

*** PUBLIC HEARING MEETING NOTICE***
FIRST 5 SAN MATEO COUNTY (F5SMC)
COMMISSION MEETING

DATE: Monday, June 26, 2023

TIME: 4:00 PM – 6:00 PM

San Mateo City Hall – Council Chambers
330 W. 20th Avenue,
San Mateo, CA 94403

Participate via Zoom for Public Members
<https://smcgov.zoom.us/j/99622266925>

Phone: +1 669 900 6833, Webinar ID: 996 2226 6925

PLEASE NOTE: This meeting will be held in a hybrid format with both in-person and Zoom participation options for members of the public; Commission members shall appear in person

This meeting of the First 5 San Mateo County Commission will be held at the address above in the Council Chambers on the first floor at 330 W. 20th Avenue, San Mateo, CA 94403 and by teleconference pursuant to California Assembly Bill 2449 and the Ralph M. Brown Act, CA Gov't Code. Section 54950, et seq. **Members of the First 5 San Mateo County Commission are expected to attend the meeting in person.** For information on exceptions allowed by law please reach out to counsel for First 5, Jennifer Stalzer at jstalzer@smcgov.org. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

AGENDA		
Call to Order and Preliminary Business		
1	Roll Call	4:00 PM
2	Public Comment	
3	Action to Set Agenda for June 26, 2023 Meeting and Approve Consent Agenda Items (See 3.1) <i>(This item is to set the final consent and regular agenda, and for the approval of the items listed on the consent agenda. All items on the consent agenda are approved by one action.)</i>	
4	Commission Announcements	4:05 PM
5	Storytelling: First 5 Work/Impact:	4:15 PM
Action Items		
6	Presentation and Approval of F5SMC's Long Term Financial Plan (LTFP) from FY 2023-28 (FY 22/23 Update) by Kitty Lopez, Executive Director, First 5 San Mateo County <i>(See Attachment 6, 6A, 6B, and 6C)</i>	4:20 PM

<p>7</p>	<p>Presentation: Strategic Plan Implementation Plan (SPIP) Continuation Strategies Recommendations and Agreement Approvals for FY 2023 – 2025 Update</p> <p>Focus Areas:</p> <ul style="list-style-type: none"> • Quality Care and Education • Healthy Children • Resilient Families • Policy, Advocacy, Evaluation, Emerging and Communications <p>By Kitty Lopez, Executive Director, First 5 San Mateo County and Michelle Blakely, Deputy Director, First 5 San Mateo County <i>(See Attachment 7, 7.1, 7.2, and 7.3)</i></p>	<p>4:30 PM</p>
<p>8</p>	<p>Presentation and Approval of Amendment to Agreement with Hamai Consulting for the Trauma- and Resiliency-Informed Systems Initiative Design Consultant to increase the total amount of the agreement by \$3,450 for a new total obligation not to exceed \$209,500 with an extended term from October 15, 2020 through September 30, 2025</p> <p>by Michelle Blakely, Deputy Director, First 5 San Mateo County <i>(See Attachment 8, and 8.1)</i></p>	<p>4:38 PM</p>
<p>9</p>	<p>Presentation and Approval of Ravenswood Family Health Center-Preventive Oral Health Project Contract Agreement in the Amount of \$110,000 Contract Term Effective July 1, 2023 through June 30, 2025</p> <p>by Michelle Blakely, Deputy Director, First 5 San Mateo County <i>(See Attachment 9, 7.2, 9.1 and 9.2)</i></p>	<p>4:46 PM</p>
<p>10</p>	<p>Presentation and Approval of Institute for Human and Social Development (IHSD Head Start) – Family Engagement Unity Project Contract Agreement in the Amount of \$91,000 Contract Term Effective July 1, 2023 through June 30, 2025</p> <p>by Michelle Blakely, Deputy Director, First 5 San Mateo County <i>(See Attachment 10, 7.2, 10.1 and 10.2)</i></p>	<p>4:54 PM</p>
<p>11</p>	<p>Presentation and Approval of Family Connections-Thriving Families Agreement in the Amount of \$400,000 Contract Term Effective July 1, 2023 through June 30, 2025</p> <p>By Michelle Blakely, Deputy Director, First 5 San Mateo County <i>(See Attachment 11, 7.2 , 11.1 and 11.2)</i></p>	<p>5:02 PM</p>
<p>12</p>	<p>Presentation and Approval of Child Care Coordinating Council of San Mateo County (4Cs)- Build Up for San Mateo County’s: Policy and Technical Assistance Agreement in the Amount of \$200,000 Contract Term effective June 1, 2023, through June 30, 2025</p> <p>by Michelle Blakely, Deputy Director, First 5 San Mateo County <i>(See Attachment 12, 7.2, 12.1 and 12.2)</i></p>	<p>5:10 PM</p>
<p>13</p>	<p>Presentation and Approval of EVALCORP Agreement in the Amount of \$200,000 Contract Term Effective July 1, 2023 through June 30, 2025</p> <p>By Jenifer Clark, Research and Evaluation Specialist, First 5 San Mateo County <i>(See Attachment 13,7.2, 13.1 and 13.2)</i></p>	<p>5:18 PM</p>

Informational Items		
14	Report of the First 5 San Mateo County Staff Team <i>(See Attachment 14, 14.1, 14.2 and 14.3)</i>	5:26 PM
15	Committee Updates <i>(See Attachment 15, 15A, 15B, 15C and 15D)</i>	5:34 PM
16	Adjournment	6:00 PM

Public Participation:

The June 26, 2023, First 5 San Mateo County Commission meeting may be accessed through Zoom link at the top of this agenda. The June 26, 2023, First 5 San Mateo County Commission meeting may also be accessed via telephone by dialing 1 669 900 6833. Enter the webinar ID: Webinar ID: 996 2226 6925, then press #. (Find your local number: <https://smcgov.zoom.us/j/99622266925>). Members of the public can also attend this meeting physically in the **San Mateo City Hall – Council Chambers, 330 W. 20th Avenue, San Mateo, CA 94403**

*Written public comments may be emailed to mblakely@smcgov.org, and such written comments should indicate the specific agenda item on which you are commenting.

*Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

***Please see instructions for written and spoken public comments at the end of this agenda.**

ADA Requests

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Michelle Blakely, Deputy Director, as early as possible but no later than 10 a.m. on Friday, June 23, 2023 at mblakely@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

***Instructions for Public Comment During Hybrid Meetings**

During hybrid meetings of the First 5 San Mateo County Commission, members of the public may address the Members of the First 5 San Mateo County Commission as follows:

***Written Comments:**

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to mblakely@smcgov.org
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.

4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 5:00 p.m. on Friday, June 23, 2023, it will be provided to the Members of the First 5 San Mateo County Commission and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00p.m. on Friday, June 23, 2023, the First 5 San Mateo County Staff will make every effort to either (i) provide such emailed comments to the First 5 San Mateo County and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

***Spoken Comments**

In person Participation:

1. If you wish to speak to the First 5 San Mateo County Commission, please fill out a speaker's slip located at the front entrance table. If you have anything that you wish distributed to the First 5 San Mateo County Commission and included in the official record, please hand it to the First 5 San Mateo County who will distribute the information to the First 5 San Mateo County Commission members and staff.

Via Teleconference (Zoom):

1. The June 26, 2023 First 5 San Mateo County Commission meeting may be accessed through Zoom online at the links and telephone numbers listed above.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the First 5 San Mateo County Commission Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

***Additional Information:**

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly.

Public records that relate to any item on the open session agenda for a regular First 5 San Mateo County Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the First 5 San Mateo County Commission.

First 5 San Mateo County Commission Meeting

CONSENT AGENDA

June 26, 2023

All items on the consent agenda are approved by one roll call motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent agenda.

- 3.1 Approval of the May 22, 2023 Commission Meeting Minutes
(See Attachment 3.1)

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**First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
May 22, 2023
San Mateo City Hall – Council Chambers
330 W. 20th Avenue,
San Mateo, CA 94403**

Call to Order & Roll Call

1. Roll Call

Commission Members: Alexis Becerra, Noelia Corzo, Sylvia Espinoza, Nancy Magee, Naveen Mahmood, Nkia Richardson, Louise Rogers, Valeria Chavez-Franco (Youth Commission), Rikhav Shah (Youth Commission)

Absent: Ken Cole, Rosanne Foust

Staff: Kitty Lopez, Michelle Blakely, Khanh Chau, Emily Roberts, Jenifer Clark, Karen Pisani, Mey Winata, Myra Cruz

County Counsel: Jennifer Stalzer

A quorum was present. Commissioner Becerra called the meeting to order at 4:04 PM; roll call was taken. The meeting was held in a hybrid format where the public had the option to attend the meeting in person or virtually.

Commissioner Becerra thanked the San Mateo City Hall for allowing F5SMC Commission to utilize the Council Chambers for the Commission meetings.

2. Public Comments:

- o Dayna Chung, Executive Director of Community Equity Collaborative, shared about Rainbow Kids, a program that promotes Gender, Love & Family. There will be a webinar on June 21, 2023, at 7 pm facilitated by Azisa Todd, Lead Trainer of San Mateo County Pride Center, and Nathanael Flynn, early childhood educator and co-author of Supporting Gender Diversity in Early Childhood Classrooms. The webinar will focus on how to talk with young children about diversity as it relates to gender, families, and love and will offer tools on how adults can support children to be in an inclusive environment. Everyone is welcome to attend.

3. Action to Set Agenda for May 22, 2023 Meeting and Approve Consent Agenda Items

MOTION: ROGERS / SECOND: CORZO
AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS, CHAVEZ-FRANCO (YC), SHAH (YC)
NOES: NONE

ABSTAIN: NONE

Motion approved

Public Comments: None

4. **Commission Announcements:** None

5. **Storytelling: First 5 Work/Impact: Inclusive Literature Event Update**

Youth Commissioners Valeria Chavez-Franco and Rikhav Shah shared the outcomes of the Read-Aloud event held on May 13, 2023, at the San Carlos Library as part of their Inclusive Literature Project. They provided the Commission background, research and statistics, project timeline, and the importance of this project. They thanked the organization partners, F5SMC, SMC Youth Commission, and SMC Libraries. They secured a local author, Sandhya Acharya, writer of *10 Gulab Jamuns*, for the event, which was attended by 15 attendees (parents & children). The author read aloud books, sang along with children, and gave away books.

Commission made comments.

Public Comment: None

6. **Approval of First 5 San Mateo County Policies and Bylaws for FY 2023 – 2024**

Kitty Lopez, F5SMC's Executive Director, provided the Commission with brief background information on this agenda item. Lopez highlighted the increase of the Executive Director's signature authority from \$50,000 to \$100,000 on behalf of the Commission. These changes are reflected in the Contracting and Procurement Policy and Bylaws.

MOTION: MAGEE / SECOND: MAHMOOD

AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS
CHAVEZ-FRANCO (YC), SHAH (YC)

NOES: NONE

ABSTAIN: NONE

Motion approved

Public Comments: None

Commission asked questions and made comments.

7. **Approval of F5SMC's FY 2023-24 Draft Budget and the Use of Ending Fund Balance (Reserves*) to Fund F5SMC's FY 2023-24 Adopted Budget**

Kitty Lopez presented the F5SMC's FY 2023 – 24 Draft Budget. Lopez highlighted the background of F5SMC Strategic Plan Investment for FY 2020 – 2025, key take aways, FY 23-24 Draft Budget Total Revenue of \$5.765M, other grants revenue, Strategic Plan Implementation Plan (SPIP)

funding carry over for FY 18 – 20 & FY 20 – 23, operating and administration budget, and FY 23 – 24 Budget summary.

MOTION: ROGERS / SECOND: ESPINOZA
 AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS
 CHAVEZ-FRANCO (YC), SHAH (YC)
 NOES: NONE
 ABSTAIN: NONE
 Motion approved

Commission made comments.

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

8. **Approval of Amendment to Agreement with Institute of Development for the Trauma and Resiliency-Informed Systems Initiative Design Consultant and Cohort Facilitator to increase the total amount of the agreement by \$17,100 for a new total obligation not to exceed \$67,100 for the term from July 1, 2022 through June 30, 2023**

Kitty Lopez shared a brief info of this agenda item and asked the Commission for approval.

MOTION: RICHARDSON / SECOND: CORZO
 AYES: BECERRA, CORZO, ESPINOZA, MAHMOOD, RICHARDSON
 CHAVEZ-FRANCO (YC), SHAH (YC)
 RECUSED: MAGEE, ROGERS
 NOES: NONE
 ABSTAIN: NONE
 Motion approved

Public comment: None

9. **Presentation: Presentation: Strategic Plan Implementation Plan (SPIP) Continuation Strategies Recommendations and Agreement Approvals for FY 2023 – 2025 Update Focus Areas:**

- **Quality Care and Education**
- **Healthy Children**
- **Resilient Families**
- **Policy, Advocacy, Evaluation, Emerging and Communications**

Michelle Blakely, F5SMC's Deputy Director, provided an update on SPIP continuation strategies recommendation and agreement approvals for FY 2023 – 2025. Blakely highlighted the following:

- A revised Round 2 Funding SPIP Recommendations Chart is distributed to reflect a correct recommended funding amounts for #14 Community Overcoming Relationship Abuse

(CORA), Family Resilience Project of \$286,333 instead of \$283,334 for FY 23-24 and FY 24 - 25.

- o Ecological theory and the social determinants of health diagram.
- o Strategic Plan Strategies 2020 – 2025.
- o SPIP focus area budget allocation of \$7,560,000 for 2nd funding cycle FY 2023 – 2025.
- o Timeline
- o Summary of SPIP 23 – 25 Agreements that will be presented and require Commission's approval at today's Commission meeting.

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

10. Presentation and Approval of AbilityPath - Integrated Systems For Children with Special Needs Agreement in the Amount of \$1,912,000, Contract Term Effective July 1, 2023 through June 30, 2025

Emily Roberts, F5SMC's Strategic Initiatives Manager, shared information regarding one of the Healthy Children focus area strategies --Integrated Systems for Children with Special Needs. Roberts shared the initiative purpose, the list of funded agencies with the AbilityPath as the lead agency, and issues to consider. Roberts asked the Commission to approve the agreement presented.

MOTION: MAHMOOD / SECOND: ROGERS
 AYES: BECERRA, CORZO, MAGEE, MAHMOOD, RICHARDSON, ROGERS
 CHAVEZ-FRANCO (YC), SHAH (YC)
 RECUSED: ESPINOZA
 NOES: NONE
 ABSTAIN: NONE
 Motion approved

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

11. Presentation and Approval of Cheryl Oku Consulting Agreement for the role of Help Me Grow Consultant in the Amount of \$172,200 Contract Term Effective July 1, 2023 through June 30, 2025

Emily Roberts shared a brief background of Cheryl Oku Consulting, contract amount, contract term and services that will be provided. Roberts asked the Commission to approve the agreement presented.

MOTION: ESPINOZA / SECOND: CORZO
 AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS

CHAVEZ-FRANCO (YC), SHAH (YC)
 NOES: NONE
 ABSTAIN: NONE
 Motion approved

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

12. Presentation and Approval of Sonrisas – Early Childhood Oral Health Programming Agreement in the Amount of \$110,000, Contract Term Effective July 1, 2023 through June 30, 2025

Emily Roberts shared information on Oral Health Access & Utilization strategy for the Healthy Children focus area. Roberts shared oral health 2-year funding allocation and agencies. She highlighted Sonrisas Dental Health contract amount, term, and services to be performed. Roberts asked the Commission to approve the agreement presented.

MOTION: ESPINOZA / SECOND: RICHARDSON
 AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS
 CHAVEZ-FRANCO (YC), SHAH (YC)
 NOES: NONE
 ABSTAIN: NONE
 Motion approved

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

13. Presentation and Approval of Peninsula Family Service (PFS) – Therapeutic Child Development Centers Agreement in the Amount of \$320,000, Contract Term Effective July 1, 2023 through June 30, 2025

Karen Pisani, F5SMC's Family Support Program Specialist, shared Resilient Families strategies and the scope of investment. The baseline of this focus area is \$2,120,000 over 2 years which is approved by the Commission with funding flexibility. Pisani shared a brief background on PFS, two-year funding amount, target service numbers, services to be performed, system improvement strategy, and program highlights. Pisani asked the Commission to approve the agreement presented.

MOTION: RICHARDSON / SECOND: MAHMOOD
 AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS

CHAVEZ-FRANCO (YC), SHAH (YC)
NOES: NONE
ABSTAIN: NONE
Motion approved

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

14. Presentation and Approval of Approval of CORA (Community Overcoming Relationship Abuse) – Family Resilience Project Agreement in the Amount of \$572,666.66, Contract Term Effective July 1,2023 through June 30, 2025

Pisani shared a brief background on CORA, two-year funding amount, target service numbers, services to be performed, system improvement strategy, and program highlights. Pisani asked the Commission to approve the agreement presented.

MOTION: MAGEE / SECOND: ESPINOZA
AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS
CHAVEZ-FRANCO (YC), SHAH (YC)
NOES: NONE
ABSTAIN: NONE
Motion approved

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

15. Approval of VIVA Social Impact Partner Communications Consultation Services Agreement in the Amount of \$280,000 Contract Term Effective July 1, 2023, through June 30, 2025

Kitty Lopez shared a brief background on this agenda item. She shared F5SMC's communications priorities for FY 23 – 25 and communications plan for 2020 – 2025. Lopez asked the Commission to approve the agreement presented.

MOTION: MAGEE / SECOND: MAHMOOD
AYES: BECERRA, CORZO, ESPINOZA, MAGEE, MAHMOOD, RICHARDSON, ROGERS
CHAVEZ-FRANCO (YC), SHAH (YC)
NOES: NONE
ABSTAIN: NONE
Motion approved

Commission made comments.

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [May 22, 2023 Commission Meeting Presentations](#).

16. F5SMC Staff Team Report

The F5SMC Staff Team's written report was included in the [May 22, 2023 Commission Meeting Packet](#). Kitty Lopez, highlighted the following:

- The Child Care Coordinating Council released an Interest Form Survey for participation on a county wide planning team for Universal Prekindergarten
- CalKids will provide each child born in California and eligible low-income public school students with up to \$1,500 in a CalKids account to help with their future education.
- F5SMC Staff, Michelle Blakely & Emily Roberts, met with representatives from First 5 Center, SMC Family Health Services, Human Services Agency and Family Service for strategy and updates regarding universal home visiting model exploration.
- Acknowledged F5SMC Staff, Myra Cruz, for participating at the San Bruno Park School District's Children's Day Event. Over 200 people attended the event and visited the F5SMC table.
- F5SMC is developing a new brochure with its communications firm, VIVA Social Impact Partners.
- F5SMC electronic newsletter was sent out on April 11, 2023.

Public Comment: None

17. Committee Updates

Early Childhood Evaluation Advisory Committee:

Commissioner Rogers shared that the Committee met on May 15, 2023 and discussed the Friday CAFÉ valuation participant focus group results.

The Committee Updates written report was included in the [May 22, 2022 Commission Meeting Packet](#).

18. Meeting Adjourned at 5:45 pm.

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DATE: June 26, 2023

TO: First 5 San Mateo County Commission

FROM: Kitty Lopez, Executive Director

RE: Approval of F5SMC's Long-Term Financial Plan (LTFP) FY 2023-28 (FY22/23 Update)

ACTION REQUESTED

Approval of F5SMC's Long-Term Financial Plan (LTFP) FY 2023-28 (FY22/23 Update)

KEY MESSAGES

- Please read the LTFP FY2023-28 (FY22/23 Update) Memo (**Attachment 6**) in conjunction with the LTFP Narrative (Attachment 6A) and LTFP Spreadsheets (**Attachments 6B and 6C**).
- Long-Term Financial Plan (LTFP) is a snapshot in time with financial information that continues to change and evolve. The Commission has the opportunity to review and approve an updated LTFP every year.
- F5SMC's LTFP FY 2023-28 (FY22/23 Update) provides 5-year financial planning for the period FY 2023-28, which is the bridge of two strategic plans:
 - ✓ from current strategic plan SPIP FY 2020-25
 - ✓ to the upcoming new strategic plan SPIP FY 2025-30.

and provides investment landscape from two main revenue sources:

(1) Mainstream F5CA Tobacco Tax revenue (82% of fiscal revenues) to fund F5SMC's Strategic Plan Implementation Plan (SPIP), and

(2) Additional Other Grant Revenues acquired through complete grant applications (18% of total fiscal revenues) which are utilized in leverage funding or shared funding projects that are in compliment to F5SMC's Strategic Plan Implementation Plan (SPIP).
- Other Grant Revenues help reduce F5SMC's sole financial dependency on the main Tobacco Tax Revenue sources while bringing more funding into the community.
- We estimate having to reduce the Community Investments and Operating Budget in FY 2025-28 to be in line with the reduction of Tobacco Tax Revenue.
- Finance and Administration Committee met and reviewed the presented Long-Term Financial Plan (LTFP) FY 2023-28 (FY22/23 Update) at its Finance and Administration Committee Meeting that took place on June 12, 2023. Finance and Administration Committee endorsed the recommendation and approval of the presented LTFP.

LTFP FY 2023-28 (FY22/23 Update) – KEY SUMMARY

	FY20-21 Actual	FY21-22 Actual	FY22-23 Revised Budget	FY23-24 Adopted Budget	FY24-25	FY25-26	FY26-27	FY27-28
Beginning Fund Balance	11,610	12,845	13,473	10,755	8,708	7,161	6,323	5,212
A+B. Tobacco Tax & Interest Revenues	6,105	5,821	5,199	4,608	4,277	4,021	3,747	3,552
C. Other Grants Revenues	1,112	1,189	1,915	959	959	600	600	600
Total Revenues	7,217	7,010	7,114	5,567	5,236	4,621	4,347	4,152
Total Available Fund	18,827	19,855	20,587	16,322	13,944	11,782	10,670	9,364
Appropriations								
D1. SPIP FY20-23	2,508	3,265	5,564	3,780	3,780	2,835	2,835	2,835
D2. SPIP FY20-23 Carry Over	0	0	0	900	0	0	0	0
D3. SPIP FY18-20 Carry Over	728	79	797	0	0	0	0	0
E. Other Grants Appropriations	933	901	1,357	800	800	500	500	500
F+G+H Operations	1,817	1,768	2,113	2,134	2,203	2,123	2,123	2,123
Total Appropriations	5,986	6,012	9,831	7,614	6,783	5,458	5,458	5,458
Ending Fund Balance Before Restricted Fund	12,841	13,842	10,756	8,708	7,161	6,323	5,212	3,905
Restricted Fund (Pension Liability and Operational Reserves)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Ending Fund Balance After Restricted Fund	10,841	11,842	8,756	6,708	5,161	4,323	3,212	1,905

FISCAL IMPACT

- Admin Cost Rate: range from 12%-15%, which is projected 12% in FY 2023-25 and 15% during FY 2025-28.
- At the end of FY 2027-28, Projected Ending Fund Balance after Pension Liability and Operational Reserves is \$1,905 M which is approximate to 4.5 months of fiscal revenue.
- FY 2023-25: Projected Budget Deficit of \$3.595 M over 2-year period. We will continue to draw down funds to cover this annual deficit from the Ending Fund Balance (Reserves*).

- FY 2025-28: Projected Budget Deficit of \$3.256 M over 3-year period. We may continue to draw down funds to cover this annual deficit from the Ending Fund Balance (Reserves*)
- At this time, we project from FY 2028 forward, Total Appropriations would be in line with Total Fiscal Revenues.

RECOMMENDATION

Approval of F5SMC's Long-Term Financial Plan (LTFP) from FY 2023-28 (FY22/23 Update)

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LTFP FY 2023-28 (FY22/23 Update) - NARRATIVES

** Please read the LTFP FY2023-28 (FY22/23 Update) Memo (Attachment 6) in conjunction with the LTFP Narrative (Attachment 6A) and LTFP Spreadsheets (Attachments 6B, 6C).*

F5SMC's LTFP FY 2023-28 (FY22/23 Update) are presented in **Attachments 6A, 6B, and 6C** and are updated with:

- (1) F5CA Tobacco Tax Revenue Projections FY2023-27 with Flavor Ban, released March 20, 2023
- (2) FY 2021-22 Audited Financial Information;
- (3) FY 2022-23 Revised Budget and FY 2023-24 Adopted Budget
- (4) Funding Allocations of Strategic Plan Implementation Plan (SPIP) FY 2023-25, which was approved during the strategic planning process.
- (5) Continue executing the SPIP FY 2020-23 Carry Over Fund in coordination within 2-year time frame of the SPIP FY 2023-25, per previous Commission approval.

I. REVENUES

A. Interest Revenue:

- Interest Revenue is projected 1% Interest Earning Rate on the Beginning Fund Balance.

B. Tobacco Tax Revenue

- Tobacco Tax Revenues include Prop 10 and Prop 56 *Tax Revenues which are allocated to F5 Commissions based on actual birth rate in each county.
- F5CA Tobacco Tax Revenue Projections FY 2023-27 with Flavor Ban ** (released March 2023), reflects the average annual declining rate of 6% compared to 3% declining rate of Tobacco Tax Revenue Projections without Flavor Ban.

C. Other Grant Revenue:

- FY 2023-25: Total \$1.918M Other Grant Revenue (average \$959K/year), pending Other Grant applications in the pipeline.
- FY 2025-28: projected \$600K Other Grant Revenues each fiscal year. This projection is based on conservative estimates to historical trend, trusted relationships with existing funders, and leverage funding opportunities with F5SMC's Strategic Plan.

II. PROGRAM APPROPRIATIONS

D1. Strategic Plan Investment SPIP FY 2023-28:

- FY 2023-25: Cycle 4 investments are \$3.780M each fiscal year; said investment level was previously approved by the Commission during the strategic planning process in 2017 and 2018.
- FY 2025-28: Cycle 5 investments are projected to be \$2.835M each fiscal year, which represent 25% reduction from Cycle 4 investments; the new strategic plan FY 2025-30 (to be developed in 2024) will help guide investment strategies and priorities.

D2. SPIP FY 2020-23 Carry-Over:

- Continue implementation of SPIP FY 2020-23 Carry-Over Fund in coordination within 2-year time frame of SPIP FY 2023-25

D3. SPIP FY 2018-20 Carry-Over:

- Sunset of SPIP FY 2018-20 Carry-Over Fund, which underspending fund will be returned to Ending Fund Balance by June 30,2023.

E. Other Grants Appropriations

- FY 2023-25: Total \$1.6 M Other Grant appropriations (average \$800K/year)
- FY 2025-28: Include projected \$500K/year pass-through contracts from projected Other Grant Revenue of \$600K/year.

F. Program Operations: for consistent presentation and reading across F5SMC’s Budget and F5SMC’s LTFP, Operations Section includes:

- ✓ Program Operating Budget: Allocation rate of 50%
- ✓ Program and Evaluation Staff Salaries and Benefits
- ✓ Shared Admin Staff Time working on Program activities: Allocation rate of 27%

III. ADMIN APPROPRIATIONS

- FY 2025-28: Cycle 5, the Operating Budget are projected 18% reduction and flat staffing cost.

G. Shared Operating Budget: Allocation rate of 50%

H. Admin Staff Salaries and Benefits: Allocation rate of 73%

IV. RESTRICTED FUND FOR PENSION LIABILITY AND OPERATIONAL RESERVES

- Commission has approved in previous LTFPs \$1M Pension Liability and \$1M for 6-month Operational Reserves, total of \$2M are therefore, Restricted Funds and are set aside for its intended restricted uses.

V. ENDING FUND BALANCE

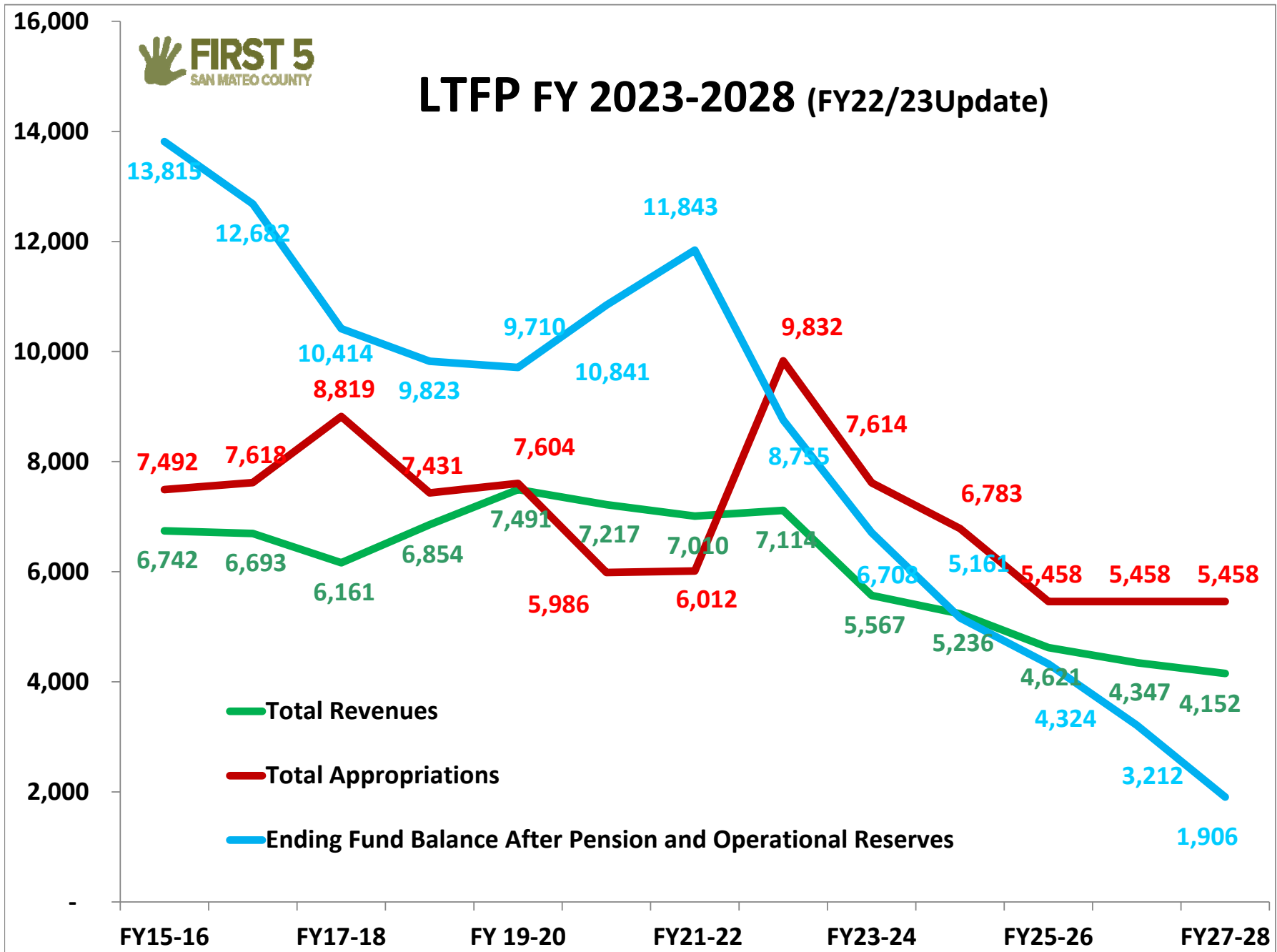
- At the end of FY 2027-28, Projected Ending Fund Balance after Pension Liability and Operational Reserves is \$1.906M which is approximate to 4.5 months equivalent of FY 2028 Fiscal Revenue.

**The Proposition 56 taxes reduce tax-paid tobacco purchases (hereafter, “consumption”), resulting in lower revenue for other tobacco tax funds. In the first revenue allocation step, some Proposition 56 revenues replace—or “backfill”—these revenue losses. <https://lao.ca.gov/Publications/Report/3939>*

*** Prop 31 – Flavor Ban on all Tobacco Products was passed in November 2022; The law is effective immediately in January 2023. Prop 31 causes larger negative decline rate of Tobacco Tax Revenue Projections from current 3% to 11% of Tobacco Tax Revenue Projections in 2023 and 2024, then levels off to 6% negative decline rate from 2025 onward.*

F5SMC LONG-TERM FINANCIAL PLAN (LTFP) FY 2023-2028 (Update FY22/23) Attachment 6B

CATEGORY	CYCLE 4					CYCLE 5		
	SPIP FY 2020-25					NEW SPIP FY2025-28		
	FY20-21 Actual	FY21-22 Actual	FY22-23 Revised Budget	FY23-24 Budget	FY24-25 Projection	FY25-26 Projection	FY26-27 Projection	FY27-28 Projection
BEGINNING FUND BALANCE (Beginning Reserves*)	11,610	12,845	13,473	10,755	8,708	7,161	6,324	5,212
A. Interest Revenue	145	125	135	102	87	72	63	52
B. Tobacco Tax Revenue	5,959	5,696	5,064	4,506	4,190	3,949	3,684	3,500
C. Other Grant Revenues								
F5CA Other Grants / IMPACT Grant	357	395	650	452	452	200	200	200
Other Non-Tobacco Tax Grants	755	794	1,266	507	507	400	400	400
Total Revenues	7,217	7,010	7,114	5,567	5,236	4,621	4,347	4,152
TOTAL AVAILABLE FUND (Total Sources*)	18,827	19,855	20,587	16,322	13,944	11,782	10,671	9,364
PROGRAM APPROPRIATIONS								
D1. Strategic Plan Investment SPIP (excl. E. Other Grants)	2,508	3,265	5,564	3,780	3,780	2,835	2,835	2,835
Community Investments (Resilient Families, Healthy Children, Quality Care & Education)	2,255	2,939	4,345					
Evaluation	52	46	229					
Policy, Advocacy, & Communications (PAC) & Emerging Projects	201	280	989					
D2. SPIP FY20-23 Carry Over				900				
D3. SPIP FY18-20 Carry Over to FY20-23 & No Cost Extension	728	79	797					
E. Other Grants	933	901	1,358	800	800	500	500	500
F5CA Other Grants / IMPACT Grant	310	348	567	360	360	150	150	150
Other Non-Tobacco Tax Grants	622	552	791	440	440	350	350	350
F. Program Operations	1,109	1,069	1,304	1,314	1,355	1,315	1,315	1,315
Shared Operating Budget	156	143	224	215	220	180	180	180
Program Staff S&B & Shared Admin Staff Time	953	926	1,080	1,099	1,135	1,135	1,135	1,135
Total Program Appropriations (D+E+F)	5,278	5,313	9,023	6,794	5,935	4,650	4,650	4,650
ADMIN APPROPRIATIONS								
G. Shared Operating Budget	156	143	224	215	220	180	180	180
H. Admin Staff S&B	552	556	585	605	628	628	628	628
Total Admin Appropriations (G+H)	708	699	809	820	848	808	808	808
TOTAL APPROPRIATIONS (Net Appropriations*)	5,986	6,012	9,832	7,614	6,783	5,458	5,458	5,458
Surplus / (Deficit) (Total Revenues - Total Appropriations)	1,231	998	(2,718)	(2,047)	(1,547)	(837)	(1,111)	(1,307)
Admin Cost Rate	12%	12%	8%	11%	12%	15%	15%	15%
ENDING FUND BALANCE before Pension Liability and Operational Reserves (Ending Reserves* before Pension Liability and Operational Reserves)	12,841	13,843	10,755	8,708	7,161	6,324	5,212	3,906
Restricted Fund Set Aside (formerly is read as RESERVES)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
6 months of Operations (wind down)	900	900	900	900	900	1,000	1,000	1,000
Pension Liability (GASB 68 Implementation)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
ENDING FUND BALANCE after Pension Liability and Operational Reserves (Ending Reserves* after Pension Liability and Operational Reserves)	10,841	11,843	8,755	6,708	5,161	4,324	3,212	1,906



Date: June 26, 2023
To: First 5 San Mateo County Commission
From: Kitty Lopez, Executive Director
Re: Update: Strategic Plan Implementation Plan (SPIP) Continuation Strategies Recommendations and Agreement Approvals for FY2023 – 2025

ACTION REQUESTED

No action. A presentation update on the strategic plan implementation plan (SPIP) continuation strategies recommendations and agreement approvals for FY2023 – 2025. Approval for agreements are found on separate agenda items for the June 26, 2023 Commission Meeting.

BACKGROUND

- F5SMC's approved Strategic Plan and Strategic Plan Implementation Plan (SPIP) 2020-2025 is delivered in two phases of community investment funding cycles and focus area strategies: Round 1 FYs 20-23 and Round 2 FYs 23-25. The strategic plan focus areas are Resilient Families, Healthy Children, Quality Care and Education, and Policy, Advocacy and Communications (PAC).
- At its February 27, 2023, meeting, the Commission approved the Staff's recommended funding approach for the final two years of the Commission's five-year Strategic Plan. **See Attachment 7.3 for Resource Allocation Considerations for 2023 – 2025.** The Staff's approved recommendation includes the following for FY 23/24 - 24/25:
 - Continued funding of all Focus Area Strategies in alignment with the approved Strategic Plan
 - Funding at the same level of community investment (\$3.780M per year) in accordance with the approved Long-Term Financial Plan (LTFP). **(See Attachment 7.1, 2023 – 2025 SPIP-LTFP Community Investments)**
 - Flexibility to release procurement mechanisms when appropriate for certain strategies of the Strategic Plan
 - Flexibility to shift funding across Focus Areas and grantees/contracts as prudent based on contract negotiations
- Commission and Subcommittee updates on the SPIP 23-25 Rd 2 process are provided as timeline allows. As of today, some updates have been provided to Finance and Administration (February 2023), Program and Operations (April 2023) and the Evaluation Subcommittee.

CONTRACT NEGOTIATIONS FOR AGREEMENTS FY 23-25

At its February 27, 2023, meeting, The Commission authorized staff to begin Scope of Work and Budget development with current grantees and consultants. Staff were also authorized to implement new procurement process for strategies in alignment with the current 5-year strategic plan and recommended funding approach. New agreements will have terms within the July 1, 2023, and June 30, 2025 timeframe.

CONSIDERATIONS

- All current grantees and consultants recommended for new agreements, were funded through a rigorous procurement process in FY 2020-FY2023.
- An Annual Review process is conducted to review and approve budget, budget narrative and SOW detail for Year 2 during the standard contract review process with staff and funded entity/individual.

- Agreement budget totals include local F5MC LTFP budget allocations and leveraged funds direct to F5SMC for contributions to Community Investments/Initiatives where indicated (primarily in Healthy Children and Quality Care and Education Focus Areas).
- Agreement sections included in Commission packet: Exhibit A, budget and budget narratives are provided per approval item. Contract templates have been reviewed by the County Attorney.
- Agreement Approvals to the Commission for SPIP 23-25 recommendation for continued strategies funding will be presented in July and September.
- An SPIP 23-25 Agreement Chart will be provided to the Commission and updated as approvals began on May 22, 2023.

FOCUS AREA STRATEGIES AND RECOMMENDED FUNDING AGENCIES FOR JUNE PRESENTATION

Staff will provide results of contract negotiations and program/initiative overview. Today's presentations and subsequent approval items are:

(See Attachment 7.2 – Round 2 Funding Recommendations Chart – #8- #13)

FOCUS AREA	SUBSTRATEGY	AGENCY	PROGAM
Healthy Children	Oral Health Utilization & Access	Ravenswood Family Health Clinic	Preventive Oral Health Project
Healthy Children	Early Childhood Mental Health Systems Infrastructure and Enhancements	Hamai Consulting	Trauma and Resiliency Systems Initiative
Resilient Families	Parent Connectivity and Family Engagement Capacity Building	Institute for Human and Social Development (IHSD)	Family Engagement Unity Project
Resilient Families	Intensive Supports for Families with Multiple Risk Factors; Parent Connectivity and Family Engagement Capacity Building	Family Connections	Thriving Families
Policy, Advocacy, and Communications	Community Education & Leadership and Advocacy	Child Care Coordinating Council (4Cs)	Build Up San Mateo County
Policy, Advocacy, and Communications - Evaluation	Research and Evaluation	EVALCORP	Evaluation Consultation and Support

FISCAL IMPACT

\$3.780M per year in FY 23-24 and FY24-25, as per the approved Long-Term Financial Plan (LTFP).

ACTION REQUESTED

No action. A presentation update on the Strategic Plan Implementation Plan (SPIP) continuation strategies recommendations and agreement approvals for FY2023 – 2025. Approval for agreements are found on separate agenda items in the June 26, 2023 Commission Meeting.

2023 – 2025 STRATEGIC PLAN IMPLEMENTATION PLAN*
LONG-TERM FINACIAL PLAN COMMUNITY INVESTMENTS
June 26, 2023

RESILIENT FAMILIES

Strategies	Language in the Strategic Plan	Total Allocation
<p align="center">#1 Intensive Support for Families with Multiple Risk Factors</p>	<p>Provide ongoing, individualized, professional support to children and parents in families experiencing multiple challenges, such as: homelessness, low income, domestic violence, incarceration, mental illness, or substance abuse. Activities may include: home visiting, care coordination, case management, family needs assessments, social-emotional screening, and therapeutic services, as well as wrap-around services such as parent support/parent education groups.</p>	<p align="center">\$1,0600.00 x 2 years (\$2,120.000)</p>
<p align="center">#2 Parent Connectivity</p>	<p>Support informal or semi-formal social networks to promote parental resilience and reduce social isolation. Activities may include: mothers’ or fathers’ groups; paraprofessional- or peer-led support groups; social media networking opportunities; father involvement efforts; family cafés; father cafés; developmental playgroups; and partnering with parents to identify parent leaders who understand and share knowledge about attachment and early child development among their peers.</p>	
<p align="center">#3 Family Engagement Capacity Building</p>	<p>Increase the understanding of early brain development, the parent-child relationship and culturally responsive practices among service providers from sectors whose decisions affect family functioning, and to promote the appropriate application of that knowledge within their work. Activities may include: training and learning communities (Friday Cafés) to create a culture of awareness, learning and sharing; building the capacity of both service sector leaders and direct service staff on early childhood development, adverse early childhood experiences, the 5 Protective Factors, and related subjects; systematized data sharing; and promotion of family-centric practices. Target service sectors include: child- and family-serving organizations.</p>	
	<p>Total Resilient Families</p>	<p align="center">\$2,120.000</p>

HEALTHY CHILDREN

Strategies	Language in the Strategic Plan	Total
#4 Oral Health Access & Utilization	Partnerships to improve young children’s utilization of preventive oral health care and advocating for policies and practices that increases dental utilization for children on Medi-Cal.	\$336,000
#5 Integrated Systems for Children with Special Needs and their Families	Bolster the continuum of care to identify and treat children with special needs, and the ongoing efforts to address systemic issues that impact access to and quality of these services. Activities may include: promoting universal social-emotional and developmental screening services for children 0-5; embedding screenings, assessments, and care coordination into pediatric clinics, early learning settings, or family support services; and supporting linkages and timely access to care coordination, assessment, and services for children and families requiring additional assistance.	\$1,494,000
#6 Early Mental Health Systems & Infrastructure Enhancements	Partnerships to support trauma- and resiliency-informed practices and policies in child- and family-serving organizations.	\$290,000
	Total Healthy Children	\$2,120,000

QUALITY CARE AND EDUCATION

Strategies	Language in the Strategic Plan	Total Allocation
#7 Quality Improvement	In partnership with existing community efforts, support formal quality improvement frameworks in early learning environments, and provide the services required to help providers and programs improve their quality as measured by these frameworks. Such services may include: coaching/consultation, including reflective practice and consultation to support children with social-emotional needs or who are at risk for expulsion and/or reduced hours; peer mentoring; program quality assessments; facility enhancements; early learning provider training; and technical assistance. Recruiting, retaining, and educating the early learning workforce is vital to creating and sustaining high-quality early learning programs.	\$1,0600.00 x 2 years (\$2,120,000)

<p>#8 Expand Access to Early Learning Settings for Children with Special Needs</p>	<p>Support families’ ability to access appropriate early learning experiences for their children with special needs. Such efforts may include: enhanced referrals matching children with appropriate placements, training and technical assistance to providers who enroll children with special needs, and/or policy approaches supporting inclusion.</p>	<p>(Budget included in #7)</p>
	<p>Total Quality Care and Education</p>	<p>\$2,120,000</p>
	<p>GRAND SUBTOTAL FOR FAMILY ENGAGEMENT, CHILD HEALTH & DEVELOPMENT, AND EARLY LEARNING FOCUS AREAS</p>	<p>\$ 6,360,000</p>

POLICY, ADVOCACY, EVALUATION, EMERGING AND COMMUNICATIONS

Strategies	Language in the Strategic Plan	Total Allocation
<p>#9 Leadership on Early Childhood Advocacy & Policy Development</p>	<p>Identify strategic partners and align leadership and resources to promote optimal child and family outcomes. Activities may include: convening high-level, multi-agency policy conversations that keep early childhood priorities and the impact of early childhood in the forefront of decision making; development and implementation of a Policy and Practices Platform that advances First 5 San Mateo County’s vision of Success for every child; and partnering with elected officials, community leaders, and other stakeholders to promote an early childhood agenda.</p>	
<p>#10 Community Partnership</p>	<p>Foster cross-agency and multidisciplinary partnerships to better serve children 0-5 and their families. Activities may include: facilitation of partnerships and collaborative efforts that increase the capacity and quality of services to children 0-5 and those that care for them; and hosting facilitated opportunities for multidisciplinary cross-training and networking for both funded and unfunded partners.</p>	<p>\$1,140,000 \$380,000 x 2 years (\$760,000)</p>
<p>#11 Community Education</p>	<p>Increase understanding about foundational early childhood topics such as early brain development. In coordination with other efforts, build public and political will to invest in the well-being and success of our young children. Activities may include: development and implementation of a Communications Plan highlighting the importance of a child’s early years, the needs and circumstances of families with young children in San Mateo County, and opportunities for stakeholders to act in ways that maximize positive outcomes for this population.</p>	

ATTACHMENT 7.1

#12 Evaluation	Prop 10 mandates that we evaluate and collect data on our investments. Evaluation includes research activities.	\$107,000 x 2 years (\$214,000)
#13 Emerging Projects	Innovation, New Opportunities, Seed Projects	\$113,000 x 2 years (\$226,000)
GRAND SUBTOTAL FOR POLICY ADVOCACY AND COMMUNICATIONS FOCUS AREA		\$1,200,000
*GRAND TOTAL COMMUNITY INVESTMENTS LOCAL		\$7,560,000

May 22, 2023

** Does not include leveraged funds direct to F5SMC for contributions to Community Investments for funded initiatives in the Healthy Children and Quality Care and Education Focus Areas.*

**Round 2 Funding SPIP Recommendations Chart –
Healthy Children Focus Area
(FYs 2023-2025)
June 26, 2023**

INITIATIVE FOCUS – The following are the strategies for funding designated within the Healthy Children Focus Area:

- Oral Health Access & Utilization: Partnerships to improve young children’s utilization of preventive oral health care and advocating for policies and practices that increases dental utilization for children on Medi-Cal.
- Integrated Systems for Children with Special Needs and their Families: Bolster the continuum of care to identify and treat children with special needs, and the ongoing efforts to address systemic issues that impact access to and quality of these services. Activities may include promoting universal social-emotional and developmental screening services for children 0-5; embedding screenings, assessments, and care coordination into pediatric clinics, early learning settings, or family support services; and supporting linkages and timely access to care coordination, assessment, and services for children and families requiring additional assistance.
- Early Mental Health Systems & Infrastructure Enhancements: Partnerships to support trauma- and resiliency-informed practices and policies in child- and family-serving organizations.

FUNDING ROLLOUT:

Round 1 Funding (first 3 years of the SPIP, FY2020-2023) = up to \$3,180,000

Round 2 Funding (final 2 years of SPIP, FY2023-2025) = up to \$2,120,000

COMMISSION APPROVAL:

Healthy Children Focus Area Agreements will be brought to the Commission for approval in order of completed contract negotiations.

Oral Health Access & Utilization

Negotiated Continuation Agreements	Recommended Funding Amounts		Clients Served in Year 1	Core Services/ Context
	FY 2023-24	FY 2024-25		
#9 Ravenswood Family Health Network <i>Preventative Oral Health Project</i>	\$55,000	\$55,000	<ul style="list-style-type: none"> • 270 children • 20 parents 	Deliver Virtual Dental home services to young children in early learning and childcare settings; provide preventative oral health support to families in RFHN’s CenteringParenting program

Sonrisas Dental Health: <i>Early Childhood Oral Health Programming</i>	\$55,000	\$55,000	<ul style="list-style-type: none"> • 800 children • 800 parents 	Provide school-based and drive-through dental screenings, parent education, oral health supply toolkits, and care coordination for low-income children ages 0-5 in San Mateo County.
VIVA Social Impact Partners <i>Oral Health Communications</i>	\$20,000	\$20,000	N/A	Design, curate, and promote positive oral health content with families and/or providers of young children. *The budget and scope for this work is incorporated in the broad Communications contract with VIVA Social Impact Partners.
Children Now Engaging San Mateo County Stakeholders in Systems Change to Improve Oral Health Outcomes	\$22,500	\$22,500	N/A	Support oral health access and utilization for children birth through age 5 and pregnant people in San Mateo County by educating and engaging stakeholders about state policies that support the implementation of the county’s oral health strategic plan. Lead and convene local oral health coalition and workgroup efforts. *This contract will be approved internally by the First 5 Executive Director as it falls within her signing authority.
Integrated System for Children with Special Needs and their Families				
Negotiated Continuation Agreements	Recommended Funding Amounts		Clients Served in Year 1	Core Services/ Context
	FY 2023-24	FY 2024-25		
AbilityPath <i>Integrated System for Children with Special Needs</i> <u>Subcontractors:</u> Legal Aid of San Mateo County LifeSteps Foundation Stanford Children’s Health, Government & Community Relations Stanford Children’s Health, Developmental Behavioral Pediatrics	\$956,000	\$956,000	<ul style="list-style-type: none"> • 891 children • 891 families (services) • 9,674 families (outreach/ education) • 791 providers 	Support and administer a continuum of care to identify and treat children with special needs and address systemic issues that impact access to and quality of these services. The Initiative will link children from early identification to the services and supports they need to thrive and will include implementation of the local Help Me Grow system with fidelity to national standards, including all four core components, and offer targeted supports that address barriers for families and fill critical gaps within the system of care for children with or at risk of special needs. The Initiative will offer universal access to high-quality information and resources about child development for families and providers of young children countywide. This effort includes a dedicated focus on systems-improvement, including elevating and addressing barriers to care, and institutes a continuous quality improvement strategy to learn from current approaches through consistent innovation.
Cheryl Oku Consulting <i>Help Me Grow Consultant</i>	\$86,100	\$86,100	N/A	Support the Help Me Grow system in San Mateo County, particularly related to the structural requirements of the local model, which include bolstering the organizing entity, overseeing the scale and spread, and developing and implementing a mechanism for continuous systems improvement. This role

				further the ongoing growth and implementation of the Help Me Grow San Mateo County system by serving three primary functions; that of content expert, research and evaluation administrator, and co-convenor/facilitator.
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Early Childhood Mental Health Systems and Infrastructure Enhancements

Negotiated Continuation Agreements	Recommended Funding Amounts		Clients Served in Year 1	Core Services/ Context
	FY 2023-24	FY 2024-25		
#7 Hamai Consulting <i>TRISI Initiative Design and Cohort Facilitation</i>	\$3,450 (augmenting current contract amount of \$206,050)	N/A	N/A	Adjustments to the Scope of Work include minimal targeted activities to support the transition of TRISI work to its next phase, technical assistance to support coaches with use of TIO Assessment results in the development of action plans, and integration of evaluation findings in evaluation report.

**May 2023 Round 2 Funding Recommendations Chart –
Resilient Families Focus Area
(FYs 2023-2025)
June 26, 2023**

INITIATIVE FOCUS – The following are aspects of the 2019 Resilient Families RFP which resulted in the 2020-2023 contracts containing SPIP strategies that the Commission voted to continue, subject to the contract negotiation process:

- Direct Service Funding to support the most at-risk children and families: Provide ongoing, individualized, professional support to children and parents in families experiencing multiple challenges, including but not limited to: homelessness, low income, domestic violence, incarceration, mental illness or substance abuse. Wrap-around services that are part of a best practice approach are included in this strategy.
- Direct Service Funding to support Parent Connectivity activities: Support informal or semi-formal social networks to promote parental resilience and reduce social isolation, and partner with parents to identify parent leaders who understand and share knowledge about attachment and early child development among their peers.
- Direct Service Funding to support Family Engagement Capacity Building: Increase the understanding of early brain development, the parent-child relationship and culturally responsive practices among service providers from sectors whose decisions affect family functioning, and promote the appropriate application of that knowledge within their work.
- Areas of Interest: Proposals that addressed the following areas of interest were encouraged and weighed by the Review Panel: focus on serving the working poor, those struggling with immigration issues, 0-2 population; fathers, dual language learners, alternative family structures (including LGBTQ), those needing early childhood mental health services, easily accessible venues, service “hub” approaches, service/care coordination and/or case management, and collective impact models.
- Systems Change and Sustainability: Applicants were required to include a systems-improvement/change element and demonstrate a concrete plan for sustaining the project beyond the grant term.

IMPACT OF COVID: While grantees were incredibly resourceful in connecting with children and families virtually and in other creative ways during the pandemic, the delivery of father involvement activities suffered. Fathers need much more in-person relationship building and ongoing personal stewardship to engage them and retain them. During contract negotiations grantees were given the option to broaden their father-focused activities to whole-family engagement activities. Some availed themselves of this opportunity, while others recommitted to fatherhood activities, acknowledging that they will need a ramp-up period due to the fact that most fathers with whom they had relationships have children who aged out of services.

FUNDING ROLLOUT:

Round 1 Funding (first 3 years of SPIP, FY2020-2023) = \$3,180,000

Round 2 Funding (final 2 years of SPIP, FY2023-2025) = \$2,120,000 +/- allocations across Focus Areas as determined by contract negotiations

COMMISSION APPROVAL:

Resilient Families Focus Area Agreements will be brought to the Commission for approval in order of completed contract negotiations.

Negotiated Continuation Agreements presented at May 2023 Commission Meeting	Recommended Funding Amounts		Clients Served Over 2 Years	Services
	FY 2023-24	FY 2024-25		
# 10 Institute for Human and Social Development (IHSD) <i>Family Engagement Unity Project</i>	\$45,500	\$45,000	<ul style="list-style-type: none"> • 105 fathers • 105 children • 10 others 	Serve Head Start and Early Head Start families (0-5) to increase positive parenting practices and promote healthy parent-child relationships and support the family-serving systems in SMC. Provide bi-lingual Father Café's, Dad & me events , Parent Ambassador Liaison to Friday Café's and TA to TBD agency for Family Credential Certification Program Lead.
#11 Family Connections <i>Thriving Families</i>	\$200,000	\$200,000	<ul style="list-style-type: none"> • 200 children • 200 parents • 10 others • 8 providers 	Engage Families with low income and risk factors. (200 parents, 200 children, 10 others, and 8 providers) in Redwood City (North Fair Oaks – 2 classrooms), East Palo Alto (2 classrooms), and Daly City (1 classroom) in a bilingual, culturally-responsive, quality family learning community within an early learning support program, designed to foster strong parent-child attachments and strengthen parent resiliency. In addition to the early learning classroom environment, clients are also offered a variety of workshops and groups to help foster parent/child attachment and attunement. A subset of parents/children who are the most at risk for potential abuse/neglect and/or trauma will receive intensive support services incorporating mental health home visiting, early childhood mental health consultation, and targeted groups/dyads. Family Connections staff members will receive professional development and reflective practice supervision for continuous improvement (8

				staff).
<p>Peninsula Family Service: Therapeutic Child Development Centers (TCDC)</p> <p><u>Subcontractors:</u> Lifemoves (Homeless Shelter sites for TCDCs) DICP (Occupational Therapy)</p>	\$160,000	\$160,000	<p>200 children 250 parents 30 providers</p>	<p>Provide a therapeutic treatment milieu for homeless toddlers and preschoolers (ages 18+ mos) in an early learning setting at First Step for Families and Haven House. This program takes place in two of LifeMoves’ shelters, and clients simultaneously participate in LifeMoves’ “Beyond the Bed” model as well as the F5SMC-funded program elements of the Therapeutic Child Development Centers. Activities address the toxic stress and trauma of homelessness while promoting pro-social behavior, social-emotional regulation, and discouraging aggression and coercive behavior. Services include: assessments, individual education/treatment plans, tailored interventions provided by a behavioral health specialist, occupational therapy, coaching and support for parents (to learn and implement interventions in the home environment), parent education, socialization events, Father Cafés, and home visiting. Continuation of the systems-level approach re: proactive case coordination for pipeline families at LifeMoves’ Daly City and RWC locations to ensure a smooth transition into the TCDCs.</p>
<p>Community Overcoming Relationship Abuse (CORA): Family Resilience Project</p>	\$283,334	\$283,333	<p>150 children 150 parents 100 others 52 providers</p>	<p>Support families to heal from the traumatic effects of domestic violence while supporting the child/parent bond. Provide comprehensive bilingual, multicultural services to DV victims and their children, including practical tools to repair insecure attachments caused by intimate partner violence. Service recipients include recent immigrants struggling with complex trauma. 60% of clients are low-income, mono-lingual, Spanish-speakers, many of whom are technically homeless and availing themselves of CORA’s shelter program. Services include: family assessments; safety planning; crisis intervention; Child/Parent Psychotherapy, including Trauma-focused Cognitive Behavioral Therapy (TF-CBT), Eye Movement Desensitization and Reprocessing (EDMR), Family Systems Therapy, and Child/Parent Dyadic Bonding and Attachment Therapy; trauma-informed case management; bilingual clinical case management; parent engagement activities utilizing a parent leadership approach; child/parent 0-5 dyad groups. Systems Improvement Element: Continuation of a Coordinated Community Response team (CCRT) to streamline navigation/enrollment regarding child care, housing, and medical Care. NEW: Provide the 40-hour Domestic Violence training to 20 family engagement professionals who otherwise would not have access to the training.</p>

**Round 2 Funding Recommendations Chart –
Policy, Advocacy and Communications Focus Area
(FYs 2023-2025)
June 26, 2023**

INITIATIVE FOCUS – The following are the strategies for funding designated within the Policy Advocacy and Communications Focus Areas

- Leadership on Early Childhood Advocacy & Policy Development
- Community Partnership
- Community Education

Negotiated Continuation Agreements presented at May 2023 Commission Meeting	Recommended Funding Amounts		Analytics	Services
	FY 2023-24	FY 2024-25		
# 12 Child Care Coordinating Council <i>Build Up San Mateo County</i>	\$100,000	\$100,000	County-wide <ul style="list-style-type: none"> • 4 Major Projects • 5-10 FCC Centers 	Partners with local community leaders, elected officials, business leaders, faith-based organizations, school districts and additional stakeholders to garner the direct investments and resources needed to increase the supply of child care in their communities through Overarching goals: <ol style="list-style-type: none"> 1. Reusing/repurposing existing available space for child care; 2. Including child care in new building developments 3. Partnering with large employers to expand access to child care 4. Generating new capital funds 5. Policy, advocacy and awareness
#13 EVALCORP <i>Evaluation Consultation Services and Support</i>	\$100,000	\$100,000	County-wide All funded F5 Grantee Initiatives	Ongoing planning, implementation, and technical assistance to enhance the evaluation infrastructure of F5SMC and its funded partners; Development and implementation of program- or system-specific evaluation projects.

VIVA Social Impact Partners Communications Consultation Services	\$140,000	\$140,000	County-wide	Supports First 5 San Mateo's communications efforts across a range of areas in alignment with the agency strategic plan. Design, curate, and promote positive oral health content with families and/or providers of young children.
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Resource Allocation Considerations for 2023-2025 Strategic Plan Implementation

1. **The contextual landscape at the local, state, and federal level.** Includes policy, partnership, and funding considerations, as well as both positive and negative developments. Examples include Prop 31 Flavor Ban, Pandemic Recovery Efforts, Trauma-Informed Systems, Workforce Policy and Reform, Cal-Aim, CYBHI, CDE and F5CA etc.
 - a. Several our investments are part of larger regional or statewide efforts which have substantial external support and momentum and or have been exacerbated negatively by the pandemic or budgetary shifts.
 - b. Considerations of how our contributions to and involvement with initiatives and partnerships enable continuity and larger-scale change both locally and regionally.
 - c. Continued advocacy for local contributions/funding to leverage, blend and layer totatives
 - d. New developments in state and or federal funding streams for targeted populations/strategies (e.g., Universal TK,).
 - e. Considerations of the social determinants of health and impacts on families (i.e., mental health, immigrations status, preferred modes of service delivery, and family engagement practices etc.)
2. **Investments across Focus Areas and Strategies**
 - a. We will be mindful of the overall budget balance of the portfolio across focus areas, while maintaining reasonable flexibility to ensure that our resources provide maximal value and address critical needs.
 - b. Consider the highest value-add that F5SMC and our partners can bring to 0-5 systems and services
3. **Seeding innovative/emerging efforts: How should F5SMC incorporate potential new activities or partners into our funding portfolio? Considerations may include:**
 - a. Information on the needs addressed by the potential intervention and its likelihood of success
 - b. Availability of other partners to help to fund, manage, administer, or implement the project
 - c. Potential value-add and scalability of any pilot projects
4. **Needs Assessments, Evaluation Data and Equity Performance Plan**
 - a. Consider current needs based on local population-level data, zip codes, demographics, and indicators as well as local knowledge and understanding of the landscape.
 - b. Consider local evaluation results and Impact as well as relevant data from regional, statewide, or national evaluations or mapping projects of programs or strategies that we currently support or are considering supporting.
 - c. Consider qualitative results such as systems-level initiatives and partnerships advancing the Strategic Plan 2020-2025 and emerging needs
 - d. Elevate & Embedding Parent Voice in all aspects of the strategic plan implementation
5. **Relationship between systems-level interventions and direct services**
 - a. Our investment trajectory overall is moving from focusing on funding direct-service provision to funding more systems-level work. This can occur both by increasing the proportional allocation to systems work at the agency level, and by including more systems work within contracts with community partners.
 - b. Systems work is included within grantee contracts and is also funded from our Policy, Advocacy, and Communications allocation. This depends in part on the specific type of systems work; for example, provider capacity building may be more efficiently situation within the grants to community partners, whereas policy or advocacy work may be more efficiently managed and funded out of the of PAC allocation.
 - c. Funding for direct services places a high priority on programs that address the most critical risk factors such as family violence, trauma, and mental health etc).
6. **Current Grantee Performance Track record in meeting the following requirements**

- a. Scope of Work deliverables
- b. Fiscal and Evaluation reporting requirements

- c. Timely submissions
- d. Quality of submissions

7. Sustainability

- a. Continue to weigh the ability to leverage, braid, layer and partner in order to secure adequate financial resources for activities we support.
- b. Identify areas where other partners may be able to take on some of the financial contributions, we are unable to sustain
- c. Some strategies may have opportunities to leverage consistent funding sources, enabling us to reduce our investments over time or in part.
- d. Some programs may be able to identify alternate funding sources or to embed the services and practices within their own personnel or operations budget, thereby becoming fully sustainable without F5SMC funding.
- e. Because we control the eligibility requirements or (other than child's age) for our funded programs, F5SMC can fund some programs that meet critical needs yet may not have access to other stable or consistent funding sources.

DATE: June 26, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director

RE: Approval of Amendment to Agreement with Hamai Consulting for the Trauma- and Resiliency-Informed Systems Initiative Design Consultant to increase the total amount of the agreement by \$3,450 for a new total obligation not to exceed \$209,500 with an extended term from October 15, 2020 through September 30, 2023

ACTION REQUESTED

Approval of Amendment to Agreement with Hamai Consulting for the Trauma- and Resiliency-Informed Systems Initiative Design Consultant to increase the total amount of the agreement by \$3,450 for a new total obligation not to exceed \$209,500 with an extended term from October 15, 2020 through September 30, 2023

BACKGROUND

In January 2018, F5SMC launched a multi-sector initiative to transform service delivery for young children and their families to fulfill the intention the Early Mental Health Systems investment strategy. The Trauma- and Resiliency-Informed Systems Initiative (TRISI) is a countywide effort to integrate a comprehensive commitment to address trauma and promote resiliency into our programs, structures, and culture with a long-term goal of embedding trauma- and resiliency-informed policies and practices at every level of the system. The Initiative is in its second round of an assessment, cohort, and coaching model to promote trauma-informed organizational practices.

To support the design and facilitation of the Learning Cohorts and Organizational Coaching, F5SMC issued a Request for Qualifications (RFQ) in the fall of 2020 and Hamai Consulting was awarded the contract to support Initiative Design and Cohort Facilitator- two of the three functions of the RFQ. The original contract was awarded for the term of October 15, 2020 through March 31, 2022 in an amount not to exceed \$100,000.

At the March 2022 Commission meeting, the First 5 Commission approved an amendment to the original agreement to extend the term for three months to end on June 30, 2022 and to augment the amount of the contract by \$21,000 for a contract total of \$121,000. The amended amount and term allowed for the integration of learnings from the first round of cohorts and coaching to inform planning for subsequent rounds.

In July 2022, the Commission approved augmenting the contract once more by adding an additional \$85,050 for a new total obligation of \$206,050 and an additional 12 months of service delivery, extending through June 30, 2023. This additional time and money allowed primarily for the rollout of a second wave of the work focused on three of the largest child- and family-serving countywide agencies and supported activities related to communications and collaboration, initiative launch and assessment support, cohort implementation, and evaluation.

Recommendations

This recommended amendment includes the following:

- Augmented funding in an amount not to exceed \$3,450

- Extension of the end date of the contract from June 30, 2023 to September 30, 2023
- Adjustments to the Scope of Work, which includes minimal targeted activities to support the transition of TRISI work to its next phase, technical assistance to support coaches with use of TIO Assessment results in the development of action plans, and integration of evaluation findings. **(See Attachment 8.1 for Exhibit A SOW & Budget)**

ISSUES TO CONSIDER

- This amendment will allow for continued support for current agency participants and continuity with the consultants currently serving these functions (See Atta

FISCAL IMPACT

The recommended contract amendment to Hamai Consulting for the Trauma- and Resiliency-Informed Systems Initiative Design Consultant requires an additional \$3,450 beyond what has previously been approved and expended. To fund the amendment, we will utilize up to \$3,450 of funding already earmarked from the F5SMC SPIP for 2023-25 for Mental Health Systems to support this amendment. **(See Attachments 7.1 and 7.2)**

RECOMMENDATION

Approval of Amendment to Agreement with Hamai Consulting for the Trauma- and Resiliency-Informed Systems Initiative Design Consultant to increase the total amount of the agreement by \$3,450 for a new total obligation not to exceed \$209,500 with an extended term from October 15, 2020 through September 30, 2023

Exhibit
Scope of Work and Budget

For Term: July 1, 2023 to September 30, 2023

Tasks	Staff Responsible	Estimated Hours	Estimated Cost
Participate in Core Team meetings and meetings with F5SMC, as needed to finalize design and implementation plans and support the transition for the continuation of the TRISI work. <i>Deliverables:</i> <ul style="list-style-type: none"> • Dates and times of meetings • Description of activities 	Tamara Hamai (TH)	8	\$1,200
Act as a thought partner and collaborate with the coaches to facilitate the use of the assessment results in the development of the action plans for each TRISI 2.0 organization. <i>Deliverables:</i> <ul style="list-style-type: none"> • Description of activities 	TH	9	\$1,350
Collaborate with the consultant that conducts the evaluation interviews to integrate the results of the interviews with the other evaluation findings. <i>Deliverables:</i> <ul style="list-style-type: none"> • Description of activities 	TH	6	\$900

In consideration for the services to be performed by Hamai Consulting, F5SMC agrees to pay Hamai Consulting \$150 per hour, not to exceed \$3,450.

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DATE: June 26, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of Ravenswood Family Health Network – Preventative Oral Health Project Agreement in the Amount of \$110,000, Contract Term Effective July 1, 2023 through June 30, 2025

ACTION REQUESTED

Approval of Ravenswood Family Health Network - Preventative Oral Health Project Agreement in the Amount of \$110,000 Contract Term Effective July 1, 2023 through June 30, 2025.

BACKGROUND

- At its February 27, 2023 meeting, the Commission approved the Staff’s recommended funding approach for the final two years of the Commissions five-year Strategic Plan. The Staff’s approved recommendation includes the following for FY 23/24 - 24/25:
 - Continued funding of all Focus Area Strategies in alignment with the approved Strategic Plan
 - Funding at the same level of community investment (\$3.780M per year) in accordance with the approved Long-Term Financial Plan (LTFP).
 - Flexibility to release procurement mechanisms when appropriate for certain strategies of the Strategic Plan
 - Flexibility to shift funding across Focus Areas and grantees/contracts as prudent based on contract negotiations
- **See Attachment 7.2**, “Round 2 Funding Recommendations Chart – Child Health and Development Focus Area” for an initiative overview and agreement-related funding details.

RESULT OF CONTRACT NEGOTIATIONS

Contract negotiations were successful and resulted in the following:

- Scope of Work: Changes made to the Scope of Work (SOW) include:
 - The elimination of two previously funded strategies (dental desensitization for children with special needs and an oral health literacy promotoras pilot project)
 - An increase in the target number of children served through the Virtual Dental Home model from 140 to 250 annually
 - The addition of a new strategy of promoting preventative oral health practices with families enrolled in RFHC’s CenteringParenting program

(See Attachment 9.1 for details)

Budget Request and Budget Narrative: The annual budget amount for years 2023-24 and 2024-25 is on target with the anticipated spending by RFHN for FY 2022-23. **(See Attachment 9.2 for details)**

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation for Ravenswood Family Health Network’s Preventative Oral Health Project. Please see Exhibit A (**Attachment # 9.1**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachment #9.2**). An Annual Review process is conducted to review and approve budget, budget narrative and SOW detail for Year 2 during the standard contract review process with staff and funded entity/individual.

Agency & Program	Year 1 Budget Amount*	Year 2 Budget Amount	One-Year Service Numbers (corresponds with Exhibit A)
Ravenswood Family Health Network – Preventative Oral Health Project	\$55,000*	\$55,000	<ul style="list-style-type: none"> • 270 children • 20 parents
Two-Year/Contract Total	\$110,000		

* Year 1 Budget Amount corresponds with the attached FY 23/24 Budget, (Attachment #9.2).

FISCAL IMPACT

The recommended award to Ravenswood Family Health Network for the Preventative Oral Health Project is \$110,000. This award is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP).

RECOMMENDATION

Approval of Ravenswood Family Health Network - Preventative Oral Health Project Agreement in the Amount of \$110,000 Contract Term Effective July 1, 2023 through June 30, 2025.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
Ravenswood Family Health Network
(Preventative Oral Health Project)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and Ravenswood Family Health Network (RFHN), effective as of July 1, 2023 the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will provide Virtual Dental home services to young children in early learning and childcare settings, and will provide preventative oral health support to families in RFHN's CenteringParenting program.

Project Services

1. Conduct oral health assessments and develop treatment plans for children at partner sites.
2. Provide sealants, interim therapeutic restorations, and silver diamine fluoride applications
3. Facilitate and track referrals for children who need immediate care from a dentist.
4. Provide children aging out of partner programs with linkages to new dental homes and oral health "passports".
5. In partnership with our Pediatric team, our Dental team will provide oral education, nutritional counseling, and fluoride varnish applications during each CenteringParenting session.
6. F5SMC Standard Activities
 - a. Distribute the First 5 Kit for New Parents to your clients as appropriate.
 - b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts.
 - c. Place F5SMC Tobacco-Free Premises placard in a prominent area where in-person services take place; notify virtual clientele of tobacco-free physical environment by posting on website and/or other virtual means.
 - d. Make tobacco education and cessation resources available to agency staff and those served by the agency, using the Kick-it California link and resources; include the Kick-it California link on the agency website (<https://kickitca.org/>).
 - e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information available on the F5SMC website/Grantee Resources - Password: grant33)
7. F5SMC Standard Communications
 - f. Distribute F5SMC materials to project clients and at community events.
 - g. Recognize F5SMC by placing the F5SMC logo and/or the phrase "Funding provided by First 5 San Mateo County" in your agency's annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
 - h. Proactively notify clientele receiving F5SMC services (whether virtual or in-person) that the project is funded by F5SMC (this can be accomplished by posting a placard where in-person services take place, utilizing a zoom background that includes the F5SMC logo, listing F5SMC as a funder on the agency website, etc.)
 - i. Participate as able in relevant social media advocacy and resource sharing.

8. F5SMC Standard Evaluation

- j. Collect individual-level data on clients served and services delivered through your F5SMC-funded programs as required. You may enter this information into Persimmony directly, upload the information into Persimmony from your agency's data system, or provide an export of this information to the F5SMC Research & Evaluation Specialist and/or any Evaluation Consultants working with F5SMC. If your agency administers assessments designed to identify client needs and/or track change over time (e.g. CBCL, PSI, ACES screens, ASQ, ASQ:SE, PEDS, Edinburgh, CES-D) this information should be included in the individual-level data provided to F5SMC.
- k. Administer F5SMC data collection and evaluation tools on clients served as required. These may include: Intake and Follow-Up Surveys, Parent Surveys, Provider Surveys, Satisfaction Surveys, and other surveys designed to evaluate the effectiveness of your F5SMC-funded program.
- l. Participate in F5SMC Systems Level research and evaluation activities as required. This will include completing a survey for a Social Network Analysis of F5SMC partner agencies in San Mateo County, and may also include activities such as key informant interviews, focus groups, and distribution of F5SMC - sponsored surveys to your staff and clients.
- m. Share with F5SMC any evaluation reports, presentations, issue briefs, or position papers developed by your staff or external evaluation consultants using data from your F5SMC-funded activities. These documents can be uploaded into Persimmony as PDFs.
- n. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC.
- o. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested.



**First 5 San Mateo County
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	Ravenswood Family Health Network
Program/Project Name:	Preventive Oral Health Program
Amount of Request:	55,000.00
Budget Period:	July 1, 2023 to June 30, 2024
Submission Date:	5/31/2023

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C.Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Project Director (Chief Dental Officer [CDO])	315,855.00	0.10		31,586.00	31,586.00
B. Registered Dental Hygienist in Alternative Practice (RDHAP)	144,000.00	0.12	17,280.00	0.00	17,280.00
C. Dental Navigator (DN)	48,360.00	0.34	16,447.24	0.00	16,447.24
D. Dental Biller	72,280.00	0.05	3,614.00	0.00	3,614.00
					0.00
Benefits @ <u>25.3 %</u>			9,447.00	7,991.00	17,438.00
Subtotal - Personnel			46,788.24	39,577.00	86,365.24

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	0.00	0.00	0.00
B. Office Supplies and Materials	150.00	0.00	150.00
C. Telephone/Communications	0.00	0.00	0.00
D. Postage/Mailing	0.00	0.00	0.00
E. Printing/Copying	150.00	0.00	150.00
F. Equipment Lease	0.00	0.00	0.00
G. Travel Using Personal Vehicle	0.00	0.00	0.00
H. Travel Using Company Vehicle	800.00	0.00	800.00
I. Consultants (itemize):			0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
J. Subcontractors (itemize):			0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
K. Other (itemize):			0.00
Personal Protective Equipment & Clinical Supplies	1,500.00	0.00	1,500.00
	0.00	0.00	0.00

	0.00	0.00	0.00
Subtotal - Operating Expenses	2,600.00	0.00	2,600.00

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>0.12</u>	5,611.76		5,611.76
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			0.00
Subtotal - Indirect Costs	5,611.76	0.00	5,611.76

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	55,000.00	39,577.00	94,577.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

Date Prepared:	05/31/2023	Prepared By:	Paula Izaguirre
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First 5 San Mateo County Use Only			
Date Approved:		Approved By:	



**First 5 San Mateo County
BUDGET NARRATIVE FORM**

Agency Name:	Ravenswood Family Health Network
Program/Project Name:	Preventive Oral Health Program
Amount of Request:	\$55,000
Budget period:	July 1, 2023 to June 30, 2024
Submission Date:	5/31/2023

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Project Director (Chief Dental Officer [CDO])	0.00	Oversees all project activities, including, but not limited to: providing administrative and clinical supervision and guidance to the VDH team as well as overseeing and participating in the CenteringParenting sessions.
B. Registered Dental Hygienist in Alternative Practice (RDHAP)	17,280.00	Lead for delivering VDH services, including, but not limited to: providing oral health education, nutritional counseling, and fluoride varnish during CenteringParenting sessions.
C. Dental Navigator (DN)	16,447.24	Supports the RDHAP and CDO in carrying out the project. Provides care coordination and family engagement.
D. Dental Biller	3,614.00	Responsible for collecting, reviewing, and verifying dental patients' billing information; submitting claims to Medi-Cal; and following-up on denials.
Benefits @ 25.3 %	9,447.00	Fringe benefit rate @ 25.3% (includes Medical, Dental, Vision, Life Insurance; FICA; Unemployment Insurance; 403B Match; Workers' Comp Insurance; Miscellaneous Benefits)
Subtotal - Personnel	46,788.24	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	0.00	
B. Office Supplies and Materials	150.00	For purchasing and developing educational materials for the CenteringParenting sessions.
C. Telephone/Communications	0.00	
D. Postage/Mailing	0.00	
E. Printing/Copying	150.00	For printing materials for the CenterigParenting sessions.
F. Equipment Lease	0.00	
G. Travel Using Personal Vehicle	0.00	
H. Travel Using Company Vehicle	800.00	For staff travel--to and from community sites.
I. Consultants (itemize):		
	0.00	
	0.00	
J. Subcontractors (itemize):		
	0.00	
	0.00	
K. Other (itemize):		

Personal Protective Equipment & Clinical Supplies	1,500.00	For PPE and clinical supplies such as gloves, N95 masks, face shields, disposable gowns, and fluoride varnish.
	0.00	
Subtotal - Operating Expenses	2,600.00	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>0.12</u>	5,611.76	Includes expenses for accounting and grant management; audit; utilities; facilities maintenance; IT support; security; data and communications.
Subtotal - Indirect Costs	5,611.76	

V. TOTAL PROGRAM COSTS	A. Amount Requested
Total of sections I - IV	\$ 55,000.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

DATE: June 26, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of Institute for Human and Social Development (IHSD)-Family Engagement Unity Project Agreement in the Amount of \$91,000, Contract Term Effective July 1, 2023, through June 30, 2025

ACTION REQUESTED

Approval of Institute for Human and Social Development (IHSD) – Family Engagement Unity Project Agreement in the Amount of \$91,000 Contract Term Effective July 1, 2023 through June 30, 2025.

BACKGROUND

- At its February 27, 2023 meeting, the Commission approved the Staff’s recommended funding approach for the final two years of the Commission’s five-year Strategic Plan. The Staff’s approved recommendation includes the following for FY 23/24 - 24/25:
 - Continued funding of all Focus Area Strategies in alignment with the approved Strategic Plan
 - Funding at the same level of community investment (\$3.780M per year) in accordance with the approved Long-Term Financial Plan (LTFP).
 - Flexibility to release procurement mechanisms when appropriate for certain strategies of the Strategic Plan
 - Flexibility to shift funding across Focus Areas and grantees/contracts as prudent based on contract negotiations
- See Attachment 7.2, “Round 2 Funding Recommendations Chart – Resilient Families Focus Area” for an initiative overview and agreement-related funding details.

RESULT OF CONTRACT NEGOTIATIONS

Contract negotiations were successful and resulted in the following:

- Scope of Work: Changes made to the Scope of Work (SOW) include:
 - Elimination of the Fatherhood Summit in exchange for six “Dad and Me” socialization events (over 2 years/ 3 per year) bringing together a swath of fathers and their children for peer support, relationship building, and deepened father-child attachment/attunement.
 - Elimination of the Family Development Credential training for 10 family engagement providers annually due to staff capacity issues. Any available staffing resources will be fully allocated to activities related to opening all centers from 60% (currently) to 100% by the end of the 23/24 school year, per federal mandate. (Note: the FDC training will still be provided to IHSD staff internally.)
 - The addition of technical assistance to agencies who express interest in taking on the FDC training in lieu of IHSD (e.g., Family Connections will explore the possibility in Q1 and Q2 and consult with IHSD during that exploration).
- Budget Request and Budget Narrative: The budget structure remains largely the same, with minor adjustments regarding:

- Staff previously engaged as contractors who have been hired/utilized as staff members now reflected in Personnel.
- The prior iteration of this grant included \$6,000 from the Policy, Advocacy, and Communications funding allocation bucket, (PAC). No funds will be pulled from PAC for the proposed contract; however, the baseline allocation of approximately \$83,000 was augmented with an additional \$8,000 of saving within the Resilient Families portfolio to increase the number of father socializations from two per year to three per year.
- COVID had a negative impact on the number of fathers engaged in services (fathers do not respond well unless they are engaged in-person and stewarded in-person). IHSD centers are currently 60% open with a mandate to be 100% open by the end of the 23/24 school year. Interfacing with fathers in person at drop-off and pick-up will once again allow IHSD to conduct effective father recruitment. Therefore, year one of this grant will be “ramp up” with target numbers of 45 fathers and 45 children; year two will increase to 60 fathers and 60 children.

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation for Institute for Human and Social Development (IHSD) – Family Engagement Unity Project. Please see Exhibit A (**Attachment #10.1**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachment #10.2**). An Annual Review process is conducted to review and approve budget, budget narrative and SOW detail for Year 2 during the standard contract review process with staff and funded entity/individual.

Agency & Program	Year 1 Budget Amount*	Year 2 Budget Amount	One-Year Service Numbers	Two-Year Service Numbers (corresponds with Exhibit A)
Institute for Human and Social Development (IHSD) – Family Engagement Unity Project	\$45,500*	\$45,500	<ul style="list-style-type: none"> ● 45 fathers ● 45 children ● 5 others 	<ul style="list-style-type: none"> ● 105 fathers ● 105 children ● 10 others
Two-Year/Contract Total	\$91,000			

* Year 1 Budget Amount corresponds with the attached FY 23/24 Budget, (Attachment #10.2).

FISCAL IMPACT

The recommended award to the Institute for Human and Social Development (IHSD) – Family Engagement Unity Project is \$91,000. This award is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP).

RECOMMENDATION

Approval of the Institute for Human and Social Development (IHSD) – Family Engagement Unity Project Agreement in the Amount of \$91,000, Contract Term Effective July 1, 2023 through June 30, 2025.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
INSTITUTE FOR HUMAN AND SOCIAL DEVELOPMENT (IHSD)
(FAMILY ENGAGEMENT UNITY PROJECT)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and IHSD, effective as of July 1, 2023 the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will engage at-risk, low income, 0-5 Head Start and Early Head Start families to promote healthy parent-child relationships utilizing authentic family engagement strategies, focusing on Father Engagement and Parent Leadership approaches, while supporting the family-serving system for: 105 fathers, 105 children, and 10 other family members over two years.

Project Services

1. Provide monthly bilingual (Spanish) Father Cafes, for families across the county (North County, Coast side, South County, Central County) for 105 fathers and 10 other family members
2. Provide six socialization ("Dad and Me") events to bring a swath of fathers and their children together for peer support, relationship building, deepened child-father attachment/attunement. Example venues/activities include but are not limited to: CuriOdyssey, park hike and BBQ, soccer/sports day, etc.
3. Parent Ambassador Lead/Father Café Coordinator and Father Café Mentor will attend the quarterly Friday Café Advisory Board meetings hosted by SMCOE. Information will be shared with IHSD staff
4. Parent Ambassador Lead/Father Café Coordinator attends Friday Cafes (8 per year).
5. IHSD staff will provide technical assistance to agencies implementing parent/father cafes, in partnership with SMCOE.
6. Participate in F5SMCs systems-level Family Engagement Initiative.
7. Provide technical assistance to agency/ies interested in providing the Family Development Credential training (in year one only).
8. F5SMC Standard Activities
 - a. Distribute the First 5 Kit for New Parents to your clients as appropriate.
 - b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts.
 - c. Place F5SMC Tobacco-Free Premises placard in a prominent area where in-person services take place; notify virtual clientele of tobacco-free physical environment by posting on website and/or other virtual means.
 - d. Make tobacco education and cessation resources available to agency staff and those served by the agency, using the Kick-it California link and resources; include the Kick-it California link on the agency website (<https://kickitca.org/>).
 - e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information available on the F5SMC website/Grantee Resources - Password: grant33)
9. F5SMC Standard Communications

- a. Distribute F5SMC materials to project clients and at community events.
- b. Recognize F5SMC by placing the F5SMC logo and/or the phrase "Funding provided by First 5 San Mateo County" in your agency's annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
- c. Proactively notify clientele receiving F5SMC services (whether virtual or in-person) that the project is funded by F5SMC (this can be accomplished by posting a placard where in-person services take place, utilizing a zoom background that includes the F5SMC logo, listing F5SMC as a funder on the agency website, etc.)
- d. Participate as able in relevant social media advocacy and resource sharing.

10. F5SMC Standard Evaluation

- a. Collect individual-level data on clients served and services delivered through your F5SMC-funded programs as required. You may enter this information into Persimmony directly, upload the information into Persimmony from your agency's data system, or provide an export of this information to the F5SMC Research & Evaluation Specialist and/or any Evaluation Consultants working with F5SMC. If your agency administers assessments designed to identify client needs and/or track change over time (e.g. CBCL, PSI, ACES screens, ASQ, ASQ:SE, PEDS, Edinburgh, CES-D) this information should be included in the individual-level data provided to F5SMC.
- b. Administer F5SMC data collection and evaluation tools on clients served as required. These may include: Intake and Follow-Up Surveys, Parent Surveys, Provider Surveys, Satisfaction Surveys, and other surveys designed to evaluate the effectiveness of your F5SMC-funded program.
- c. Participate in F5SMC Systems Level research and evaluation activities as required. This will include completing a survey for a Social Network Analysis of F5SMC partner agencies in San Mateo County, and may also include activities such as key informant interviews, focus groups, and distribution of F5SMC - sponsored surveys to your staff and clients.
- d. Share with F5SMC any evaluation reports, presentations, issue briefs, or position papers developed by your staff or external evaluation consultants using data from your F5SMC-funded activities. These documents can be uploaded into Persimmony as PDFs.
- e. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC.
- f. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested.



First 5 San Mateo County BUDGET REQUEST FORM

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	The Institute for Human and Social Development, Inc.
Program/Project Name:	Family Engagment Unity Project
Amount of Request:	45,500.00
Budget Period:	Year 1 (July 1, 2023 - June 30, 2024)
Submission Date:	6.2.23

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C.Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Father Café Coordinator (John)	68,000.00	0.25	17,000.00	54,400.00	71,400.00
B. Parent Ambassador Lead	16,000.00	0.33	5,280.00	10,720.00	16,000.00
C. Father Café Mentor (Charlie)	52,000.00	0.20	10,400.00	41,600.00	52,000.00
D. FDC Instructor (Leanne)	75,000.00	0.02	1,500.00	73,500.00	75,000.00
Benefits @ 17 %			5,940.00	0.00	5,940.00
Subtotal - Personnel			40,120.00	180,220.00	220,340.00

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	0.00	5,000.00	5,000.00
B. Office Supplies and Materials	0.00	200.00	200.00
C. Telephone/Communications	0.00	3,000.00	3,000.00
D. Postage/Mailing	0.00	0.00	0.00
E. Printing/Copying	0.00	500.00	500.00
F. Equipment Lease (Zoom)	0.00	250.00	250.00
G. Travel Using Personal Vehicle	0.00	0.00	0.00
H. Travel Using Company Vehicle	0.00	0.00	0.00
I. Consultants (itemize):			0.00
New Voices - Translation for Father Café Meetings	1,900.00	0.00	1,900.00
	0.00	0.00	0.00
J. Subcontractors (itemize):			0.00
K. Other (itemize):	0.00	0.00	0.00
Refreshments for Father Café Meetings	750.00	250.00	1,000.00
Incentives for Fathers	500.00	500.00	1,000.00
Stipend for Father Café Table Top Facilitator	980.00	0.00	980.00
Stipend for Father Café Lead (parent)	500.00	0.00	500.00
Dad & Me Activity support	750.00	1,000.00	1,750.00

Subtotal - Operating Expenses	5,380.00	10,700.00	16,080.00
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IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
%	0.00	0.00	0.00
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			0.00
Subtotal - Indirect Costs	0.00	0.00	0.00

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	45,500.00	190,920.00	236,420.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. **Head Start Funding**

Date Prepared:	6.2.23	Prepared By:	Angel Barrios
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First 5 San Mateo County Use Only			
Date Approved:		Approved By:	



**First 5 San Mateo County
BUDGET NARRATIVE FORM**

Agency Name:	The Institute for Human and Social Development, Inc.
Program/Project Name:	Family Engagement Unity Project
Amount of Request:	\$45,500
Budget period:	Year 1 (July 1, 2023 - June 30, 2024)
Submission Date:	6.2.23

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Father Café Coordinator (John)	17,000.00	Co-coordinate/co-lead the Father Cafes and participate in any systems level discussions with First 5 and SMCOE.
B. Parent Ambassador Lead	5,280.00	Coordinate with the Family Engagement Coordinator in engaging families across the program with Family Engagement Activities and Trainings.. This position will be on Izzi's payroll and will be working approximately 40-50 hours a month.
C. Father Café Mentor (Charlie)	10,400.00	Co-coordinate/co-lead the Father Cafes and participate in any systems level discussions with First 5 and SMCOE. This position will also work very closely with the table top facilitators and Father Café Lead.
D. FDC Instructor (Leanne)	1,500.00	Provide Technical Assistance to the organization taking on the FDC Credential Program.
Benefits @ 17 %	5,940.00	16% benefits includes medical, dental, retirement, workers comp and appropriate
Subtotal - Personnel	40,120.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	0.00	
B. Office Supplies and Materials	0.00	
C. Telephone/Communications	0.00	
D. Postage/Mailing	0.00	
E. Printing/Copying	0.00	
F. Equipment Lease (Zoom)	0.00	
G. Travel Using Personal Vehicle	0.00	
H. Travel Using Company Vehicle	0.00	
I. Consultants (itemize):		
New Voices - Translation for Father Café	1,900.00	Provide Spanish translation at the Father Café meetings
	0.00	
J. Subcontractors (itemize):		
	0.00	
Refreshments for Father Café Meetings	750.00	Refreshments during the in-person Father Café meetings. \$75 per meeting = 10/yr
Incentives for Fathers	500.00	Incentives to build attendance at meetings - branding/relationship building items such as T-shirts, hats, etc. and gift cards
Stipend for Father Café Table Top Facilitator	980.00	Table Top facilitators (4-5) will receive approximately \$40-\$50 per father café (hourly rate of \$25/hour, meeting length is 1.5 hours with a 30 minutes prep time = \$50 per Café). They support the group discussions with the fathers. 1 café per month = 10/yr.

Stipend for Father Café Lead (parent)	500.00	The lead will be a current Izzi father who will serve as the parent representative and work closely with Father Café Coordinator and Father Café Mentor. 1 hour planning meetings = \$50 per Café. 1 café per month = 10/year.
Dad & Me Activity Support	750.00	3 times a year there will be a Dad and Me Activity. This will be socialization where fathers/male figures and their children could gather together for an activity (i.e., Hiking and entrance fee for Curiodessy). \$250 per event.
Subtotal - Operating Expenses	5,380.00	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	0.00	
B.	0.00	
C.	0.00	
D.	0.00	
E.	0.00	
Subtotal - Capital Expenditures	0.00	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
%	0.00	
Subtotal - Indirect Costs	0.00	

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	45,500.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. Head Start Funding

DATE: June 26, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of Family Connections – Thriving Families Agreement in the Amount of \$400,000, Contract Term Effective July 1, 2023 through June 30, 2025

ACTION REQUESTED

Approval of Family Connections – Thriving Families Agreement in the Amount of \$400,000 Contract Term Effective July 1, 2023 through June 30, 2025.

BACKGROUND

- At its February 27, 2023 meeting, the Commission approved the Staff’s recommended funding approach for the final two years of the Commission’s five-year Strategic Plan. The Staff’s approved recommendation includes the following for FY 23/24 - 24/25:
 - Continued funding of all Focus Area Strategies in alignment with the approved Strategic Plan
 - Funding at the same level of community investment (\$3.780M per year) in accordance with the approved Long-Term Financial Plan (LTFP).
 - Flexibility to release procurement mechanisms when appropriate for certain strategies of the Strategic Plan
 - Flexibility to shift funding across Focus Areas and grantees/contracts as prudent based on contract negotiations
- **See Attachment 7.2**, “Round 2 Funding Recommendations Chart – Family Connections-Thriving Families” for an initiative overview and agreement-related funding details.

RESULT OF CONTRACT NEGOTIATIONS

Contract negotiations were successful and resulted in the following:

- Scope of Work: Changes made to the Scope of Work (SOW) include:
 - Change in program enrollment: rather than requiring every family to participate in one of the co-op classrooms, families can now avail themselves of Family Connections’ services through support groups, workshops, etc. without enrolling in a co-op classroom. This shift embraces the “no wrong door approach” and is more equitable as it increases the breadth of clients served (some working families found co-op participation difficult given work responsibilities and were excluded from participation altogether.)
 - Family Connections lost their East Menlo Park site about a year and a half ago. In it’s place they will be opening a new classroom in Daly City at Jefferson Elementary. They will be conducting a Nurturing Families (0-3) co-op classroom.
 - In Q1 and Q2 Family Connections will explore the feasibility of becoming a training hub for family engagement providers in San Mateo County. Specifically, they will ascertain what it will take to implement the provider Trauma Transformed training (in Spanish) that Puente previously provided, and the Family Development Credential training that IHSD previously provided. If they

determine they have the basic infrastructure to implement one or both trainings, they will require more funding from F5SMC (and a budget revision), but have also secured modest funding from Chan Zuckerberg Initiative to help underwrite the cost.

- **Budget Request and Budget Narrative:** The budget structure remains basically unchanged.
- **Classroom structure:** Family Connections Provides 5 co-op classrooms at three sites:
 - East Palo Alto: one Nurturing Families classroom (0-3 yr. old children), and one preschool classroom (4-5 yr. old children) in a school at North Fair Oaks.
 - Redwood City: one Nurturing Families classroom (0-3 yr. old children), and one preschool classroom (4-5 yr. old children) in a home.
 - Daly City: one Nurturing Families classroom (0-3 yr. old children), at Jefferson Elementary School.

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation for Family Connections for the Thriving Families program. Please see Exhibit A (**Attachment #11.1**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachment #11.2**).

Agency & Program	Year 1 Budget Amount*	Year 2 Budget Amount	One-Year Service Numbers	Two-Year Service Numbers (corresponds with Exhibit A)
Family Connections – Thriving Families	\$200,000*	\$200,000	<ul style="list-style-type: none"> • 100 children • 100 parents • 5 others • 8 providers 	<ul style="list-style-type: none"> • 200 children • 200 parents • 10 others • 8 providers
Two-Year/Contract Total	\$400,000			

* Year 1 Budget Amount corresponds with the attached FY 23/24 Budget, (Attachment #11.2).

FISCAL IMPACT

The recommended award to Family Connections – Thriving Families project is \$400,000. This award is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP).

RECOMMENDATION

Approval of Family Connections – Thriving Families Agreement in the Amount of \$400,000 Contract Term Effective July 1, 2023 through June 30, 2025.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
FAMILY CONNECTIONS
(THRIVING FAMILIES)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and Family Connections, effective as of July 1, 2023 the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will engage at-risk, low-income families (200 parents, 200 children, 10 others, and 8 providers) in Redwood City (North Fair Oaks – 2 classrooms), East Palo Alto (2 classrooms), and Daly City (1 classroom) in a bilingual, culturally-responsive, quality family learning community within an early learning support program, designed to foster strong parent-child attachments and strengthen parent resiliency. In addition to the early learning classroom environment, clients are also offered a variety of workshops and groups to help foster parent/child attachment and attunement. A subset of parents/children who are the most at risk for potential abuse/neglect and/or trauma will receive intensive support services incorporating mental health home visiting, early childhood mental health consultation, and targeted groups/dyads. Family Connections staff members will receive professional development and reflective practice supervision for continuous improvement (8 staff).

Project Services

1. Outreach and enroll 200 children, 200 parents, and 10 "other" (grandparents, aunts, uncles etc.) providing parent/child intake, screenings, triage, orientation, initial home visit, and caregiver-child groups, parent workshops, and mental health wellness groups. A subset of 144 parents, 144 children, and 10 others will be enrolled in 5 classrooms and partake of the early learning co-ops in Redwood City, East Palo Alto and Daly City.
2. Strengthen families through increase in Protective Factors achieved via parent support activities, including Parent Cafes, parent nights, and caregiver groups/check ins (172 parents, 144 children)
3. Intentionally engage fathers and male caregivers in their young child's growth & development via tailored strategies (70 fathers, 40 children)
4. Enroll 100 parents and 100 children in the Intensive Supports Program
5. Provide professional development and/or capacity building for Family Connections 8 staff members, including reflective supervision for continuous improvement.
6. Maximize collaborations with other systems, agencies, and/or efforts within San Mateo County, including but not limited to: participating in F5SMC's Systems-Level Family Engagement Initiative, participate in CORA's CCRT meeting when appropriate, collaborate with Izzy to conduct a "crossover" Father Café event, etc.
7. Explore the feasibility in Q1 and Q2 of FY 23.24 of becoming a training hub for family engagement providers.
8. F5SMC Standard Activities
 - a. Distribute the First 5 Kit for New Parents to your clients as appropriate.
 - b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts.
 - c. Place F5SMC Tobacco-Free Premises placard in a prominent area where in-person services take place; notify virtual clientele of tobacco-free physical environment by posting on website and/or other virtual means.

- d. Make tobacco education and cessation resources available to agency staff and those served by the agency, using the Kick-it California link and resources; include the Kick-it California link on the agency website (<https://kickitca.org/>).
- e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information available on the F5SMC website/Grantee Resources - Password: grant33)

9. F5SMC Standard Communications

- a. Distribute F5SMC materials to project clients and at community events.
- b. Recognize F5SMC by placing the F5SMC logo and/or the phrase “Funding provided by First 5 San Mateo County” in your agency’s annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
- c. Proactively notify clientele receiving F5SMC services (whether virtual or in-person) that the project is funded by F5SMC (this can be accomplished by posting a placard where in-person services take place, utilizing a zoom background that includes the F5SMC logo, listing F5SMC as a funder on the agency website, etc.)
- d. Participate as able in relevant social media advocacy and resource sharing.

10. F5SMC Standard Evaluation

- a. Collect individual-level data on clients served and services delivered through your F5SMC-funded programs as required. You may enter this information into Persimmony directly, upload the information into Persimmony from your agency’s data system, or provide an export of this information to the F5SMC Research & Evaluation Specialist and/or any Evaluation Consultants working with F5SMC. If your agency administers assessments designed to identify client needs and/or track change over time (e.g. CBCL, PSI, ACES screens, ASQ, ASQ:SE, PEDS, Edinburgh, CES-D) this information should be included in the individual-level data provided to F5SMC.
- b. Administer F5SMC data collection and evaluation tools on clients served as required. These may include: Intake and Follow-Up Surveys, Parent Surveys, Provider Surveys, Satisfaction Surveys, and other surveys designed to evaluate the effectiveness of your F5SMC-funded program.
- c. Participate in F5SMC Systems Level research and evaluation activities as required. This will include completing a survey for a Social Network Analysis of F5SMC partner agencies in San Mateo County, and may also include activities such as key informant interviews, focus groups, and distribution of F5SMC - sponsored surveys to your staff and clients.
- d. Share with F5SMC any evaluation reports, presentations, issue briefs, or position papers developed by your staff or external evaluation consultants using data from your F5SMC-funded activities. These documents can be uploaded into Persimmony as PDFs.
- e. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC.
- f. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested.



**First 5 San Mateo County
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	Family Connections
Program/Project Name:	Thriving Families Project
Amount of Request:	200,000.00
Budget Period:	July 1, 2023 to June 30, 2024
Submission Date:	6.5.23

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
<u>Position Title</u>	<u>Salary Range</u>	<u># FTEs</u>			
A. Director of Programs	110,000.00	0.31	34,100.00	75,900.00	110,000.00
B. Enrollment & Operations Coordinator	59,000.00	0.31	18,290.00	40,710.00	59,000.00
C. Early Learning Teacher	58,000.00	1.00	58,000.00	0.00	58,000.00
D. Early Learning Teacher	58,000.00	0.25	14,500.00	43,500.00	58,000.00
E. Early Learning Teacher	58,000.00	0.25	14,500.00	43,500.00	58,000.00
F. Director of Infrastructure & Clinical Services	124,000.00			124,000.00	124,000.00
G. Mental Health Clinician	79,040.00			79,040.00	79,040.00
H. Mental Health Clinician	79,040.00			79,040.00	79,040.00
I. Early Childhood Mental Health Consultant	48,000.00			48,000.00	48,000.00
J. Group Facilitator	32,500.00			32,500.00	32,500.00
K. Family Services Coordinator	58,240.00			58,240.00	58,240.00
L. Family Services Coordinator	58,240.00			58,240.00	58,240.00
M. Clinical Supervisor	8,000.00			8,000.00	8,000.00
Benefits @ <u>10 %</u>			13,939.00	0.00	13,939.00
Subtotal - Personnel			153,329.00	690,670.00	843,999.00

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	9,000.00	77,000.00	86,000.00
B. Office Supplies and Materials	4,900.00	26,100.00	31,000.00
C. Telephone/Communications	1,000.00	8,500.00	9,500.00
D. Postage/Mailing	0.00	0.00	0.00
E. Printing/Copying	300.00	3,300.00	3,600.00
F. Equipment Lease	500.00	3,220.00	3,720.00
G. Travel Using Personal Vehicle	0.00	0.00	0.00
H. Travel Using Company Vehicle	0.00	0.00	0.00
I. Janitorial Services	8,800.00	35,090.00	43,890.00
J. Emerging Needs	2,000.00	0.00	2,000.00
	0.00	0.00	0.00

J. Subcontractors (itemize):			0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
K. Other (itemize):			0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal - Operating Expenses	26,500.00	153,210.00	179,710.00

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	0.00	0.00	0.00
B.	0.00	0.00	0.00
C.	0.00	0.00	0.00
D.	0.00	0.00	0.00
E.	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal - Capital Expenditures	0.00	0.00	0.00

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>%</u>	20,171.00	0.00	20,171.00
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)	0.00		0.00
Subtotal - Indirect Costs	20,171.00	0.00	20,171.00

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	200,000.00	843,880.00	1,043,880.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. Chan Zuckerberg Initiative \$98,000, Grousbeck Foundation \$30,000, Bella Vista \$30,000, Palo Alto Weekly Holiday Fund \$7500, Franklin & Catherine Johnson \$10,000, Izzi \$43,000, (SMCOE \$231,802.64 unsecured), San Mateo CAPC \$55,000 and (\$257,355 unsecured).

Date Prepared:	6.5.23	Prepared By:	Marsha Quita
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First 5 San Mateo County Use Only			
Date Approved:		Approved By:	



First 5 San Mateo County
BUDGET NARRATIVE FORM

Agency Name:	Family Connections
Program/Project Name:	Thriving Families Project
Amount of Request:	\$200,000
Budget period:	July 1, 2023 to June 30, 2024
Submission Date:	6.5.23

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Director of Programs	34,100.00	(Carolina Balladares) 0.31 FTE Director of programs to support program planning and implementation, staff supervision, professional development, and general oversight of all aspects of 0 to 5 programming, including oversight of Parent Cafes, Father Cafes, Daddy and Me
B. Enrollment & Operations Coordinator	18,290.00	(Amada Jibaha) 0.31 FTE Enrollment & Operations Coordinator to support Dir of Prog, and be responsible for program outreach, registration and supporting family engagement.
C. Early Learning Teacher	58,000.00	1.0 FTE Early Learning Teachers to implement early learning, parent education and family engagement strategies in classroom, group, and home settings. Assessments, initial home visits, intensive supports home visits, case planning, Daddy and Me, Parent night, Parent Cafes, father Cafes
D. Early Learning Teacher	14,500.00	0.25 FTE Early Learning Teachers to implement early learning, parent education and family engagement strategies in classroom, group, and home settings. Assessments, initial home visits, intensive supports home visits, case planning, Daddy and Me, Parent night, Parent Cafes, father Cafes
E. Early Learning Teacher	14,500.00	0.25 FTE Early Learning Teachers to implement early learning, parent education and family engagement strategies in classroom, group, and home settings. Assessments, initial home visits, intensive supports home visits, case planning, Daddy and Me, Parent night, Parent Cafes, father Cafes
	0.00	
Benefits @ 10 %	13,939.00	Medical, dental and vision (one teacher waived benefits so the total requested is less than 10.5% of total salaries)
Subtotal - Personnel	153,329.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	9,000.00	Share of rent for classroom and office space for 3 sites. Total cost for RWC site is 36K per year and serves 20 children 0-5 in the morning, possible expansion to afternoon. Seven 0-5 serving staff in the space. 3 total locations. Total cost for Sobrato: \$29,000 (including Rent and CAM)
B. Office Supplies and Materials	4,900.00	Materials for Parent support activities, assessments, and classroom supplies, including setting up possible new location in Daly City
C. Telephone/Communications	1,000.00	cell phones for staff to connect with families and be accessible regardless of location
D. Postage/Mailing	0.00	
E. Printing/Copying	300.00	printing for outreach materials, papers for programs, assessments, suveys
F. Equipment Lease	500.00	share of cost for copy machine lease at sites

G. Travel Using Personal Vehicle	0.00	
H. Travel Using Company Vehicle	0.00	
I. Janitorial Services	8,800.00	Janitorial services - clean twice a week per CDC protocol (increased frequency to manage COVID and return to in person instruction).
J. Emerging Needs	2,000.00	address needs that arise related to programmatic shifts due to COVID and return to in-person instruction, possibility of new afternoon program for 0-5 children, staff ramping up after turnover, training, etc.
J. Subcontractors (itemize):		
K. Other (itemize):		
	0.00	
Subtotal - Operating Expenses	26,500.00	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	0.00	
Subtotal - Capital Expenditures	0.00	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>%</u>	20,171.00	Indirect to cover expenses for the organization (HR, admin overhead, accounting)
Subtotal - Indirect Costs	20,171.00	

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	200,000.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. Chan Zuckerberg Initiative \$98,000, Grousbeck Foundation \$30,000, Bella Vista \$30,000, Palo Alto Weekly Holiday Fund \$7500, Franklin & Catherine Johnson \$10,000, Izzi \$43,000, (SMCOE \$231,802.64 unsecured), San Mateo CAPC \$55,000 and (\$257,355 unsecured)

Leveraged Positions: Family Service Coordinators provide family support planning, dyadic visits to families with children 0 through 5, provide psychoeducation, ASQ screenings, and provide resources and referrals to reduce the impact of toxic stress. Director of Infrastructure and Clinical Services provides weekly administrative supervision to the Mental Health Clinicians and EI Consultants and program oversight. Mental Health Clinicians administer assessments, create treatment plans, and provide mental health services to individuals and families. The Clinician will also offer Parent Support Groups, Community Mental Health Groups, and Workshops. Early Childhood Mental Health Consultant will work collaboratively with our Family Educators and family members with the goal of improving the ability of staff, families, programs, and systems to prevent, identify, treat, and reduce the impact of mental health problems among children from birth to age 6 and their families. The EI Consultant will provide a variety of services that focus on capacity building, training, resources, referrals, and "light touch" services. The Program will track outcomes through the use of surveys that shall be administered at the conclusion of services. Family Connections Bilingual Parent/Child Group Facilitator supports the implementation of Triple P Parenting throughout San Mateo County. Funding will be utilized to provide parent/child activity groups for families with children 0-5 throughout San Mateo County. The Program will track outcomes through the use of surveys that shall be administered at the conclusion of services.

DATE: June 26, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of Child Care Coordinating Council of San Mateo County (4Cs) - Build Up San Mateo County: Policy and Technical Assistance Agreement in the Amount of \$200,000, Contract Term effective July 1, 2023, through June 30, 2025

ACTION REQUESTED

Approval of Child Care Coordinating Council of San Mateo County (4Cs) - Build Up San Mateo County: Policy and Technical Assistance Agreement in the Amount of \$200,000, Contract Term effective July 1, 2023, through June 30, 2025.

BACKGROUND

- At its February 27, 2023, meeting, the Commission approved the Staff's recommended funding approach for the final two years of the Commissions five-year Strategic Plan. The Staff's approved recommendation includes the following for FY 23/24 - 24/25:
 - Continued funding of all Focus Area Strategies in alignment with the approved Strategic Plan
 - Funding at the same level of community investment (\$3.780M per year) in accordance with the approved Long-Term Financial Plan (LTFP).
 - Flexibility to release procurement mechanisms when appropriate for certain strategies of the Strategic Plan
 - Flexibility to shift funding across Focus Areas and grantees/contracts as prudent based on contract negotiations
- See **Attachment 7.2** , "Round 2 Funding Recommendations Chart – "Policy Advocacy and Communications for an initiative overview and agreement-related funding details.

RESULT OF CONTRACT NEGOTIATIONS

Contract negotiations were successful and resulted in the following:

- Scope of Work: There are no significant changes made to the Scope of Work (SOW) addressing the goals of the initiative. Build Up engages local community leaders, elected officials, business leaders, faith-based organizations, school districts and additional stakeholders to garner direct investments and resources needed to increase the supply of children care in their communities. **(See Attachment #12.1. Exhibit A #12.1 for detail)**
- Budget Request and Budget Narrative: Build Up leverages funding from Measure K, Redwood City Together, San Mateo Office of Education and other grants to support implementation.

RECOMMENDATION FOR FUNDING

The table below reflects today's two-year funding recommendation for Child Care Coordinating Council 4Cs- Build Up San Mateo County Initiative. Please see **Exhibit A (Attachment #12.1.)** for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachment #12.2**). An Annual Review

process is conducted to review and approve budget, budget narrative and SOW detail for Year 2 during the standard contract review process with staff and funded entity/individual

Agency & Program	Year 1 Budget Amount*	Year 2 Budget Amount	One-Year Policy and Technical Assistance Systems Activities (Synopsis of Exhibit A)
4Cs – Build Up for San Mateo County	\$100,000*	\$100,000	<ul style="list-style-type: none"> • 30+ Advocacy convenings and Meetings with city government, business, developers etc. • Assist with establishment of new centers (4 major projects) and Family Child Care Centers (5-10, and as requested) • Engage with local, state, and national leaders in ECE
Two-Year/Contract Total	\$200,000		

* Year 1 Budget Amount corresponds with the attached FY 23/24 Budget, (Attachment #12.2).

FISCAL IMPACT

The recommended award to 4Cs- for the Build Up for San Mateo County Initiative \$200,000. This award is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP).

RECOMMENDATION

Approval of Child Care Coordinating Council of San Mateo County (4Cs) - Build Up San Mateo County: Policy and Technical Assistance Agreement in the Amount of \$200,000, Contract Term effective July 1, 2023, through June 30, 2025.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
Child Care Coordinating Council (4Cs)
(Build Up San Mateo County)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and Child Care Coordinating Council (4Cs) effective as of July 1, 2023 the Grantee shall provide services as described in this Exhibit A, over the term of this Agreement.

The Grantee commits to align its program with First 5 San Mateo County's strategic approach to collaborate with existing services. In doing so, resources are maximized with the goal of implementing comprehensive and integrated services which support the Commission's adopted Strategic Plan for children and families in San Mateo County, California.

Attachment A-1 to Exhibit A reflects the detailed scope of work for the term of this Agreement.

Under this Agreement the Grantee will provide Build Up partners with local community leaders, elected officials, business leaders, faith-based organizations, school districts and additional stakeholders to garner direct investments and resources needed to increase the supply of children care in their communities.

Project Services

I. Convenings:

1. Plan and facilitate Advisory Board meetings: 2x/yr
2. Plan and facilitate planning committee meetings: 10x/yr
3. Plan and facilitate workgroup meetings: 2x/yr
4. Plan and facilitate ad-hoc meetings:2x/yr

II. Advocacy

1. Plan and present at city government meetings :6x/yr
2. Plan and present at community meetings :6x/yr
3. Engage Employers and Business champions with a special meeting and/or webinar

III. Partnerships

1. Develop partnerships with potential funders
2. Develop partnerships with local, state, and national leaders in Early Childhood Care and Education

IV. Sustainability

1. Pursue public and private sources of funding to support Build Up's work
2. Promote awareness of Build Up's work and success
3. Create and implement a capacity building plan

V. Technical Assistance:

1. Assist with establishment of new centers (4 major projects) and Family Child Care Centers (5-10, and as requested)
2. Create resources for providers, cities, employers, affinity groups
3. Assist with policy development/reform to mitigate child care facilities shortage

VI. Strategic Plan Goal:

1. Create a stable funding plan to help the organization move towards stewarding relationships and expanding potential deliverables and impact in the community

1. F5SMC Standard Activities

- a. Distribute the First 5 Kit for New Parents to your clients as appropriate.
- b. Participate in F5SMC Grantee convenings, trainings, and other collaborative efforts.

ATTACHMENT 12.1

- c. Place F5SMC Tobacco-Free Premises placard in a prominent area where in-person services take place; notify virtual clientele of tobacco-free physical environment by posting on website and/or other virtual means.
- d. Make tobacco education and cessation resources available to agency staff and those served by the agency, using the Kick-it California link and resources; include the Kick-it California link on the agency website (<https://kickitca.org/>).
- e. Report on this grant using Persimmony, the F5SMC online grant-management system. (Information available on the F5SMC website/Grantee Resources - Password: grant33)

2. F5SMC Standard Communications

- f. Distribute F5SMC materials to project clients and at community events.
- g. Recognize F5SMC by placing the F5SMC logo and/or the phrase "Funding provided by First 5 San Mateo County" in your agency's annual report, public education materials, outreach materials, website, media communications, presentations and papers on work funded (wholly or in part) by F5SMC.
- h. Proactively notify clientele receiving F5SMC services (whether virtual or in-person) that the project is funded by F5SMC (this can be accomplished by posting a placard where in-person services take place, utilizing a zoom background that includes the F5SMC logo, listing F5SMC as a funder on the agency website, etc.)
- i. Participate as able in relevant social media advocacy and resource sharing.

3. F5SMC Standard Evaluation

- j. Collect individual-level data on clients served and services delivered through your F5SMC-funded programs as required. You may enter this information into Persimmony directly, upload the information into Persimmony from your agency's data system, or provide an export of this information to the F5SMC Research & Evaluation Specialist and/or any Evaluation Consultants working with F5SMC. If your agency administers assessments designed to identify client needs and/or track change over time (e.g. CBCL, PSI, ACES screens, ASQ, ASQ:SE, PEDS, Edinburgh, CES-D) this information should be included in the individual-level data provided to F5SMC.
- k. Administer F5SMC data collection and evaluation tools on clients served as required. These may include: Intake and Follow-Up Surveys, Parent Surveys, Provider Surveys, Satisfaction Surveys, and other surveys designed to evaluate the effectiveness of your F5SMC-funded program.
- l. Participate in F5SMC Systems Level research and evaluation activities as required. This will include completing a survey for a Social Network Analysis of F5SMC partner agencies in San Mateo County, and may also include activities such as key informant interviews, focus groups, and distribution of F5SMC - sponsored surveys to your staff and clients.
- m. Share with F5SMC any evaluation reports, presentations, issue briefs, or position papers developed by your staff or external evaluation consultants using data from your F5SMC-funded activities. These documents can be uploaded into Persimmony as PDFs.
- n. Participate in data collection and evaluation activities such as planning meetings and trainings as required by F5SMC.
- o. Participate in data-sharing and data-linking conversations and projects within San Mateo County as requested.



**First 5 San Mateo County
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	First 5 San Mateo County
Program/Project Name:	BuildUp
Amount of Request:	\$100,000
Budget Period:	07/01/2023-06/30/2024
Submission Date:	5/10/2023

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
<u>Position Title</u>	<u>Salary Range</u>	<u># FTEs</u>			
Program Director	\$ 144,976.00	1.00	\$ 53,555.81	91,420.19	144,976.00
C.					
D.					
E.					
Benefits @ <u> </u> %			\$ 16,066.82	27,426.18	43,493.00
Subtotal - Personnel			\$ 69,622.62	118,846.38	188,469.00

II. OPERATING EXPENSES		A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Rent and Utilities		\$ 983.00	1,678.00	2,661.00
Office Supplies and Materials		\$ 147.76	252.24	400.00
Telephone/Communications		\$ 738.82	1,261.18	2,000.00
Postage/Mailing		\$ 18.47	31.53	50.00
Equipment Lease		\$ 1,305.87	2,229.13	3,535.00
Travel		\$ 443.29	756.71	1,200.00
Training		\$ 738.82	1,261.18	2,000.00
Audit Fees		\$ 554.12	945.88	1,500.00
Insurance		\$ 480.23	819.77	1,300.00
Payroll Processing		\$ 1,034.35	1,765.65	2,800.00
IT Support		\$ 406.35	693.65	1,100.00
Meals/Catering		\$ 443.29	756.71	1,200.00
Consultants		\$ 13,852.93	23,647.07	37,500.00

Subtotal - Operating Expenses		\$ 21,147.33	\$ 36,098.67	\$ 57,246.00

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$ -	\$ -	\$ -
Subtotal - Capital Expenditures	\$ -	\$ -	\$ -

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>12%</u>	9,230.04	11,871.51	24,985.80
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			-
Subtotal - Indirect Costs	9,230.04	11,871.51	24,985.80

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	100,000.00	166,816.56	270,700.80

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured. Projected: 50K Measure K Funds, 50K Redwood City Together, 20K SMCOE

Date Prepared:	5/10/2023	Prepared By:	Genie Allen
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First 5 San Mateo County Use Only			
Date Approved:		Approved By:	



**First 5 San Mateo County
BUDGET NARRATIVE FORM**

Agency Name:	First 5 San Mateo County
Program/Project Name:	BuildUp
Amount of Request:	\$100,000
Budget period:	07/01/2023-06/30/2024
Submission Date:	12/4/2020

I. PERSONNEL		Description / Explanation
<u>Position Title</u>		
Program Director	\$ 53,555.81	Oversee Program
	\$ -	
#REF!	\$ 16,066.82	
Subtotal - Personnel	\$ 69,622.62	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
Rent and Utilities	\$ 983.00	Based on 25 FTE
Office Supplies and Materials	\$ 147.76	Based on 25 FTE
Telephone/Communications	\$ 738.82	Based on 25 FTE
Postage/Mailing	\$ 18.47	Based on 25 FTE
Equipment Lease	\$ 1,305.87	Based on 25 FTE
Travel Using Personal Vehicle	\$ 443.29	Based on 25 FTE
Training	\$ 738.82	Based on 25 FTE
Audit Fees	\$ 554.12	Based on 25 FTE
Insurance	\$ 480.23	Based on 25 FTE
Payroll Processing	\$ 1,034.35	Based on 25 FTE
IT Support	\$ 406.35	Based on 25 FTE
Meals/Catering	\$ 443.29	Based on 25 FTE
Consultants	\$ 13,852.93	Outreach & Program support
Subtotal - Operating Expenses	\$ 21,147.33	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
	\$ -	
Subtotal - Capital Expenditures	\$ -	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
#REF!	\$ 9,230.04	
Subtotal - Indirect Costs	\$ 9,230.04	

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	100,000.00

#REF!

Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :

First 5 San Mateo County
Attn: F5SMC Program Specialist
1700 S. El Camino Real, Suite 405
San Mateo, CA 94402 – 3050

Electronic copy must also be submitted to:

F5SMC Program Specialist

DATE: June 26, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of EVALCORP Evaluation Consultation and Support Agreement in the Amount of \$200,000, Contract Term Effective July 1, 2023 through October 31, 2025

ACTION REQUESTED

Approval of EVALCORP Evaluation Consultation and Support Agreement in the Amount of \$200,000, Contract Term Effective July 1, 2023 through October 31, 2025.

BACKGROUND

Procurement Process

On May 23rd 2022, First 5 San Mateo County released a Request for Quotations (RFQ) for Evaluation Consultation and Support Services. The intent of this funding is to support the ongoing work of the in-house Research & Evaluation Specialist and to expand the capacity for F5SMC to: conduct robust data collection and evaluation activities with our funded partners; improve the integration of evaluation results with ongoing Communications efforts; and bolster the information we have to understand our impact, assess local needs, and direct our resources.

After a thoughtful procurement process that elicited three bids, EVALCORP was selected as the successful bidder and contract negotiations were completed. Our work with EVALCORP began in July 2022.

Throughout the year, the EVALCORP team has helped to expand our evaluation activities to include:

- Surveying our funded partners to identify their data collection and evaluation practices and any unmet needs in this area
- Conducting Key Informant Interviews for our Equity Indicators Project
- Conducting focus groups for the Friday CAFÉ Program Evaluation
- Reviewing available data sources for the F5SMC population-level indicators in our 2020-25 Strategic Plan
- Beginning the process of streamlining individual-level data collection for participants in F5SMC-funded services
- Planning for the F5SMC Social Network Analysis, to be conducted next year

Information about EVALCORP (<https://evalcorp.com/>)

- Founded in 2002, EVALCORP brings over two decades of experience designing and conducting program and systems evaluations, including quantitative and qualitative data collection across diverse populations and complex data analyses using multiple datasets.

- The agency is headquartered in Irvine CA., and has project offices in San Jose, Los Angeles, Ventura, and Farmington NM.
- EVALCORP has worked directly with First 5 County Commissions across the state, including First 5 San Bernardino, First 5 Ventura County, First 5 Marin, First 5 Butte County, First 5 Sacramento, and has also worked with First 5 California.
- Team members are familiar with initiatives common across Commissions including Help Me Grow and home visiting programs, have experience collaborating with First 5 key stakeholders at all levels, and are skilled at working with various systems and software utilized by First 5 including the Persimmony First5 Suite. Three team members are former First 5 LA evaluation staff.

KEY SERVICES AND ACTIVITIES FOR FY 2023-34

- Ongoing planning, implementation, and technical assistance to enhance the evaluation infrastructure of F5SMC and its funded partners.
 - Evaluation planning and strategy sessions
 - Review, updating, and management of Grantee data collection, storage, and sharing practices
 - Development of data products for various audiences, to be determined in consultation with the Early Childhood Evaluation Advisory Subcommittee and F5SMC Communications Consultants
 - Evaluation and data management consultation to F5SMC staff as needed
- Development and implementation of program- or system-specific evaluation projects (one per contract year).
 - FY 2023-24: Social Network Analysis of F5SMC partner agencies
 - FY 2024-25: TBD in consultation with F5SMC
- Project Management and Reporting
 - Monthly project planning/update meetings with F5SMC
 - Attendance at Commission and Early Childhood Evaluation Advisory Subcommittee Meetings as requested
 - Ad hoc meetings and communications with F5SMC
 - Mid-Year and Year-End progress reports

See Attachment 13.1 for Exhibit A Scope of Work and Attachment 13.2 for Exhibit B Budget.

ISSUES TO CONSIDER

- Because our contract with EVALCORP has only been in place for one year, continuation funding is not subject to County restrictions regarding rebidding time frames.
- This contract was reviewed and discussed at the Early Childhood Evaluation Advisory Subcommittee meeting on Monday, May 15, 2023.
- The contract term for this project is 27 months, covering the full 2023-24 and 2024-25 fiscal years and the first four months of FY 2025-26.
- The Evaluation Consultation and Support Services funds will be drawn from the SPIP Data & Evaluation Allocation.

- This recommendation is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP FY 23-25) and the Long-Term Financial Plan (LTFP).

FISCAL IMPACT

The proposed amount for the Evaluation Services and Support contract is \$200,000, with \$92,040 budgeted for the 2023-24 fiscal year. This allocation is in accordance with the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP).

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**AGREEMENT BETWEEN
FIRST 5 SAN MATEO COUNTY
AND
INDEPENDENT CONTRACTOR
EVALCORP
(EVALUATION CONSULTATION AND SUPPORT SERVICES)**

EXHIBIT A

SCOPE OF WORK

I. Introduction

Pursuant to the Agreement for services between First 5 San Mateo County and EVALCORP effective **July 1, 2023**, the Contractor shall provide the services as described in this Exhibit and detailed more fully in Attachment A-1 over the term of this Agreement from **July 1, 2023 to October 31, 2025**.

II. Supplantation

Funds provided pursuant to this Agreement are provided pursuant to Proposition 10 and are intended to supplement, expand upon, and enhance activities funded from existing sources. Contractor shall not use funds under this Agreement to supplant existing resources or services.

III. Description of Services to be Performed by the Contractor

- Ongoing planning, implementation, and technical assistance to enhance the evaluation infrastructure of F5SMC and its funded partners.
 - Evaluation planning and strategy sessions
 - Review, updating, and management of Grantee data collection, storage, and sharing practices
 - Development of data products for various audiences
 - Evaluation and data management consultation to F5SMC staff as needed
- Development and implementation of program- or system-specific evaluation projects (one per contract year).
 - FY 2023-24: Social Network Analysis of F5SMC partner agencies
 - FY 2024-25: TBD in consultation with F5SMC
- Project Management and Reporting
 - Monthly project planning/update meetings with F5SMC
 - Attendance at Commission and Early Childhood Evaluation Advisory Subcommittee Meetings as requested
 - Ad hoc meetings and communications with F5SMC
 - Mid-Year and Year-End progress reports

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**First 5 San Mateo County
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project for the fiscal year. If there are subcontractors or collaborative agency budgets involved, please complete an additional budget request form for each and identify the subcontractor.

Agency Name:	EVALCORP
Program/Project Name:	Evaluation Consultation & Support Services
Amount of Request:	\$ 92,040.00
Budget Period:	July 1, 2023-June 30, 2024
Submission Date:	5/10/2023

** List Leveraged Amount Available-Non F5SMC funds available to support the project, excluding the amount being requested from the Commission. At the bottom of the form under section VII, please list the funding source for all funds included in this column and any amounts from this column that are not yet secured.

I. PERSONNEL			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
Position Title	Salary Range	# FTEs			
A. Project Director	\$125/hour	0.05	\$ 13,000.00	\$ -	\$ 13,000.00
B. Project Manager	\$115/hour	0.15	\$ 35,880.00	\$ -	\$ 35,880.00
C. Senior Consultants	\$95/hour	0.10	\$ 19,760.00	\$ -	\$ 19,760.00
D. Research Associates	\$75/hour	0.15	\$ 23,400.00	\$ -	\$ 23,400.00
Benefits @ ___%			\$ -	\$ -	\$ -
Subtotal - Personnel			\$ 92,040.00	\$ -	\$ 92,040.00

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	\$ -	\$ -	\$ -
B. Office Supplies and Materials	\$ -	\$ -	\$ -
C. Telephone/Communications	\$ -	\$ -	\$ -
D. Postage/Mailing	\$ -	\$ -	\$ -
E. Printing/Copying	\$ -	\$ -	\$ -
F. Equipment Lease	\$ -	\$ -	\$ -
G. Travel Using Personal Vehicle	\$ -	\$ -	\$ -
H. Travel Using Company Vehicle	\$ -	\$ -	\$ -
I. Consultants (itemize):			
	\$ -	\$ -	\$ -
J. Subcontractors (itemize):			
	\$ -	\$ -	\$ -
K. Other (itemize):			
	\$ -	\$ -	\$ -
Subtotal - Operating Expenses	\$ -	\$ -	\$ -

III. CAPITAL EXPENDITURES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A.	\$ -	\$ -	\$ -
Subtotal - Capital Expenditures	\$ -	\$ -	\$ -

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
%	\$ -	\$ -	\$ -
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
Subtotal - Indirect Costs	\$ -	\$ -	\$ -

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 92,040.00	\$ -	\$ 92,040.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

Date Prepared:	5/10/2023	Prepared By:	Kristen Donovan
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First 5 San Mateo County Use Only			
Date Approved:		Approved By:	



**First 5 San Mateo County
BUDGET NARRATIVE FORM**

Agency Name:	EVALCORP
Program/Project Name:	Evaluation Consultation and Support Services
Amount of Request:	\$92,040
Budget period:	7/1/2023 - 6/30/2024
Submission Date:	5/10/2023

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
Project Director	\$ 13,000.00	Project Director provides oversight for all project activities, conceptualizing
Project Manager	\$ 35,880.00	Supports the design and conceptualization of project phases. Involved in all stages of
Senior Consultants	\$ 19,760.00	Provide support for evaluation planning and design, data collection tool development,
Research Associates	\$ 23,400.00	Support data collection activities (e.g., survey, focus group, and stakeholder
Benefits @ %	\$ -	
Subtotal - Personnel	\$ 92,040.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	\$ -	
B. Office Supplies and Materials	\$ -	
C. Telephone/Communications	\$ -	
D. Postage/Mailing	\$ -	
E. Printing/Copying	\$ -	
F. Equipment Lease	\$ -	
G. Travel Using Personal Vehicle	\$ -	
H. Travel Using Company Vehicle	\$ -	
I. Consultants (itemize):		
	\$ -	
J. Subcontractors (itemize):		
	\$ -	
K. Other (itemize):		
	\$ -	
Subtotal - Operating Expenses	\$ -	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	\$ -	
Subtotal - Capital Expenditures	\$ -	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
%	\$ -	
Subtotal - Indirect Costs	\$ -	

V. TOTAL PROGRAM COSTS	92040	
Total of sections I - IV	\$	92,040.00

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which leveraged funds are not yet secured.

Mail signed First 5 San Mateo County Budget Request and Budget Narrative Forms to :

First 5 San Mateo County
Attn: F5SMC Program Specialist
1700 S. El Camino Real, Suite 405
San Mateo, CA 94402 – 3050

Electronic copy must also be submitted to:
F5SMC Program Specialist

**FIRST 5 SAN MATEO COUNTY (F5SMC)
FIRST 5 STAFF TEAM REPORT
JUNE 2023**

POLICY & ADVOCACY UPDATES

Let California Kids Hear Act Support Letter

On May 18, 2023, First 5 San Mateo County, along with other organizations signed onto a letter addressed to Governor Gavin Newsom to adopt the Let California Kids Hear Act in the Fiscal Year 2023 – 2024 state budget. “The proposal would require coverage of children’s hearing aids and services by health plans to best address what experts describe as a developmental emergency in the state of California.” (See *Attachment 14.1*)

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES

Current Proposal to Modernize the Mental Health Services Act (MHSA) Concern

On May 24, 2023, First 5 Association of California Executive Director, Avo Makdessian, sent a letter expressing a concern regarding the current state proposal to modernize the MHSA. Makdessian said, “...the Governor is proposing a major overhaul of the Mental Health Services Act (MHSA), including plans to eliminate the current requirement that counties set aside funding for prevention and early intervention (PEI) services. We have been monitoring this proposal and waiting for more details in writing but given how important these funds are for programs serving young children and families across the state, and thanks to the feedback from many of you, we have drafted a [letter](#) that lays out our initial concerns and advocates for a 10% set-aside to protect infant and early childhood programs. We distributed this letter today to all the members of the Budget Committee on both sides as well as the Administration. We will continue to keep you updated as this proposal progresses.” (See *Attachment 14.2*)

COMMUNITY AND STATEWIDE EVENTS & UPDATES

Children Youth and Behavioral Health Initiative: Evaluation Advisory Group

Michelle Blakely, Deputy Director, was tapped to join the Children and Youth Behavioral Health Initiative (CYBHI) - Evaluation Advisory Group (EAG) and attended the first meeting on June 13, 2023. The CYBHI is a historic, five-year, \$4.7 billion initiative to reimagine and transform the way California supports children, youth, and families. “**The initiative focuses on:**

- Promoting mental, emotional, and behavioral health and well-being.
- Prevention and providing services to support children and youth well-being
- Providing services, support, and screening to ALL children and youth for emerging and existing needs connected to mental, emotional, and behavioral health and substance use
- Addressing inequities for groups disproportionately affected by mental health challenges and that face the greatest systemic barriers to well-being

The Over Arching Research Questions are: **Implementation:** How can we improve CYBHI implementation; **Systems:** Are there areas for improvement in child-serving systems/network? **Policy:** Are CYBHI’s policy levers achieving intended goals?; **Outcomes:** Is CYBHI enhancing behavioral health outcomes for children/youth? ; and **Equity:** Is CYBHI advancing behavioral health equity?” Updates will be provided throughout the course of this work.

COMMUNICATIONS

What’s New?

5 Things We Love About Child Care

Check out our most recent Blog posted on June 6, 2023, “5 Things We Love About Child Care,” and the impact of high quality childcare to families and to our community.

[5 Things We Love About Child Care – First 5 San Mateo County](#)

Social Media and Analytics Reports (See *Attachment 14.3*)



Let California Kids Hear Act (2023) Sign On

May 18, 2023

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

Re: Support for the Let California Kids Hear Act

Dear Governor Newsom,

We are writing to urge you to adopt the Let California Kids Hear Act in the Fiscal Year 2023-24 budget. This proposal would require coverage of children's hearing aids and services by health plans to best address what experts describe as a developmental emergency in the state of California.

In 1998 California passed a mandate for Newborn Hearing Screening, acknowledging the urgent need to screen, diagnose and provide intervention for deaf and hard of hearing children. Yet today access to hearing aids for children is not mandated.

More than thirty states mandate hearing aid coverage for children in commercial plans and/or the essential health benefit state exchange. California is not one of them. Commercial health insurance plans are not required to cover hearing aids for kids, and as a result, only 1 in 10 families on privately funded health plans in California have some coverage.

In 2019 the Legislature addressed this coverage gap by unanimously passing the Let California Kids Hear bill (AB 598, Bloom) that would have required commercial insurance to cover children's hearing aids and services. In lieu of signing the mandate into law at that time, your administration offered funding for an alternative program administered by the Department of Health Care Services (DHCS) and MAXIMUS. On July 1, 2021, DHCS launched the Hearing Aid Coverage for Children Program (HACCP) to help families in California with incomes under 600% of the federal poverty level afford hearing aids for their children.

Unfortunately, HACCP has not solved the problem. After nearly two years, with \$32.8 M budgeted (one-third for administration), less than 200 of the estimated 7,000 children who need assistance with hearing aids have benefited from HACCP. Few pediatric providers are participating due to historically low reimbursement rates and high administrative burdens creating poor geographic coverage, segmented care, and barriers that are difficult to overcome. Too few children have been

able to take advantage of HACCP, and unfortunately that is being used to justify an 83% cut in program funding for HACCP services. California is not alone in these challenges as Georgia tried a similar program and failed, ultimately passing a mandate in 2018.

The Let California Kids Hear Act of 2023 is a policy approach that would allow families to use their commercial plans supporting access to local providers within their medical homes, reducing delays in accessing care, and improving outcomes for kids. The Let California Kids Hear Act would also be a smarter deployment of state resources, as it would significantly reduce the state's potential expenditures from over \$16 million for HACCP to \$3.4 million annually if the state is required to defray the cost of coverage for children enrolled in the Covered California marketplace.

Children who need hearing aids are a vulnerable population, and lack of early treatment has negative and permanent consequences. As Dr. Dylan Chan MD, PhD, Associate Professor of Pediatric Otolaryngology at the University of California, San Francisco has succinctly put it, "Pediatric hearing loss is considered a developmental emergency requiring timely intervention to prevent permanent delays. These preventable consequences are not only devastating for the child and family; they are costly to society". Children who get started with hearing aids within 3 to 6 months of age can develop at the same rate as their hearing peers, demonstrating the importance of early intervention.

California must ensure that deaf and hard of hearing children have timely access to intervention, consistent with the National Institutes of Health (NIH), Center for Disease and Control (CDC), American Academy of Pediatrics (AAP), and Joint Commission on Infant Hearing (JCIH) benchmarks for intervention. As part of this year's state budget, we urge you to join with your colleagues in the Senate and Assembly to Let California Kids Hear!

Sincerely,

cc: Senate President Pro Tempore Toni Atkins
Assembly Speaker Anthony Rendon
Senator Nancy Skinner, Chair, Senate Budget and Fiscal Review Committee
Assemblymember Phil Ting, Chair, Assembly Committee on Budget
Assemblymember Vince Fong, Vice Chair, Assembly Committee on Budget
Senator Caroline Menjivar, Chair, Senate Budget Subcommittee #3 on Health and Human Services
Assemblymember Roger Niello, Vice Chair, Senate Budget Subcommittee #3 on Health and Human Services
Assemblymember Dr. Joaquin Arambula, Chair, Assembly Budget Subcommittee #1 on Health and Human Services
First Partner Jennifer Seibel Newsom
Senator Anthony Portantino



1115 Atlantic Avenue
Alameda, CA 94501
P 510.227.6967
E 510.227.6901

first5association.org

May 24, 2023

Senator Nancy Skinner, Chair
Senate Committee on Budget and Fiscal Review
1020 N Street, Suite 503
Sacramento, CA 95814

Assemblymember Phil Ting, Chair
Assembly Budget Committee
1021 O Street, Suite 8230
Sacramento, CA 95814

Re: Concerns about the Current Proposal to Modernize the Mental Health Services Act (MHSA)

Dear Senator Skinner and Assemblymember Ting:

On behalf of the First 5 Association of California and the 58 county First 5 Commissions we represent, I am writing to express our concern about the proposal to modernize MHSA, and recommend a specific set-aside in the proposal to ensure infant and early childhood programs are available.

We are particularly concerned about the elimination of the requirement that counties set aside 20% of MHSA expenditures to fund prevention and early intervention (PEI), and the requirement to use 51% of PEI funds on programs and services for children ages 0-25. Folding PEI into a broader funding category will clump essential upstream, evidence-based, prevention-focused programs that serve young children today with those that serve adult populations with severe mental illness. It is critical that the state ensure that counties continue to invest in true upstream prevention, starting at birth, to improve the well-being of marginalized children and families.

The brain development of infants and toddlers is more rapid and foundational than that of any other age group. Babies' earliest relationships and experiences shape the architecture of their brain, creating a foundation on which future development and learning unfolds. Successfully preventing and treating mental health concerns among young children requires a different approach than when serving older children, adolescents, or adults.

Infant and early childhood mental health (IECMH) programs mitigate later mental health challenges and are truly upstream and preventative in nature; they are well aligned with the PEI requirement. However, even with the PEI requirement in place today, county mental health departments are not required to prioritize or address the needs of children ages 0 to 5. According to our [research¹](#), county MHSA funding is limited by a lack of leadership and/or ability to prioritize long-term investments in early childhood mental health rather than the more immediate needs of adults and older youth.

Even so, current PEI investments in IECMH services support a wide variety of critical services, including:

¹ <https://first5center.org/publications/addressing-infant-and-early-childhood-mental-health-needs-opportunities-for-community-solutions>

1. **Infant and Early Childhood Mental Health Consultation:** a prevention-based intervention that pairs a mental health consultant with adults who work with infants and young children in the different settings where they learn and grow, such as childcare.
2. **Parent coaching and education models like Triple P (Positive Parenting Program):** a parent support program that helps parents learn strategies to promote social competence and self-regulation in children.
3. **Developmental playgroups:** for parents and children facilitated by an early childhood specialist and designed to provide activities to promote development and social interactions.
4. **Home Visiting:** Voluntary home visiting is a proven early childhood prevention strategy that helps parents provide the best foundation possible for their children’s early development through support, guidance, coaching, and resources. Home visiting programs pair families with trained professionals and help improve infant and maternal health, nurture parent-child relationships to prevent child abuse, support early learning and long-term academic achievement, and connect families to needed services.

The vast majority of PEI funding that is spent on early childhood supports group-based services, rather than individual clinical services. Only five percent of PEI funding for early childhood supports goes to clinical interventions that could potentially be reimbursed as a Medi-Cal service today. About 95% of the funding is invested in programs that serve families in groups, such as consultation, parenting support, screening, and linkage, or have a clinical intervention component that is paired with group interventions and trainings.

We agree with DHCS that Medi-Cal can and should take over as the funder for MHSA programs where possible. However, we do not see pathways in today’s Medi-Cal program to fund community-based programs that serve young children and their caregivers. The programs needed to serve children ages 0 to 5 are uniquely positioned to help families overcome barriers to mental health care access, mitigate future mental health concerns, and are also most likely to reach families from historically marginalized communities, including immigrant and low-income families of color. We believe that the current proposal will dramatically reduce the dollars available at the county level to support infant and early childhood mental health services. This proposal is landing at the same time that First 5 county commissions – which have historically funded prevention and early intervention mental health programming – are experiencing steep revenue declines and are unable to sustain direct investments in programs like those listed above.

We strongly recommend that the MHSA Modernization proposal be modified to include a 10% set-aside to support the social-emotional health of our youngest children.

Sincerely,



Avo Makdessian
Executive Director
First 5 Association of California
CA Children & Families Foundation
www.first5association.org

Attachment: MHSA PEI funding at the county level serving an early childhood population.



Digital Communications Analytics Report

May 1, 2023 - May 31, 2023

Content in May was focused on sharing various information and resources about infant mental health, from home visiting advocacy to animated graphics, to the final iterations of the Help Me Grow videos from providers.

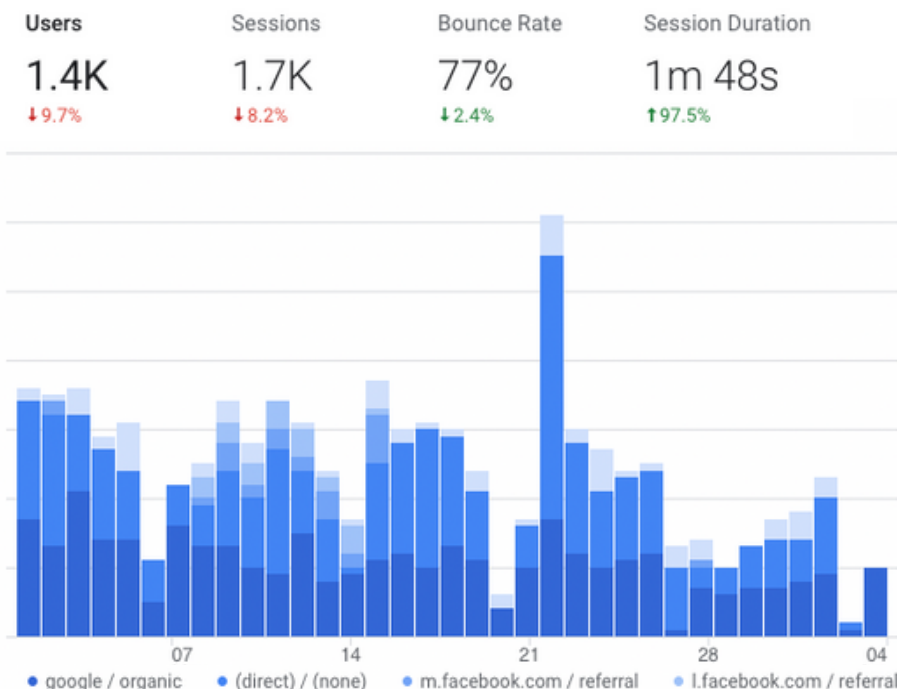
The most successful content focused on sharing data points about infant mental health care and resources in San Mateo County. There was a slight decrease in website traffic because advertisements directed users to both the First 5 San Mateo County Website and the Help Me Grow San Mateo County Website. Overall, this is consistent with our expectations.

Engagement on Facebook and Instagram was excellent, reflecting the engaging topic areas and a large number of animated videos. In addition, we saw a huge number of new likes on the Facebook page. This could be, in part, due to the fact that the Help Me Grow content was distributed and promoted in 5 languages. By creating content for Spanish, Chinese, Arabic, and Portuguese speakers, we may have unlocked an excited audience.

Twitter activity was relatively consistent. There were a high number of retweets this month from other city agencies, which reinforces the messaging that early childhood and childcare are intersectional in their impact. LinkedIn activity also increased, and notably, Spanish content outperformed English content. This indicates that Spanish speakers on LinkedIn are interested in early childhood, and are engaging with it in a professional context.

Website

Who is using your website?



What pages do your users visit?

Page	Pageviews
/	734
/staff/	107
/resources/	99
/our-work/	90
/commission/	80
/es/los-tres-tipos-de...res-y-c	77
/kit-for-new-parents/	77
/resource/car-seat-checks/	77
/about/	71
/who-we-are/	68

Meta: Facebook & Instagram

Facebook reach ⓘ 11,057 ↑ 80.4% Instagram reach ⓘ 1,937 ↑ 86.7% Paid reach ⓘ 10,788 ↑ 87.7% Paid impressions ⓘ 31,109 ↑ 46.2%

Audience

Facebook Page followers Facebook Page new likes

2,274

414 ↑ 74.7%

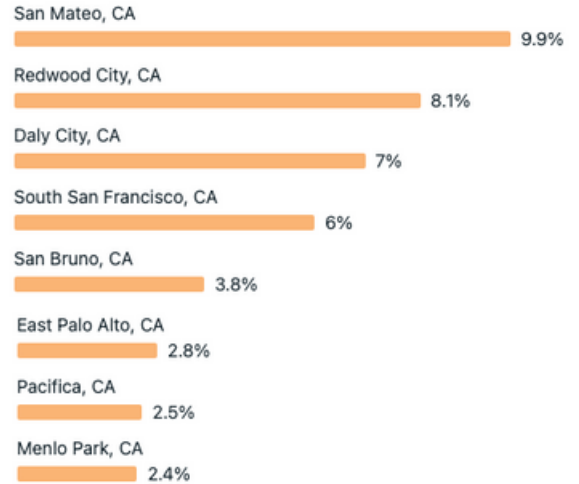
Instagram followers

1,402

New Instagram followers

13 ↓ 51.9%

Top Cities



Top Content by Reach

Title	Type	Reach ⓘ ↓	Link clicks ⓘ ↑↓	Results ⓘ ↑↓
Post: "When parents complete a develo... First 5 San Mateo	Ad	3.2K Accounts Center acc...	-- Link clicks	94 Link clicks
Post: "Si parece que su hijo(a) está cre... First 5 San Mateo	Ad	3.1K Accounts Center acc...	-- Link clicks	144 Link clicks
Si parece que su hijo(a) está creciendo toc First 5 San Mateo County	Post	3.1K Accounts Center acc...	144 Link clicks	--
Post: "Cuando los padres completan un... First 5 San Mateo	Ad	2.5K Accounts Center acc...	-- Link clicks	95 Link clicks
Join us on Saturday, May 13, 2023, for the First 5 San Mateo County	Post	168 Accounts Center acc...	--	--
If it seems like your child is growing every first5sanmateo	Post	154 Accounts Center acc...	--	--

Twitter

Tweet impressions
1,354

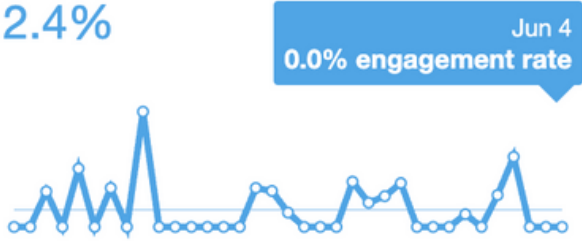
Tweets
8

Profile visits
21

Mentions
1

New followers
-1

Engagement rate
2.4%



Link clicks
3



Retweets without comments
25



May Retweets



Chief John Keene @smcprochief · May 29

These programs make an incredible difference in the lives of families.



First 5 San Mateo Co @first5sanmateo · May 29

Home visiting programs are about bringing key resources straight to the doors of the families that need them. Having the funding and resources to meet parents where they're at is important to make a real impact in the lives of children. #HomeVisiting #IECMH #InfantMentalHealth



Chief John Keene and **SAMCEDA** Retweeted your Tweet

There has been a 13% drop in preschool enrollment since the pandemic. Preschool is one of the most important phases of a child's education. Preschool is infrastructure. Planning for the next 10 years of child care starts today, with the 2022 Child Care Needs Assessment. pic.twitter.com/W3a87kMfkK



SAMCEDA Retweeted 5 of your Tweets

Your pediatricians have listened to you, and partnering with Help Me Grow gives you more time and space to explore resources with an expert by your side.

#EarlyChildhood #HealthyDevelopment #HelpMeGrow
pic.twitter.com/oYJYgcvMj


Top Tweets

Tweets **Top Tweets** Tweets and replies Promoted

Impressions

Engagements

Engagement rate

	First 5 San Mateo Co @first5sanmateo · May 8 您的儿科医生已经听取您的意见；与 Help Me Grow（帮助我成长）合作可以让您有更多的时间和空间在专家的陪伴下探索各种资源。	62	6	9.7%
	First 5 San Mateo Co @first5sanmateo · May 4 Si parece que su hijo(a) está creciendo todos los días, ¡es porque lo está haciendo! Muchas cosas cambian en el desarrollo de su hijo(a) cada mes. Help Me Grow SMC puede ayudarle a asegurarse de saber lo que sigue para su hijo(a).	52	5	9.6%
	First 5 San Mateo Co @first5sanmateo · May 3 Next week! May 11, 10am-12. Register at link below. This training will cover the planning steps nonprofits should take to support the continuity of operations, including developing backup communications, contingency plans for staff availability, and more. info.thrivealliance.org/thrive-rise-re... pic.twitter.com/RGpgvRmbJ4	51	3	5.9%

LinkedIn

Visitor highlights

13

Page views

8

Unique visitors

177

Total followers

1

New followers

32

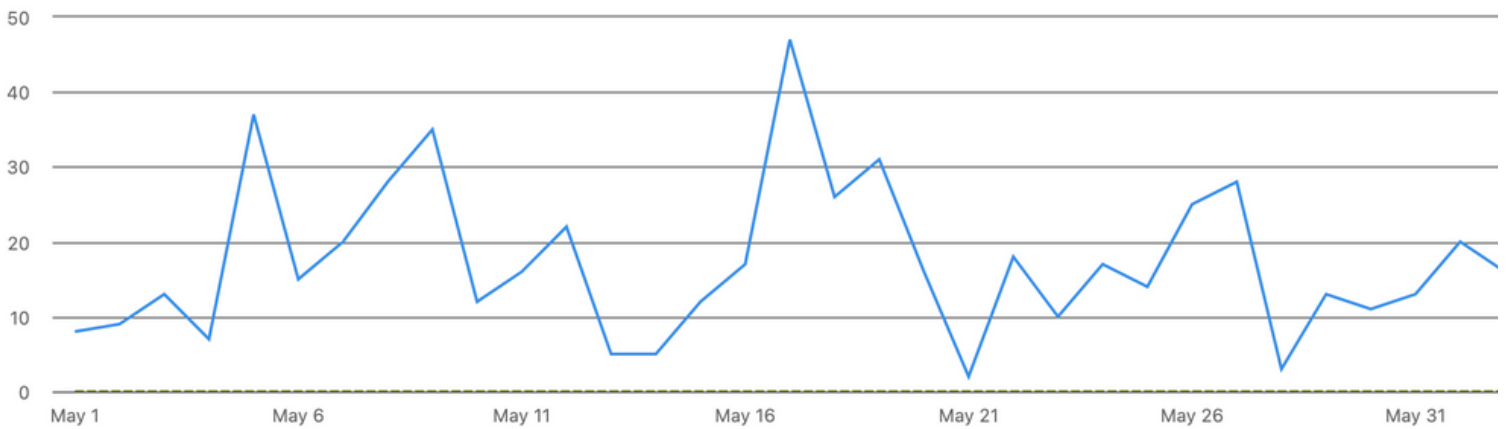
Search appearances

Last 7 days

578

Post impressions

Impressions



LinkedIn Content

Post title	Post type	Audience	Impressions	Views	Clicks	CTR	Reactions	Comments	Reposts
<p>Si parece que su hijo(a) está creciendo todos los días, ¡es porque lo está...</p> <p>Posted by Noa Elliott (she/her) 5/5/2023</p> <p>Boost</p>	Video	All followers	91	117	0	0%	15	0	1
<p>Infant Mental Health is about supporting young children being nurtured in a way...</p> <p>Posted by Noa Elliott (she/her) 5/31/2023</p> <p>Boost</p>	Image	All followers	49	-	0	0%	2	0	0
<p>Home visiting programs are about bringing key resources straight to the...</p> <p>Posted by Noa Elliott (she/her) 5/29/2023</p> <p>Boost</p>	Video	All followers	26	13	0	0%	1	0	0

DATE: June 26, 2023
TO: First 5 San Mateo County (F5SMC) Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Finance and Administration Committee Meeting – June 12, 2023

- Commissioners: Sylvia Espinoza, Rosanne Foust
- Staff: Kitty Lopez, Khanh Chau

Commission Chair, Alexis Becerra was absent

1. Review of Budget Monitoring Report as of May 31, 2023

Kitty Lopez briefly presented the key highlights of the Budget Monitoring Report as of May 31, 2023 with comparison to the YTD Benchmark of 91.6% as presented in Attachments 15A, 15B, and 15C. The projecting Ending Fund balance (Reserves*) of \$13.798 million or 128%, that represents a positive variance of 37% or \$3.043 million higher than the planned budget. Major contributions to this positive variance are attributable to higher Interest Revenue, CHI refund and under spending in both Program and Administrative Appropriations.

Committee members reviewed and asked questions for further clarification of the Budget Monitoring Report. Committee members have no further questions on the Budget Monitoring Report as of May 31, 2023.

2. Review and Recommendation of F5SMC Long-Term Financial Plan (LTFP) FY 2023-28 (FY22/23 Update)

Kitty Lopez briefly stated that Long-Term Financial Plan LTFP is a State compliance requirement and is mandated for annual review by the Commission.

Kitty Lopez cited that Long-Term Financial Plan (LTFP) is a snapshot in time with financial information that continues to change and evolve. The Commission reviews and approves updated LTFP every year. Kitty Lopez stated that the presented LTFP (1) covers a 5-year span from FY2023-24 to FY2027-28; (2) is the bridge of two strategic plans, current strategic plan SPIP FY 2020-25 and the new strategic plan SPIP FY 2025-30, which will be developed in coming months; and (3) provides investment landscape from two main revenue sources: F5CA Tobacco Tax Revenue and Other Grant Revenue that helps reduce agency financial dependency on the main tobacco Tax Revenue sources.

Kitty Lopez briefly walked through the presented Long-Term Financial Plan LTFP as presented in the attachments. Due to continuing declining Tobacco Tax Revenue projections and due to the negative impact of Prop 31- Flavor Ban, we are projected to reduce community investments in the Cycle 5 from FY 2025-30.

Committee members suggested that during the next strategic plan, we need to look at the statewide for additional revenue sources, such as cannabis tax revenue. Kitty Lopez

responded that the F5 State Association is exploring a possible state budget request for First 5's throughout the state in 2024.

Committee members reviewed and discussed the LTFP. Committee members cited tough years after 2025 with community investment reduction. Committee members endorsed the recommendation and approval of the LTFP (Update FY22/23).

3. Verbal Update: Audit Services for the year ending 6.30.2023

Staff briefly presented that 3 Request for Quotations have been sent to 3 CPA audit firms as per the Contracting and Procurement Policy. The Brown Armstrong has been selected for the third year for the audit services for F5SMC' financial audit for the year ending 6.30.2023. Brown Armstrong has conducted the interim audit starting May 2023 and will continue conducting the year end audit at the beginning of September 2023.

Committee members asked how many years we should change the audit firm. Staff responded that for the government organization like F5 San Mateo County, there is no 5-year changing audit firm requirement like other public business entities; however, we may request changing engaging audit partner and or engaging audit manager for integrity of the audit services.

Next Finance and Administration Committee Meeting will be tentatively on October 16, 2023.

DATE: June 26, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Budget Monitoring Report as of May 31, 2023

BUDGET MONITORING REPORT as of May 31, 2023 HIGHLIGHTS

Budget Monitoring Report as of May 31, 2023 Highlights

The Budget Monitoring Report as of May 31, 2023 is presented in **Attachments 15A, 15B, and 15C**. Key Budget Monitoring Report highlights are as following:

YTD Benchmark: 91.6%

REVENUES

- YTD Interest Revenue projection is \$213K or 158%, that represents a positive variance or 66% higher than YTD Benchmark.
- YTD Tobacco Tax Revenue projections are \$4.754 million or 94%, that represents a positive variance or 2% lower than YTD Benchmark due to the inclusion of Prop 56 Tax revenue.
- YTD Other Grant Revenue is 1.353 million or 71%, which is 20% lower than YTD Benchmark due to some delayed executions of various grants associating with grantees' staffing challenges.
- YTD Total Revenues projections are \$6.320 million or 89%, that represents a negative variance or 2% lower than YTD Benchmark. Major attributable factors to this net negative variance are associated with higher Interest Revenue, inclusion of Children's Health Initiative (CHI) refund, and delayed executions of Other Grants due to grantees' staffing challenges.

APPROPRIATIONS

- YTD Program Expenditures projections are \$5.351 million or 59%, that represents a positive variance or 32% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in some contract administration and pending planning and executing of SPIP FY20-23 and SPIP FY18-20 fund carry over.
- YTD Admin Expenditures projections of \$634K or 80% that represents a positive variance or 11% below YTD Benchmark. Major contributions to this positive variance are attributable to savings in various Admin Expenses due to staff working outside the office and staff on medical leave.
- **YTD Total Appropriations (Net Appropriations*)** projections are \$5.944 million or 61%, that represents a positive variance or 30% below YTD Benchmark. Major contributions to this positive variance are attributable to underspending in Program Appropriations, pending planning and execution of strategic plan implementation, and under spending in various Administrative Operation budget lines.

ENDING FUND BALANCE (RESERVES*)

- Currently, we are projecting Ending Fund balance (Reserves*) of \$13.798 million or 128%, that represents a positive variance of 37% or \$3.043 million higher than the planned budget.

Major contributions to this positive variance are attributable to higher Interest Revenue, CHI refund and under spending in both Program and Administrative Appropriations.

CHALLENGES: None at this time.

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FIRST 5 SAN MATEO COUNTY

SUMMARY BUDGET MONITORING REPORT as of May 31, 2023

	FY22-23 Revised Budget	YTD Actuals as of May 31, 2023	Accruals	YTD Combined
BEGINNING FUND BALANCE (Beginning Reserves*)	13,473,382	13,473,382		13,473,382
A. Interest Revenue	134,734	190,432	22,456	212,887
B. Tobacco Tax Revenue	5,064,000	4,332,086	422,000	4,754,086
Tobacco Tax Revenue Fiscal Year Allocations	5,064,000	4,332,086	422,000	4,754,086
C. Other Grant Revenues	1,915,182	800,885	552,320	1,353,204
F5CA Other Grants / IMPACT Grant	649,548	135,798	280,278	416,075
Non-Tobacco Tax Grants (DLP, PHD, SHD, MHSA)	1,265,634	665,087	272,042	937,129
TOTAL REVENUES	7,113,916	5,323,402	996,776	6,320,178
TOTAL AVAILABLE FUND (Total Sources*)	20,587,298	18,796,784	996,776	19,793,560
PROGRAM APPROPRIATIONS				
D1. Strategic Plan Investment - SPIP FY 20-23	5,564,035	2,518,212	927,339	3,445,551
Community Investments (FE, CH&D, EL)	4,345,469	2,220,832	724,245	2,945,077
Evaluation	229,441	96,367	38,240	134,607
Policy, Advocacy, & Communications (PAC)	989,125	201,013	164,854	365,867
D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over	797,693	62,192	8,333	70,525
Community Investments (FE, CH&D, EL)	330,675	37,502	8,333	45,835
Evaluation	160,000	-	-	-
Policy, Advocacy, & Communications (PAC)	307,018	24,690	-	24,690
E. Other Grants	1,357,809	597,435	226,305	823,740
F5CA Other Grants / IMPACT Grant	566,825	230,719	94,471	325,190
Non-Tobacco Tax Grants (DLP, PHD, SHD, MHSA)	790,984	366,716	131,834	498,550
F. Program Operations	1,303,837	992,917	18,556	1,011,473
Program Shared Operating Budget	223,666	125,896	18,556	144,452
Program Staff S&B & Shared Admin Staff Time	887,424	701,974	-	701,974
Evaluation Staff S&B	192,747	165,047	-	165,047
Total Program Appropriations (D1+D2+E+F)	9,023,374	4,170,756	1,180,533	5,351,289
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	223,666	125,896	18,556	144,452
H. Admin Staff S&B	584,693	499,073	-	499,073
Total Admin Appropriations (G+H)	808,359	624,969	18,556	643,525
TOTAL APPROPRIATIONS (Net Appropriations*)	9,831,733	4,795,725	1,199,088	5,994,814
Surplus / (Deficit) (Total Revenues - Total Appropriations)	(2,717,817)	527,677	(202,313)	325,364
ENDING FUND BALANCE	10,755,565	14,001,059	(202,309)	13,798,749
Total S&B	1,664,864	1,366,094	-	1,366,094

FIRST 5 SAN MATEO COUNTY

DETAILS BUDGET MONITORING REPORT as of May 31, 2023

YTD Benchmark: 91.6%

	ORG/ACCT#	FY22-23 Revised Budget	YTD Actuals as of May 31, 2023	Accruals	YTD Combined	YTD Combined vs. FY22-23 Adopted Budget (%)	Notes to Budget Monitoring Report
BEGINNING FUND BALANCE (Beginning Reserves*)		13,473,382	13,473,382		13,473,382	100%	
A. Interest Revenue	19510-1521	134,734	190,432	22,456	212,887	158%	Higher interest earning rate in the County Investment pool
B. Tobacco Tax Revenue		5,064,000	4,332,086	422,000	4,754,086	94%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	5,064,000	4,332,086	422,000	4,754,086	94%	\$422K are April 23 Tobacco Tax Revenue estimates
C. Other Grant Revenues		1,914,822	800,885	552,320	1,353,204	71%	
FSCA IMPACT Grant FY20-23	19510-1861	512,592	135,798	256,296	392,094	76%	\$256K are Q3 Tax Revenue estimates
FSCA Home Visiting Grant FY20-22	19510-1861	136,956		23,982	23,982	18%	\$24K is Revenue accrual
F5SF IMPACT HUB TA FY22-23	19510-2643	73,533.00	27,865	18,383	46,249	63%	\$18K are Q3 Tax Revenue estimates
County of San Mateo BHRS -MHSA Grant #2	19510-2643	250,000	147,638	102,362	250,000	100%	\$102K are Q3 Tax Revenue estimates
Peninsula Healthcare District - HMG Call Center Grant CY2022	19510-2643	50,000	45,000		45,000	90%	Full grant revenue received
Sequoia Healthcare District - Special Needs Grant FY20-23	19510-2643	474,592	126,607	118,648	245,255	52%	\$118 K are Q3 Tax Revenue estimates
Sequoia Healthcare District - Mental Health Grant FY20-23	19510-2643	130,596	30,376	32,649	63,025	48%	\$32K are Q3 Tax Revenue estimates
CHI Refund	19510-2643	286,053	286,053		286,053	100%	
F5SMC Wellness Grant	19510-2658		1,048		1,048		
Miscellaneous Reimbursements	19510-2647	500	500		500	100%	
TOTAL REVENUES		7,113,556	5,323,402	996,776	6,320,178	89%	Positive variances associated with higher Interest Revenue and Tobacco Tax Revenue
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		20,586,938	18,796,784	996,776	19,793,560	96%	Positive variances associated with higher Interest Revenue and Tobacco Tax Revenue
APPROPRIATIONS							
PROGRAM APPROPRIATIONS							
D1. Strategic Plan Investment - SPIP FY 20-23		5,564,035	2,518,212	927,339	3,445,551	62%	
Resilient Family	19540-6125	1,186,540	851,553	197,757	1,049,310	88%	\$197K are April and May expenditure estimates
Healthy Children	19540-6156	1,679,788	619,864	279,965	899,829	54%	\$279K are April and May expenditure estimates
Quality Care and Education	19540-6263	1,479,141	749,415	246,524	995,939	67%	\$246K are April and May expenditure estimates
Grant Management and Other Evaluation Projects	19540-6265	229,441	96,367	38,240	134,607	59%	\$38K are April and May expenditure estimates
Other Evaluation Projects	19540-6265			0	-		
Policy Advocacy, Communications & Systems Change	19540-6814	432,798	199,063	72,133	271,196	63%	\$72K are April and May expenditure estimates
Emerging Projects	19540-6814	556,327	1,950	92,721	94,671	17%	Pending planning contracting
D2. Strategic Plan Investment - SPIP FY 18-20 Carry-Over		797,693	62,192	8,333	70,525	9%	Commission approved \$1,075 M SPIP FY18-20 Carry Over, which was expended \$199,169 in FY20-21; \$78,138 in FY21-22; and balance of \$797,693 in FY22-23. Any underspending fund will return to Fund Balance at the end of FY22-23.
Children Health & Development - Carry Over	19540-6156	280,675	1,557		1,557	1%	Leverage funding to the shared contribution of the new MHSA grant award FY2023
Early Learning - Carry Over	19540-6263	50,000	35,945	8,333	44,278	89%	
Other Evaluation Projects - Carry Over	19540-6265	160,000			0	0%	0
PAC - Carry Over	19540-6814	85,397	8,386		8,386	10%	
Emerging Projects - Carry Over	19540-6814	221,621	16,304		16,304	7%	
E. Other Grants		1,357,809	597,435	226,302	823,740	61%	
FSCA IMPACT Grant	19540-6126	447,734	198,583	74,622	273,205	61%	\$74K are April and May expenditure estimates
FSCA Home Visiting Grant	19540-6126	119,091	32,136	19,849	51,985	44%	\$19K are April and May expenditure estimates
F5SF IMPACT HUB TA FY22-23	19540-6126	62,503	24,231	10,417	34,648	55%	\$10K are April and May expenditure estimates
County of San Mateo BHRS - MHSA #2	19540-6131	171,680	130,677	28,613	159,290	93%	\$28K are April and May expenditure estimates

BEGINNING FUND BALANCE (Beginning Reserves*)		13,473,382		13,473,382		13,473,382	100%	
Peninsula Healthcare District - HMG Call Center Grant calendar year 2022	19540-6131	42,096		41,686	7,016	48,702	116%	\$19K are April and May expenditure estimates
Sequoia Healthcare District - Special Needs Grant	19540-6131	452,751		134,486	75,459	209,945	46%	\$75K are April and May expenditure estimates
Sequoia Healthcare District - Mental Health Grant	19540-6131	40,580		30,378	6,763	37,141	92%	\$6K are April and May expenditure estimates
SMC CEO - SMC Children Success Project	19540-6131	10,697		2,629	1,783	4,412	41%	
SMCOE - SMC Children Success Project	19540-6131	10,697		2,629	1,783	4,412	41%	
F. Program Operations		1,303,837		992,917	18,556	1,011,473	78%	
Program Shared Operating Budget		223,666		125,896	18,556	144,452	65%	
Program Staff S&B & Shared Admin Staff Time		887,424		701,974		701,974	79%	
Evaluation Staff S&B		192,747		165,047		165,047	86%	
Total Program Appropriations (D1+D2+D3+E+F)		9,023,374		4,170,756	1,180,530	5,351,286	59%	
ADMIN APPROPRIATIONS								
G. Admin Shared Operating Budget		223,666		125,896	18,556	144,452	65%	
H. Admin Staff S&B		584,693		499,073		499,073	85%	
Total Administrative Appropriations		808,359		624,969	18,556	643,525	80%	
Administrative Cost Rate %		8%		13%	2%	11%		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		9,831,733		4,795,725	1,199,085	5,994,810	61%	
ENDING FUND BALANCE (ENDING RESERVES*)		10,755,205		14,001,059	-202,309	13,798,749	128%	

Color Coding

- Shared Budget/Shared Cost
- Revenue ; Fund Balance
- Appropriations
- Salaries & Benefits

Schedule 1- OPERATING BUDGET MONITORING REPORT as of May 31, 2023

YTD Benchmark: 91.6%

	ORG / ACCT#	FY22-23 Revised Budget	YTD Actuals as of May 31, 2023	Accruals	YTD Combined	YTD Combined vs. FY22-23 Adopted Budget (%)	Notes to Budget Monitoring Report
I. Services and Supplies							
Outside Printing & Copy Svc	19510-5191	2,000	0	0	0	0%	
General Office Supplies	19510-5193	8,000	2,293	667	2,960	37%	
Photocopy Lease & Usage	19510-5196	5,000	491	417	907	18%	
Computer Supplies	19510-5211	25,000	6,844	2,083	8,927	36%	Software licenses and Place holder for IT equipment
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	12,704	1,250	13,954	93%	
Auto Allowance	19510-5712	11,000	9,424	917	10,341	94%	
Meetings & Conference Expense	19510-5721	10,000	4,530	833	5,363	54%	
Commissioners Meetings & Conference Exp	19510-5723	5,000	516	417	933	19%	
Other Business Travel Expense	19510-5724	10,000	1,017	833	1,850	19%	Reopening business travel
Dept. Employee Training Expense	19510-5731	10,000		833	833	8%	Staff leadership training
Wellness grant	19510-5856	0	67	0	67		
Other Professional Services	19510-5858	50,000		4,167	4,167	8%	10K Place holder for Accounting Consultation
Sub Total - Services & Supplies		151,000	37,886	12,417	50,302	33%	
II. Other Charges							
Telephone Service Charges	19510-6712	5,500	2,278	458	2,736	50%	Include direct Communication Services
Automation Services - ISD	19510-6713	53,000	30,265	4,417	34,681	65%	
Annual Facilities Lease	19510-6716	105,000	87,282	8,750	96,032	91%	
General Liability Insurance	19510-6725	11,232	10,298	936	11,234	100%	
Official Bond Insurance	19510-6727	800	240	67	307	38%	
Human Resources Services	19510-6733	2,000	269	167	436	22%	
Countywide Security Services	19510-6738	800	569	67	636	79%	
All Other Service Charges	19510-6739	60,000	34,756	5,000	39,756	66%	include Card Keys, Audit, County Counsel and Accounting Services
A-87 Expense	19510-6821	58,000	47,950	4,833	52,783	91%	
Sub Total - Other Charges		296,332	213,907	24,694	238,601	81%	
Total Operating Budget		447,332	251,792	37,111	288,903	65%	
Program Shared Operating Budget		223,666	125,896	18,556	144,452	65%	Allocation rate 50%
Admin Shared Operating Budget		223,666	125,896	18,556	144,452	65%	Allocation rate 50%

Schedule 2 - SALARIES & BENEFITS BUDGET MONITORING REPORT as of May 31, 2023

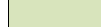
Program Staff & Shared Admin Staff		887,424	701,974		701,974	79%	27% Admin staff time allocated to Program
Evaluation Staff		192,747	165,047		165,047	86%	
Admin Staff		584,693	499,073		499,073	85%	
Total Salaries and Benefits		1,664,864	1,366,094	0	1,366,094	82%	

Color Coding

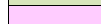
Shared Budget/Shared Cost



Revenue ; Fund Balance



Appropriations



Salaries & Benefits

