



*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.*

## **Meeting Agenda**

February 7, 2023

3:00 PM

Kings County Department of Public Health

330 Campus Drive Hanford, CA 93230

Health Annex, Room 505

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

### **Commissioners Roll Call**

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

### **Opportunity for Public Comment**

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

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

### **Consent Calendar**

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

P. 003 **2023-02-120 Approval of Minutes: December 6, 2022 Commission Meeting**

P. 008 **December 2022 Fiscal Report**

### **Action Items**

P. 011 **2023-02-121 Fiscal Subcommittee Recommendation:** Commission to review, discuss and consider approving the Fiscal Subcommittee's recommendation, and directing staff to incorporate the recommendation into the next 5-year Fiscal Plan.

P. 017 **2023-02-122 Regional Technical Assistance for Home Visiting Coordination and Integration RFA:** Commission to review, discuss and consider authorizing staff to collaborate on the RFA, including but not limited to completing the Partner Certification Form and naming the Executive Director as an authorized signatory to the RFA.

**Informational Agenda Items**

- P. 065 **Securing Additional Funding to Support Identified Initiatives:** Commission to review and discuss additional methods to obtain additional revenue to continue to support the Commission’s vision and mission.
  
- P. 078 **2<sup>nd</sup> Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 22/23.
  
- P. 081 **Spotlight on Service:** Staff from Kings United Way will present an overview of the funded project, Referral Exchange System.
  
- P. 089 **Staff Report:** December 2022 – January 2023

**Future Agenda Items**

April 4, 2023

- Minutes from February 7, 2023 Commission Meeting
- February 2023 Fiscal Report
- FY 21-22 Annual Audit Report
- FY 21-22 Annual Report
- FY 21-22 Evaluation Report
- Establish Nomination Committee for FY 23/24 Chair Elect
- Spotlight on Service: Recreation Association of Corcoran – Corcoran Family Resource Center
- Staff Report: February-March 2023

**Commissioner Comments**

**Review Next Meeting Date & Adjournment**

- April 4, 2023 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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Date of Meeting: February 7, 2023

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# 2023-02-120

## Consent Calendar

- December 2022 Meeting Minutes
- December 2022 Fiscal Report



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## Meeting Minutes

December 6, 2022

3:00 PM

Kings County Department of Public Health  
330 Campus Drive Hanford, CA 93230

**Call to Order & Welcome** Meeting called to order at 3:00pm.

### **Commissioners Roll Call**

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

Quorum established.

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

Staff indicated that the Information Item ‘May 2022 Revise Proposition 10 Revenue Projections’ should be heard first, to provide background to Action Item 2022-12-119.

### **Opportunity for Public Comment**

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

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

Debbie Gibson mentioned that one of their long-term teachers had passed away. Condolences were expressed by the group.

### **Consent Calendar**

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opportunity for any member of the public to address the Commission concerning the item before action is taken.

P. 003 **2022-12-118 Approval of Minutes: August 2, 2022 Commission Meeting**

P. 007 **Final FY 21/22 Fiscal Report**

P. 009 **October 2022 Fiscal Report**

No discussion ensued.

<b>2022-12-118 Consent Calendar</b>				
Motion Made by:	Neves			
2 <sup>nd</sup> Motion by:	Teske			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

**Informational Agenda Item (out of order)**

P. 014 **May 2022 Revise Proposition 10 Revenue Projections:** Commission to review and discuss the Commission’s financial landscape.

Program Officer Clarissa Ravelo introduced the item, relaying the difference between previous and recent revenue projections from First 5 California. Ms. Ravelo stated that there are some cost savings in the current fiscal year due to the vacant Resource Specialist position and the untouched funding budgeted for the Avenal FRC. No other discussion ensued.

**Action Items**

P. 012 **2022-12-119 Establish a Fiscal Subcommittee:** The Chair will create a Fiscal subcommittee that will be charged with formulating recommendations for future funding decisions.

Program Officer Clarissa Ravelo introduced the item, and based on the information provided regarding the new revenue projections, requested that the Commission consider establishing a Fiscal Subcommittee who will formulate a proposal for the Commission’s review and consideration at a future Commission meeting. The Commissioners present recommended Commissioner Osikafo & Lewis to make up the Fiscal Subcommittee. No other discussion ensued.

<b>2022-12-119 Establish a Fiscal Subcommittee</b>				
Motion Made by:	Neves			
2 <sup>nd</sup> Motion by:	Teske			
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			
Wendy Osikafo				X
Todd Barlow	X			
Dr. Lisa Lewis				X

**Informational Agenda Items**

- P. 021 **1<sup>st</sup> Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 22/23.

Program Officer Ravelo provided a summary of the 1<sup>st</sup> Quarter Grantee Achievement report. All program expenditures are within expected ranges, and are making adequate progress on their Scope of Work. No other discussion ensued.

- P. 024 **Spotlight on Service:** Staff from Kings County Office of Education will present an overview of the funded projects, CARES and the Hanford and Lemoore Family Connection centers.

Rebecca Villa, Program Director for the CARES and Family Connection Centers provided a powerpoint presentation to the group. The presentation also included video recordings from program participants (families and providers). No other discussion ensued.

- P. 043 **Staff Report:** August-November 2022

Program Officer Ravelo provided a summary of staff activities since the last Commission meeting in August 2022. Ms. Ravelo indicated that all documentation has been submitted to the External Auditors for the Annual Audit; however, County Finance would not be able to provide the information until January 2023. An extension to submit the Audit and Annual Report was submitted and granted by First 5 California and the State Controller’s Office. Ms. Ravelo also shared that the Home Visitation program she oversees on behalf of the Health Department was recognized as the organization with the Greatest Contribution to Parent Support, at the recent Kings Partnership for Prevention Annual Prevention Awards.

## **Future Agenda Items**

February 7, 2023

- Minutes from December 6, 2022 Commission Meeting
- December 2022 Fiscal Report
- FY 21-22 Annual Audit Report
- FY 21-22 Annual Report
- FY 21-22 Evaluation Report
- Establish Nomination Committee for FY 22/23 Chair Elect
- 2nd Quarter Grantee Achievement Report
- Spotlight on Service: Kings United Way – Referral Exchange System (Unite Us)
- Staff Report: December 2022 – January 2023

## **Commissioner Comments**

No additional comments were made.

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

- February 7, 2023 at 3:00 PM

The meeting was adjourned at 3:38pm.

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

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**FY 22/23**  
**December Fiscal Report**  
**First 5 Operations**

SALARY SUMMARY		\$ 202,719	\$ 64,699	\$ 138,020	31.92%
SERVICES & SUPPLIES		BUDGET	YTD	BALANCE	%
Communications	92006	\$ 3,117	\$ 863	\$ 2,254	27.67%
Office Equipment	92018	\$ 1,000	\$ 144	\$ 856	14.43%
Maintenance SIG	92021	\$ 2,549	\$ 748	\$ 1,801	29.34%
Memberships	92027	\$ 4,000	\$ 4,000	\$ -	100.00%
Postage & Freight	92033	\$ 201	\$ 28	\$ 174	13.68%
Offset Printing	92035	\$ 500	\$ -	\$ 500	0.00%
Legal Services	92038	\$ 1,500	\$ 172	\$ 1,328	11.47%
Community Outreach	92045	\$ 1,500	\$ 165	\$ 1,335	10.97%
Auditing & Accounting	92046	\$ 6,560	\$ -	\$ 6,560	0.00%
Contractual Services	92047	\$ 25,000	\$ 6,250	\$ 18,750	25.00%
Publications & Legal Notices	92056	\$ 250	\$ -	\$ 250	0.00%
Special Dept Expense	92063	\$ 30,000	\$ (2,344)	\$ 32,344	-7.81%
Purchasing Charges	92068	\$ 600	\$ 329	\$ 271	54.76%
Brd. & Comm. Meeting Expense	92069	\$ 500	\$ 54	\$ 446	10.73%
Public Education Material	92075	\$ 1,500	\$ -	\$ 1,500	0.00%
Motor Pool	92089	\$ 2,000	\$ 68	\$ 1,932	3.40%
Travel Expenses	92090	\$ 10,000	\$ 493	\$ 9,507	4.93%
Utilities	92094	\$ 2,071	\$ 710	\$ 1,361	34.28%
Electronic Hardware	92103	\$ 8,264	\$ -	\$ 8,264	0.00%
Liability Claim	93041	\$ 621	\$ 311	\$ 310	50.08%
Information & Technology	93048	\$ 4,707	\$ 2,186	\$ 2,521	46.45%
IT Managed Contracts	93051	\$ 3,660	\$ 2,850	\$ 810	77.87%
Admin Allocation	93057	\$ 30,606	\$ 4,941	\$ 25,665	16.14%
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>\$ 140,706</b>	<b>\$ 21,966</b>	<b>\$ 93,075</b>	<b>15.61%</b>
<b>TOTAL OPERATIONS COSTS</b>		<b>\$ 343,425</b>	<b>\$ 86,665</b>	<b>\$ 231,095</b>	<b>25.24%</b>

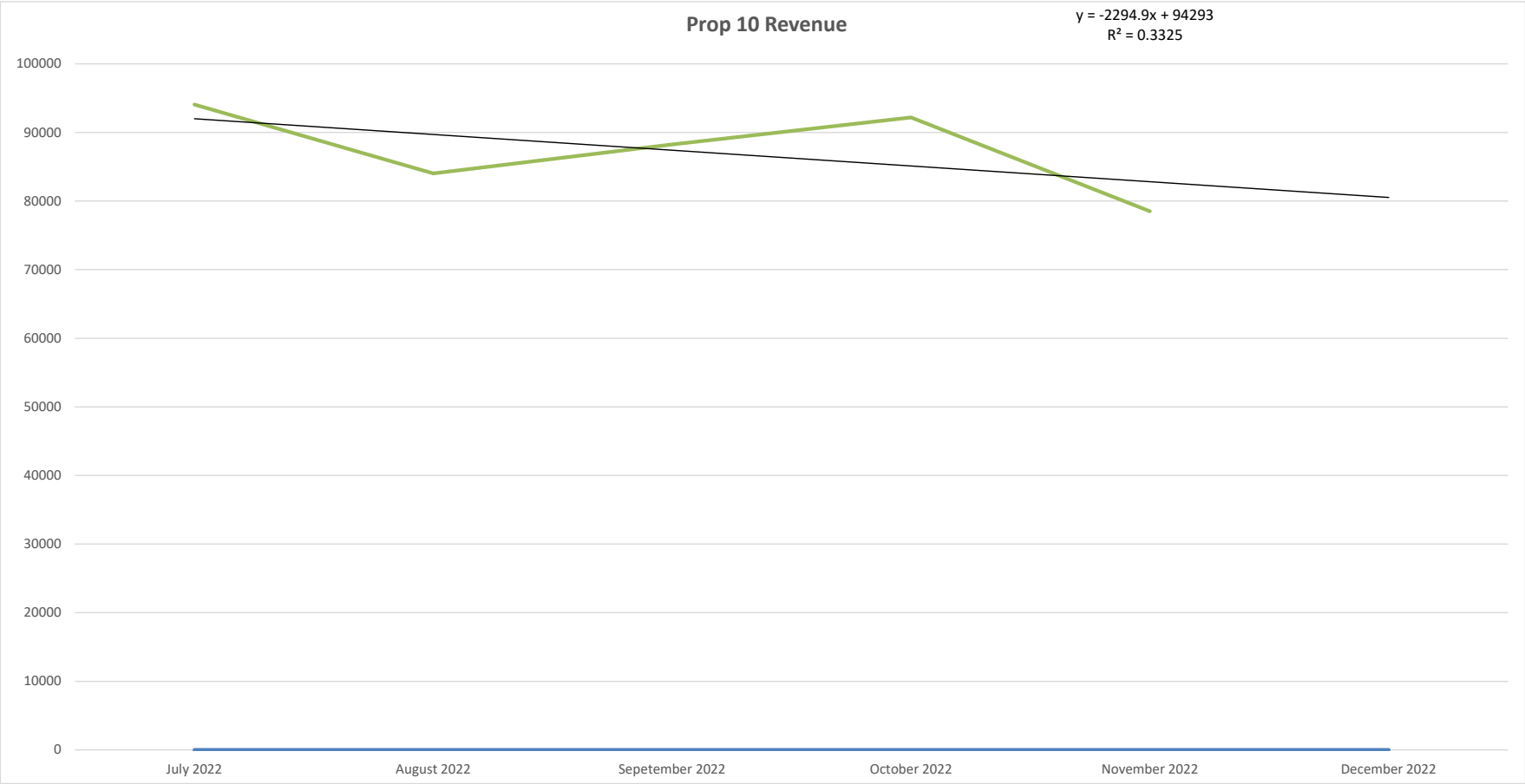
First 5 Contracted Programs		BUDGET	YTD	BALANCE	%
FRC Initiative	93033	\$ 684,961	\$ 279,070	\$ 405,891	40.74%
Avenal Family Connection		\$ 85,500	\$ -	\$ 85,500	
Corcoran Family Resource Center		\$ 110,200	\$ 55,328	\$ 54,872	
Kettleman City Family Resource Center		\$ 85,500	\$ 40,075	\$ 45,425	
KCOE: Hanford & Lemoore Family Connection		\$ 403,761	\$ 183,667	\$ 220,094	
E3 Initiative	93034	\$ 85,834	\$ 41,479	\$ 44,356	48.32%
Kings County Office of Education CARES		\$ 85,834	\$ 41,479	\$ 44,356	
School Readiness	93035	\$ 417,810	\$ 194,780	\$ 223,030	46.62%
UCP Parent & Me Program		\$ 332,310	\$ 156,946	\$ 175,364	
Special Needs Project		\$ 85,500	\$ 37,834	\$ 47,666	
New Project	93053	\$ 38,000	\$ 20,825	\$ 17,175	54.80%
Kings United Way		\$ 38,000	\$ 20,825	\$ 17,175	
<b>TOTAL CONTRACT COSTS</b>		<b>\$ 1,226,605</b>	<b>\$ 536,154</b>	<b>\$ 690,451</b>	<b>43.71%</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,570,030</b>	<b>\$ 622,820</b>	<b>\$ 921,546</b>	<b>39.67%</b>
RESERVE FUNDS (25% of Operations and Contracts)		\$ 392,508	Trust Balance	\$ 1,354,252	



# FY 22/23 December Fiscal Report Revenue

Revenue FY 2022/2023								
Month	Estimated Prop 10	Actual Prop 10 Revenue	Prop 56 Backfill	Interest	Home Visitation (KCHSA)	Misc Revenue	Total	Revenue Received (% of Prop 10 Estimate)
July 2022	\$ 116,217	\$ 94,064		\$ 2,878	\$ 1,705		\$ 98,646	81%
August 2022	\$ 116,217	\$ 84,030	\$ 690		\$ 1,628		\$ 86,347	72%
Sepetember 2022	\$ 116,217	\$ 88,253			\$ 1,428		\$ 89,681	76%
October 2022	\$ 116,217	\$ 92,185			\$ 2,183		\$ 94,367	79%
November 2022	\$ 116,217	\$ 78,512			\$ 1,378		\$ 79,890	68%
December 2022	\$ 116,217				\$ 1,537		\$ 1,537	0%
January 2023	\$ 116,217						\$ -	0%
February 2023	\$ 116,217						\$ -	0%
March 2023	\$ 116,217						\$ -	0%
April 2023	\$ 116,217						\$ -	0%
May 2023	\$ 116,217						\$ -	0%
June 2023	\$ 116,217						\$ -	0%
<b>TOTAL REVENUE</b>	<b>\$ 1,394,605</b>	<b>\$ 437,043</b>	<b>\$ 690</b>	<b>\$ 2,878</b>	<b>\$ 9,858</b>	<b>\$ -</b>	<b>\$ 450,469</b>	<b>31.39%</b>

# Prop 10 Chart





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

Date of Meeting: February 7, 2023

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# Action Item:

## Fiscal Subcommittee Proposal



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

Date of Meeting: February 7, 2023  
Agenda Item: 2023-02-121  
Discussion/Action Item: Action Item

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**AGENDA ITEM:** Fiscal Subcommittee Proposal

**A. Background/History:**

Current Policy allows establishment of ad hoc committees as needed or required to implement the strategic plan of the Commission. Continuing decline in Proposition 10 revenues, and the recent upholding of the Flavored Tobacco Ban (SB93) requires the Commission to revisit the 5-year Fiscal Plan and its priorities. Commissioners Lisa Lewis and Wendy Osikafo were appointed to the Fiscal Subcommittee and met to discuss various scenarios to mitigate the declining revenue and economic setbacks.

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

The Fiscal Subcommittee has three scenarios for the Commission to review: a 2% and 4 % reduction to current funded programs, as well as a scenario to show a maximum reduction to without use of the Trust Fund.

**C. Timeframe:**

The Commission’s decision will be incorporated into the FY 2023-2024 Budget Proposal to be presented at the April 2023 Commission meeting, as well as the Strategic Plan/Fiscal Plan update at the June 2023 Commission meeting.

**D. Costs:**

No increased costs are associated with this item. The Fiscal Subcommittee’s main goal was to provide strategies for the Commission to be able to continue supporting local programming for children 0-5 and their families, with reduced revenue.

**E. Staff Recommendation:**

Staff recommends that the Commission choose the scenario that continues to support local initiatives, but also taking into account the long-term fiscal impact should Proposition 10 revenues continue declining as projected.

**F. Attachments:**

- 5-year Fiscal Plan Scenarios

# Scenario 1: Current With Flavor Ban

First 5 Kings County Fiscal Plan FY22/23 through FY26/27								
	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
	Actual	Actual	Actual	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>								
General Allocation Revenues	\$1,587,219	\$1,614,766	\$1,449,281	\$1,269,907	\$1,184,227	\$1,123,494	\$1,098,583	\$1,048,880
IMPACT	\$480,241	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$10,365	-\$3,503	\$8,217	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Miscellaneous Income	\$25,573	\$41,667	\$53,929	\$24,936	\$25,285	\$25,285	\$25,639	\$25,639
<b>Total Revenue</b>	<b>\$2,207,159</b>	<b>\$1,652,930</b>	<b>\$1,511,427</b>	<b>\$1,300,843</b>	<b>\$1,215,512</b>	<b>\$1,154,779</b>	<b>\$1,130,222</b>	<b>\$1,080,519</b>
<b>Expenditures</b>								
Salaries & Benefits	\$160,604	\$115,421	\$135,431	\$202,719	\$188,882	\$188,882	\$188,882	\$188,882
Services & Supplies	\$124,200	\$130,521	\$126,638	\$140,706	\$110,706	\$110,706	\$110,706	\$110,706
Contributions to Agents	\$2,039,879	\$1,199,642	\$1,174,248	\$1,226,606	\$1,192,048	\$1,192,048	\$1,192,048	\$1,192,051
FRC Initiative	\$721,012	\$631,012	\$618,392	\$684,961	\$648,911	\$648,911	\$648,911	\$648,913
Avenal	\$90,000	\$0	\$0	\$85,500	\$81,000	\$81,000	\$81,000	\$81,001
Corcoran	\$116,000	\$116,000	\$113,680	\$110,200	\$104,400	\$104,400	\$104,400	\$104,400
Kettleman City	\$90,000	\$90,000	\$88,200	\$85,500	\$81,000	\$81,000	\$81,000	\$81,000
Hanford & Lemoore	\$425,012	\$425,012	\$416,512	\$403,761	\$382,511	\$382,511	\$382,511	\$382,511
FRC Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
School Readiness Initiative	\$604,510	\$438,278	\$431,004	\$417,810	\$425,820	\$425,820	\$425,820	\$425,820
Parent & Me	\$349,800	\$349,800	\$342,804	\$332,310	\$314,820	\$314,820	\$314,820	\$314,820
Special Needs	\$90,000	\$88,478	\$88,200	\$85,500	\$81,000	\$81,000	\$81,000	\$81,000
Linkages 2 Learning Backpacks	\$164,710	\$0	\$0	\$0	\$30,000	\$30,000	\$30,000	\$30,000
E3 Initiative	\$570,596	\$90,352	\$88,545	\$85,834	\$81,317	\$81,317	\$81,317	\$81,317
CARES	\$570,596	\$90,352	\$88,545	\$85,834	\$81,317	\$81,317	\$81,317	\$81,317
New Projects	\$143,761	\$40,000	\$36,307	\$38,000	\$36,000	\$36,000	\$36,000	\$36,001
United Way	\$40,000	\$40,000	\$36,307	\$38,000	\$36,000	\$36,000	\$36,000	\$36,000
PROP 56	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$1
<b>Total Expenditures</b>	<b>\$2,324,683</b>	<b>\$1,445,584</b>	<b>\$1,436,317</b>	<b>\$1,570,031</b>	<b>\$1,491,636</b>	<b>\$1,491,636</b>	<b>\$1,491,636</b>	<b>\$1,491,639</b>
Excess of Revenues or Expenditures	-\$117,524	\$207,346	\$75,110	-\$269,188	-\$276,123	-\$336,856	-\$361,414	-\$411,120
Fund Balance	\$1,356,361	\$1,238,837	\$1,446,183	\$1,521,293	\$1,252,105	\$975,982	\$915,249	\$614,568
Fund Balance % of Revenues (25% floor)	56.13%	87.49%	100.65%	96.25%	80.29%	79.26%	54.38%	46.66%
<b>Assumptions</b>								
● Fund balance minimum is currently set at 25% of annual budget by First 5 Policy Manual								

## Scenario 2: 2% reduction

### First 5 Kings County Fiscal Plan FY22/23 through FY26/27

	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
	Actual	Actual	Actual	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>								
General Allocation Revenues	\$1,587,219	\$1,614,766	\$1,449,281	\$1,269,907	\$1,184,227	\$1,123,494	\$1,098,583	\$1,048,880
IMPACT	\$480,241	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$10,365	-\$3,503	\$8,217	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Miscellaneous Income	\$25,573	\$41,667	\$53,929	\$24,936	\$25,285	\$25,285	\$25,639	\$25,639
<b>Total Revenue</b>	<b>\$2,207,159</b>	<b>\$1,652,930</b>	<b>\$1,511,427</b>	<b>\$1,300,843</b>	<b>\$1,215,512</b>	<b>\$1,154,779</b>	<b>\$1,130,222</b>	<b>\$1,080,519</b>
<b>Expenditures</b>								
Salaries & Benefits	\$160,604	\$115,421	\$135,431	\$202,719	\$188,882	\$188,882	\$188,882	\$188,882
Services & Supplies	\$124,200	\$130,521	\$126,638	\$140,706	\$114,306	\$114,306	\$114,306	\$114,306
Contributions to Agents	\$2,039,879	\$1,199,642	\$1,174,248	\$1,226,606	\$1,162,624	\$1,162,624	\$1,162,624	\$1,162,626
FRC Initiative	\$721,012	\$631,012	\$618,392	\$684,961	\$634,491	\$634,491	\$634,491	\$634,492
Avenal	\$90,000	\$0	\$0	\$85,500	\$79,200	\$79,200	\$79,200	\$79,200
Corcoran	\$116,000	\$116,000	\$113,680	\$110,200	\$102,080	\$102,080	\$102,080	\$102,080
Kettleman City	\$90,000	\$90,000	\$88,200	\$85,500	\$79,200	\$79,200	\$79,200	\$79,200
Hanford & Lemoore	\$425,012	\$425,012	\$416,512	\$403,761	\$374,011	\$374,011	\$374,011	\$374,011
FRC Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
School Readiness Initiative	\$604,510	\$438,278	\$431,004	\$417,810	\$413,424	\$413,424	\$413,424	\$413,424
Parent & Me	\$349,800	\$349,800	\$342,804	\$332,310	\$307,824	\$307,824	\$307,824	\$307,824
Special Needs	\$90,000	\$88,478	\$88,200	\$85,500	\$79,200	\$79,200	\$79,200	\$79,200
Linkages 2 Learning Backpacks	\$164,710	\$0	\$0	\$0	\$26,400	\$26,400	\$26,400	\$26,400
E3 Initiative	\$570,596	\$90,352	\$88,545	\$85,834	\$79,510	\$79,510	\$79,510	\$79,510
CARES	\$570,596	\$90,352	\$88,545	\$85,834	\$79,510	\$79,510	\$79,510	\$79,510
New Projects	\$143,761	\$40,000	\$36,307	\$38,000	\$35,200	\$35,200	\$35,200	\$35,201
United Way	\$40,000	\$40,000	\$36,307	\$38,000	\$35,200	\$35,200	\$35,200	\$35,200
PROP 56	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$1
<b>Total Expenditures</b>	<b>\$2,324,683</b>	<b>\$1,445,584</b>	<b>\$1,436,317</b>	<b>\$1,570,031</b>	<b>\$1,465,812</b>	<b>\$1,465,812</b>	<b>\$1,465,812</b>	<b>\$1,465,814</b>
Excess of Revenues or Expenditures	-\$117,524	\$207,346	\$75,110	-\$269,188	-\$250,300	-\$311,033	-\$335,590	-\$385,295
Fund Balance	\$1,356,361	\$1,238,837	\$1,446,183	\$1,521,293	\$1,252,105	\$1,001,805	\$941,072	\$666,215
Fund Balance % of Revenues (25% floor)	56.13%	87.49%	100.65%	96.25%	82.42%	81.49%	58.95%	51.44%

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

## Scenario 3: 4% reduction

### First 5 Kings County Fiscal Plan FY22/23 through FY26/27

	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
	Actual	Actual	Actual	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>								
General Allocation Revenues	\$1,587,219	\$1,614,766	\$1,449,281	\$1,269,907	\$1,184,227	\$1,123,494	\$1,098,583	\$1,048,880
IMPACT	\$480,241	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$10,365	-\$3,503	\$8,217	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Miscellaneous Income	\$25,573	\$41,667	\$53,929	\$24,936	\$25,285	\$25,285	\$25,639	\$25,639
<b>Total Revenue</b>	<b>\$2,207,159</b>	<b>\$1,652,930</b>	<b>\$1,511,427</b>	<b>\$1,300,843</b>	<b>\$1,215,512</b>	<b>\$1,154,779</b>	<b>\$1,130,222</b>	<b>\$1,080,519</b>
<b>Expenditures</b>								
Salaries & Benefits	\$160,604	\$115,421	\$135,431	\$202,719	\$188,882	\$188,882	\$188,882	\$188,882
Services & Supplies	\$124,200	\$130,521	\$126,638	\$140,706	\$114,906	\$114,906	\$114,906	\$114,906
Contributions to Agents	\$2,039,879	\$1,199,642	\$1,174,248	\$1,226,606	\$1,136,201	\$1,136,201	\$1,136,201	\$1,136,203
FRC Initiative	\$721,012	\$631,012	\$618,392	\$684,961	\$620,070	\$620,070	\$620,070	\$620,071
Avenal	\$90,000	\$0	\$0	\$85,500	\$77,400	\$77,400	\$77,400	\$77,400
Corcoran	\$116,000	\$116,000	\$113,680	\$110,200	\$99,760	\$99,760	\$99,760	\$99,760
Kettleman City	\$90,000	\$90,000	\$88,200	\$85,500	\$77,400	\$77,400	\$77,400	\$77,400
Hanford & Lemoore	\$425,012	\$425,012	\$416,512	\$403,761	\$365,510	\$365,510	\$365,510	\$365,510
FRC Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
School Readiness Initiative	\$604,510	\$438,278	\$431,004	\$417,810	\$404,028	\$404,028	\$404,028	\$404,028
Parent & Me	\$349,800	\$349,800	\$342,804	\$332,310	\$300,828	\$300,828	\$300,828	\$300,828
Special Needs	\$90,000	\$88,478	\$88,200	\$85,500	\$77,400	\$77,400	\$77,400	\$77,400
Linkages 2 Learning Backpacks	\$164,710	\$0	\$0	\$0	\$25,800	\$25,800	\$25,800	\$25,800
E3 Initiative	\$570,596	\$90,352	\$88,545	\$85,834	\$77,703	\$77,703	\$77,703	\$77,703
CARES	\$570,596	\$90,352	\$88,545	\$85,834	\$77,703	\$77,703	\$77,703	\$77,703
New Projects	\$143,761	\$40,000	\$36,307	\$38,000	\$34,400	\$34,400	\$34,400	\$34,401
United Way	\$40,000	\$40,000	\$36,307	\$38,000	\$34,400	\$34,400	\$34,400	\$34,400
PROP 56	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$1
<b>Total Expenditures</b>	<b>\$2,324,683</b>	<b>\$1,445,584</b>	<b>\$1,436,317</b>	<b>\$1,570,031</b>	<b>\$1,439,989</b>	<b>\$1,439,989</b>	<b>\$1,439,989</b>	<b>\$1,439,991</b>
Excess of Revenues or Expenditures	-\$117,524	\$207,346	\$75,110	-\$269,188	-\$224,477	-\$285,210	-\$309,767	-\$359,472
Fund Balance	\$1,356,361	\$1,238,837	\$1,446,183	\$1,521,293	\$1,252,105	\$1,027,629	\$966,896	\$717,862
Fund Balance % of Revenues (25% floor)	56.13%	87.49%	100.65%	96.25%	84.54%	83.73%	63.52%	56.22%

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

## Scenario 4: Current with Flavor Ban - Max Cut

First 5 Kings County Fiscal Plan FY22/23 through FY26/27								
	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
	Actual	Actual	Actual	Budgeted	Projected	Projected	Projected	Projected
<b>Revenue</b>								
General Allocation Revenues	\$1,587,219	\$1,614,766	\$1,449,281	\$1,269,907	\$1,184,227	\$1,123,494	\$1,098,583	\$1,048,880
IMPACT	\$480,241	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROP 56 Oral Health	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$10,365	-\$3,503	\$8,217	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Miscellaneous Income	\$25,573	\$41,667	\$53,929	\$24,936	\$25,285	\$25,285	\$25,639	\$25,639
<b>Total Revenue</b>	<b>\$2,207,159</b>	<b>\$1,652,930</b>	<b>\$1,511,427</b>	<b>\$1,300,843</b>	<b>\$1,215,512</b>	<b>\$1,154,779</b>	<b>\$1,130,222</b>	<b>\$1,080,519</b>
<b>Expenditures</b>								
Salaries & Benefits	\$160,604	\$115,421	\$135,431	\$202,719	\$188,882	\$188,882	\$188,882	\$188,882
Services & Supplies	\$124,200	\$130,521	\$126,638	\$140,706	\$120,122	\$121,533	\$122,103	\$123,258
Contributions to Agents	\$2,039,879	\$1,199,642	\$1,174,248	\$1,226,606	\$906,509	\$844,364	\$819,237	\$768,378
FRC Initiative	\$721,012	\$631,012	\$618,392	\$684,961	\$494,718	\$460,803	\$447,090	\$419,335
Avenal	\$90,000	\$0	\$0	\$85,500	\$61,753	\$57,520	\$55,808	\$52,343
Corcoran	\$116,000	\$116,000	\$113,680	\$110,200	\$79,593	\$74,136	\$71,930	\$67,465
Kettleman City	\$90,000	\$90,000	\$88,200	\$85,500	\$61,753	\$57,520	\$55,808	\$52,343
Hanford & Lemoore	\$425,012	\$425,012	\$416,512	\$403,761	\$291,619	\$271,628	\$263,544	\$247,184
FRC Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
School Readiness Initiative	\$604,510	\$438,278	\$431,004	\$417,810	\$322,350	\$300,252	\$291,317	\$273,232
Parent & Me	\$349,800	\$349,800	\$342,804	\$332,310	\$240,013	\$223,559	\$216,906	\$203,441
Special Needs	\$90,000	\$88,478	\$88,200	\$85,500	\$61,753	\$57,520	\$55,808	\$52,343
Linkages 2 Learning Backpacks	\$164,710	\$0	\$0	\$0	\$20,584	\$19,173	\$18,603	\$17,448
E3 Initiative	\$570,596	\$90,352	\$88,545	\$85,834	\$61,994	\$57,745	\$56,026	\$52,548
CARES	\$570,596	\$90,352	\$88,545	\$85,834	\$61,994	\$57,745	\$56,026	\$52,548
New Projects	\$143,761	\$40,000	\$36,307	\$38,000	\$27,446	\$25,564	\$24,803	\$23,264
United Way	\$40,000	\$40,000	\$36,307	\$38,000	\$27,446	\$25,564	\$24,803	\$23,264
PROP 56	\$103,761	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,324,683</b>	<b>\$1,445,584</b>	<b>\$1,436,317</b>	<b>\$1,570,031</b>	<b>\$1,215,512</b>	<b>\$1,154,779</b>	<b>\$1,130,222</b>	<b>\$1,080,519</b>
Excess of Revenues or Expenditures	-\$117,524	\$207,346	\$75,110	-\$269,188	\$0	\$0	\$0	\$0
Fund Balance	\$1,356,361	\$1,238,837	\$1,446,183	\$1,521,293	\$1,252,105	\$1,252,106	\$1,252,105	\$1,252,106
Fund Balance % of Revenues (25% floor)	56.13%	87.49%	100.65%	96.25%	103.01%	108.43%	110.78%	115.88%

**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: February 7, 2023

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**2023-02-122**

**Regional Technical  
Assistance for Home Visiting  
Coordination and Integration  
RFA**



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

Date of Meeting: February 7, 2023  
Agenda Item: 2023-02-122  
Discussion/Action Item: Action Item

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**AGENDA ITEM: Regional Technical Assistance for Home Visiting Coordination and Integration Request For Applications**

**A. Background/History:**

In October 2019, the First 5 California State Commission (F5CA) approved up to \$24 million in funding for five years through Fiscal Year 2024-2025 to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families.

Between FY 2020-2022, 50 counties received approximately \$9 million to develop or strengthen a cross-agency, cross system understanding of the role home visiting plays in supporting family well-being, increase access to culturally and linguistically responsive home visiting, and integrate home visiting into other child- and family-serving systems. The County of Kings was awarded \$125,659 when the initial funding was released, allowing us to identify home visiting programs throughout the County, and begin coordination of services.

On January 3, 2023, F5CA released the Regional Technical Assistance for Home Visiting Coordination and Integration Request for Applications (RFA). The purpose of this RFA is to empower counties to continue their coordination and integration work. Rather than an individual county application, F5CA will use a regional funding approach to build and maintain collective capacity throughout the home visiting system. Kings County has been assigned to Region 5, which is also comprised of Fresno, Kern, Madera, Mariposa, Merced and Tulare Counties.

The Central Valley Regional First 5 Executive Director's group has begun discussions about this application process and will be meeting on a weekly basis between now and the deadline of March 31, 2023, to complete the application. At this time, Fresno, Merced and Kern County have indicated the ability and willingness to be the lead agency on the application. All local First 5's will need to complete Attachment F of the application (page 39 of 45), to indicate whether they will be a part of the regional application, or to decline participation.

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

Staff requests the Commission review, discuss and consider delegating authority to the Executive Director to participate in the RFA process with the Central Region First 5's, including but not limited to authorized signatory to the application.

**C. Timeframe:**

The RFA deadline is on March 31, 2023, with the grant award covering FY 23/24-24/25.

**D. Costs:**

There are no additional costs to the FY 22/23 First 5 budget. Commission staff's time on this project is an allowable expense, and is in line with the Commission's Strategic Plan, specifically objectives related to System-building. The grant would bring in additional revenue to cover staff salary/benefits (5-10% FTE), and other identified expenditures related to the grant.

**E. Staff Recommendation:**

Staff recommends that the Commission authorize Commission staff to participate in the RFA process and delegate authority to the Executive Director as the authorized signatory to the application, on behalf of the Commission.

**F. Attachments:**

- Regional Technical Assistance for Home Visiting Coordination and Integration Request for Applications



1/3/2023

**Request for Application (RFA) No. GAN HV 2023  
Regional Technical Assistance for Home Visiting Coordination and Integration**

First 5 California (F5CA) invites submissions for this grant opportunity. The anticipated cycle of the grant will be approximately two years with an anticipated start date of July 1, 2023. A copy of the RFA is enclosed. The RFA contains a description of the eligibility requirements, grant objectives, allowable expenditures, and directions for preparation and submittal of the application. Applications must be submitted and received by 12:00 p.m., Pacific Standard Time (PST) on March 31, 2023. Applications will be accepted electronically via email at [hvc@ccfc.ca.gov](mailto:hvc@ccfc.ca.gov).

KEY INFORMATION	
Name of Project	Regional Technical Assistance for Home Visiting Coordination and Integration
Date of Issue	January 3, 2023 (via e-mail)
Closing Date and Time for Receipt of Applications (Late applications will not be considered)	Friday, March 31, 2023, 12:00 p.m. PST (noon)
Questions on this RFA should be submitted to the e-mail address provided	E-mail: <a href="mailto:hvc@ccfc.ca.gov">hvc@ccfc.ca.gov</a>
RFA Briefing Webinar	January 24, 2023, from 2:00–3:30 p.m. PST Zoom Link: <a href="https://first5.zoom.us/j/81683938716">https://first5.zoom.us/j/81683938716</a>

**1. Authority**

California Health and Safety Code (HSC) section 130105(d)(1)(D) authorizes expenditure of funds from the California Children and Families Trust Fund to ensure children are ready to enter school, and for the research and development of best practices and standards for all F5CA programs and services relating to early childhood development, and for the assessment and quality evaluation of those programs and services. HSC section 130125(d) provides F5CA authority to allocate funds for independent research, evaluation of any relevant programs, identifying the best standards and practices for optimal early childhood development, and establishing and monitoring demonstration projects. HSC Section 130125(i) authorizes F5CA to allocate funds to county children and families commissions (First 5 county commissions) to carry out the purposes of the California Children and

Families Act of 1998.

## **2. Background**

In October 2019, the F5CA State Commission (Commission) approved up to \$24 million in funding for five years through Fiscal Year 2024–2025 to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families. This catalytic funding is meant to promote increased coordination and collaboration and is expected to yield significant systems changes. Between 2020 and 2022, 50 counties received approximately \$9 million of funding to develop or strengthen a cross-agency, cross-system understanding of the role home visiting plays in supporting family well-being, increase access to culturally and linguistically responsive home visiting, and integrate home visiting into other child- and family-serving systems. This RFA continues and expands that work.

This catalytic funding is meant to promote increased coordination and collaboration, and is expected to yield significant systems changes, including, but not limited to:

- Increased cross-agency understanding of local population needs and readiness to collaborate on local home visiting services
- Efficient, coordinated, and sustainable local home visiting that serves more families more effectively
- Interconnected local early childhood systems with home visiting embedded as a vital component leading to strong family outcomes
- Networks of cross-county coordination and collaboration that promote shared learning and capacity-building, resource sharing, and expertise to strengthen local systems change effort

Planned and supported coordination across multiple home visiting agencies and other community services is necessary to address system, service, and resource gaps and build upon strengths so that:

- More families receive culturally and linguistically responsive services that enable them to resettle in new communities
- Children birth through age five have safe, stable, nurturing relationships, and environments
- Children are better prepared for school
- Families are more resilient and self-sufficient

## **3. Grant Purpose and Objectives**

The purpose of this RFA is to empower counties to continue their work creating a sustainable, unified system that supports families with the home visiting services to support family well-being and maximize available funding to serve more families. The Home Visiting Applied Research Collaborative (HARC) defines coordination as

the “intentional organization of activities between two or more [entities] to facilitate, in partnership with the family, the delivery of the right services in the right setting at the right time.” (See more at the [Home Visiting Applied Research Collaborative website](#).)

Researchers agree that the quality of cross-agency collaboration and coordination is critical to achieving home visiting initiatives’ goals of implementation with fidelity, scale-up, and sustainability. (See [Making Replication Work: Building Infrastructure to Implement, Scale-up, and Sustain Evidence-Based Early Childhood Home Visiting With Fidelity](#).) Additionally, this RFA is intended to help counties continue working on effective collaboration, coordination, and integration of home visiting and family support activities through a regional technical assistance model.

The RFA also works to promote group, individual, and peer-to-peer technical assistance to help counties continue strengthening a range of systems coordination and integration activities, highlight lived-experience in policies and program decisions, and address inequities.

Rather than provide funding to each county individually, as was the practice in the first round of Home Visiting Coordination (HVC) funding, this RFA will use a regional funding approach. The goal of the regional structure is to build and maintain collective capacity to maximize access to the resources and technical assistance needed to achieve local and state home visiting coordination and integration goals and promote an equitable home visiting system embedded into other child- and family-serving systems.

### **Scope of Work**

#### **Task 1: Project Management**

- A. Grantee shall work with the F5CA Grant Manager or their designee to coordinate and manage components of this grant to ensure all tasks, activities, and functions are completed effectively and in a timely manner, including, but not limited to:
- Preparing the progress reports and complying with data requests
  - Ensuring oversight and accountability for expenditure of funds, including verifying accuracy of all invoices, and supporting documentation
  - Working with local partners to coordinate activities set forth in the HVC Regional Technical Assistance (HV-RTA) Plan, Attachment B
  - Ensuring data and reporting requirements are submitted on time and using the required format

- B. Grantee will submit invoices accompanied by documentation of expenses as detailed in Attachment G, Acceptable Invoice Documentation.

Invoices shall be submitted quarterly, as follows:

FY 2023–24

- Quarter 1 due October 31, 2023, for the period July 1 – September 30, 2023
- Quarter 2 due January 31, 2024, for the period October 1 – December 31, 2023
- Quarter 3 due April 30, 2024, for the period January 1 – March 30, 2024
- Quarter 4 due July 31, 2024, for the period April 1 – June 30, 2024

FY 2024–25

- Quarter 1 due October 31, 2024, for the period July 1 – September 30, 2024
- Quarter 2 due January 31, 2025, for the period October 1 – December 31, 2024
- Quarter 3 due April 30, 2025, for the period January 1 – March 30, 2025
- Quarter 4 due July 31, 2025, for the period April 1 – June 30, 2025

Invoices must be submitted within a three-week reporting window by the invoice due date. Requests for an invoice extension must be provided in writing prior to the invoice submission deadline and should be directed to [hvc@ccfc.ca.gov](mailto:hvc@ccfc.ca.gov). Invoices submitted later than the quarterly deadline without a written request for extension will be rejected using Invoice Dispute Notification form, STD-209, and may be resubmitted at the next invoicing period. See Section 13, Invoices, for additional information about reasons an invoice may be disputed.

The Grantee shall submit invoices in the F5CA Data Hub (Portal). The web-based Portal will be made available to the Grantee upon execution of a Grant Award Notification (GAN). A delay in the submission of invoices may result in a delay in payment.

## **Task 2: Develop and Maintain a Regional Technical Assistance Infrastructure**

The HVC regional structure shall mirror the composition of the F5CA-funded Quality Counts California (QCC) Regional T&TA Hubs (Hubs) to build on the existing cross-county relationships, as follows:

Region 1: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, and Sonoma

Region 2: Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity

Region 3: Amador, Calaveras, Colusa, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sierra, Stanislaus, Sutter, Tuolumne, Yolo, and Yuba

Region 4: Alameda, Contra Costa, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, and Santa Cruz

Region 5: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare

Region 6: Alpine, Inyo and Mono

Region 7: San Luis Obispo, Santa Barbara, Ventura

Region 8: Los Angeles

Region 9: Orange, Riverside, San Bernardino

Region 10: San Diego

**Only one application per region will be accepted.** Counties in the region must collaborate to determine the First 5 county commission that would best serve as the Grantee. That county commission will be considered the Grantee for the purposes of this RFA and be responsible for the submission the application. The Grantee is accountable for carrying out the goals of this grant and facilitating cross-region coordination and technical assistance, including the submission of any questions related to this RFA and the application on behalf of their region. Counties within their region will complete the Partner Certification Form (Attachment F) demonstrating their support of the application.

The Grantee must serve all local counties within the region interested in carrying out HVC activities during the term of the grant.

Regional composition is subject to change based on each county's decision about whether they choose to:

- Participate in the grant.
- Not participate in the grant and funding will be redistributed to the regions based on actual participation.
- Remain in the region (identified on page 5) throughout the term of the grant.



Confirmation of participation and regional assignment will be demonstrated by local county signatures on the Partner Certification Form (Attachment F). Counties choosing not to participate, also must sign the form indicating their intent not to participate.

Final funding amounts will be determined after the deadline for application submittal and based on actual regional structure. If funding amounts vary from those listed in this application, the Grantee will have an opportunity to update its budget and HV-RTA Plan, as needed, prior to finalization of the GAN.

***Funding Distribution***

Below are the proposed two-year regional funding amounts based on the regional structure identified on page 7. The total regional sum was determined based on several factors:

- 1) **Grant Management.** Base funding for each region of \$200,000 for grant management such as fiscal reporting, data collection, and production and submittal of deliverables.
- 2) **County Needs.** An allocation of \$100,000 per county participating in the region to ensure county needs are met. This funding may be provided to the county for discretionary spending, remain with the Grantee, or a combination of the two as agreed upon by counties in the region.
- 3) **Well-being Factor.** A formula derived from an aggregation of the following county-level factors:
  - Strong Start Score (2019)
  - Percent of children ages 0–17 living in poverty
  - Number of children ages birth through age five in the county (2021)
  - Number of cases per 1000 of children under the age of one year of age with substantiated cases of maltreatment (2021)

Please note: the funding allocations for grant management expenses (#1) and county needs (#2) are strictly to support F5CA’s funding calculation. Grantees may provide more or less funding to counties than indicated and use more or less of the funding for grant management expenses, if needed. Grantees must collaborate with other counties in the region to finalize the budget.

**Proposed Funding Distribution** (subject to change based on actual county participation)

Region	Counties within Region	Total Funding
1	Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma	\$1,483,648

2	Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity	\$1,529,751
3	Amador, Calaveras, Colusa, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sierra, Stanislaus, Sutter, Tuolumne, Yolo, Yuba	\$2,293,431
4	Alameda, Contra Costa, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz	\$1,814,123
5	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	\$1,603,962
6	Alpine, Inyo, Mono	\$709,566
7	San Luis Obispo, Santa Barbara, Ventura	\$971,427
8	Los Angeles	\$1,454,689
9	Orange, Riverside, San Bernardino, Imperial	\$1,748,005
10	San Diego	\$941,258
-	<b>Total</b>	<b>\$14,549,860</b>

Regions are encouraged to work together cross-regionally and statewide. These funds may be used to support coordination, logistics, travel, subcontracts, subject matter experts, and other expenses related to inter- and intra-regional convenings and collaboration activities. See more about allowable expenses in Section 10.

**Task 3: Develop and Implement a Regional Technical Assistance Plan to Support a Coordinated Local Home Visiting System that is Effective in Meeting Family Needs**

First 5 county commissions have a history of collaborating and learning from one another. The regional design will provide a structure to deepen that collaboration and peer-to-peer learning around home visiting coordination and integration.

Grantees must work with counties in the respective region(s) to develop a HV-RTA Plan that supports local efforts to build and strengthen their local home visiting system within the broader system of supports for children and families. Grantees will be offered technical assistance by a F5CA-funded entity with expertise in home visiting coordination and integration during development of the HV-RTA Plan and through the first year of implementation. F5CA has advertised a solicitation for this entity and will communicate the selected vendor and contact information once F5CA has concluded its search.

There are three broad areas the HV-RTA Plan must address. Helping counties to:

- 1) Continue building or strengthening a range of systems coordination and integration activities.

- 2) Implement community-informed policies, practices, and resources that center around families lived experience in all decisions.
- 3) Identify and address system inequities.

The regional structure must support counties in one or more of the following ways:

- Facilitating communities of practice in which counties learn from one another about topics prioritized by counties in the region.
- Providing subject matter expertise on specific topics to individual counties or groups of counties with similar interests. The regional lead (e.g., Grant Lead Agency) may but is not required to act as the subject matter expertise. The regional lead may subcontract one or more technical assistance topics to one or more other experts/agencies and/or other counties with expertise in the region or in other regions.
- Developing or and sharing tools and resources that promote county-level capacity building.
- Providing funding directly to counties to ensure local capacity to carry out local coordination activities. No more than 50 percent of the total grant funding authorized for a region may be passed through to counties in the region for local coordination efforts.
- Offering other county-specific support activities identified by the region.

Grantee shall identify one or more of the following topic areas for regional and county-level technical assistance:

- **Coordinating screening, intake, and referral** across home visiting programs to ensure families receive the services that best meet their family's needs, including engaging families in decisions about home visiting services they receive.
- **Fiscal mapping** of funding sources for home visiting to understand the parameters of each funding source (e.g., limits of use for direct services versus infrastructure, eligibility, and other funder requirements), application process, and funding gaps. In addition, this technical assistance could include helping counties develop a fiscal plan to braid and blend funding to maximize the ability to both fund new slots and address infrastructure needs (e.g., workforce and training, data collection and reporting, continuous quality improvement, program evaluation, outreach and referrals, and finance and billing).
- **Sharing and using data** about families who could benefit from home visiting based on local needs assessment data, the Strong Start Index (<https://strongstartindex.org>), or other sources to prioritize home visiting access,

in addition to sharing and collaboratively analyzing data about families enrolled in home visiting and their retention rates to identify areas for improvement.

- **Implement community-informed policies, practices, and resources that are centered around families lived experience in all decisions.** Every parent and/or caregiver should have the opportunity to influence and provide input on policies and decisions that affect them. It is the duty of program administrators and policy makers to seek out community voices and engage in new ways of listening actively to the voices of members of the community with lived experience. By consistently seeking family and community voices through lived experiences, historical racism rooted in policy may be dismantled and improve the reach and effectiveness of home visiting programs.

The following are examples of ways the Grantee could support counties in achieving this goal:

- Create a regional Parent Coordinator position to provide county technical assistance and training to help prepare parents to join key policy conversations
- Supporting counties to establish or strengthen a core group of representative parents in regularly providing feedback about screening tools, collection and sharing of data, and/or other activities that promote system coordination and health equity
- Support training for home visitors on how to engage families in decision making and input to improve service delivery
- Engage families in data analysis about families served by home visiting compared to families not served by home visiting (and/or families who terminate services earlier than model recommends) to understand reach and effectiveness of services

Other ways regional technical assistance could support counties to implement more authentic and ongoing engagement of families and caregivers with lived experience in decisions about program, evaluation, and policy include:

- **Identify and Address System Inequities**

Home visiting can promote the health and well-being of all children and families when practices are race-conscious, particularly as they address the needs of Black, Native American, and other children, families, and communities of color who are over-surveilled and overrepresented in the child welfare system. The stress of poverty and not being able to provide basic necessities can overwhelm parents and lead to parental depression and negatively impact parenting. These stressors have been exacerbated by the COVID-19 pandemic. The COVID-19 pandemic also illuminated system inequities ripe for grant activities. The following are examples of ways the regions could help counties identify and address system inequities and provide more inclusive services.

Grantee could support counties in achieving this goal by providing technical assistance to counties in one or more of the following areas:

- **Build a workforce reflective of the community**

Regional technical assistance can support local efforts to expand the home visiting workforce through innovative models recognized by California leaders. Two specific examples endorsed by the State include community health workers (CHWs) and apprenticeships.

- CHWs are frontline public health professionals who help families in marginalized communities in many ways to reduce health inequities. Many CHWs can be effective in reaching families who are furthest from opportunity because they often come from the communities they serve. As such, they bring lived experience, are trusted, and can fill cultural and linguistic gaps that may be barriers to family participation in home visiting. Now that California has recognized CHWs as a Medi-Cal benefit, expanding the home visiting workforce by investing in CHWs can improve services and increase both supply and demand for home visiting.
- Home Visitor apprenticeships are designed to develop culturally responsive, well-trained professionals to work as community-based home visitors. The Early Care and Education Pathways to Success ([ECEPTS](#)) is a project currently implemented in Los Angeles with promising results. ECEPTS provides an opportunity to provide hands on training to community members and support them to complete college coursework.

Grantees may recommend other innovative models that engage members of the community in training and support to diversify the home visiting workforce.

- **Engage fathers in home visiting services**

Research confirms that child outcomes are improved when both parents were engaged in home visits by improving co-parenting skills, providing a consistent environment for the child, and enabling parents to support one another's well-being. When fathers are involved, families tend to remain enrolled in home visiting longer. In situations where parents live apart, home visitors can engage the fathers in innovative ways that may not require both parents to be served together. Engaging fathers early when there is suspected domestic violence or substance abuse can help the home visitor assess risks and ensure fathers get the help they need to safely return to the home, if possible.

Home visitors may need training on how to engage fathers who play different roles in the family. Small changes in how the home visitor communicates with the

family may make a big difference. It may take multiple approaches to successfully engage fathers.

Engaging fathers should be part of the home visiting program's culture of working with families. Even programs that already demonstrate this as a priority should conduct regular reviews to understand effective engagement strategies and their impact on child outcomes.

See more about this topic at [Engaging Fathers in Home Visiting Programs](#) and the [Fatherhood Resource Hub](#).

- **Recruit and retain underrepresented populations**

This grant provides an opportunity for counties, with regional support, to address one or more populations who not only are underrepresented in the home visiting service data but over-represented in the child welfare and foster care system. Often families who could benefit from home visiting have experienced significant, generational trauma associated with their race or status, coupled with distrust of the system designed to support them. Such groups include, but are not limited to:

- Families from an underrepresented cultural group, such as Black and/or Indigenous families
- Pregnant and parenting teens
- Tribal families
- Immigrant families
- Other underserved populations having experienced trauma

Grantees choosing this area of focus should adopt or expand a trauma-informed approach that engages one or more special population of families and retains them in the home visiting program. A trauma-informed approach is one way that home visiting organizations are teaching their staff to recognize the effects of trauma and to work with families in a thoughtful way. A trauma-informed approach to home visiting ensures staff are trained to understand the impact of trauma on its families, recognize the signs of trauma, and use that understanding to improve engagement, and child and family outcomes.

- **Other activities that dismantle inequities**

The Grantee, with county input, may choose other activities that promote equity across the home visiting system. These activities may already be known, or the Grantee may support counties in conducting an analysis of existing infrastructure, staffing, policies, and practices, and developing a plan to address one or more root causes of inequities.

#### **Task 4: Reporting and Data Requirements**

##### A. HV-RTA Plan

Grantee shall update the HV-RTA Plan annually, by July 31, 2023, and July 31, 2024. The first submittal will reflect progress made during the first year of the Grant and project changes to be implemented during the second year. The final plan submitted on July 31, 2024, will reflect accomplishments throughout the Grant cycle.

The Grantee shall indicate changes in the HV-RTA Plan by:

- Starting with the most recent HV-RTA Plan approved by F5CA
- Crossing out activities, timelines, targets, or persons responsible that have changed (not including completed tasks)
- Showing new or changed activities, timelines, targets, or persons responsible using **boldface type**
- Marking completed tasks with “COMPLETED” in the Notes column

Grantee also must submit a revised HV-RTA Plan in conjunction with significant shifts in activities that lead to a request for a budget amendment consistent with the requirements set forth in Section XIV, HV-RTA plan revisions. No changes in activities may commence until the budget amendment request has been approved in the Portal by F5CA.

A delay in the submission of the HV-RTA Plan may impact timeframes and activities and may delay processing of invoices. In order to remedy delays, the Grantee shall contact the F5CA Grant Manager in writing in the event the Grantee discovers a delay and to discuss a possible solution.

HV-RTA Plan revisions are required when activities, milestones, dates, deliverables, and/or budgets change. Amended HV-RTA Plan must be submitted to the F5CA Grant Manager via email to [hvc@ccfc.ca.gov](mailto:hvc@ccfc.ca.gov). HV-RTA Budget Request and Budget Narrative revisions must be submitted in the Portal.

Requests for adjustments must be submitted in writing to F5CA at least 30 days prior to the implementation of the proposed change inclusive of staffing changes. Failure to obtain prior approval of revisions may result in costs being deemed unallowable and request for reimbursement denied.

See Section 14 (HV-RTA Plan or Scope of Work Revisions) for additional information including examples of project changes that require HV-RTA plan change and how to request a change.

## B. Annual Performance Report (APR)

Grantee shall submit a written APR, as prescribed by F5CA, describing activities and accomplishments for the entire Grant period as indicated on the region's HV-RTA Plan. The APR will be structured to elicit data on progress made implementing the technical assistance plan, including contextual factors; implementation successes, challenges, and lessons learned that could inform expansion of regional technical assistance; and recommendations for policy and necessary statewide resources and supports.

F5CA will confer with the Grantee to obtain input on the prescribed content and format of the APR.

APRs will be due:

- July 31, 2024, for the period July 1, 2023, through June 30, 2024
- June 30, 2025, for the period July 1, 2024, through June 30, 2025

The APR shall be transmitted by email, SurveyMonkey, or other electronic means established by F5CA and will be made available to the Grantee by the F5CA Grant Manager. A delay in the submission of the APR may result in the delay in processing the region's quarterly invoices. To remedy delays, the Grantee shall contact the F5CA Grant Manager immediately in the event the Grantee discovers a delay and to discuss a possible solution.

## C. Evaluation and Data

Grantee shall comply with F5CA evaluation and data information requests to support evaluation of the impact of the HVC funding on coordination efforts and to inform future policy recommendations. For example, F5CA may request support from counties to implement a survey of home visitors, families, and/or implementation partners, and/or assistance arranging focus groups or interviews with home visitors or families.

## 4. Summary and Dates of Deliverables

F5CA reserves the right to dispute any deliverable submitted as incomplete or not adhering to the requirements detailed in this RFA and subsequent memo(s) and/or emails providing clarification. The following is a requirement for the fulfillment of this grant:



Deliverables	Due Date
Quarterly Invoices (Task 1)	FY 2023–24 <ul style="list-style-type: none"> <li>• Quarter 1 due October 31, 2023, for the period July 1 – September 30, 2023</li> <li>• Quarter 2 due January 31, 2024, for the period October 1 – December 31, 2023</li> <li>• Quarter 3 due April 30, 2024, for the period January 1 – March 30, 2024</li> <li>• Quarter 4 due July 31, 2024, for the period April 1 – June 30, 2024</li> </ul> FY 2024–25 <ul style="list-style-type: none"> <li>• Quarter 1 due October 31, 2024, for the period July 1 – September 30, 2024</li> <li>• Quarter 2 due January 31, 2025, for the period October 1 – December 31, 2024</li> <li>• Quarter 3 due April 30, 2025, for the period January 1 – March 30, 2025</li> <li>• Quarter 4 due July 31, 2025, for the period April 1 – June 30, 2025</li> </ul>
Updated HV-RTA Plan (Task 4)	<ul style="list-style-type: none"> <li>• By July 31, 2023, and July 31, 2024</li> <li>• In conjunction with Budget Change Requests</li> </ul>
APR (Task 4)	<ul style="list-style-type: none"> <li>• By July 31, 2024, for the period July 1, 2023, through June 30, 2024</li> <li>• June 30, 2025, for the period July 1, 2024, through June 30, 2025</li> </ul>

## 5. Cost Reimbursable Grant Activities and Results

Applicants shall propose results-oriented activities to help achieve the objectives described above. The application should demonstrate the applicant’s understanding of these objectives by proposing to achieve results that can be quantified and measured. A result is a significant, intended, and measurable change in the condition of a beneficiary of the grant.

At a minimum, a results-oriented Grant application should have the following key elements:

- Demonstrate support for regional collaboration, and training and technical assistance. The Grantee will act as fiscal lead agency for a group of counties clustered by First 5 IMPACT Regional Training and Technical Assistance Hub Regions.
- Illustrate support for local coordination activities. The Grantee must work with counties to identify and prioritize activities to support local coordination.

- Show the ability to leverage existing resources within the county and/or neighboring counties so grant funds are used to fill in service gaps or improve service delivery.

Additionally, F5CA is seeking to fund one or more activities that encompass the following elements:

- Address the elements of F5CA's Strategic Plan, North Star, and Audacious Goal
- Address the basic principle of equity by which underserved and underrepresented populations are served without bias, and to provide opportunities for all
- Promote integrated, coordinated, accessible and family-centered system of care serving children ages 0 to 5 and their families
- Demonstrate collaboration with key partners and stakeholders
- Build on current assets and strengths of the communities
- Involve parents and caregivers
- Serve ethnically, culturally, and linguistically diverse children and their families, and special needs children and families
- Serve underserved geographic regions

## **6. Use of Contractors and Consultants**

Grant recipients may contract for services that cannot be provided by staff employed by the grant recipients. Generally, these services are for a short-term period and provide a specific and identifiable product or service. Grant recipients are responsible for ensuring their contractors/consultants comply with the terms and conditions of this RFA. Contracting out must not affect the grant recipients' overall responsibility for the management of the project, and the grant recipients must reserve sufficient rights and controls to enable it to fulfill its responsibilities for the HV-RTA Plan.

Grant recipients must establish and follow a documented procurement policy which conforms to each First 5 county commission's applicable policies and procedures and reflects applicable state and local laws and regulations. Prior approval, evaluated at the time of the grant application, is required when contracting out or obtaining the services of a third party.

If, during the grant period, there is a need for an unforeseen substitution in the use of the contractor/consultant, grant recipients are responsible for notifying the Grant Manager. Once the Grantee becomes aware of the substitution, in writing, within 30 business days, the Grantee must receive the F5CA Grant Manager's written

approval of the substitution prior to the performance of any work.

## 7. Award Information

Only First 5 county commissions are eligible to apply for this grant. Any amount that may be indicated below is an **estimation**. Applicants **should not** use this information as targets or assume the information to be guaranteed amounts. Final regional allocations will be determined based on the number of counties participating in each region and the factors described in Section 3, Funding Distribution. Applicants must score 70% (120 points) to be considered for funding (see Evaluation Score Sheet, Attachment H).

<b>Activity</b>	<b>Information</b>
Projected number of grantees to be awarded	Approximately 10 in total
Projected funding range per Grantee	\$500,000 – \$2,500,000
Anticipated period of performance	Up to 24 months, through June 30, 2025
Anticipated start date of performance	July 1, 2023

F5CA reserves the right to reject any application received in response to this RFA, and to award less than the projected not-to-exceed amount of a grant. In accordance with the Section 16, Additional Terms, Conditions, and Assurances, F5CA may have a limited amount of funding to award for grants.

## 8. Eligibility of Prospective Applicants

### A. Eligibility

Applicants for funding must be a First 5 county commission within the state of California. First 5 county commissions must possess sufficient qualifications, staffing, and the technological equipment to fulfill the purpose and objectives of this grant. Applicants for funding must also be in good standing prior to the award for this grant cycle. A First 5 county commission is in good standing if the following have been fulfilled:

- Obligations from prior grant awards have been fulfilled satisfactorily
- Annual requirements have been fulfilled such as Annual Report data and submission of a F5CA Certification for Compliance

In addition to fulfilling the above criteria for this grant cycle, applicants must:

- Be identified and accepted as the fiscal lead agent by all other participating counties within their region

- Possess capacity to contract with other entities without impeding the timeline for implementing this Grant

#### B. Confidential or Proprietary Information

Any documentation submitted which has been marked “Confidential” or “Proprietary” will not be accepted. All documents submitted in response to this RFA will become the property of the State of California and are subject to release under the California Public Records Act, Government Code, Sections 6250 et seq.

### 9. Grant Application Requirements and Submission Format

#### A. Application Requirements

A complete grant application package will include the following:

- Application Cover Sheet (Attachment A)
- HV-RTA Plan spanning the entire two-year period (Attachment B)
- Application Content Requirements Checklist (Attachment C)
- Budget Request Form (Attachment D)
- Budget Narrative (Attachment E)
- HV-RTA County Commission Partner Certification Form (Attachment F)
- Completed Request for Taxpayer Identification Number and Certification, Form W-9
- Proof of Workers Compensation Insurance

#### B. Application Submission Instructions

The application and associated documentation are due as detailed in the Key Information table located in the cover sheet of this RFA and must be submitted via email to [hvc@ccfc.ca.gov](mailto:hvc@ccfc.ca.gov).

Applications received by F5CA after the deadline for submittal will not be considered. It is F5CA’s policy to make every effort to ensure that all applications have been received and properly time stamped; however, applicants are ultimately responsible for ensuring timely receipt of their applications. Applicants may verify receipt of their application with F5CA staff via email at [hvc@ccfc.ca.gov](mailto:hvc@ccfc.ca.gov).

### 10. Cost

Applicants shall complete Attachment D, Budget Request Form and Attachment E, Budget Narrative. An Applicant’s budget information for the use of grant funds will be reviewed and items that are deemed non-allowable, excessive, or not relevant will be eliminated. The Applicant will be required to submit a new budget for

consideration. All expenditures must contribute to the purpose and objectives of the grant, as detailed in Section 3, Grant Purpose and Objectives.

#### A. Allowable Expenses

Funds may be used for the following allowable expenditures, consistent with the definitions of direct and indirect costs set forth in the next section below. Expenditures may be made by the grantee or a subcontractor.

Allowable costs may include salaries and wages, fringe benefits, consultant services, travel, subcontractors and materials, data collection and analysis, and training that are directly related to the grant's purpose, objectives, task, or work plan/scope of work. The following includes more detail:

- Personnel expenses are defined as staff time dedicated to complete tasks directly associated with accomplishing this grant's purpose, objectives, and its tasks detailed in the work plan/scope of work.
- Incentives or stipends are utilized by the Grantee to encourage participants to engage in research-related activities associated with the grant's purpose, objectives, and its tasks detailed in the work plan/scope of work. Incentives and stipends shall be nominal.
- Data collection and storage.
- Communications and outreach.
- Materials and supplies are considered a direct expense so long as the items purchased benefit, support, and aid in meeting this grant's purpose, objectives, and its tasks detailed in the work plan/scope of work. The maximum reimbursement for materials and supplies is \$200, unless otherwise justified and approved on the Budget Request Form, Attachment D and Budget Narrative, Attachment E.
- Equipment of any type may not be classified under this category and will not be approved for reimbursement.
- Meeting registration fees that meet the grant's purpose, objectives, and its tasks detailed in the work plan/scope of work.
- Travel in accordance with State of California Allowance and Travel Reimbursements, which may be viewed at: [State of California Allowance and Travel Reimbursements](#). Requests for travel reimbursements above these limits will not be approved. Travel in accordance with AB 1887, California Department of Justice, Office of the Attorney General prohibits state-funded and state sponsored travel to any state that, after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, as specified, subject to certain exceptions.

- Rental of a venue to provide a space for project-specific meetings or other project-specific activities.
- Publication costs.
- Professional development and technical assistance training directly relating to the grant's purpose, objectives, and its tasks detailed in the work plan/scope of work.
- Costs necessary and reasonable for proper and efficient performance and administration of this project.
- Costs that are determined in accordance with generally accepted accounting principles.
- Adequately documented.

F5CA shall reimburse the grantee for Direct and Indirect Costs. Direct and Indirect costs are defined within this RFA and shall be approved upon submission of an invoice subject to F5CA review and approval with applicable documentation.

#### B. Direct and Indirect Costs

A Direct Cost is defined as costs that can be identified specifically with a particular project or task in the work plan or scope of work or can be directly assigned to an activity relatively easily with a high degree of accuracy. Typically, direct costs include, but are not limited to, compensation for employees who work directly on the project, travel, equipment, and supplies necessary to accomplish the purpose and objectives and its tasks detailed in the work plan scope of work.

An Indirect Cost is defined as costs incurred for a common or joint objective that cannot be identified specifically with a particular project or task in the work plan or scope of work. Typically, indirect costs include, but are not limited to, compensation of administrative and clerical staff, costs of operating and maintaining facilities, general administration expenses, such as supplies that cannot be identified specifically with a particular project, accounting and personnel services, and insurance.

The salaries of administrative and clerical staff should normally be treated as Indirect Costs. However, direct charging of these costs may be appropriate where all of the following conditions are met:

- Administrative or clerical services are integral to the project or task
- Costs involved can be specifically identified with the project or task
- Such costs are explicitly included in the approved budget
- The costs are not recovered as indirect costs

All criteria above must be met before a determination can be made whether the costs are allowable as direct costs.

The following are considered indirect and may not be charged to the grant as direct costs:

- Information technology services and equipment
- Rent
- Utilities and internet service
- Telephone service (mobile and landline)
- General office supplies
- Insurance and indemnification

Funds available in a fiscal year for allowable expenses that have not been fully expended may be continuously rolled over to subsequent fiscal years to accomplish the grants Purpose and Objectives through the cycle of the grant if approved by the F5CA Grant Manager. Fiscal year rollover of funds may require a budget revision and a revised budget narrative that substantiates the change. A Grantee who anticipates rolling over funds should request such approval in writing at least 60 days prior to the end of the fiscal year.

## **11. Evaluation of Grant Application**

Upon receipt of the Grant application and required attachments, F5CA staff will review and score according to the criteria listed in this RFA and the Evaluation Score Sheet (Attachment H).

The following criteria will be considered:

- Alignment of responses to the Grant's Purpose and Objectives
- Thoroughness of responses
- Demonstrable capacity of the applicant to complete planned work
- Budgetary submission demonstrates consistency with terms of funding
- Shared state and local objectives are clearly reflected in the applicant's responses
- Budget and Budget Narrative reflect goals described within the RFA

F5CA anticipates that the process from receipt of application to review and final funding decision will take no more than 45 business days to complete. Applicants will be notified of award decisions in writing.

The following are evaluation criteria:

### **A. Application Cover Sheet, Attachment A**

The Application Cover Sheet shall be completed with the county commission's authorized representative's signature. Original and electronic signatures are acceptable. Include the county commission resolution, motion or other documentation authorizing submittal of the grant application and execution of the

GAN.

B. HV-RTA Plan, Attachment B

The HV-RTA Plan shall be written briefly and succinctly, be evaluated in accordance with the Evaluation Score Sheet Form (Attachment H), and address how the county commission will utilize this grant in addition to detailing how the activities detailed within the Scope of Work will align with the grant's purpose and objectives.

C. Application Content Requirements, Attachment C

The form is a checklist of required documents. Omission of required forms will result in a delay in processing or the applicant's removal from grant consideration.

D. Budget Request Form, Attachment D

The Budget Request Form shall contain justification detailing the cost, requirement for the expense, logic, and reasoning for the determination of the expenses. Applicants shall accurately sum each line item, horizontally and vertically. Inconsistencies or inaccuracies, because of incorrect totals, will result in a delay in processing or the applicant's removal from grant consideration.

E. Budget Narrative, Attachment E

The budget narrative shall demonstrate the relationship between the proposed activities and the budget. The budget narrative shall provide sufficient data to justify expenditures logically and reasonably. Inconsistencies or inaccuracies, as a result of incorrect totals, will result in a delay in processing or the applicant's removal from grant consideration.

F. Partner Certification Form (Attachment F)

Counties within their region will each sign and complete the Partner Certification Form demonstrating their support of the application, confirmation of participation, and regional assignment. Counties choosing not to participate also must sign the form indicating their intent not to participate.

G. Tax Certification Forms

Submission of a completed Request for Taxpayer Identification Number and Certification, Form W-9 must be included with the application.

H. Proof of Workers Compensation Insurance



## **12. Grant Award**

Applicants whose submissions meet the requirements within this RFA and are approved for grant funding will receive a GAN. A sample GAN may be reviewed under Appendix A. If awarded a grant, the grantee must sign and return the GAN to F5CA before any work may begin and disbursement of funds can be made. The person signing the GAN must have the authority to legally bind the county commission to the GAN. Work performed prior to the term date shall be considered voluntary and invoices for any such work submitted for consideration will be returned unpaid.

## **13. Invoices**

The grantee will submit invoices quarterly through the Portal within a three-week reporting window following the end of each reporting period. Any invoice received outside of the three-week reporting window without prior approval (extension requests must be submitted in advance of the closure of the reporting window in writing) will be required to wait until the next subsequent reporting period.

## **14. HV-RTA Plan or Scope of Work Revisions**

Work plan/scope of work, budget request form, and budget narrative revisions are required when activities, milestones, dates, deliverables, and/or budgets change. Requests for revisions must be made in writing and provide sufficient information to explain the need and how the change affects the purpose and objectives of this grant. Revisions must be requested by the grantee and approved by F5CA before affecting the change. Any work performed prior to the approval of the revision shall be considered voluntary and may not be subject to reimbursement. Reimbursement is available only for approved work plan/scope of work activities. Failure to obtain prior approval of revisions may result in costs being deemed unallowable and request for reimbursement denied.

Examples of project changes that require a scope of work revision include, but are not limited to:

- Changes within the budget line items (addition/deletion/adjustments of personnel, travel, supplies, etc.).
- Transfer of tasks associated with the work plan/scope of work to a third party through a contractor/consultant, or any other means.
- Replacement or changes in the status of personnel classification such as withdrawing from the work plan/scope of work entirely, being absent during any continuous period of three months or more or reducing the time base by 30 percent or more.
- The addition or deletion of activities, deliverables, or a contractor/consultant, or revisions to existing activities, deliverables, or contractor/consultant activities or deliverables.

- Change of grant recipient, grant recipient organization name, or grant recipient organizational status.

Requests for revisions must be submitted in writing to F5CA at least 60 days prior to the implementation of the proposed change inclusive of staffing changes.

## 15. Appeals process

Appeals to the GAN must be received, in writing, within five (5) working days of posting the GAN. The same person authorized to sign the application must submit the appeal. Applicants may verify receipt of their application by contacting F5CA Staff via email at [hvc@ccfc.ca.gov](mailto:hvc@ccfc.ca.gov).

Appeals are limited to the grounds that the application process described in this RFA was not followed. Dissatisfaction with the score received by the application is not grounds for appeal. Late appeals will not be considered. The protesting applicant(s) must file a full and complete written appeal, including the reason for appeal, issue(s) in dispute, legal authority or other basis for the appellant's position, and the remedy sought. Applicants who wish to appeal a grant award decision must submit an email to the HVC Team at [hvc@ccfc.ca.gov](mailto:hvc@ccfc.ca.gov).

A final decision will be made by the Chief Deputy Director of F5CA within 20 calendar days of the last day to file an appeal. The decision shall be the final administrative action afforded the appellant.

## 16. Additional Terms, Conditions, and Assurances

The following includes additional terms, conditions, and assurances related to this grant:

- A. All costs associated with responding to this RFA shall be the sole responsibility of each grantee. Upon grant award, the applicant agrees to retain associated documents in its headquarters office of the county commission, or at the program service location where services are being provided, as appropriate. All support documentation for actual expenses incurred must be retained and available for inspection for program and fiscal auditing purposes by the Bureau of State Audits and F5CA.

Grantee shall not utilize funds awarded from this grant for the following:

- Supplant existing funding and efforts
- Acquisition of equipment for indirect or personal use
- Food and beverages unless part of reimbursement for approved in-state travel in accordance with the California Department of Human Resources travel reimbursement guidelines available at [State of California Travel Allowances and Reimbursements](#)

- Purchase of promotional favors, items, or memorabilia, such as bumper stickers, pencils, pens, T-shirts, gifts, or souvenirs
  - Subscriptions to journals or magazines
  - Bad debts, including losses, whether actual or estimated, arising from uncollectible accounts and other claims, related collection costs, and related legal costs
  - Costs of advertising and public relations designed solely to promote the governmental unit, grantee, or partners; or promotional items or memorabilia, including gifts or souvenirs
  - Goods or services for personal use of the grantee and partner employees regardless of whether the cost is reported as taxable income to the employees
  - Legal costs incurred in defense of any civil or criminal fraud proceeding, legal expenses for prosecutorial claims against the State of California
  - Lobbying costs, whether direct or indirect
  - Political activities
  - Organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
  - Current year grant funds to pay prior or future year obligations
  - Capital assets such as equipment, land, buildings, vehicles, etc. Unallowable costs include all costs required to make the item serviceable (e.g., taxes, freight, installation costs, site preparation costs)
  - Facilities purchase, renovation, improvements, and repairs
- B. By acceptance of this grant, the grantee fully understands failure to submit timely and accurate fiscal information, grant purpose, and objectives deliverables as stipulated in the grant application will cause delay of processing grant award, rejection of application from consideration, or termination of the grant. Delays in submission of deliverables may result in a written request by F5CA for an accounting of expenditures or special review of fiscal and grant activity.
- C. Requests for such revisions must be submitted in writing to the F5CA Grant Manager at least sixty (60) business days prior to the implementation of the proposed change, inclusive of staffing changes. If applicable, an Action Plan and corresponding budget adjustments must be submitted describing the amendment and the change to the original budget for one or more fiscal years.
- D. The grantee shall attempt to resolve disputes of fiscal components (reimbursement, budget amendments, etc.) with the F5CA Grant Manager. If the dispute is not resolved at this stage, the grantee may request review of the dispute by submitting a written description of the issues to the F5CA Chief Deputy Director within thirty (30) calendar days of receiving an initial response from the first-level determination of the F5CA Grant Manager.

- E. The Chief Deputy Director, or designee, will review the facts of the dispute, and if deemed necessary, meet with the grantee's Executive Director or designee for purposes of resolving the dispute. The F5CA Chief Deputy Director, or designee, shall decide and send written notification of the decision to the grantee, together with the reasons for the decision, within sixty (60) calendar days of the receipt of the Grantee's notification of the dispute. The decision of the F5CA Chief Deputy Director shall be final.
- F. F5CA retains the option to reduce or terminate a grant at its discretion by providing written notice to the Grantee at least thirty (30) calendar days prior to the reduction or termination date. If F5CA terminates the grant at its discretion, the grantee will be entitled to compensation upon submission of an invoice and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided and its expenses necessarily incurred pursuant to the grant, up to the date indicated on F5CA's notification to the Grantee. The grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to the grant after the date indicated on F5CA's notice to the grantee, unless the grantee receives written advance approval from F5CA. F5CA also reserves the right to terminate the Grant immediately for cause by providing written notice to the grantee. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of the Grant. In this instance, the Agreement termination shall be effective as of the date indicated on F5CA's notification to the Contractor.
- G. Records substantiating state funds disbursed by F5CA to the grantee are subject to monitoring, examination, and audit by F5CA or its designee, or the State Auditor, throughout the period of the Grant and up to seven (7) years, or local policy retention period (whichever is greater) after final payment of grant expenditures. Such records must be retained by the grantee for the period specified above. F5CA, and its designees, shall have access to the grantee's offices and records, upon reasonable notice, during normal business hours, for the purpose of interviewing employees and inspecting and copying books, records, accounts, and other material that may be relevant to a matter under investigation, and for the purpose of determining compliance with the allowable uses of funds.
- H. The GAN is not transferable by the grantee, either in whole or in part, without the consent of F5CA in the form of a formal written amendment.
- I. The Grantee shall not issue any news release or make any public statement to the media regarding the products or materials created pursuant to this Grant, operational procedures of this Grant, the meetings or decisions related to this Grant, or to the status of work related to this Grant without prior written approval of F5CA.
- J. The grantee agrees to notify F5CA in writing via email of any information security breach and or incident relating to this GAN within three (3) working days of initial

detection by the Grantee. The Grantee shall provide written report(s) of information security incidents and shall contain information on the incident (e.g., hacking, virus, and theft), description of information that was compromised, and classification of the information (e.g., confidential, sensitive, personal). The system or device affected by an information security incident shall be removed from operation immediately. It shall remain removed from operation until correction and mitigation measures have been applied. Upon remediation, the Grantee shall notify F5CA in writing via email of the steps taken to correct the security breach and validate that the system or device is no longer compromised or susceptible to the vulnerability within one (1) working day of being put back into production.

- K. Except as specified in the GAN, the Grantee shall not release or disclose any data or products created, produced, or developed pursuant to the grant to any person or entity, except to the grantee's personnel, attorneys, prospective vendors, and other entities or individuals who are necessary for and directly involved in the development, production, and distribution of the data or products. Products and data include, but are not limited to, drafts, or works in progress. The grantee agrees to ensure that any such entities or individuals to whom it provides the products or data agrees to the same restrictions and conditions that apply to the grantee with respect to such products or information. The Grantee shall employ reasonable procedures to protect these products and information from unauthorized use and disclosure. F5CA retains the right to approve any procedures employed by the grantee to comply with this provision.
- L. All data and information related to F5CA operations, which are designated confidential by F5CA or developed by the Grantee and deemed confidential by F5CA, shall be properly safeguarded, and protected by the Contractor from unauthorized use and disclosure. At a minimum, during non-working hours, F5CA paper and/or electronic documents, reference materials, or any materials related thereto shall be kept in a locked, secure place. All electronic data shall be password always protected and secure.
- M. The Grantee and its employees are hereby considered agents only for confidential data purposes and will be liable under the state and federal statutes for unauthorized disclosures. In the event of subcontracting, the subcontractor and/or independent consultant, and its employees will also be considered agents only for confidential data purposes and will be held liable under said state and federal statutes.
- N. The Grantee and all subcontractors and/or independent consultants shall immediately notify F5CA of any request from a third party for disclosure of any information relating to this Grant, including, but not limited to, subpoena, deposition proceedings, public records request, court order, or other legal action. Unless the F5CA Grant Manager authorizes the disclosure of the information in writing, the Grantee, and all subcontractors and/or independent consultants shall use every means, to the maximum extent permitted by law and at no cost to the

State, to protect the information from disclosure.

- O. Any county commission that enters into an agreement with F5CA understands and agrees that the grant is valid and enforceable only if sufficient funds are available in the appropriate accounts administered by F5CA to carry out the purposes of the grant. This grant shall be invalid and of no further force and effect if sufficient funds are not available in the appropriate account due to:
- A decrease in projected and/or actual tax revenue collected pursuant to the Revenue and Taxation Code Section 30131.2
  - Any additional restrictions, limitations, transfers, reductions, or conditions enacted by the Legislature
  - Any statute enacted by the Legislature that may affect the provisions, terms, or funding for the Grant in any manner
- P. In the event there are insufficient funds in the appropriate accounts administered by F5CA due to any of the reasons, the State of California and/or F5CA shall have no liability to pay any funds to the grantee or to furnish any other considerations under the grant; the grantee, subsequently, shall not be obligated to perform any provisions of the grant.
- Q. Upon their creation, all products, deliverables, or like items that are produced, created, developed, or the like, shall become the sole and complete property of F5CA. F5CA retains all rights to use, reproduce, distribute, or display any products created, provided, developed, or produced under the grant and any derivative products based on grant products, as well as all other rights, privileges, and remedies granted or reserved to a copyright owner under statutory and common-law copyright law.
- R. Any subcontractor agreements shall include language granting F5CA the copyright for any products created, provided, developed, or produced under the GAN and ownership of any products not fixed in any tangible medium of expression. In addition, the grantee shall require the other party to assign those rights to F5CA in a format prescribed by F5CA. For any products for which the copyright is not granted to F5CA, F5CA shall retain a royalty-free, nonexclusive, and irrevocable license throughout the world to reproduce, prepare derivative products, distribute copies, perform, display, or otherwise use, duplicate, or dispose of such products in any manner for governmental purposes and to have or permit others to do so.
- S. All products and any reproductions of products distributed under the terms of this grant shall include a notice of copyright in a place that can be visually perceived at the direction of F5CA. This notice shall be placed prominently on products and set apart from other matter on the page or medium where it appears. The notice shall state "Copyright" or "©," the year in which the work was created, and "First 5 California."

- T. During the performance of the GAN, the grantee and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, and an application for family care leave. The Grantee and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a–f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.) and the applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a–f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, will be incorporated into the Grant.
- U. Neither F5CA nor any officer or employee thereof is responsible for any damage or liability occurring by reason of anything done or omitted to be done by the Grantee under, or in connection with any work, authority, or jurisdiction delegated to the grantee under the GAN. It is understood and agreed, pursuant to Government Code section 895.4, the grantee shall fully defend, indemnify, and save harmless F5CA and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth occurring by reason of anything done or omitted to be done by the grantee under or in connection with any work, authority, or jurisdiction delegated to the grantee under the Grant.

**ATTACHMENT A  
 Application Cover Sheet**

Request for Application (RFA) No. GAN HV 2023  
 Regional Technical Assistance for Home Visiting Coordination and Integration

INSTRUCTIONS: Complete the Application Cover Sheet, Attachment A. This form will serve as the front cover of the county commission’s application submission. An Authorized Agent, who possesses the authority to bind the county commission, must sign the form prior to submitting the application for consideration.

Date of Application:			
County Commission Name:			
County Commission Contact Person:			
Email Address:		Phone:	
Address, City, Zip			
Partner Counties			
Requesting Amount of Grant			
Number of Regions to be Served			
Intended Objectives			
Signature of the Authorized Agent and Title		Date	



## ATTACHMENT B HV-RTA Plan Template and Guidance

Request for Application (RFA) No. GAN HV 2023  
 Regional Technical Assistance for Home Visiting Coordination and Integration

INSTRUCTIONS: Grantee must develop this HV-RTA plan with county partners within their region. The HV-RTA Plan Template is available as an excel spreadsheet. HV-RTA Plans must include the elements listed in the HV-RTA Plan Guidance (next page).

The HV-RTA Plan is a required part of the grantee’s application. In addition, grantees are required to update the HV-RTA Plan by July 31, 2023, July 31, 2024, and when a change occurs that requires a budget change request/amendment.

The HV-RTA plan template is available at ([Regional TA for HCV Resources](#))

SMART OBJECTIVES AND TASKS		MILESTONES/ OUTPUTS	Resources Needed	ASSIGNED TO	DUE DATE	Jul- 22	Jun- 23	Status/Notes (to track progress)
<b>Objective A:</b> <i>Enter Objective</i>								
<i>Task 1</i>	<i>(High Level Task)</i>	<div style="border: 1px solid black; padding: 2px;">           Include milestones for High Level Tasks. Milestones are not required for detail under each task.         </div>						
<i>1.1</i>	<i>(detail under Task 1)</i>							
<i>1.2</i>								
<i>1.3</i>								
<b>Task 2:</b>								
<i>2.1</i>								
<i>2.2</i>								
<i>2.3</i>								
<b>Objective B:</b>								
<b>Objective C:</b>								
<b>Objective D:</b>								

SAMPLE

Item	Explanation
<p><b>Define SMART Objectives</b></p>	<p>In the grey box next to “Objective A,” “Objective B,” etc. Each objective may have multiple tasks.</p> <p><i>Objectives identified on the HV-RTA Plan must align with the outcomes listed on the Grant Cover Page (Attachment A)</i></p> <p>SMART goals include five key elements:</p> <ol style="list-style-type: none"> <li>1 - Specific—focused and detailed</li> <li>2 - Measurable—includes metrics to evaluate success</li> <li>3 - Achievable—ambitious, but not unattainable</li> <li>4 - Relevant—aligns with long-term strategies and values</li> <li>5 - Time-bound—includes a clear deadline</li> </ol> <p>Consider a SMART objective that includes a specific focus on equity:</p> <ul style="list-style-type: none"> <li>• Inclusive—brings traditionally marginalized people (particularly those most impacted) into processes, activities, and decision/policymaking in a way that shares power</li> <li>• Equitable—includes an element of fairness or justice that seeks to address systemic injustice, inequity, or oppression</li> </ul>
<p><b>Develop tasks (action steps) for each objective.</b></p> <p>Prioritize and order the steps.</p>	<p>Enter tasks under each Objective. Start with a high-level view (Task 1, Task 2, etc.), then refine by breaking down high-level tasks into more discrete sub-tasks (1.1, 1.2, 1.3).</p>
<p><b>Identify the milestones for each high-level task.</b></p>	<p>Each high-level task should have one or more milestones (outputs) that help you know what it looks like to successfully carry out that high-level task. Adding milestones at the sub-task level is optional. Milestones can be:</p> <ul style="list-style-type: none"> <li>• The product of the action step (workshop/training developed/ MOU signed), or</li> <li>• Number served (# received childcare subsidy) as a result of the action.</li> </ul> <p>You may but are not required to include milestones for tasks under each action step.</p>

Item	Explanation
<b>Identify resources needed for each task.</b>	Be sure to anticipate and discuss resources needed (material, fiscal, other). Identifying potential challenges also can provide insight into resources and how these might be overcome.
<b>Assign each task.</b>	Each high-level task should be assigned to an individual (not agency) responsible for ensuring the task is carried out, including those tasks for which partner agencies are responsible. You also may include assignments at the sub-task level, but this is optional. Be specific about who is assigned tasks for accountability. Responsibilities should be shared.
<b>Indicate timeframes for carrying out each task and subtask</b>	While your SMART objective timeline might span 3-6 months, your tasks should have smaller timelines such as 1 month or 1 week and subtasks may have shorter timeframes. This enables the team to keep the work moving and on track. You may include “X’s” in the month-by-month view for visual tracking
<b>Set a schedule to communicate, monitor, evaluate, and update the plan</b>	<p>Add action plan review as a standing agenda item on recurring team meetings to ensure the team is monitoring, updating, and evaluating the plan regularly. Consider creating a communication strategy to ensure information is shared efficiently with all team members and stakeholders.</p> <p>Use the “Status/Notes” column to track progress. When a task is completed, please mark “COMPLETED” in the corresponding column and row.</p>

Following approval by F5CA, changes to the HV-RTA Plan must be marked as follows:

- Cross out tasks that will not be completed with an explanation in the Notes column as to why the task has been deleted.
- Make changes to tasks by crossing out language (task, timeline, milestones, and/or responsible parties) that must be changed and adding new information in bold type.
- Add new tasks in bold type.
- See Section 3, Task 4, Scope of Work for additional information.

**ATTACHMENT C**  
**HV-RTA Application Content Requirements**

Request for Application (RFA) No. GAN HV 2023  
Regional Technical Assistance for Home Visiting Coordination and Integration

INSTRUCTIONS: Complete the Application Content Requirements, Attachment C. Attachments associated with each Requirement must be submitted with the RFA Grant Application for consideration. Omission of required contents will result in a delay in processing or may be removed from grant consideration.

Item/Requirement	√ Provided	
1.	Completed and signed Application Cover Sheet, Attachment A	<input type="checkbox"/>
2.	Completed HV-RTA Plan, Attachment B	<input type="checkbox"/>
3.	Completed Application Content Requirement Form, Attachment C	<input type="checkbox"/>
4.	Completed Budget Request Form, Attachment D	<input type="checkbox"/>
5.	Completed Budget Narrative, Attachment E	<input type="checkbox"/>
6.	Signed Partner Certification Forms, Attachment F	<input type="checkbox"/>
7.	Resolution by a First 5 county commission providing authority for application submission	<input type="checkbox"/>
8.	Completed Request for Taxpayer Identification Number and Certification, Form W-9	<input type="checkbox"/>
9.	Proof of Workers Compensation Insurance	<input type="checkbox"/>

**ATTACHMENT D  
HV-RTA Budget Request Form**

Request for Application (RFA) No. GAN HV 2023  
Regional Technical Assistance for Home Visiting Coordination and Integration

INSTRUCTIONS: Complete the Budget Request Form and Budget Narrative, Attachment D. Submitted information must be accurate and will be verified. Submitted information with inaccuracies or incomplete details will result in a delay in processing or may be removed from grant consideration.

Address:		City, Zip Code:	
Executive Director:		Fiscal Contact:	
ED Phone #:		Fiscal Phone #:	
ED Email:		Fiscal Email:	
<b>BUDGET CATEGORY</b>	<b>FY</b>	<b>FY</b>	<b>TOTAL</b>
A. PERSONNEL			
1. Salaries			
2. Benefits			
<b>SUBTOTAL PERSONNEL</b>			
B. OPERATIONS			
1. Materials/Supplies			
2. Travel			
4. Incentives/Stipends			
5. Contractual			
6. Other			
<b>SUBTOTAL OPERATIONS</b>			
<b>C. SUBTOTAL OF A and B</b>			
Total of Direct Costs			
Indirect Costs Rate (not to exceed 15%)			
<b>GRAND TOTAL</b>			
I, the Authorized Agent signed below, hereby requests funding for this grant cycle in the amounts represented in the table above. As the Authorized Agent, I certify that the submitted information is true and correct to the best of my knowledge and compliant with the requirements and conditions of this Request for Application.			
Signature of Authorized Agent and Title		Date	

**ATTACHMENT E**

### HV-RTA Budget Narrative

Request for Application (RFA) No. GAN HV 2023  
Regional Technical Assistance for Home Visiting Coordination and Integration

#### Salaries

Explain specific responsibilities of each position funded through this grant. Include:

- Position title (counties may list multiple positions within the same classification on the same line)
- Position description
- Salary basis, time unit and rate (see note below)
- Position total

Notes about Salary Basis:

- If position is an hourly employee, use number of months as time unit, and hourly rate as rate.
- If position is a full-time equivalent employee, use % FTE and number of months/years as time unit, and base salary as rate
- If listing multiple positions in the same classification on the same line, use base salary as a range if positions differ. Don't forget to include COLA or other projected raises in rate.

Position Title	Position Description	Salary Basis: Time Unit	Salary Basis: Rate	FY 2023–24 Total	FY 2024–25 Total	Position Total
Grand Total:						

#### Benefits

Include in the table:

- The fringe benefit percentages for all personnel in the project by position title
- The basis for cost estimates or computations
- Breakout by fiscal year, as applicable
- Grand Total

Position Title	Fringe Benefit %	FY 2023–24 Total	FY 2024–25 Total	Position Total
Grand Total:				

### Materials and Supplies

To the extent possible, include all the following information for each item listed under materials and supplies, as well as any additional basis for cost estimates or computations:

- Type of Item (e.g., instructional materials, office supplies, etc.)
- Purpose of the item
- Estimate of unit cost (\$200 maximum, per section 10, Cost)
- Number of units for each type of item
- Item total

Item	Purpose	Unit cost	# units	FY 2023–24 Total	FY 2024–25 Total	Materials Total
Grand Total:						

### Travel

Please include the following information for each trip:

- Trip name
- Trip purpose and fiscal year of trip, as applicable
- Number of individuals/trips, cost per individual/trip, and/or additional basis for cost estimates or calculations, as needed
- Travel Total
- Please break out travel by fiscal year, as applicable.

Trip Name	Purpose of Trip	Cost basis for calculation	FY 2023–24 Total	FY 2024–25 Total	Travel Total
Grand Total:					

### Incentives

Describe the types of incentives provided and if not monetary, include item and value (e.g., resources, materials, or financial incentives), by fiscal year, as applicable.

Include:

- The type of incentive
- Purpose of incentive, including fiscal year(s) of purchase and distribution
- Cost of incentive, number of incentives, and additional basis for cost estimates or computations, as needed

- Total by incentive type

Incentive Type	Purpose of Incentive	Cost basis for calculation or estimate	FY 2023–24 Total	FY 2024–25 Total	Incentives Total
Grand Total:					

**Contractual**

In the description, provide, by fiscal year, as applicable:

- The entity with which the county will contract, if known (if not yet known, indicate TBD)
- The purpose of the products, training, or services to be acquired, the fiscal year in which those services/products will be carried out, and the term of the contract
- The estimated cost per expected procurement
- For professional services contracts, the amounts of time to be devoted to the project, including the costs to be charged to the Grant Award Notice
- Any additional basis for cost estimates or computations

Contract	Purpose of Contract	Amount of Time or Cost Basis and Fiscal Year, as applicable	FY 2023–24 Total	FY 2024–25 Total	Contract Total
Grand Total:					

**Other**

Explain other expenses, including:

- Purpose of expenditure
- Other item by major type or category (e.g., communications, copying, postage, equipment rental)
- Cost per item
- Fiscal year, as applicable
- Any additional basis for cost estimates or computations

Purpose	Item Type	Cost Basis	FY 2023–24 Total	FY 2024–25 Total	Other Total



Grand Total:	
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**Totals**

In the section below, please summarize the total budget.

Category	Totals
Total Personnel	\$
Total Operations	\$
Total Direct Costs (Personnel + Operations)	\$
Indirect Cost Rate (%) (may not exceed 15%)	%
Indirect Cost Total	\$
Total Grant Budget (Direct + Indirect Costs)	\$

**ATTACHMENT F  
 HV-RTA Partner Certification Form**

Request for Application (RFA) No. GAN HV 2023  
 Regional Technical Assistance for Home Visiting Coordination and Integration

**INSTRUCTIONS:** Every county must complete this form. This form must be provided to the HV-RTA Lead Agency to submit with the region’s HV-RTA application. Counties changing regions should respond to questions about that chosen region. Counties declining participation may send the form to F5CA ([HVC@ccfc.ca.gov](mailto:HVC@ccfc.ca.gov)).

First 5 County Commission:	
Address (Street, City, Zip Code)	
Name and Title of Agency Contact:	
Email:	
Phone:	
F5CA Proposed Region	
Region in which this county will partner/participate	<input type="checkbox"/> Same as proposed <input type="checkbox"/> Different from proposed*: Region: _____ <input type="checkbox"/> No region for this grant. We understand HV-RTA grant funds and activities may not be available to this county.

The following questions relate to the county’s participation in development of the HV-RTA Plan for the region, and satisfaction with the final plan submitted to F5CA.

Question	No	Somewhat	Yes	Not Applicable
Did this county participate in development of the HV-RTA Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this county satisfied with the HV-RTA plan submitted to F5CA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain (optional): \_\_\_\_\_  
 \_\_\_\_\_

**Signature**

Name and Title of Authorized Signatory: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

**ATTACHMENT G**

### Acceptable Invoice Documentation

The table below shows acceptable back-up documentation when submitting quarterly invoices.

Line Item	Acceptable Back-up Documentation
<b>Salaries and Benefits</b>	<p>Must include auditable payroll records.</p> <ul style="list-style-type: none"> <li>• Partial time: If the person is less than 1 FTE of their time, the document must show the FTE charged to the grant and a notation that can be matched to the invoice.</li> <li>• For example, if the payroll record shows \$45,000.00 earned in pay period, but the grant is charged .25 FTE; write: "\$45,000 X .25 FTE = \$11,250.00" charged to Grant.</li> </ul>
<b>Materials and Supplies</b>	<p>Must include a copy of itemized purchase receipt. If providing multiple receipts in the same invoicing period, include a cover sheet summarizing receipts.</p> <p>If a portion of the cost is being charged to the grant, include a notation indicating amount charged.</p>
<b>Travel</b>	<p>Must include, as applicable:</p> <ul style="list-style-type: none"> <li>• Local travel (mileage): Documentation from mapping software/website showing summary of directions, address for point of origin and destination, and miles traveled.</li> <li>• Receipts for airline, hotel, car rental, and gas purchases.</li> <li>• Excess lodging must be requested in advance of travel for hotel costs above the state approved rate (See Section V.5.1)</li> </ul> <p>Reimbursement may be requested only after travel has occurred.</p>
<b>Incentives/ Stipends</b>	<p>Incentives may be requested only after distribution.</p> <p>Distribution may be electronic, in-person, or by mail. Include both receipt of incentive/stipend purchase AND proof of distribution, including:</p> <ul style="list-style-type: none"> <li>• Electronic: Copy of "read receipt" if sent via text or email</li> <li>• In person: Type of payment (gift card, check, cash), gift card/check number, amount, date, purpose, signature or initials of recipient</li> <li>• By mail: Correspondence from recipient verifying amount received matched to document with gift card/check number, amount, purpose, and recipient's name.</li> <li>• Checks: Warrant or fiscal register showing checks were redeemed.</li> </ul>
<b>Contractual</b>	<ul style="list-style-type: none"> <li>• Copy of subcontractor's invoice to the Grantee</li> <li>• Copy of subcontractor agreement (first invoice only)</li> </ul>
<b>Other</b>	Copy of itemized purchase receipts

### ATTACHMENT H EVALUATION SCORE SHEET

Request for Application (RFA) No. GAN HV 2023  
 Regional Technical Assistance for Home Visiting Coordination and Integration

County Commission: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

CATEGORY	SCORE
1) Applicant Capacity	/ 10
2) County Engagement and Support	/ 50
3) Alignment with Purpose and Objectives of Grant	/ 40
4) Expected Outcomes	/ 10
5) Workplan/Scope of Work	/ 30
6) Budget/Funding Request/Budget Narrative	/ 30
<b>TOTAL SCORE</b>	<b>/ 170</b>

*Applicants must score 70% (170 \* .70 = 120 points) to be considered for funding.*

Funding Amt Requested: \$	Funding Amount Recommended: \$
Funding Period:	

Questions/Issues for Evaluation Team

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**INSTRUCTIONS:** Use the scale, associated with each sub-category, to assign scores in the range of zero (totally unresponsive/inadequate) to ten (superior).

**1) Applicant Capacity**

Review Item	Comments	Points
a. To what extent has the applicant county demonstrated capacity to manage the required aspects of this grant (e.g., fiscal, reporting)?		___ / 5
b. To what extent have they demonstrated they have adequate staff with experience and abilities relevant to what the applicant hopes to accomplish?		___ / 5
<b>SUBTOTAL</b>		<b>___ / 10</b>

**2) Project Description: County Engagement and Support**

Review Item	Comments	Points
a. To what extent does the applicant describe how it will ensure counties in the region are engaged throughout the grant period?		___ / 10
b. To what extent is there evidence proposed activities build on the strengths of counties in the region?		___ / 10
c. To what extent do proposed activities build capacity of every county in the region participating in the grant to strengthen home visiting coordination, integration, and equity?		___ / 10
d. To what extent has the region identified how it will sustain the supports for home visiting coordination and integration when the grant period is over?		___ / 10

Review Item	Comments	Points
e. To what extent has the applicant reasonably anticipated barriers and described plans to overcome them?		___ / 10
<b>SUBTOTAL</b>		<b>___ / 50</b>

**3) Project Description: Alignment with Purpose and Objectives of Grant**

Review Item	Comments	Points
a. To what extent do proposed activities help counties in the region strengthen systems coordination and integration?		___ / 10
b. To what extent do proposed activities help counties in the region implement community-informed policies, practices, and resources that center families' lived experience in all decisions?		___ / 10
c. To what extent has the do proposed activities help counties in the region identify and address system inequities?		___ / 10
d. To what extent has the applicant reasonably anticipated barriers and described plans to overcome them?		___ / 10
<b>SUBTOTAL</b>		<b>___ / 40</b>

**4) Project Description: Expected Outcomes**

Review Item	Comments	Points
a. To what extent have stated expected outcomes of the project been clearly described? To what extent are the project outcomes appropriate to the type of activities they will undertake?		___ / 10
<b>SUBTOTAL</b>		<b>___ / 10</b>

**5) HV-RTA Plan/Scope of Work**

Review Item	Comments	Points
a. To what extent does the HV-RTA plan/scope of work align with the project summary/narrative?		___ / 6
b. To what extent do the milestones for each objective and high-level task support achieving the objective and intended outcomes described in Attachment B?		___ / 6
c. To what extent has the applicant identified resources needed to carry out each high-level task?		___ / 6
d. To what extent is responsibility for carrying out this grant shared? To what extent has the applicant identified who each high-level task is assigned to specifically (by name or role, not by organization)?		___ / 6
e. To what extent are the timelines for completing tasks clear and realistic?		___ / 6
<b>SUBTOTAL</b>		<b>___ / 30</b>

**6) Budget Funding Request/Budget Narrative (10 points maximum)**

The focus of this section is to present the necessary budget to complete the project as presented. This budget should include other resources and should only include items that are reasonable and justifiable given the scope of the project.

Review Item	Comments	Points
a. To what extent are requested funds appropriate and adequate to carry out the project? Does the funding amount requested relate to the proposed level of effort?		___ / 10
b. To what extent is there adequate justification for each expenditure?		___ / 10
c. To what extent are the budget and narrative accurate, compliant with instructions, and aligned?		___ / 10
<b>SUBTOTAL</b>		<b>___ / 30</b>

**GRAND TOTAL: /170**





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

Date of Meeting: February 7, 2023

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# Securing Additional Funding to Support First 5 Initiatives



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

Date of Meeting:  
Agenda Item Type

February 7, 2023  
Informational

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**AGENDA ITEM:**     Securing Additional Funding to Support First 5 Initiatives

**A. Background/History:**

Current Commission policies related to contract and procurements address obtaining goods and services, and delegate limited authority to the Executive Director. The Commission also follows the County of Kings' Purchasing policy, as part of its agreement for services. However, with declining Proposition 10 revenues, the Commission will need to look at other revenue sources to continue supporting its initiatives and create policies and/or procedures to apply for and receive the additional funding.

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

Commission staff have identified a need to create policy to apply for and accept additional funding from its normal source. Commission staff recommend that the Commission review and discuss current contracting and procurement policy, examples from other counties, and provide direction to staff on topics to include in the new/updated policy.

**C. Timeframe:**

N/A

**D. Costs:**

No additional costs are associated with this item. The goal of the new policy is to provide staff and the Commission with guidance to obtain additional revenue.

**E. Staff Recommendation:**

Commission staff recommends that the Commission review and discuss current policy, examples from other counties, and other applicable fiscal tenets, and direct staff to present a recommended policy at a future Commission meeting, based on the Commission's discussion at today's meeting.

**F. Attachments:**

- First 5 Kings County Children & Families Commission Contracting & Procurement Policy Version 1.0 – revised June 2006
- First 5 Sacramento – Executive Director's Delegated Contract Authority
- First 5 Butte – Grant Funding Opportunities policy
- First 5 Sonoma – Procurement Policy

## **First 5 Kings County Children & Families Commission**

# **Contracting & Procurement Policy Version 1.0**

### **STATEMENT OF POLICY**

It is the policy of First 5 Kings County Children and Families Commission to use limited financial resources in the most effective and efficient manner possible to create benefit in the form of human gain. This shall be accomplished by obtaining the best value when procuring goods and services, while concurrently upholding the public trust in a direct and honest environment and maintaining an equitable balance of flexibility and impartiality.

### **RATIONALE**

The California Children and Families Act of 1998 authorized counties to implement a local early childhood development program consistent with the goals and objectives of the Act, establish a county commission and create a local Children and Families Trust Fund. The Act also mandated that the Commission must have the authority to perform certain autonomous functions, such as the ability to contract, independent from the county. The specifics of this relationship were further characterized in an Advice Letter, dated October 27, 1999, from the Office of the Attorney General, State of California, to the California Children and Families Commission.

In accordance with the Act, the Kings County Board of Supervisors established, through County Ordinance No. 578 on December 29, 1998, the First 5 Kings County Children and Families Commission. The independent nature of the Commission mandates the necessity to establish a policy on the procurement of goods and services.

The primary function of First 5 Kings County, as per its vision statement is to ensure that all Kings County families receive access to the tools, knowledge, and quality care necessary to encourage each child to develop to his or her fullest potential those life skills that will allow them to become successful members of the community. As such, all decisions and actions relating to funding investments must be to further this purpose and to best serve the interest of those children and their families (to the extent that it directly impacts said child).

To achieve this, the Commission receives funding through Proposition 10 generated revenue and from other funding sources. Every member of the Commission, staff and the contracted service agencies involved in program and fiscal operations has the responsibility of stewardship of these public funds. At a minimum, the same standards that an individual would apply to personal funds should be applied to the use of First 5 Kings County fiscal resources.

The procurement process also requires a significant investment of resources. As the complexity of the method used increases, so do its relative costs. The desired outcome, criticality and urgency of the need, time required, staff and related costs must be considered in selecting the procurement methodology.

## AMPLIFICATION

Procurements should not merely be to *acquire* goods and services or to *expend* funds in accordance with an approved budget. The intent of procurement is to capitalize limited resources to create optimal benefit.

When carrying out a procurement, especially for program services, the following three questions should be asked:

- Does this service investment forward the mission and vision as set forth in the most recently established strategic plan of the First 5 Kings County Children and Families Commission?
- Does this service investment forward the intent of the legislative mandate establishing the Children and Families Trust, specifically “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?”
- Does this service investment allow for the establishment of appropriate outcome measures and tracking mechanisms?

The cost of the item being procured should be considered in relation to the cost of conducting the procurement. The complexity and expense of the method increases with the size of the investment, therefore minor purchases should use a simplified process. The value added to the program by the good or service being procured must clearly be identifiable. Determining not to purchase always remains a valid option.

## GUIDELINES

The following guidelines shall be adhered to when conducting procurements:

1. As per the Contracting Authority, only the Commission and its designees have the authority to approve a contract or an agreement, unless otherwise directed by the Commission or provided for by law.
2. Any individual representing First 5 Kings County shall refrain from oral or written commitments that may be construed as binding by any other party and may be personally liable for any costs of an agreement that is entered into without proper approval or is interpreted as a commitment by a third party.
3. No person shall make, participate in making or use one’s position to influence an action or a decision relating to a procurement in which there is a personal interest. If there is a conflict of interest or the potential for the perception of such, the individual must immediately disclose this to an appropriate representative of the Commission. A personal interest may include a financial interest, family or personal relationship, or any circumstance or activity that would influence or appear to influence one’s action, cause a breach of confidence in the procurement process or in any way detrimentally impact First 5 Kings County.
4. If State or Federal law mandates the procurement of services in a certain manner, then the law will govern the acquisition.
5. Contracts governed by California Government Code section 4525, et seq. (contracts for professional services for architectural, landscape architectural, engineering,

- environmental, land surveying and construction project management services) are subject to a formal selection, negotiations and approval process.
6. Procurements must be in accordance with the Strategic Plan. The Executive Director is authorized to execute the release of a procurement, such as a Request for Applications (RFA) or a Request for Proposals (RFP), unless specifically directed by the Commission or requested by a Commissioner to be placed on the Commission agenda for formal approval.
  7. The preferred method of procurement of goods and services is through a competitive process. The following methods may be used to conduct a competitive procurement:
    - a. Venture: Focuses on the return based on outcomes, the probability of achieving the desired returns, and the advantage over alternate use of the funds. Direct discussions and technical assistance may be provided to agencies.
    - b. Formal: Solicits proposals, usually through a Request for Proposals (RFP), in which the proposing agencies have some flexibility in the method used to fulfill the requirements. An “arm’s length” relationship is maintained in order that no preferentiality is perceived. Proposals are evaluated and, if recommended, serve as the basis for contract negotiations.
    - c. Bid: Solicits firm, fixed prices from a company or entity in response to detailed specifications and little, if any, flexibility. This method is used primarily for the acquisition of goods rather than services.
    - d. Solicitation: Used primarily for acquisition of goods and services of lower costs, usually not exceeding \$25,000. A Solicitation is less formal than a Venture, Formal or Bid procurement and contains fewer specifications, terms and conditions. A Solicitation can also be conducted in person, by telephone, via facsimile, electronically or in writing.
    - e. Researched: Conducts a thorough analysis and comparison of the goods or services offered by various qualified entities in order to determine the best selection. Procurement is usually limited to items for which a “catalog” or “market” price has been established and that are available to the general public in the course of ordinary trade.
    - f. Shared: Uses a procurement conducted by another governmental entity as the basis for selection. May be a mutually developed procurement, conducted independently by an agency in the course of normal operations, or based on its area of responsibility, expertise or legal authority.
  8. Competitive procurements using the Bid or Solicitation method must solicit at least three appropriate entities and, if item being procured is over \$500, result in at least three responses. A confirmation from a solicited entity indicating a “no bid” shall be considered a response. Due to the nature of the “Researched Procurement”, a minimum number of solicitations or responses are not required; however, at least three entities must be identified and evaluated in the research.
  9. Non-competitive procurements may be used to maintain flexibility pursuant to the conditions set forth below. The following are non-competitive procurements:
    - a. Unsolicited: Initiated by a written proposal for a new or innovative idea that is submitted by an agency and is not in response to specific procurement by First 5 Kings County. Such proposals can be considered only if submitted in accordance with either the Special Projects Initiative RFP or Sponsorship request format.

- b. Selected: Used when there are special conditions justifying the direct selection of an entity. Rationale for selection may include unique special qualifications of key individuals, clearly identifiable successful experiences on similar projects or, although not a sole source, extremely limited number of potential providers. May also be justified in certain cases where the cost of the item to be procured would not warrant a competitive procurement or when insufficient time is available.
  - c. Collaborative: Develops as a result of coordination with other entities in the formation of joint programs. A negotiated procurement such as this can be especially beneficial when the other agencies involved commit resources to achieve a mutual goal.
  - d. Continuing: Used when there has been an ongoing, successful relationship with an entity providing the same or similar goods or services. Cost comparison may still be conducted to verify reasonableness.
  - e. Sole Source: Is for the rare cases where only one entity can provide the required goods or service after an adequate search has been made. For services, justification must explain why this particular method is the only acceptable possibility. To the extent possible, the fair market value of the item being procured should be identified.
10. Procurement must include outreach and advertising to provide information to potential suppliers of the goods or services, especially those located within the County, to the greatest extent possible and practical. The level of the outreach may correspond to the method and allocation of the procurement.
  11. Procurement of items with a total cost of less than \$500 will be conducted competitively only when possible, practical and cost effective.
  12. Based on the procurement method and on the results of the selection process, recommendations to enter into contract negotiations may be submitted to the Commission for approval. The rationale for the procurement process used will be included in the agenda item when the recommendations or agreements from the procurement are submitted to the Commission for approval.
  13. The Commission shall be provided with periodic updates on planned or ongoing procurements and any recommended service agreement over \$10,000 shall be submitted for approval.
  14. Commencing any procurement does not commit the Commission to award a contract. The Commission also reserves the right to accept or reject any or all bids or proposals received through a procurement if the Commission determines it is in the best interest of First 5 Kings County to do so.

**FIRST 5  
SACRAMENTO COMMISSION**

**3**

Approved

MAY 06 2013  
By *Cheryl Johnston*  
Clerk, First 5 Sacramento Commission

For the Agenda of:  
May 6, 2013

**To:** Commission Members

**From:** Toni J. Moore  
Executive Director

**Subject:** Approve Revised Policy Related to Executive Director's Delegated Contract Authority

**Contact:** Kimberly Dahl, 876-5868

---

**RECOMMENDATION:**

Approve policy related to the Executive Director's (ED's) Delegated Contract Authority per the attached policy.

**BACKGROUND:**

On September 10, 2007, the Commission authorized expansions of the ED's contracting authority per Resolution FFC 2007-0059. The ED is currently authorized to:

- Delegate signature authority;
- Make revenue applications not to exceed \$50,000;
- Enter into expenditure contracts not to exceed \$50,000 for administrative and operational purposes;
- Amend existing contracts for minor scope changes;
- Extend expenditure contracts for not more than six months; and
- Amend contracts to add not more than 10% to the maximum payment amount for the purpose of funding evaluation costs.

Prior policy approved on May 2, 2005 also granted the following authority; however, the Resolution did not reflect this authority nor did it reference the policy provisions:

- Authorization to extend revenue agreements up to six months; and
- Authorization to extend expenditure agreements up to 12 months.

Other authorities either were not clear or were stated inconsistently between the commission letter, resolution and/or the policy. Therefore, a restatement of the policy in its entirety is recommended at this time.

**DISCUSSION:**

The proposed revised Executive Director's Delegated Contract Authority Policy includes the following provisions:

1. Delegate signature authority in the absence of the ED. (existing)
2. Contract for administrative and operational expenditures up to \$50,000 per contract. (existing)
3. Amend expenditure contracts for minor scope changes. (existing)
4. Extend expenditure contracts for not more than 12 months. (existing)
5. Terminate or reduce an expenditure contract. (new)
6. Apply for revenue with no limitation on dollar amount. (revised)
7. Contract for revenue in amounts not to exceed amounts specified in the Ten Year Financial Plan for a maximum of three years. (revised)
8. Extend the term of revenue contracts for not more than six months. (existing)

The authority to amend contracts for the purpose of adding funding for evaluation costs has been intentionally omitted as it is no longer relevant. For further detail regarding the above provisions, see the attached policy.

**FISCAL IMPACT:**

There is no fiscal impact resulting from these policy revisions.

**CONFLICT OF INTEREST:**

None.

**CONCLUSION:**

Staff recommends the approval of the revised policy related to the Executive Director's Delegated Contracting Authority.

Respectfully submitted,

Toni J. Moore  
Executive Director

Attachment:

1. Executive Director's Delegated Contract Authority Policy #5002

cc: Rick Heyer, County Counsel  
Cheryl Johnston, Clerk of the Commission



**RESOLUTION NO. FFC 2013-0007**

**WHEREAS**, the County Code Section 2.99.160 governing the First 5 Sacramento Commission includes provisions giving limited delegated contract authority to the Executive Director (ED).

**WHEREAS**, additional authority has been granted by the Commission in May 2005 and September of 2007.

**WHEREAS**, approval of a revised policy is now provided to accurately define and modify Commission granted authorities fully within one document.

**NOW, THEREFORE, BE IT RESOLVED** that the First 5 Sacramento Commission, County of Sacramento, State of California, hereby approves and adopts the proposed Executive Director's Delegated Contract Authority Policy as revised and attached hereto. The authorities available to the Executive Director as abbreviated below give authority to:

1. Delegate signature authority in the absence of the ED;
2. Contract for administrative and operational expenditures up to \$50,000 per contract;
3. Amend expenditure contracts for minor scope changes;
4. Extend expenditure contracts for not more than 12 months;
5. Terminate or reduce an expenditure contract;
6. Apply for revenue with no limitation on the amount;
7. Contract for revenue in amounts not to exceed amounts specified in the Ten Year Financial Plan for a maximum of three years; and
8. Extend the term of revenue contracts for not more than six months.

Additional criteria related to these authorities is included in the policy document. Said Executive Director's Delegated Contract Authority Policy shall become effective upon the date of adoption of this Resolution.

On a motion by Commissioner Sample, seconded by Commissioner Edwards, the foregoing Resolution was passed and adopted by the First 5 Sacramento Commission of the County of Sacramento, State of California, this 6th day of May 2013, by the following vote, to wit:

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chairman on

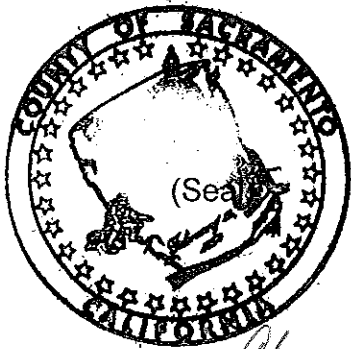
050613

By Cheryl Johnston  
Clerk, First 5 Sacramento Commission

AYES:	Commissioners	Edwards, Gillum, Hassett, Kasirye, Moak, Sample, Serna
NOES:	Commissioners	None
ABSENT:	Commissioners	Vincent
ABSTAIN:	Commissioners	None

Paul Serna

Chair, First 5 Sacramento Commission



Cheryl Johnston  
Clerk, First 5 Sacramento Commission

**FILED**

MAY - 6 2013

By Cheryl Johnston  
Clerk, First 5 Sacramento Commission

### 3. Grant Funding Opportunities

<b>Purpose/ Background:</b>	<p>The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to provide Commission staff with direction related to applying for grants and writing letters of intent on behalf of First 5 Butte County Commission.</p> <p>First 5 Butte County acknowledges that its primary source of income from Proposition 10, California Children and Families Act of 1998, continues to decrease, and has adopted a Sustainability Resolution.</p>
<b>Policy:</b>	<p>The Commission resolves to seek financial opportunities that promote long-term sustainability in support of the organization’s mission and vision.</p> <p>The Commission will encourage participation and partnerships in leveraging/ matching state, federal, and private foundation sources in applying for grants.</p> <p>This policy applies to funding opportunities outside of Prop 10 allocated revenues.</p>
<b>Procedure:</b>	<p><u>Applying for Grant Funding</u></p> <p>The Director is authorized to accept funding in amounts up to but excluding \$25,000. Funding opportunities in amounts \$25,000 or higher must go to the Commission or the Executive Committee for approval.</p> <p>Upon notification of a grant application opportunity or request to submit a letter of intent for an amount \$25,000 or higher, the Director will seek the Commission’s approval at its next regularly scheduled meeting.</p> <p>When time is of the essence, the Director may call a special meeting of the Executive Committee to discuss the grant application potential or ability to submit a letter of intent to apply for funding.</p> <p>When the Commission is awarded the grant, the Director has the authority to sign the contract accepting the funds.</p> <p>If the grant award requires subcontracting, the Contracting and Procurement policy and procedures will apply.</p>
<b>Effective Date:</b>	February 25, 2022



## PROCUREMENT POLICY

### I. PURPOSE

This policy establishes a uniform policy and procedures for the procurement of services and materials by First 5 Sonoma County. The purpose of this policy is to enable the acquisition of goods and services while practicing good internal control procedures and effective cost control measure.

### II. POLICY AND SCOPE

First 5 Sonoma County shall procure goods and services in a manner that maximizes best quality of goods and services at the lowest costs to the best extent possible. This will be accomplished as deemed appropriate through open market inquiry, cost analysis including lease versus purchase options, request for proposal, and/or competitive bidding.

Purchases or procurements shall be consistent with the Commission's Strategic Plan and shall not be divided into smaller units to avoid the requirements of this policy. The Commission's "Conflict of Interest" policy applies to all methods of procurement.

Purchases shall comply with the Recycled Product Procurement Mandates Pertaining to Local Governments requirements. First 5 Sonoma County shall purchase, if fitness and quality are equal, recycled products whenever they are available at the same or lesser total cost than non-recycled products, in compliance with Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code. In bids in which First 5 Sonoma County reserves the right to make multiple awards, First 5 Sonoma County shall apply, to the extent possible, a recycled product preference cost so as to maximize the dollar participation of firms offering recycled products in the contract award.

First 5 Sonoma County shall also require that all businesses, as defined in Section 12200 of the Public Contracts Code, certify the minimum percentage of post-consumer materials in the products and supplies offered or sold to First 5 Sonoma County. First 5 Sonoma County may waive this certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet Web site. Regarding any purchase of printer or duplication cartridges, this certification shall specify that the cartridges comply with the requirements of subdivision (e) of Section 12156 of the Public Contract Code.

All printing contracts made by First 5 Sonoma County shall provide that the paper used shall meet the recycled content requirements of Section 12209 of the Public Contracts Code.

Pursuant to Section 3410 of the Public Contract Code, First 5 Sonoma County shall give preference to United States-grown produce and United States-processed foods when there is a choice and it is economically feasible to do so when purchasing any food supplies.



### III. PROCEDURES

Purchases for goods and services are authorized by the Executive Director and/or the Commission. The competitive procurement process shall be used to acquire good and services based upon the following dollar thresholds:

Purchase Limits	Type of Procurement	Minimum Approval Required	
Up to \$5,000	Routine purchase of goods and services	Executive Director or designee	
\$5,000- 50,000	Informal request for quotes/bids, track and document selection process	\$5,000–30,000	Executive Director
		\$30,001- 50,000	Commission
Greater than \$50,000	Formal Request for Proposal / Request for Qualifications	Commission	

The Executive Director or designee shall have authority to negotiate, execute and amend contracts for amounts up to \$30,000 without Commission approval. The Executive Director shall inform the Commission during the regular Commission meeting immediately following the execution of a contract within the Executive Director’s signing authority.

The Executive Director is authorized to approve amendments to any contract, as long as there are no substantive changes in scope or dollar amount originally approved. The Executive Director may also amend contracts that do reflect changes in scope of work and/or dollar amount, as long as the total dollar amount falls below at or below the \$30,000 threshold.



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Date of Meeting: February 7, 2023

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# FY 22-23 2<sup>nd</sup> Quarter Achievement Report



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

Date of Meeting:  
Agenda Item Type:

February 7, 2023  
Informational Item

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**AGENDA ITEM:** 2022-2023 Second Quarter Achievement Report for First 5 Funded Projects

**A. Background/History:**

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

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

Staff is requesting the Commission review and discusses the program status report representing activities and number of clients served through September of FY 2022-2023.

**C. Timeframe:**

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

- 1st Quarter Report: December 2022
- 2nd Quarter Report: February 2023
- 3rd Quarter Report: June 2023
- Year End Report: August 2023

**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 2022-2023 2nd Quarter Project Achievement Report

## FY 2022-2023 2nd Quarter Achievement Report for First 5 Kings Funded Programs

	Unduplicated Count of Clients Served			Objectives to be Achieved	Objectives that were Achieved	Objectives that did not meet Target	Objectives that are Inactive	Percentage of Budget Expended Goal 50%	Timely Progress Report Submission
	Children 0 to 2	Children 3 to 5	Significant Others						
<b>Family Resource Center Initiative</b>									
Corcoran FRC	61	46	107	41	14	IP	N/A	50.89%	Yes
KCOE – HFC & LFC	111	134	209	146	11	IP	N/A	41.05%	Yes
Kettleman City FRC	13	32	40	32	8	IP	N/A	34.64%	Yes
<b>School Readiness Initiative</b>									
UCP Parent & Me	86	28	102	40	10	IP	N/A	51.33%	Yes
UCP Special Need Program	49	0	32	16	4	IP	N/A	40.46%	Yes
<b>E3 Initiative</b>									
KCOE – CARES	N/A	N/A	166	19	13	IP	N/A	49.13%	Yes
<b>New Project Initiative</b>									
United Way 211	N/A	N/A	N/A	6	2	IP	N/A	59.72%	Yes





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

Date of Meeting: February 7, 2023

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# **Study Session**

**Spotlight On Service**

**Kings United Way**

**Kings County Referral  
Exchange**



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

Date of Meeting:  
Agenda Item Type:

February 7, 2023  
Informational

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**AGENDA ITEM: Spotlight on Service: Kings United Way – Kings County Referral Exchange**

**A. Background/History:**

The First 5 Commission has scheduled annual program presentations by funded programs. This offers grantees the opportunity to share their successes, achievements, and progress from the last year.

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

Kings United Way's 211 platform has been a resource for Kings County for a number of years, allowing community providers and members to identify a variety of resources to help the families and children of Kings County meet their needs. With the Kings County Referral Exchange project, KUW seeks to improve delivery of services, by allowing a closed-loop referral system, for providers to not only refer community members, but to also receive information on the results of the referral, and potential impact to the family. It also provides a communication system between providers, to avoid duplication of services, and to clearly see how a family's needs are being met in real time.

**C. Timeframe:**

Kings United Way has been a component of the most recent First 5 Kings County strategic plan since FY 2017-2018.

**D. Costs:**

There is no cost associated with this agenda item.

**E. Staff Recommendation:**

Staff recommends that the commission review the information provided by Kings United Way regarding the Kings County Referral Exchange project

**F. Attachments:**

- Kings United Way – Kings County Referral Exchange – PowerPoint Presentation



## KINGS COUNTY REFERRAL EXCHANGE



The Kings County Referral Exchange aims to help programs across Kings County track and manage their referrals on a safe and secure platform.

This gives programs the opportunity to effectively work together and change the way they handle those referrals.

1

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**Security and Consent**

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**How Does It Work: Roadmap to Services**

**3**

**How Everyone Benefits from a Shared System**

**4**

**Challenges & Our Future**

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# SECURITY

## 1

### Web Based Security

A secure web-based application that's accessible from any device (PC, laptop, or mobile), so no downloads necessary.

### System Security

The Unite Us Platform is HIPAA, FERPA, and 42 CFR Part 2 compliant, and is SOC 2 Type 2 certified.

### Organizational Settings

Secure logins for each network partner with configurable access and permission settings at the organization and user levels. Administrators have reporting access.

3

# CLIENT CONSENT

Consent is REQUIRED for each participating client.

## Gather consent in a variety of ways

### User Attestation

- On-Screen Consent by Attestation (Client Consented Verbally)

### Digital Consent

- Send Request For Signature By Text Message (SMS)
- Send Request For Signature By Email
- On-Screen Consent

### Paper & Verbal Consent

- Upload Signed Paper Form
- Upload Audio File (Client Consented Verbally)

4

# CLIENT CONSENT

**Script for Consent to Participate in the Unite Us Network**

By consenting, you agree to share information with a Network of health and social service partners powered by Unite Us software. Your personal information may be shared securely on the Network in accordance with privacy laws to connect you with services.

This consent covers all information shared by you or by anyone that has the right to share information on your behalf.

You can always limit the information you provide on the Network by requesting to have it removed.

To understand how your information may be used and kept safe on the Network, please see <https://uniteus.com/privacy>

If you no longer want your information shared on the Network, you can email [consent@uniteus.com](mailto:consent@uniteus.com) or ask any Network partner. It will take three business days to stop sharing your information.

Please answer the following questions with a Yes or No:  
 Do you provide your consent? [Client must say: Yes]  
 Do you understand and agree with what I have just read? [Yes]  
 Did I give you a chance to ask any questions that you had? [Yes]  
 Do you have any other questions? [No]

I attest that [redacted] was read the consent, was given the opportunity to ask questions and had their questions answered to their satisfaction. I affirm that [redacted] provided consent for their information to be shared via the Unite Us platform.

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[redacted] (attesting that consent was provided)  
 August 10, 2021 4:31pm (UTC)  
 REF: CF1FE8BD-3C57-4392-8A76-F1EBDF7CFFD9

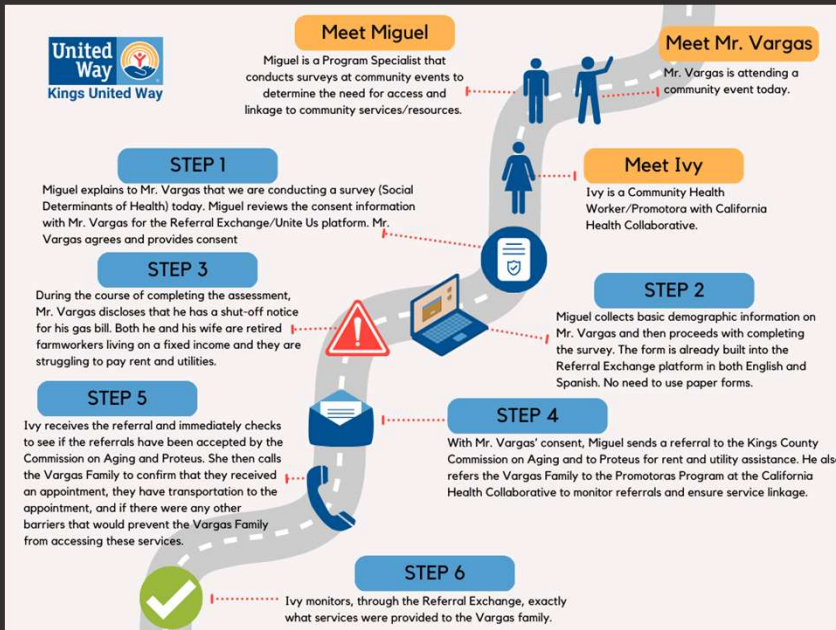


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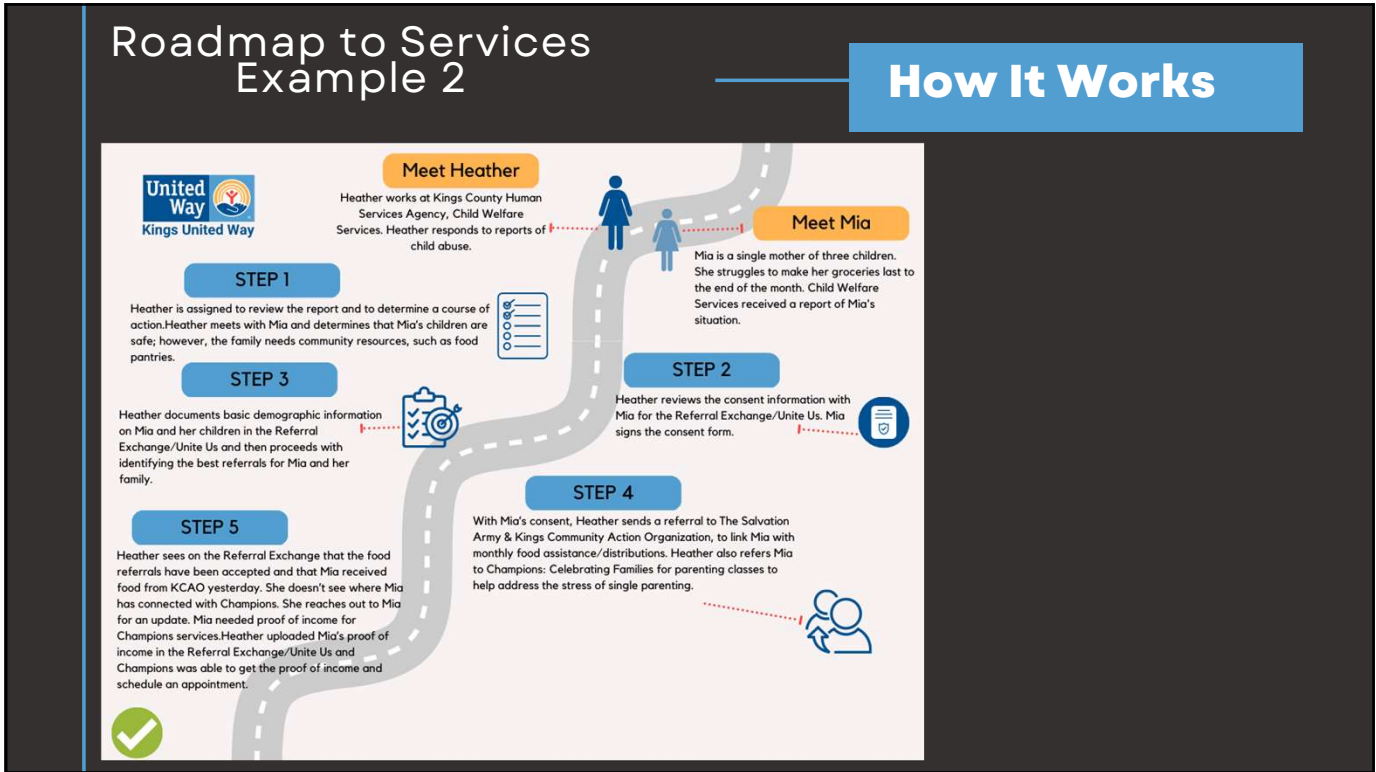
## Roadmap to Services-Example 1

## How It Works

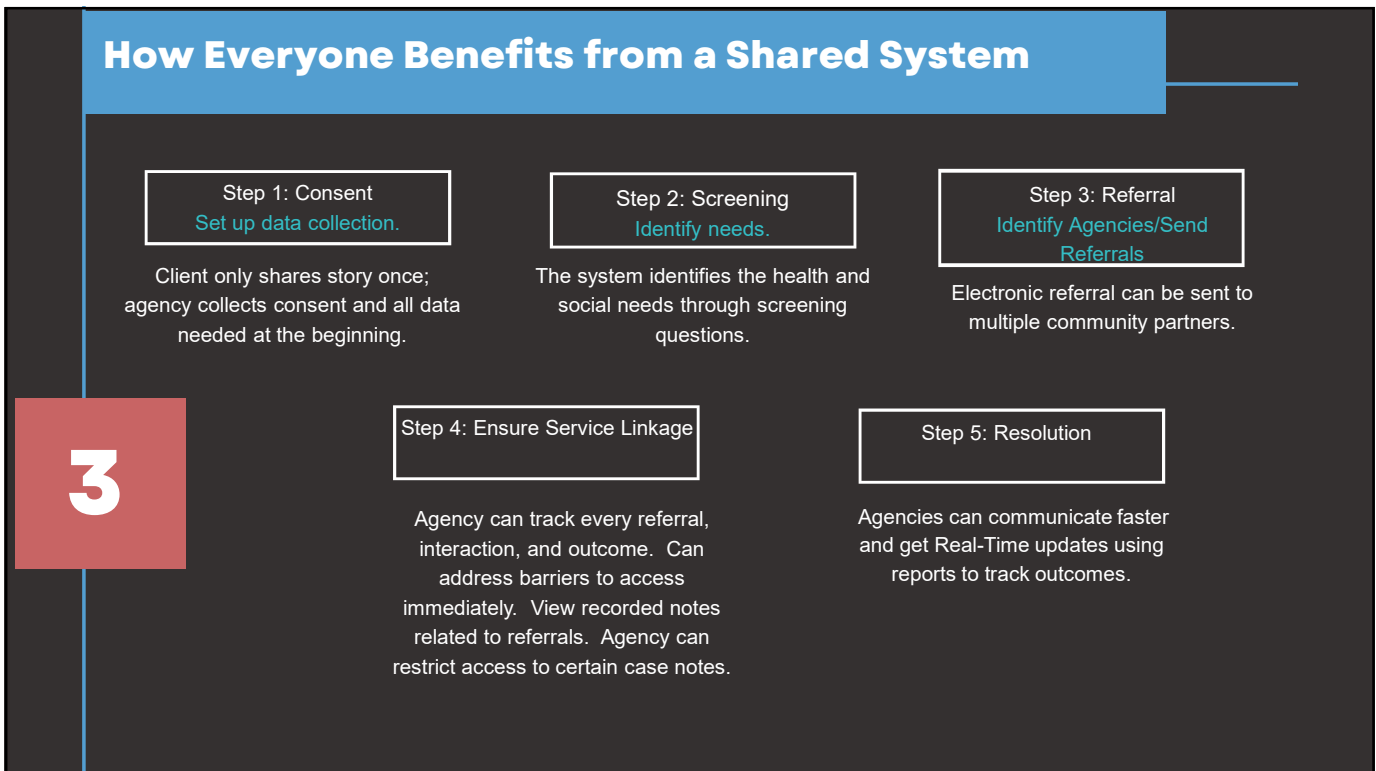
# 2



6



7



8

# Challenges

## Change is Difficult

Homeless Management Information System HMIS (2008)

4

### Organizational Infrastructure

Computer Equipment  
Internet Connectivity  
Staffing/Human Resources

### Concerns Related to Privacy and Security

Client Consent is Required (Same as HMIS)  
System is Web-Based (Same as HMIS)  
The Unite Us Platform is HIPAA, FERPA, and 42  
CFR Part 2 compliant, and is SOC 2 Type 2  
certified.

9

# FUTURE

Support from Funding Entities

Continue to Outreach

Grow Referral Exchange Network

## **Monthly Demos**

Demos held every 3rd Tuesday of  
the month at 2pm



10

## CONTACT INFORMATION

Luis Iniguez, Referral Exchange Specialist  
luis@kingsunitedway.org

Yvette Olivera, Coordinator  
yvetteo@kingsunitedway.org

Nanette Villarreal, Director  
nanettev@kingsunitedway.org







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Date of Meeting: February 7, 2023

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# Study Session

## Staff Report

December 2022 –  
January 2023



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December 2022 – January 2023

### Program Officer Report

- **Administrative Activities**
  - 2<sup>nd</sup> Quarterly Progress and Expenditure Reports
  - Budget and Scope of Work Modification – KCAO (Kettleman FRC)
  - Budget Modification – KCOE (CARES)
  - Fiscal Subcommittee Meeting (January 11 & January 13)
  - Health Department Budget Review
  - Health Department Accreditation Team
  
- **Meetings, Webinars and Conferences:**
  - First 5 Kern County Commission Meeting – 12/07/2022
  - First 5 ED Monthly Meeting – 12/08/2022
  - Central Valley F5 Regional Learning Exchange – 12/09/2022
  - Regional Refugee Family Support Collaborative – 12/13/2022
  - First 5 Leadership Network Cohort 3 Connection – 12/20/2022
  - First 5 Central Region ED Meeting – 01/06/2023
  - First 5 ED Monthly Meeting – 01/12/2023
  - First 5 California Commission Meeting – 01/19/2023
  - Regional HUB Equity RFA Draft Meeting – 01/23/2023
  - Regional Technical Assistance for HVC RFA Webinar – 01/24/2023
  - Region 5 Debrief – F5CA RFA Regional Technical Assistance for HVC RFA – 01/25/2023
  - Early Childhood Home Visiting Collaborative Meeting (01/25/2023)
  - F5 Association Debrief – RFA Webinar – 01/25/2023
  - First 5 Association Summit – 01/30-02/01/2023