>City:</b> Avenal	<b>Zip Code:</b> 93204
<b>County (ies) Served:</b> Kings	



<b>Family Resource Center Name:</b> Corcoran Family Resource Center
<b>Family Resource Center Address:</b> 800 Dairy Avenue
<b>City:</b> Corcoran <b>Zip Code:</b> 93212
<b>County (ies) Served:</b> Kings

<b>Family Resource Center Name:</b> N/A
<b>Family Resource Center Address:</b> N/A
<b>City:</b> N/A <b>Zip Code:</b> N/A
<b>County (ies) Served:</b> N/A

### III. Applicant Funding Request

<b>Funding Amount Requested \$:</b> 25000
<b>Expected number of individual beneficiaries to be served with this funding:</b> 275
<b>\$ amount per individual beneficiary to be served with this funding:</b> 93

### IV. Please complete the table below indicating your FRC(s) most pressing area(s) of need that describes how funds will be used to support COVID-19 relief at your FRC.

FRC Area(s) of Need	\$ Amount of Funds Requested
1. Material items (e.g., food, diapers, cleaning supplies);	\$ 22500
2. Assistance with isolation needs (e.g., one-time costs for telehealth, remote case management technologies, staff time to provide phone/virtual home visits)	\$ 0
3. Parenting resources (e.g., adaptations of parent education)	\$ 0
4. Staff time to help link families to other local, state and federal supports and benefits (e.g. food, housing, etc.).	\$ 0
5. Unanticipated emergency operating/infrastructure expenses that have arisen as a result of COVID-19. (e.g. Zoom, office cleaning supplies, PPE, etc.)	\$ 0
<b>6. Subtotal of funds requested</b>	<b>\$ 22500</b>
7. Indirect expenses not to exceed 10% of the total funding amount requested.	\$ 2500
<b>8. Total funding amount requested</b>	<b>\$ 25000</b>
<b>9. Total number of individual beneficiaries to be served</b>	275



V. In the table below, please estimate the average number of individual beneficiaries your FRC serves monthly. Estimate is prior to COVID-19 (February 2020). Please specify if numbers are Duplicated or Unduplicated:

	<b>Estimated Monthly Count of Individual Beneficiaries Served</b>	<b>Please indicate either “D” for Duplicated OR “Und” for Unduplicated</b>	<b>Please provide a brief list of primary services provided to these individual beneficiaries</b>
<b>Monthly # of Individual Beneficiaries Served</b>	1006	D	Early Intervention Parent/Child Interactive Socialization Playgroups; Occupational, Play/Physical & Speech therapies/screenings; Developmental Screening; Referrals & Resource; Food & Diaper distribution; Parent Workshops
<b>Monthly # of Indian Tribe Beneficiaries Served</b>	4	Und	Early Intervention Parent/Child Interactive Socialization Playgroups; Occupational, Play/Physical & Speech therapies/screenings; Developmental Screening; Referrals & Resource; Food & Diaper distribution; Parent Workshops
<b>Monthly # of Foster Family Beneficiaries Served</b>	25	Und	Early Intervention Parent/Child Interactive Socialization Playgroups; Occupational, Play/Physical & Speech therapies/screenings; Developmental Screening; Referrals & Resource; Food & Diaper distribution; Parent Workshops

VI. What needs have you identified that your FRC(s) can address as a result of COVID-19?

Please briefly describe in the box below using 950 characters or less, including spaces. Estimated at 150 words.

The FRCs could assist in identifying any needs that families may have, provide some material goods, and connect them to resources in the community. Foster families, including Tribal foster families, taking emergency foster care placements often times do not have adequate resources to take immediate care of children, including but not limited to diapers, baby wipes, infant formula car seats/booster seats and other similar items. Foster care funding applications could take up to 45 days to process, so this funding would immediately assist foster families in meeting the needs of the children that are in their care. Due to the limited availability of toiletries and cleaning supplies in the community, bulk purchasing of said materials from vendors that the lead agency already has connections with, will allow distribution of supplies to foster families in a timely fashion. We have identified 184 homes who have placement of 257 youth.

VII. What criteria are you using to select fund beneficiaries?

Please briefly describe in the box below using 950 characters or less, including spaces. Estimated at 150 words.

All beneficiaries will be foster or tribal families in Kings County, with referrals coming from county child welfare services, local foster family agencies, Tachi-Yokut Tribe’s Tribal Social Services (TSS) or Owens Valley Career Development Center (OVCDC), a tribal non-profit organization. Child Welfare Services can also refer families that are at-risk of child abuse or neglect. Should a family contacting 211 Kings County identify themselves as a foster or tribal family, 211 Kings County staff will refer the family to the FRC designated to the family’s area of residence. The FRC will verify with child welfare services, TSS or OVCDC that the family is a foster or tribal family. Families at risk of child abuse or neglect may not disclose their involvement with child welfare services to 211 staff, so we anticipate referrals on behalf of these families to come from county child welfare staff.



**VIII. How does your FRC(s) link with and support Indian Tribes and Non-profit Tribal Organizations and Foster Families?**

**Please briefly describe in the box below using 950 characters or less, including spaces. Estimated at 150 words.**

Foster and Tribal Families caring for children 0-5, are all eligible for existing services provided by local FRC's. At the initial onset of the current pandemic, First 5 Kings reached out to county child welfare services to see how the FRCs could potentially support foster families. We currently have a workgroup consisting of FRC's, county child welfare staff (specifically the Resource Family Approval unit), a local foster family agency, the Tachi-Yokut Tribe (Santa Rosa Rancheria) and First 5, to explore services that the FRC's could provide to foster and tribal families. We will also be reaching out to the Owens Valley Career Development Center, to see how FRC's could be of support to other Tribal families.

**IX. Has/have your FRC(s) received any COVID-19 funds from other sources?**

YES       NO

**If YES, please indicate source of funds, purpose of funds, and the amount of funds received in the box below, using 950 characters or less, including spaces. Estimated at 150 words.**

First 5 CA will be providing emergency supplies for childcare providers and community members. Families currently being served by the FRC's are one of the priority populations that will be receiving said emergency supplies (i.e., diapers, wipes, cleaning supplies, books). Our local Resource & Referral organization, which oversees one of our FRCs, is also anticipating receiving additional resources/funding from California Department of Education to provide cleaning supplies and personal protective equipment to childcare providers. Another FRC has received approximately \$1500 from Central Valley Regional Center to provide diapers to their participants. Our local Office of Education will be providing a stipend of \$4,234 to 5 of the FRCs to assist them in delivering services to their families.



**X. Please answer YES or NO to the statements below to provide CFRA a profile of your FRC(s), your FRC partners, and the individual beneficiaries served.**

**Y N**

- We are a Family Resource Center as defined in SB436 OR we will serve as a Lead Agency for a group of Family Resource Centers.
- We serve undocumented families.
- We partner with our County Child Abuse Prevention Council.
- We partner with our County Child Welfare System.
- Our local 2-1-1 line includes the FRC(s) proposed for funding as a referral source for callers.
- We engage and serve populations that are disproportionately represented in the Child Welfare System.  
If YES, please specify: African American & Native American populations
- We are a federally recognized Indian tribe or non-profit tribal organization.  
We engage and serve Indian tribes in California.  
If YES, please specify: Tachi-Yokut Tribe/Santa Rosa Rancheria
- We serve a geographic location lacking in resources to serve Indian tribes or other populations disproportionately represented in the Child Welfare System.  
If YES, please specify: Rural community with high unemployment rate; African American & Native American





**XI. Continued from Section II above, please list additional FRCs in the box below. Include FRC name, address, and county served using 8,000 characters or less, including spaces. Estimated at 1,250 words.**

N/A



**XII. FRC Personnel Information**

Number of employees prior to COVID-19:	12
Have you had to lay people off since February 2020? If YES, how many staff?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>3</u> Staff Members

**XIII. Funding**

- 1. Source of Funds:** California COVID-19 Family Resource Center Funds are supported by funding from the California Department of Social Services and administered by the California Family Resource Association.
- 2. Funding Cycle and Duration:** The funding and Memorandums of Understanding will begin on April 30, 2020 and continue until June 30, 2020. There will be no roll-over of funds past that date.
- 3. Projected Funds Available:** The amount available for California COVID-19 Family Resource Center Funds is \$2.8 million for the time period of April 30, 2020 through June 30, 2020. CFRA is under no obligation to continue funding beyond the timeframe stated in this NOFO and expressly reserves the right to:
  - Negotiate changes to the proposed project.
  - Make awards for all of the deliverables offered or for any portion of the deliverables offered in the application.
  - Negotiate or modify deliverables within resultant Memorandums of Understanding commensurate with availability of funds.

**XIV. CERTIFICATIONS**

I, the authorized representative of the Applicant Organization certifies in good faith to all of the below by **initialing** next to each one:

CR I certify that I have read the statements included in this NOFO and I understand them.

CR I certify that the Family Resources Center(s) proposed in this application are located in the State of California and that California is the principle place of residence for all individuals/beneficiaries who will be served by or benefit from these funds.

CR I certify that I am authorized to sign on behalf of the Applicant Organization.

Clarissa Ravelo First 5 Program Officer  
 \_\_\_\_\_  
 Print Name Title

Clarissa Ravelo 05/05/2020  
 \_\_\_\_\_  
 Signature of Authorized Representative of Applicant/Organization Date



# Signature Certificate

Folder Ref: e84b5dbb07af3dcb2aa8a1702f6b465db8643389



Author: Kristine Dobson      Creation Date: 05 May 2020, 06:46:13, PDT      Completion Date: 05 May 2020, 16:12:57, PDT

## Document Details:



Name: CFRA NOFO for FRC Relief  
Type:  
Document Ref: ecea44a5b0a6f614a1bcb45072fe4d2382ccc0ab8ce753ecbadb3f51ce44d960  
Document Total Pages: 10

## Document Signed By:

Name: Clarissa Ravelo  
Email: clarissa.ravelo@co.kings.ca.us  
IP: 206.78.91.54  
Location: HANFORD, CA (US)  
Date: 05 May 2020, 16:12:56, PDT  
Consent: (eSignature Consent Accepted)  
Security Level: No Account Authentication

*Clarissa Ravelo*

## Document History:

Folder Created      Kristine Dobson created this folder on 05 May 2020, 06:46:13, PDT  
Signed By Clarissa Ravelo      Clarissa Ravelo signed this folder on 05 May 2020, 16:12:56, PDT  
Executed      Document(s) successfully executed on 05 May 2020, 16:12:57, PDT



May 14, 2020

MOU: COVID-413-19

To: Clarissa Ravelo  
First 5 Kings County

Subject: Notice of Award: Emergency Family Resource Center (FRC) Funding

This letter is regarding the application for Emergency Family Resource Center Funding issued by the California Family Resource Center (CFRA). CFRA has evaluated the applications received using a selection tool from the Child Abuse Prevention Center (CAP Center), and CFRA is announcing its award to your organization under the following terms:

**Funding Award:**

SERVICE CATEGORY	TOTAL AWARD
COVID-19 FRC Relief Funding	\$12,693.23

**Service Numbers:**

PROPOSED SERVICE NUMBER	ADJUSTED TARGET SERVICE NUMBER
275	141

Your organization will be required to comply with the awarded deliverables detailed in the Memorandum of Understanding (MOU) and complete monthly and final reports to assess satisfactory performance and compliance with the MOU requirements.

Upon receipt of your completed W9 and Budget Template, the CAP Center will be contacting your organization to execute the MOU. As provided in the Notice of Funding Opportunity (NOFO), this Notice of Award is subject to execution of a written Agreement; as a result, this Notice does NOT constitute the formation of a formal agreement between the CAP Center and your organization.

The organization shall not acquire any legal or equitable rights relative to the funded services until an agreement containing terms and conditions acceptable to the CAP Center is executed. The CAP Center further reserves the right to cancel this Notice of Award at any time prior to the execution of a written agreement.

This award is conditioned upon final approval by the CAP Center and the successful execution of the agreement. We look forward to working with your organization to administer the Emergency FRC Funding to serve at risk communities in California.

Sincerely,



Sheila Boxley, CEO  
Child Abuse Prevention Center

**BUDGET TO:**  
 California Family Resource Association  
 4700 Roseville Road, Suite 102  
 North Highlands, CA 95660

**EMAIL CONTACTS:**  
 Merritt Beckett [MBECKETT@THECAPCENTER.ORG](mailto:MBECKETT@THECAPCENTER.ORG)  
 Paul Smith = A/P [PSMITH@THECAPCENTER.ORG](mailto:PSMITH@THECAPCENTER.ORG)

Budget Period   
 MOU#:

**FROM:**

**Name of Organization:**  
  
**Address:**

**Target Number of Individual Beneficiaries Unduplicated:**  
  
**Total Number of FRC's Included in Project:**

**Phone:**

**Email:**

	Budget 04/13/20 - 06/30/20	Description of Included Expenses
Material Items	12693.23	Diapers,wipes, infant formula, car/booster seats, cleaning & school supplies
Assistance with Isolation Needs		
Parenting Resources		
Personnel (including Fringe)		
Emergency Operating/Infrastructure		
Subtotal	12693.23	
Indirect Expense (no more than 10% of Subtotal)		
Totals	12693.23	

**ADVANCE REQUEST** 9519.9225 = 75% of total award

By signing this budget and advance request, I certify that I am personally authorized to legally bind the contractor or am a designee of the person authorized to legally bind the contractor. In addition, if at the end of the MOU period; the expenditures, disbursements and cash receipts expended or obligated during the MOU period are less than the amount of the advance, the difference will be paid back to the California Family Resource Association no later than July 30, 2020.

<b>SUBMITTED BY (Print or Type)</b>	<b>TITLE</b>
Edward Hill	Executive Director, First 5 Kings County
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>

**INVOICE TO:**  
 California Family Resource Association  
 4700 Roseville Road, Suite 102  
 North Highlands, CA 95660

**EMAIL CONTACTS:**  
 Merritt Beckett [MBECKETT@THECAPCENTER.ORG](mailto:MBECKETT@THECAPCENTER.ORG)  
 Paul Smith = A/P [PSMITH@THECAPCENTER.ORG](mailto:PSMITH@THECAPCENTER.ORG)

Invoice Period:   
 Invoice Number:   
 MOU#: COVID-413-19

**FROM:**

**Name of Organization:**

**Address:**

**Phone:**

**Email:**

	Budget 04/13/20 - 06/30/20	Actual 04/13/20 06/30/20	Budget Remaining	Description of Included Expenses
Material Items	12693.23		12693.23	
Assistance with Isolation Needs	0		0	
Parenting Resources	0		0	
Personnel (including Fringe)	0		0	
Emergency Operating/Infrastructure	0		0	
<b>Subtotal</b>	12693.23	0	12693.23	
Indirect Expense (no more than 10% of Subtotal)	0		0	
<b>Totals</b>	12693.23	0	12693.23	
<b>Total Invoice amount</b>		0		
<b>Repayment of ADVANCE</b>		<u>-9519.9225</u>		
<b>Total Amount Due</b>		-9519.9225		

By signing this invoice, I certify that I am personally authorized to legally bind the contractor or am a designee of the person authorized to legally bind the contractor and to the best of my knowledge and belief that this invoice is true, complete, and accurate, and the expenditures, disbursements and cash receipts were expended or obligated during the MOU period, and that the amount claimed above has not been previously presented or reimbursed through the Department of Social Services.

<b>SUBMITTED BY (Print or Type)</b>	<b>TITLE</b>
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>

First 5 Kings County	April 13-30 2020	May 1-31 2020	June 1-30 2020	Total April, May June Count of Individual Beneficiaries Served (Unduplicated)	Description of Goods/Services Provided	Successes in Serving this Population	Barrier in Serving this Population
Monthly total of ALL Unduplicated Individual Beneficiaries Served (Including Indian Tribe Beneficiaries, Foster Family Beneficiaries and all other families)				0			
Monthly Number of Unduplicated Indian Tribe Beneficiaries Served				0			
Monthly Number of Unduplicated Foster Family Beneficiaries Served				0			
Monthly Number of Unduplicated Individual Beneficiaries Receiving Material Goods				0			
Monthly Number of Unduplicated Individual Beneficiaries Receiving Assistance with Isolation Needs				0			
Monthly Number of Unduplicated Individual Beneficiaries Receiving Parenting Resources				0			
Monthly Number of Unduplicated Individual Beneficiaries Receiving Link with Local, State and Federal Benefits				0			
Total Targeted Number of Individual Beneficiaries to Be Served (Unduplicated):				141			
Total Number of FRCs Included in Proposal/Project	5	5	5				



## MEMORANDUM OF UNDERSTANDING

### MOU#: COVID-413-19

Funding Period  
April 13, 2020 –June 30, 2020  
COVID-19 California Family Resource Center Relief Fund

### OVERVIEW

Family Resource Centers (FRCs) are uniquely positioned for rapid response to COVID-19. The California Family Resource Association (CFRA), an association of Prevent Child Abuse California (PCA CA), will work cooperatively with the California statewide network of FRCs to address the needs of the most vulnerable children and families in the State of California. With funding from the California Department of Social Services (CDSS), CFRA will serve as the lead agency and fiscal agent, provide programmatic oversight and coordinate the distribution of financial assistance to FRCs who will support families during California's mandated shelter-in-place order to ensure the safety of children and the well-being of families.

Organizations eligible for funding will include Family Resource Centers as defined by SB 436, "...an entity providing family-centered and family-strengthening services that are embedded in communities, culturally sensitive, and include cross-system collaboration to assist in transforming families and communities through reciprocity and asset development based on impact-driven and evidence-informed approaches with the goal of preventing child abuse and neglect and strengthening children and families. A family resource center may be located in, or administered by, different entities, including, but not limited to, a local educational agency, a community resource center, or a neighborhood resource center."

The purpose of the fund will be to address family needs and maintain continuity of services and operations during the COVID-19 crisis, with the understanding that there was a gap in prevention services and supports for families prior to COVID-19 that have been exacerbated by the COVID-19 virus. These funds are intended to help fill that gap and address the added stressors and dangers to children and families under the current conditions of isolation, health risks, and economic loss. FRCs play a critical role in preventing child abuse and neglect, strengthening children and families, and connecting families to an array of county support systems of care. During the COVID 19 pandemic and afterward, families need to be connected to community supports in spite of the stay at home order. "Social connections" is one of the most important of the protective factors that we can provide to our most vulnerable children and families.

CFRA funds to FRCs will provide direct support and services to families in need, including:

- Material items (e.g., food, diapers, cleaning supplies);
- Assistance with isolation needs (e.g., one-time costs for telehealth and remote case management technologies, staff time to provide phone/virtual home visits, connections through social media);
- Parenting resources (e.g., adaptations of parent education);
- Staff time to help link families to other local, state, and federal supports and benefits (e.g. food, housing, etc.); and
- Emergency funds to support the continued operation of FRCs and/or FRC Networks.

The FRC acknowledges that CFRA may, at its sole discretion, discontinue, modify or withhold project payments made under this Agreement if it determines that such action is necessary. The FRC acknowledges that failure to use the project funds as prescribed can result in cancellation of this Agreement by CFRA, the forfeiture by the FRC of any remaining CFRA project funds and the



requirement that the FRC refund to CFRA any project funds already spent in a manner other than as described in this Agreement within 30 days of receipt of a written termination notice.

FRC hereby acknowledges that it understands that this funding from CFRA is for the time period beginning April 13, 2020 and ending June 30, 2020 and additional funding is not implied nor guaranteed by this Agreement. The only commitment implied herein is for project funding in the amount based on CFRA funding to fund the award for the project in this Agreement. CFRA will provide the FRC with written notice of any changes in project funding at least 30 days in advance of making any such changes.

FRC hereby agrees to notify CFRA in writing in advance of any proposed changes, including but not limited to the services provided under this Agreement, the locations where the services are provided, populations to be served and, or the number of individuals to be served. The FRC hereby acknowledges that it must receive written permission from CFRA before implementing such changes. Failure to do so could result in withholding of project payments made under this Agreement.

## **TERMS OF MOU**

### **I. FRC PROVISION OF SERVICES**

The FRC agrees to support families at-risk during California's mandated shelter-in-place by providing an array of support to address service delivery gaps by providing direct support and services to families in need, including:

- Material items (e.g., food, diapers, cleaning supplies);
- Assistance with isolation needs (e.g., one-time costs for telehealth and remote case management technologies, staff time to provide phone/virtual home visits, connections through social media);
- Parenting resources (e.g., adaptations of parent education);
- Staff time to help link families to other local, state, and federal supports and benefits (e.g. food, housing, etc.); and
- Emergency funds to support the continued operation of FRCs and/or FRC Networks.

### **II. ROLE of CFRA**

CFRA will perform the following activities related to the distribution of COVID-19 FRC Relief Funds:

- A.** Develop procedures and application materials for a fund for FRCs;
- B.** Create and distribute a Notice of Funding Availability and funding application for FRCs;
- C.** Develop and execute a rubric for application review;
- D.** Review applications submitted and select participating FRCs and/or FRC Networks,
- E.** Distribute funds according to timely and equitable standards and procedures;
- F.** Develop and execute Memoranda of Understanding (MOUs) with recipient FRCs;
- G.** Monitor FRC and/or FRC Networks' compliance with project requirements and MOUs;
- H.** Develop data measurements for fund recipients to document the usage of funds and numbers of families served.
- I.** Develop and define data measurements, data collection tools for fund recipients to document the usage of funds and numbers of families serve and disseminate to FRCs and/or FRC Networks a data collection platform;
- J.** Within the context of CFRA's own in-house expertise and capabilities, provide appropriate technical assistance, if needed, to the FRC for building or expanding its capacity as a high-performing organization or collaboration;
- K.** Market the project throughout the state, highlighting the services provided and results achieved by the FRC;
- L.** Assuming satisfactory or better performance by participating FRCs, and upon request by those agencies, provide references for the agency to other funders (i.e., foundations, governmental agencies and corporations).

### III. PROVISIONS

In addition to providing the services to support children and families during COVID-19, FRC will be accountable for providing the following during the timeframe covered by this agreement:

- A. Fiscal Agent** FRC shall act as the fiscal agent for its assigned responsibilities under this Agreement and, if other organizations are incorporated into the process with CFRA's written approval, shall allocate all project funds as mutually agreed upon.
- B. Data Collection** FRC agrees to utilize the identified CFRA data collection platform, which will be provided for free by CFRA, to allocate funds and track results for the duration of the grant.
- C. Reporting** FRC agrees to provide all required reports, including reports on process and results, in an accurate and timely manner. This includes reporting results produced by any "sub-contracting" organizations.

### IV. PAYMENT PROVISIONS

- A.** The maximum amount payable under this Agreement shall not exceed \$12,693.23. Upon execution of this MOU, an initial advance payment will be issued to FRC in the amount equivalent to 75% of the FRC's total funding. The remaining 25% of the amount payable will be issued within 5 days of receiving and approval of a final invoice and reporting.

2019/20	\$9,519.92	Paid within 5 days of executed MOU
2019/20	\$3,173.31	Paid within 5 days of approved invoice and data submission

- B.** For services satisfactorily rendered, and upon receipt and approval of invoice(s), CFRA agrees to pay the FRC for said services in accordance with the rates specified in EXHIBIT B.
- C.** Signed invoices shall be submitted to CFRA for payment to: [PSMITH@THECAPCENTER.ORG](mailto:PSMITH@THECAPCENTER.ORG)

### V. TERMS AND CONDITIONS

FRC and CFRA agree to the terms and conditions for funding the work described in this Agreement:

Lead Agency:	First 5 Kings County
Primary Contact:	Clarissa Ravelo
Phone:	(559) 852-2107
Email:	clarissa.ravelo@co.kings.ca.us
Street Address:	330 Campus Drive
City, State, Zip:	Hanford, CA 93230

Project Period: April 13, 2020 to June 30, 2020.

### VI. GOAL SETTING AND REPORTING PROCEDURES

- A.** FRC agrees to work with CFRA to establish reasonable, measurable outcomes to help determine the effectiveness of the project.

### VII. PROHIBITED EXPENSES

- A.** Capital Expenses (any expense \$5000 or more to buy, maintain or improve fixed assets such as buildings, vehicles, equipment or land) are not allowed.
- B.** Expenses incurred outside the project period are not allowed.

## **VIII. MISCELLANEOUS**

- A.** FRC agrees to continue to maintain its eligibility for this project funding during the entire period covered by this Agreement. This includes, but is not limited to, maintaining its status as an organization qualified under 501 (c)(3) of the Internal Revenue Code, State of California Nonprofit registration, and maintaining its principal place of operation within California.
  
- B.** CFRA cannot accept legal responsibility for the project. Accordingly, the FRC agrees to indemnify and hold harmless CFRA from any and all liability which may be incurred in connection with the FRC's participation in and administration of this project. The FRC shall obtain and keep in force for the term of this MOU, comprehensive general liability insurance in an amount not less than \$1 million per occurrence insuring against bodily injury, personal injury and property damage. The FRC shall name CFRA as an additional insured party for the comprehensive general liability insurance and is responsible for guaranteeing that a copy of the Certificate of Insurance is submitted to the CFRA with this MOU.

## **IX. CERTIFICATION**

I, the authorized representative of the First 5 Kings County certify in good faith, by initialing, that I agree to all terms and conditions as outlined in the Standard Agreement attached to this MOU.

**X. SIGNATORIES**

In witness whereof, this MOU has been executed by the parties hereto.

**A. *First 5 Kings County***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**B. *California Family Resource Association***

Sheila Boxley  
\_\_\_\_\_  
Printed Name

President & Chief Executive Officer  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

**A. BACKGROUND AND PURPOSE**

On April 13, 2020, Governor Gavin Newsom announced that \$3 million in funding would be distributed to Family Resource Centers (FRC) to provide direct support and services to families. On April 17, 2020, Governor Newsom issued Executive Order N-53-20, allowing for temporary waivers and other measures regarding foster youth programs to ensure continuity of care in response to the coronavirus (COVID-19) emergency. These announcements followed the March 4, 2020 Executive Order, which declared a State of Emergency related to the outbreak of coronavirus (COVID-19) illness. The State of Emergency provided, among other things, that the State must prepare for, respond to, and implement measures to mitigate the spread of coronavirus and prepare for increasing numbers of individuals requiring care. This Agreement is in response to an emergency, as defined by section 1102 of the Public Contract Code. Time is of the essence.

The California Department of Social Services (CDSS) Child Protection and Family Support Branch (CPFBS) supports the vision of the Children and Family Services Division (CFSD) to ensure that every child lives in a safe, stable, permanent home, nurtured by healthy families and strong communities. The CPFBS has primary responsibility for policy development and oversight of the Emergency Response and Family Maintenance Programs, as well as pre-placement practices within public child protection programs. The CPFBS is also responsible for statewide training and staff development programs benefiting public child welfare services workers. Lastly, CPFBS provides oversight and other supports for a wide range of community-based services, including state and local child abuse prevention programs, and intervention and treatment services that are designed to increase family strengths and capacity to provide children with a stable and supportive family environment. The work of this Branch is critical during the unprecedented emergency presented by the COVID-19 emergency and its potential impact on children, families, and caregivers.

FRCs are defined by the California Welfare and Institutions Code (WIC) Section 18951(g) as “an entity providing family-centered and family-strengthening services that are embedded in communities, culturally sensitive, and include cross-system collaboration to assist in transforming families and communities through reciprocity and asset development based on impact-driven and evidence-informed approaches with the goal of preventing child abuse and neglect and strengthening children and families. A family resource center may be located in, or administered by, different entities, including, but not limited to, a local educational agency, a community resource center, or a neighborhood resource center.” FRCs play a critical role in preventing child abuse and neglect, strengthening children and families, and connecting families to an array of supportive systems of care. During the COVID-19 emergency families need to remain connected to essential community supports, which protect California’s most vulnerable children and families.

**EXHIBIT A**  
**(Standard Agreement)**

The California Family Resource Association (“CFRA”) will operate an emergency relief fund and provide technical assistance (TA) for California’s FRCs in response to the COVID-19 outbreak. The fund will ensure that FRCs can continue to address family needs and maintain continuity of service operations during the State of Emergency. As an awardee of this emergency relief fund, FRC understands and agrees to the following terms and conditions in conjunction with the Memorandum of Understanding.

**B. CFRA RESPONSIBILITIES**

CFRA shall provide the following services:

1. Management of Emergency Relief Fund for FRCs and/or FRC Networks;
  - 1) The Emergency Relief Fund shall prioritize funding for services and supports to foster caregivers. Funds may also be used for services and supports to families at risk.
  - 2) The Emergency Relief Fund shall fund activities related to:
    - 1) Concrete supports/materials items (e.g., food, diapers, cleaning supplies);
    - 2) Assistance with isolation needs (e.g., one-time costs for telehealth and remote case management technologies, staff time to provide phone/virtual home visits, connections through social media);
    - 3) Parenting resources (e.g., adaptations of parent education);
    - 4) Staff time to help link families to local, state, and federal supports and benefits (e.g. food, housing, etc.);
    - 5) Emergency funds to support the continued operation of FRCs and/or FRC Networks.
  - 3) If all applicant documents have been received in completed form, CFRA will distribute funds to selected FRCs and/or FRC Networks within 15 business days of NOFA distribution.

2. Technical Assistance (TA)

CFRA will provide appropriate TA to FRCs and/or FRC Networks, as needed, to access and implement the relief funds provided and to connect FRCs to other resources in order to maintain continuity of service operations during the State of Emergency.

- 1) TA will be provided via telephone or web-conferencing platforms.

**EXHIBIT A  
(Standard Agreement)**

3. Marketing

- 1) CFRA will promote the project throughout the state, highlighting the services provided and results achieved by funded FRCs and/or FRC Network.

4. Data, Performance Monitoring, and Reporting

- 1) In consultation with CDSS, CFRA shall develop and define data measurements and data collection tools for fund recipients to document the usage of funds and number of families served and disseminate these tools via a data collection platform to FRCs and/or FRC Networks.

**C. FRC RESPONSIBILITIES**

FRC shall:

1. Designate a Project Representative to work with CFRA and serve as a single point of contact regarding services provided under this Agreement.
2. Provide guidance, information, and access to CFRA staff as required to provide services under this Agreement.
3. Organize meetings, site-visits, phone calls, and other interactions that will serve to guide the implementation of the project under this Agreement.
4. Provide CFRA with a monthly report no more than 10 business days following the end of each month, in addition to a final report with aggregated data no more than 20 business days following the end of the contract period, including, but not limited to, the following information:
  - 1) Monthly total of all unduplicated individual beneficiaries served (including Indian Tribe Beneficiaries, Foster Family Beneficiaries and all other families);
  - 2) Monthly number of unduplicated Indian Tribe Beneficiaries served;
  - 3) Monthly number of unduplicated Foster Family Beneficiaries served;
  - 4) Monthly number of unduplicated individual beneficiaries receiving material goods;
  - 5) Monthly number of unduplicated individual beneficiaries receiving assistance with isolation needs;
  - 6) Monthly number of unduplicated individual beneficiaries receiving parenting resources; and

**EXHIBIT A  
(Standard Agreement)**

- 7) Monthly number of unduplicated individual beneficiaries receiving link with local, state or Federal benefits.

**D. PROJECT REPRESENTATIVE**

The Project Representative during the term of this Agreement shall be:

CFRA Project Representative

Merritt Beckett  
California Family Resource Association  
4700 Roseville Road  
North Highlands, CA 95660  
(916)244-1941  
[mbeckett@thecapcenter.org](mailto:mbeckett@thecapcenter.org)

CFRA Accounts Payable

Paul Smith  
Child Abuse Prevention Center  
4700 Roseville Road  
North Highlands, CA 95660  
(916) 244-1928  
[psmith@thecapcenter.org](mailto:psmith@thecapcenter.org)



**EXHIBIT B**  
**(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**A. INVOICING AND PAYMENT**

1. The maximum amount payable under this Agreement shall not exceed the amount listed in section IV of the Memorandum of Understanding.
2. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), CFRA agrees to pay FRC for said services in accordance with the rates specified in the final signed Budget submitted for this project.
3. Funding for necessary travel expenses and per diem are included in this agreement and will be reimbursed at rates established by the California Department of Human Resources (CalHR) for comparable classes. (See <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>) FRC will itemize travel expenses, including receipts, and submit to CFRA Project Representative for approval.

No travel outside of the State of California by FRC shall be reimbursed unless there is prior written authorization from CFRA.

5. A final invoice shall be submitted no later than July 30, 2020 and include the Invoice Period, Invoice Number and final reimbursable costs with a description of included expenses. While receipts and documentation are not required for submission with invoices, all documentation must be available upon request.

[psmith@thecapcenter.org](mailto:psmith@thecapcenter.org)  
Paul Smith, Accounts Payable  
California Family Resource Association

Any invoices submitted without the above referenced information may be returned to the FRC for further re-processing.

**EXHIBIT B**  
**(Standard Agreement)**

**B. STATE BUDGET CONTINGENCY CLAUSE**

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, CFRA shall have no liability to pay any funds whatsoever to FRC or to furnish any other considerations under this Agreement and FRC shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, CFRA shall have the option to either cancel this Agreement with no liability occurring or offer an agreement amendment to FRC to reflect the reduced amount.

**C. FOR CONTRACT WITH FEDERAL FUNDS**

1. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of Congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
2. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the term of this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms, or funding of this Agreement in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
4. CFRA has the option to invalidate the Agreement under the 30-day cancellation clause or to amend the Agreement to reflect any reduction of funds.

**D. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Exhibits A and B of this Standard Agreement.

**E. REVIEW**

CFRA reserves the right to review service levels and billing procedures as they impact charges against this Agreement.

**EXHIBIT B  
(Standard Agreement)**

**F. FINAL BILLING**

Invoices for services must be received by CFRA within 30 days following each state fiscal year, or 30 days following the end of the contract term, whichever comes first.

**G. NONRESIDENT TAX WITHHOLDINGS**

Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have seven percent of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.

**EXHIBIT C**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS****A. Dispute Provisions**

1. If the FRC disputes a decision of CFRA's designated representative regarding the performance of this Agreement or on other issues for which the representative is authorized by this Agreement to make a binding decision, FRC shall provide written dispute notice to the CFRA's representative within 15 calendar days after the date of the action. The written dispute notice shall contain the following information:
  - a. the decision under dispute;
  - b. the reason(s) FRC believes the decision of the CFRA representative to have been in error (if applicable, reference pertinent contract provisions);
  - c. identification of all documents and substance of all oral communication which support CFRA's position; and
  - d. the dollar amount in dispute, if applicable.
  
2. Upon receipt of the written dispute notice, the CFRA program management will examine the matter and issue a written decision to the FRC within 15 calendar days. The decision of the representative shall contain the following information:
  - a. a description of the dispute;
  - b. a reference to pertinent contract provisions, if applicable;
  - c. a statement of the factual areas of agreement or disagreement; and
  - d. a statement of the representative's decision with supporting rationale.

**B. Termination Without Cause**

This Agreement may be terminated without cause by the CFRA upon 30 days written notice to the FRC.

**C. Debarment and Suspension**

For federally funded agreements, FRC certifies that to the best of his/her knowledge and belief that he/she and their principals or affiliates or any sub-contractor utilized under this agreement, are not debarred or suspended from federal financial assistance programs and activities nor proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. FRC also certifies that it or any of its sub-contractors are not listed with any active exclusions on the System for Award Management (<http://www.sam.gov>) (Executive Order 12549, 2 CFR Parts 180, 376, 417 and 2336).

**EXHIBIT C**  
**(Standard Agreement)**

**D. Certification Regarding Lobbying**

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

1. For Agreements with FRCs who are State entities not under the authority of the Governor, or cities, private firms or agencies which are receiving in excess of \$100,000 in federal funds from CFRA to perform services. By signing this Agreement the FRC certifies that to the best of his or her knowledge and belief, that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal Grant or agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
  - c. FRC shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.
2. This certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U. S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and not more than \$100,000 for each such failure.

**EXHIBIT C**  
**(Standard Agreement)**

**E. Unruh Civil Rights Act and the Fair Employment & Housing Act**

Prior to bidding on, submitting a proposal for or executing an agreement or renewal for a State of California contract over \$100,000 on or after January 1, 2017, the bidder or proposer must certify compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and if FRC has an internal policy against a sovereign nation or peoples recognized by the United States government, FRC certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**F. Computer Software Copyrights**

FRC certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

**G. OMB Audit**

Pursuant to Office of Management and Budget (OMB) audit requirement regulations (2 C.F.R. § 200.501), non-federal entities that expend \$750,000 or more in a year in Federal awards from all sources combined shall have a single or program-specific audit conducted for that year in accordance with the provisions of 2 C.F.R. § 200.514 (previously OMB Circular A-133). All OMB audit reports shall meet the report submission requirements established in 2 C.F.R § 200.512 and a copy shall be forwarded to CDSS.

**H. Subcontractors**

Nothing contained in this Agreement or otherwise shall create any contractual relationship between CFRA and any subcontractors, and no subcontractor shall relieve the FRC of its responsibilities and obligations hereunder. The FRC agrees to be fully responsible to CFRA for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by FRC. FRC's obligation to pay its subcontractors is an independent obligation from the obligation of CFRA to make payments to the FRC. As a result, CFRA shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

**EXHIBIT C**  
**(Standard Agreement)**

**I. Indirect Costs/Administrative Overhead**

For agreements with other governmental entities and public universities, indirect costs are expenses incurred for administrative services such as, but not limited to, accounting; personnel and payroll administration; accounts payable services; general and specialized insurance coverage; compliance and regulatory monitoring; independent audit services; and legal services. Indirect costs are applied to personnel, operating expenses, supplies, equipment, and travel expenses. Per State Contracting Manual, Section 3.06.B, agencies shall assure that all administrative fees are reasonable considering the services being provided. Agencies may only pay overhead charges on the first \$25,000 of each subcontract. Any subcontractor receiving \$25,000 or more must be clearly identified in the budget display and excluded when the total indirect costs are calculated.

**EXHIBIT D**  
**(Standard Agreement)**

**ADDITIONAL PROVISIONS****A. Insurance Requirements**

1. FRC, at his/her own expense, shall maintain the following insurance coverage:
  - a. Commercial General Liability – FRC shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the FRC’s limit of liability.

**The policy must include Prevent Child Abuse California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under the contract.**

This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management. In the case of FRC’s utilization of subcontractors to complete the contracted scope of work, FRC shall include all subcontractors as insureds under FRC’s insurance or supply evidence of insurance to CFRA equal to policies, coverages and limits required by the State of California.

- b. Automobile Liability – FRC shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles.

**The policy must be endorsed to include Prevent Child Abuse California, its officers, agents, employees and servants as additional insured, but only with respect to work performed under the contract. The additional insured endorsement is to be provided with the certificate of insurance.**

- c. Workers Compensation and Employers Liability – FRC shall maintain statutory worker’s compensation and employer’s liability coverage for all its employees who will be engaged in the performance of the Memorandum of Understanding. Employer’s liability limits of \$1,000,000 are required.



**EXHIBIT D**  
**(Standard Agreement)**

**The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of Prevent Child Abuse California. The waiver of subrogation endorsement is to be provided with the certificate of insurance.**

2. Certificates evidencing FRC's insurance coverage shall be filed with CFRA no later than 10 days after execution of this Agreement. Failure by the FRC to submit insurance evidence may result in a delay of the final payment and/or reimbursement of the initial payment.

**B. General Provisions Applying to All Insurance Policies**

1. Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by CFRA at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
2. Policy Cancellation / Termination & Notice of Non-Renewal – FRC shall provide to CFRA within five (5) business days a copy of any notice of Cancellation/Termination or Non-renewal received by FRC for any of the required insurance policies. In the event FRC fails to keep in effect at all times the specified insurance coverage, CFRA may, in addition to any other remedies it may have, terminate this Memorandum of Understanding upon the occurrence of such event, subject to the provisions of this Standard Agreement and Memorandum of Understanding.
3. Deductible – FRC is responsible for any deductible or self-insured retention contained within their insurance program.
4. Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by CFRA.
5. Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If FRC is self insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
6. Endorsements – Any required endorsements requested by CFRA must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
7. Inadequate Insurance – Inadequate or lack of insurance does not negate the FRC's obligations under the Standard Agreement and/or Memorandum of Understanding.

**EXHIBIT D  
(Standard Agreement)**

C. Confidentiality Requirements

FRC and its employees agree to comply with California Department of Social Services' Confidentiality and Information Security Requirements as described in Exhibit D – Attachment 1.

**The California Department of Social Services  
Confidentiality and Information Security Requirements  
Outreach - v 2019 01**

This Confidentiality and Information Security Requirements Exhibit (hereinafter referred to as “this Exhibit”) sets forth the information security and privacy requirements Contractor/Entity (hereinafter referred to as “Contractor”) is obligated to follow with respect to all confidential and sensitive information (as defined herein) disclosed to or collected by Contractor, pursuant to Contractor’s Agreement (the “Agreement”) with the California Department of Social Services (hereinafter “CDSS”) in which this Exhibit is incorporated. The CDSS and Contractor desire to protect the privacy and provide for the security of CDSS Confidential, Sensitive, and/or Personal (CSP) Information (hereinafter referred to as “CDSS CSP”) in compliance with state and federal statutes, rules and regulations.

- I. **Order of Precedence.** With respect to information security and privacy requirements for all CDSS CSP, unless specifically exempted, the terms and conditions of this Exhibit shall take precedence over any conflicting terms or conditions set forth in any other part of the Agreement between Contractor and CDSS.
- II. **Effect on lower tier transactions.** The terms of this Exhibit shall apply to all lower tier transactions (e.g. agreements, sub-agreements, contracts, subcontracts, and sub-awards, etc.). Contractor shall incorporate the contents of this Exhibit into each lower tier transaction.
- III. **Confidentiality of Information.**
  - a. **DEFINITIONS.** The following definitions apply to this Exhibit and relate to CDSS Confidential, Sensitive, and/or Personal Information.
    - i. “Confidential Information” is information maintained by the CDSS that is exempt from disclosure under the provisions of the California Public Records Act (Government Codes Sections 6250 et seq.) or has restrictions on disclosure in accordance with other applicable state or federal laws.
    - ii. “Sensitive Information” is information maintained by the CDSS, which is not confidential by definition, but requires special precautions to protect it from unauthorized access and/or modification (i.e., financial or operational information). Sensitive information is information in which the disclosure would jeopardize the integrity of the CDSS (i.e., CDSS’ fiscal resources and operations).
    - iii. “Personal Information” is information, in any medium (paper, electronic, or oral) that identifies or describes an individual (i.e., name, social security number, driver’s license, home/ mailing address, telephone number, financial matters with security codes, medical insurance policy number, Protected Health Information (PHI), etc.) and must be protected from inappropriate access, use or disclosure and must be made accessible to information subjects upon request. It can also be information in the possession of the Department in which the disclosure is limited by law or contractual Agreement (i.e., proprietary information, etc.).
    - iv. “Breach” is
      1. the unauthorized acquisition, access, use, or disclosure of CDSS CSP in a manner which compromises the security, confidentiality or integrity of the information; or

2. the same as the definition of "breach of the security of the system" set forth in California Civil Code section 1798.29(f).
- v. "Information Security Incident" is
1. unauthorized access or disclosure, modification or destruction of, or interference with, CDSS CSP that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information the system processes, stores, or transmits or that constitutes a violation or imminent threat of violation of any state or federal law or in a manner not permitted under the Agreement between Contractor and CDSS, including this Exhibit.
- b. CDSS CSP which may become available to Contractor as a result of the implementation of the Agreement shall be protected by Contractor from unauthorized access, use, and disclosure as described in this Exhibit.
- c. Contractor is notified that unauthorized disclosure of CDSS CSP may be subject to civil and/or criminal penalties under state and federal law, including but not limited to:
- California Welfare and Institutions Code section 10850
  - Information Practices Act - California Civil Code section 1798 et seq.
  - Public Records Act - California Government Code section 6250 et seq.
  - California Penal Code Section 502, 11140-11144, 13301-13303
  - Health Insurance Portability and Accountability Act of 1996 ("HIPAA") - 45 CFR Parts 160 and 164
  - Safeguarding Information for the Financial Assistance Programs - 45 CFR Part 205.50
  - Unemployment Insurance Code section 14013
- d. **EXCLUSIONS.** "Confidential Information", "Sensitive Information", and "Personal Information" (CDSS CSP) does not include information that
- i. is or becomes generally known or available to the public other than because of a breach by Contractor of these confidentiality provisions;
  - ii. already known to Contractor before receipt from CDSS without an obligation of confidentiality owed to CDSS;
  - iii. provided to Contractor from a third party except where Contractor knows, or reasonably should know, that the disclosure constitutes a breach of confidentiality or a wrongful or tortious act; or
  - iv. independently developed by Contractor without reference to the CDSS CSP.

#### **IV. Contractor Responsibilities.**

- a. **Training.** Contractor shall instruct all employees, agents, and subcontractors with access to the CDSS CSP regarding:
- i. The confidential nature of the information;

- ii. The civil and criminal sanctions against unauthorized access, use, or disclosure found in the California Civil Code Section 1798.55, Penal Code Section 502 and other state and federal laws;
  - iii. CDSS procedures for reporting actual or suspected information security incidents in Paragraph V - Information Security Incidents and/or Breaches; and
  - iv. That unauthorized access, use, or disclosure of CDSS CSP is grounds for immediate termination of this Agreement with CDSS, and Contractor and may be subject to penalties, both civil and criminal.
- b. Use Restrictions.** Contractor shall take the appropriate steps to ensure that their employees, agents, and subcontractors will not intentionally seek out, read, use, or disclose the CDSS CSP other than for the purposes described in the Agreement and to meet its obligations under the Agreement.
- c. Disclosure of CDSS CSP.** Contractor shall not disclose any individually identifiable CDSS CSP to any person other than for the purposes described in the Agreement and to meet its obligations under the Agreement.
- d. Subpoena.** If Contractor receives a subpoena or other validly issued administrative or judicial notice requesting the disclosure of CDSS CSP, Contractor will immediately notify the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer. In no event should notification to CDSS occur more than three (3) business days after receipt by Contractor's responsible unit for handling subpoenas and court orders.
- e. Confidentiality Safeguards.** Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the CDSS CSP that it creates, receives, maintains, uses, or transmits pursuant to the Agreement. Contractor shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities, including at a minimum the following safeguards:
- i. Technical Security Controls**
    - 1. **Workstation/Laptop Encryption.** All Contractor-owned or managed workstations, laptops, tablets, smart phones and similar devices that process and/or store CDSS CSP must be encrypted using a FIPS 140-2 certified algorithm which is 128 bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk unless approved by the CDSS Information Security Office.
    - 2. **Data Encryption.** Any CDSS CSP shall be encrypted at rest when stored on network file shares or document repositories.
    - 3. **Server Security.** Servers containing unencrypted CDSS CSP must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.

4. **Minimum Necessary.** Only the minimum necessary amount of the CDSS CSP required to perform necessary business functions may be copied, downloaded, or exported.
5. **Removable Media Devices.** All electronic files that contain the CDSS CSP must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives, floppies, CD/DVD, smart phone, backup tapes, etc.). Encryption must be a FIPS 140-2 certified algorithm which is 128 bit or higher, such as AES.
6. **Antivirus Software.** All Contractor-owned or managed workstations, laptops, , tablets, smart phones and similar devices that process and/or store CDSS CSP must install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.
7. **Patch Management.** To correct known security vulnerabilities, Contractor shall install security patches and updates in a timely manner on all Contractor-owned or managed workstations, laptops, tablets, smart phones, and similar devices that process and/or store CDSS CSP as appropriate based on Contractor's risk assessment of such patches and updates, the technical requirements of Contractor's systems, and the vendor's written recommendations. If patches and updates cannot be applied in a timely manner due to hardware or software constraints, mitigating controls will be implemented based upon the results of a risk assessment.
8. **Data Destruction.** Upon termination of the Agreement, all CDSS CSP must be sanitized in accordance with NIST Special Publication 800-88, Guidelines for Media Sanitization.
9. **System Timeout.** The system providing access to the CDSS CSP must provide an automatic timeout, requiring re-authentication of the user session after no more than thirty (30) minutes of inactivity for applications, and fifteen (15) minutes of inactivity for desktops and laptops.

**ii. Paper Document Controls**

1. **Supervision of Information.** CDSS CSP in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information may be observed by an individual not authorized to access the information. CDSS CSP in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.
2. **Escorting Visitors.** Visitors to areas where the CDSS CSP are contained shall be escorted and CDSS CSP shall be kept out of sight while visitors are in the area.
3. **Confidential Destruction.** CDSS CSP must be disposed of through confidential means, such as cross cut shredding and/or pulverizing.

4. **Removal of Information.** CDSS CSP must not be removed from the premises of Contractor except for identified routine business purposes or with express written permission of CDSS.
5. **Faxing.** CDSS CSP that must be transmitted by fax shall require that Contractor confirms the recipient fax number before sending, takes precautions to ensure that the fax was appropriately received, maintains procedures to notify recipients if Contractor's fax number changes, and maintains fax machines in a secure area.
6. **Mailing.** Paper copies of CDSS CSP shall be mailed using a secure, bonded mail service, such as Federal Express, UPS, or by registered U.S. Postal Service (i.e., accountable mail using restricted delivery). All packages must be double packed with a sealed envelope and a sealed outer envelope or locked box.

#### **V. Information Security Incidents and/or Breaches of CDSS CSP**

- a. **CDSS CSP Information Security Incidents and/or Breaches Response Responsibility.** The Contractor shall be responsible for facilitating the Information Security Incident and/or Breach response process as described in California Civil Code 1798.82(f), and State Administrative Manual (SAM) Section 5340, Information Security Incident Management, including, but not limited to, taking:
  - i. Prompt corrective action to mitigate the risks or damages involved with the Information Security Incident and/or Breach and to protect the operating environment; and
  - ii. Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.
- b. **Discovery and Notification of Information Security Incidents and/or Breaches of CDSS CSP.** Contractor shall notify the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer of an Information Security Incident and/or Breach as expeditiously as practicable and without unreasonable delay, taking into account the time necessary to allow Contractor to determine the scope of the Information Security Incident and/or Breach, but no later than three (3) calendar days after the discovery of an Information Security Incident and/or Breach. Notification is to be made by telephone call and email.
- c. **Isolation of System or Device.** A system or device containing CDSS CSP compromised by an exploitation of a technical vulnerability shall be promptly disconnected or quarantined and investigated until the vulnerability is resolved. Contractor will notify CDSS CSP within two (2) business days of a confirmed exploitation of a technical vulnerability and keep CDSS informed as to the investigation until resolution of the vulnerability is completed.
- d. **Investigation of Information Security Incidents and/or Breaches.** Contractor shall promptly investigate Information Security Incidents and/or Breaches of CDSS CSP. CDSS shall have the right to participate in the investigation of such Information Security Incidents and/or Breaches. CDSS shall also have the right to conduct its own independent investigation, and Contractor shall cooperate fully in such investigations. Contractor is not required to disclose their un-redacted confidential, proprietary, or privileged information. Contractor will keep CDSS fully informed of the results of any such investigation.

- e. **Updates on Investigation.** Contractor shall provide regular (at least once a week) email updates on the progress of the Information Security Incident and/or Breach investigation of CDSS CSP to the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer until the updates are no longer needed, as mutually agreed upon between Contractor and the CDSS Information Security and Privacy Officer. Contractor is not required to disclose their un-redacted confidential, proprietary, or privileged information.
- f. **Written Report.** Contractor shall provide a written report of the investigation to the CDSS Program Contract Manager and the CDSS Information Security and Privacy Officer within thirty (30) business days of the discovery of the Information Security Incident and/or Breach of CDSS CSP. Contractor is not required to disclose their un-redacted confidential, proprietary, or privileged information. The report shall include, but not be limited to, if known, to the following:
  - i. Contractor point of contact information;
  - ii. A description of what happened, including the date of the Information Security Incident and/or Breach of CDSS CSP and the date of the discovery of the Information Security Incident and/or Breach, if known;
  - iii. A description of the types of CDSS CSP that were involved and the extent of the information involved in the Information Security Incident and/or Breach;
  - iv. A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed CDSS CSP;
  - v. A description of where the CDSS CSP is believed to have been improperly transmitted, sent, or utilized;
  - vi. A description of the probable causes of the improper use or disclosure;
  - vii. Whether Civil Code sections 1798.29 or 1798.82 or any other federal or state laws requiring individual notifications of breaches are triggered; and
  - viii. A full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the Information Security Incident and/or Breach of CDSS CSP.
- g. **Cost of Investigation and Remediation.** Per SAM Section 5305.8, Contractor shall be responsible for all direct and reasonable costs incurred by CDSS due to Information Security Incidents and/or Breaches of CDSS CSP resulting from Contractor's failure to perform or from negligent acts of its personnel, and resulting in the unauthorized disclosure, release, access, review, or destruction; or loss, theft or misuse of an information asset. These costs include, but are not limited to, notice and credit monitoring for twelve (12) months for impacted individuals, CDSS staff time, material costs, postage, media announcements, and other identifiable costs associated with the Incident, Breach and/or loss of data.



**VI. Contact Information.** To direct communications to the above referenced CDSS staff, Contractor shall initiate contact as indicated herein. CDSS reserves the right to make changes to the contact information below by giving written notice to Contractor. Said changes shall not require an amendment to this Exhibit or the Agreement to which it is incorporated.

<b>CDSS Program Contract Manager</b>	<b>CDSS Information Security &amp; Privacy Officer</b>
See the Scope of Work exhibit for Program Contract Manager information	California Department of Social Services Information Security & Privacy Officer 744 P Street, MS 9-9-70 Sacramento, CA 95814  Email: iso@dss.ca.gov Telephone: (916) 651-5558

**VII. Audits and Inspections.** CDSS may inspect and/or monitor compliance with the safeguards required in this Exhibit. Contractor shall promptly remedy any violation of any provision of this Exhibit and shall certify the same to the CDSS Program Manager and the CDSS Information Security and Privacy Officer in writing. The fact that CDSS inspects, or fails to inspect, or has the right to inspect, does not relieve Contractor of its responsibility to comply with this Exhibit.

**VIII. Termination.** An Information Security Incident and/or Breach of CDSS CSP by Contractor, its employees, agents, or subcontractors, as determined by CDSS, may constitute a material breach of the Agreement between Contractor and CDSS and grounds for immediate termination of the Agreement.

**IX. CDSS Confidentiality and Security Compliance Statement**

**CALIFORNIA DEPARTMENT of SOCIAL SERVICES  
CONFIDENTIALITY AND SECURITY COMPLIANCE STATEMENT v 2019 01**

Information resources maintained by the California Department of Social Services (CDSS) and provided to Contractor may be confidential, sensitive, and/or personal and requires special precautions to protect it from wrongful access, use, disclosure, modification, and destruction.

We hereby acknowledge that the confidential and/or sensitive records of the CDSS are subject to strict confidentiality requirements imposed by state and federal law, which may include, but are not limited to, the following; the California Welfare and Institutions Code §10850, Information Practices Act - California Civil Code §1798 et seq., Public Records Act - California Government Code §6250 et seq., California Penal Code §502, 11140-11144, 13301-13303, Health Insurance Portability and Accountability Act of 1996 ("HIPAA") - 45 CFR Parts 160 and 164, and Safeguarding Information for the Financial Assistance Programs - 45 CFR Part 205.50. Contractor agrees to comply with the laws applicable to the CDSS CSP received.



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

Date of Meeting: June 2, 2020

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# Study Session

## First 5 Commission's Authority to Contract

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**AGENDA ITEM:** First 5 Commission's Authority to Contract

**A. Background/History:**

The Kings County Children and Families Commission (First 5 Kings) was established in 1998 when California voters passed Proposition 10, codified under Health and Safety Code Section 130100-130155. Pursuant to statute, the Commission was created as a legal public entity separate from the county (H&S § 130140.1 (a)(1)); however, in 2014, First 5 Kings became a county department under Kings County Department of Public Health (KCDPH). This transition provided the Commission with independent authority over the strategic plan and the local trust fund (H&S § 130140.1 (a)(2)).

An oversight over the years resulted in the Commission entering into contracts necessary or appropriate to carry out the provisions of Proposition 10. Further research of statutes indicate that only commissions that are a legal public entity separate from the county are able to enter into contracts, amongst other powers, duties and responsibilities. County Counsel is researching if the Kings County Board of Supervisors has delegated contract approval/authority to the Commission, but until such information is located, all Commission-approved contracts will need to be brought before the Board of Supervisors for final approval.

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

Staff is requesting the Commission review and discuss the Commission's authority to enter into contracts. Staff is also requesting the Commission to discuss seeking Board of Supervisors approval of a resolution delegating contract approval/authority to the Commission, subject to the limits the Commission thinks would allow adequate flexibility to conduct its operations without needing to seek Board of Supervisors approval each time. Staff is also requesting the Commission to discuss the need to amend current Commission by-laws and/or policies related to this matter.

**C. Timeframe:**

The Contract Extensions and the Memorandum of Understanding on today's agenda, and any future Contracts will need to undergo final approval by the Board of Supervisors effective immediately, unless Counsel is able to locate information indicating that the Board of Supervisors has delegated contract approval/authority to the Commission.

**D. Costs:**

No costs associated with this item.

**E. Staff Recommendation:**

None.

**F. Attachments:**

- Proposition 10 Statutes

**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. Creation of Program; Intent of Act; Administration; Citation of Division.** 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. California Children and Families Trust Fund.** 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. California Children and Families Commission Established; Voting and Ex Officio Nonvoting Members.**

(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. Appointment of Commission Members by Governor; Terms.**

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. Hiring of Executive Director; Staff; Compensation; Authority of Director.**

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. Powers and Duties of Commission.** 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. Conduct of Business by State Commission.** 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. Compensation of Commission Members.** 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. Provisions Governing Receipt of Moneys.** 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 County Commission.** (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. Advisory Committees.** 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. Audit and Report.** (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. Guidelines for Expanded Annual Audits from Controller; Scope; Simultaneous Submission; Public Hearing; Determination; Summary Report; Presentation to State Commission.** (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. Definitions.** 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. Establishment of Children and Families Health and Human Services Fund.** 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. Funds to be Transferred and Deposited into Children and Families Health and Human Services Fund.** 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. Funds from County Children and Families Trust Fund to be Transferred and Deposited into Children and Families Health and Human Services Fund; County Commission Exemptions; County Commissions Duties and Responsibilities.** (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. Creation and Purpose of Fund.** 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 Definitions.** 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 Amount of Surtax; Additional Tax; What Wholesale Cost Does Not Include.** (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 Deposit of Moneys.** 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 Appropriations and Expenditures.** (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 Annual Determination of Amount of Tax Based on Wholesale Cost.** 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 Date of Imposition of Tax.** 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.



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

Date of Meeting: June 2, 2020

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# Study Session

## 3<sup>rd</sup> Quarter Grantee Achievement Report



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

Date of Meeting:  
Agenda Item Type:

June 2, 2020  
Informational Item

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**AGENDA ITEM:** 2019-2020 Third 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 discuss the program status report representing activities and number of clients served January through March of FY 2019-2020.

**C. Timeframe:**

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

- 1st Quarter Report: December 2019
- 2nd Quarter Report: February 2020
- 3rd Quarter Report: June 2020
- Year End Report: August 2020

**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 2019-2020 Third Quarter Project Achievement Report

# FY 2019-2020 3<sup>rd</sup> Quarter Achievement Report for First 5 Kings Funded Programs

	Unduplicated Count of Clients Served YTD			Objectives to be Achieved	Objectives that were Achieved	Objectives that did not meet Target	Objectives that are Inactive	Percentage of Budget Expended Goal 75%	Timely Progress Report Submission
	Children 0 to 2	Children 3 to 5	Significant Others						
<b>Family Resource Center Initiative</b>									
Avenal Family Connection	19	49	55	28	15	10	0	87%	Yes
Corcoran FRC	65	101	190	25	9	16	0	69%	Yes
KCOE – HFC & LFC	412	413	688	53	31	22	0	62%	Yes
Kettleman City FRC	31	37	48	17	10	7	0	72%	Yes
<b>School Readiness Initiative</b>									
UCP Parent & Me	133	29	139	20	7	13	0	81%	Yes
UCP Special Need Program	122	18	88	7	6	1	0	79%	Yes
<b>E3 Initiative</b>									
KCOE – CARES	N/A	N/A	241	15	12	3	0	70%	Yes
<b>New Project Initiative</b>									
United Way 211	N/A	N/A	N/A	7	4	1	2	69%	Yes



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Date of Meeting: June 2, 2020

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# Study Session

## Staff Report

June 2020



## Staff Report April-May 2020

### Program Officer Report

- **Administrative Activities**
  - 2019-2020 Scope of Work and Budget Modification Review
  - First 5 CA Emergency Supplies Distribution – Collaboration with the FRC’s, Headstart and Home Visitation Program
  - Funding Opportunity – FRC supporting tribal/foster/at-risk families – Collaboration with H.S.A., FFA, Tribal Social Services, and the FRCs
  - Home Visitation Coordination Funding – Collaboration with KCAO, DPH, H.S.A, Tribal Social Services, NASL Fleet & Family Support
  
- **Meetings and Conferences:**
  - **First 5 Association Comms Call: COVID-19 – weekly via Zoom**
  - **First 5 Learning Collaborative – weekly via Zoom**
  - **First 5 Association Quarterly Meeting – via Zoom – 4/20/2020**
  - **First 5 CA State Commission Meeting – via Zoom – 4/23/2020**
  - **Central Region First 5 ED check-in – via Zoom – 4/24/2020**
  - **Maternal Wellness Coalition – via Zoom – 5/14/2020**
  - **Quarterly LPC/KEEP meeting – via Zoom – 5/20/2020**
  - **First 5 CA New Parents Kit Focus Group – virtual meeting – 5/21/2020**
  
- **New Parent Kits:**
  - **April - 150 English, 50 Spanish**
  - **May - 150 English, 50 Spanish**

### School Readiness Coordinator

- **School Transition Teams: Jefferson, Hamilton, Monroe, Washington, Armona, Kit Carson, Lakeside, Avenal, Tamarack, Kettleman City, Lemoore, Cinnamon, Meadow lane, Engvall and Island Elementary**

**L2L school update:** All meetings and L2L activities have been placed on hold due to school closures around the Coronavirus outbreak. All 15 L2L sites are currently closed and will not reopen until late Summer 2020. We are continuing to communicate with the school sites about their anticipated reopening date, as well as



registration/orientation dates. We have also received a request from Roosevelt school to become a part of L2L again in the 2020-2021 academic year.

- **Backpacks:** The backpack project for 2019-20 school year was initially put on hold due to school closures. A very limited number of schools received backpacks prior to the closure, using backpacks that were left over from last year. The backpacks are anticipated to arrive by June 2, and will be distributed to the school sites as they become available.