

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

DATE: Monday, May 22, 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 May 22, 2023 Meeting and Approve Consent Agenda Items <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: Inclusive Literacy Event Update by Youth Commission, Valeria Chavez-Franco and Rikhav Shah	4:15 PM
Action Items		

6	Approval of First 5 San Mateo County Policies and Bylaws for FY 2023 – 2024 by Kitty Lopez, Executive Director, First 5 San Mateo County <i>(See Attachment 6)</i>	4:20 PM
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 by Kitty Lopez, Executive Director, First 5 San Mateo County <i>(See Attachment 7)</i>	4:30 PM
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 <i>(See Attachment 8)</i>	4:45 PM
9	Presentation: Strategic Plan Implementation Plan (SPIP) Continuation Strategies Recommendations and Agreement Approvals for FY 2023 – 2025 Update Focus Areas: <ul style="list-style-type: none"> • Quality Care and Education • Healthy Children • Resilient Families • Policy, Advocacy, Evaluation, and Communications By Kitty Lopez, Executive Director, First 5 San Mateo County and Michelle Blakely, Deputy Director, First 5 San Mateo County	4:50 PM
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 By Emily Roberts, Strategic Initiatives Manager, First 5 San Mateo County <i>(See Attachment 10)</i>	5:00 PM
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 By Emily Roberts, Strategic Initiatives Manager, First 5 San Mateo County <i>(See Attachment 11)</i>	5:10 PM
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 By Emily Roberts, Strategic Initiatives Manager, First 5 San Mateo County <i>(See Attachment 12)</i>	5:18 PM
13	Presentation and Approval of Peninsula Family Service – Therapeutic Child Development Centers Agreement in the Amount of \$320,000, Contract Term Effective July 1, 2023 through June 30, 2025 By Karen Pisani, Family Support Program Specialist, First 5 San Mateo County <i>(See Attachment 13)</i>	5:26 PM

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 By Karen Pisani, Family Support Program Specialist, First 5 San Mateo County <i>(See Attachment 14)</i>	5:34 PM
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 <i>(See Attachment 15)</i>	5:42 PM
Informational Items		
16	Report of the First 5 San Mateo County Staff Team <i>(See Attachment 16)</i>	5:47 PM
17	Committee Updates <i>(See Attachment 17)</i>	5:52 PM
18	Adjournment	6:00 PM

Public Participation:

The May 22, 2023, First 5 San Mateo County Commission meeting may be accessed through Zoom link at the top of this agenda. The May 22, 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 ecruz@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 Myra Cruz, Operations Coordinator, as early as possible but no later than 10 a.m. on Friday, May 22, 2023 at ecruz@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 ecruz@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, May 19, 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, May 19, 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 May 22, 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

May 22, 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 April 24, 2023 Commission Meeting Minutes
(See Attachment 3.1)

**First 5 San Mateo County (F5SMC)
COMMISSION MEETING MINUTES
April 24, 2023
San Mateo County Office of Education
101 Twin Dolphin Drive, 1st Floor Conference Room
Redwood City, CA 94065**

Call to Order & Roll Call

1. Roll Call

Commission Members: Ken Cole, Alexis Becerra, Sylvia Espinoza, Rosanne Foust, Nancy Magee, Naveen Mahmood*, Nkia Richardson, Louise Rogers

Absent: Noelia Corzo, Sylvia Espinoza**
Valeria Chavez-Franco (Youth Commission)
Rikhav Shah (Youth Commission)

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

County Counsel: Jennifer Stalzer

**Not present during roll call. **Present as Online Public Attendee*

A quorum was present. Commissioner Foust 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.

2. Public Comments: None

3. Action to Set Agenda for March 27, 2023 Meeting and Approve Consent Agenda Items

MOTION: BECERRA / SECOND: MAGEE
AYES: BECERRA, COLE, FOUST, MAGEE, MAHMOOD, RICHARDSON, ROGERS
NOES: NONE
ABSTAIN: NONE
Motion approved

Public Comments: None

4. Commission Announcements

- Commissioner Foust shared that due to school and finding adequate transportation, Youth Commissioners Valeria Chavez-Franco and Rikhav Shah will not be able to make it in time for the meeting which is an unfortunate consequence of the adherence to attending the in-person meetings.

Public Comments: None

5. **Storytelling: First 5 Work/Impact: First 5 Association of California Advocacy Day**

Kitty Lopez, F5SMC's Executive Director, shared that she and Deputy Director Michelle Blakely attended the First 5 Association Advocacy Day virtually on April 19, 2023. About 110 attendees participated and met with legislators to amplify the need for investments for California's youngest children and discuss critical issues such as declining revenue from tobacco tax.

Public Comment: None

6. **Approval of Persimmony International, Inc Grants Management & Data System Agreement in the Amount of \$174,574 Contract Term Effective July 1, 2023, through June 30, 2025**

Kitty Lopez provided a brief background information on this agenda item.

MOTION: MAGEE / SECOND: RICHARDSON
AYES: BECERRA, COLE, FOUST, MAGEE, MAHMOOD, RICHARDSON, ROGERS
NOES: NONE
ABSTAIN: NONE
Motion approved

Public Comments: None

Commission asked questions and made comments.

7. **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**

Because of a lack of quorum due to some of the Commissioners needing to be recused, this agenda item has been tabled to May 22, 2023, Commission Meeting for approval.

The Commission discussed the possibility of increasing the amount of the Executive Director's signing authority. Jennifer Stalzer, F5SMC's Counsel, will investigate data points of other departments regarding this matter.

8. **Annual Review of First 5 San Mateo County's 2020-2025 Strategic Plan for FY2023 - 2024 in accordance to Proposition 10 Statutes, California Health and Safety Code 130140(a) (1) (C) (iii), 130140(a) (1) (E), and 130140(a) (1) (F) and San Mateo County First 5 Commission Ordinance 2.24.060**

Kitty Lopez shared that the Commission reviews the 2020 – 2025 Strategic Plan as part of Proposition 10 Statutes requirements every year. The [2020 – 2025 Strategic Plan](#) was included in the packet.

The Commission reviewed and discussed the Strategic Plan. There are no changes and additions to the First 5 San Mateo County's 2020 – 2025 Strategic Plan for FY 2023 – 2024.

Public comment: None

9. **Presentation: Friday CAFÉ (Community and Family Engagement) Evaluation**

Jenifer Clark, F5SMC's Research and Evaluation Specialist, presented the Friday CAFÉ Program Evaluation Results and highlighted the following:

- It is a professional network for family and community engagement practitioners.
- Goals are:
 - building connections through networking and peer support
 - spark innovative thinking to expand knowledge and practice in authentic connection with families
 - establish a professional identity for the family engagement field
 - facilitate a restorative experience to sustain and inspire family engagement practitioners
- Funded by F5SMC since 2017 through a grant to the San Mateo County Office of Education
- Characteristics of the survey participants
- Received 68 practitioner responses from at 38 agencies from the survey
- Findings before and after participating in Friday CAFÉ
- How effective are CAFÉs for different groups of practitioners
- Barriers to participation
- Support for attending
- Quotes from Friday CAFÉ participants

Public Comments: None

The Power Point Presentation can be found on the F5SMC's website, [April 24, 2023 Commission Meeting Presentations](#).

10. **F5SMC Staff Team Report**

The F5SMC Staff Team's written report was included in the [April 24, 2023 Commission Meeting Packet](#). Kitty Lopez, highlighted the following:

- Children and Youth Behavioral Health Initiative Grant Submission – if approved, it would allow for training approximately 50 clinicians in the model over the next two years.
- Video links of Help Me Grow Physician Champions testimonials including former First 5 SMC Commissioner Neel Patel.
- Children's Day, Book Day! on April 29, 2023 at the San Bruno Park. F5SMC Staff, Myra Cruz, will be attending to represent First 5 SMC.
- Puente de la Costa Sur will be providing a trauma informed training for providers working with children 0 – 5 years in San Mateo County on May 12, 2023. The training will be in Spanish. Tickets are already sold out.

Commission made comments.

Public Comment: None

11. Committee Updates

Program, Operations and Planning Committee:

Commissioner Cole reported that the Committee met on April 3, 2023, and discussed the Strategic Plan Implementation Plan (SPIP) FY 23 – 25 recommendations update emphasizing the mental health area. The Committee also received other program updates.

The Committee Updates written report was included in the [April 24, 2022 Commission Meeting Packet](#).

12. Meeting Adjourned at 4:59 pm.

DATE: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of the First 5 San Mateo County Policies and Bylaws for FY 2023-24

ACTION REQUESTED

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2023-24

BACKGROUND

Mandate Policies: The First 5 San Mateo County (F5SMC) Commission annually reviews and approves the Commission’s policies to ensure compliance with legislative mandates and other administrative processes and to strengthen F5SMC’s internal controls for operations. Currently, there are seven (7) policies, four (4) of which are in direct response to the mandates outlined in the 2006 Assembly Bill 109 (Chan) and 2006 Senate Bill 35 (Flores). These four policies include: Contracting and Procurement, Conflict of Interest, Salary and Benefits, and Administrative Costs. All seven (7) policies were reviewed and approved by the Commission on May 23, 2022.

Bylaws: On May 23, 2022, the Commission reviewed and approved First 5 San Mateo County’s Amended Bylaws.

UNCHANGED POLICIES

The following policies remain unchanged:

- Conflict of Interest Policy (Attachment 6B)
- Salary and Benefits Policy (Attachment 6C)
- Administrative Costs Policy (Attachment 6D)
- Supplantation Policy (Attachment 6E)
- Delegation of Authority to Executive Director to Take Action to Support or Oppose Legislation or Other Initiatives (Attachment 6F)
- Amended Event Sponsorship Policy (Attachment 6G)

CHANGED POLICIES

The following policies are amended

- **Amended Contracting and Procurement Policy May 2023 (Attachment 6A)**

Current:

Part II. CONTRACTING & GRANT PROCESSES

- C. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$50,000. Any related contract amendment shall also be approved and executed by the Commission.

Attachment 6

- D. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,000 and \$50,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

Amended:

- C. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds ~~\$50,000~~ \$100,000. Any related contract amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.
- D. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between ~~\$25,000 and \$50,000~~ \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

▪ Amended Bylaws May 2023 (Attachment 6H)

Current:

ARTICLE X (Procedures for Conduct of Business)

1. Executive Director Signature Authority:

The Executive Director shall have such signature authority to approve and execute service agreements, memorandums of understanding and/or contracts up to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts above \$25,000 and up to \$50,000 on behalf of the Commission.

Amended:

ARTICLE X (Procedures for Conduct of Business)

- A. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$100,000. Any related contract amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.

- B. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

1. Executive Director Signature Authority:

The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

FISCAL IMPACT

None

RECOMMENDATION

Approval of the First 5 San Mateo County Policies and Bylaws for FY 2023-24.



SUBJECT: AMENDED CONTRACTING AND PROCUREMENT POLICY (May 2023)

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(B) requiring the county commission to adopt, in a public hearing, a contract and procurement policy that is consistent with certain state law provisions. And, to comply with Health and Safety Code Section §130151(b)(1), which requires that the contract and procurement policy contains provisions to ensure that grants and contracts are consistent with the commission's strategic plan.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

Part I. STATEMENT OF POLICIES

The First 5 San Mateo County Commission ("First 5 San Mateo County" or the "Commission") and staff will comply with State law in all matters regarding Commission contracting and procurement to the extent applicable to the Commission, including ensuring that contracting and procurement are consistent with Article 7 (commencing with Section 54201) of Chapter 5 of Part 1 of Division 2 of Title 5 of the Government Code, Chapter 2 (commencing with Section 2000) of Part 1 of Division 2 of the Public Contract Code, Section 3410 of the Public Contract Code, and Chapter 3.5 (commencing with Section 22150) of Part 3 of Division 2 of the Public Contract Code.

When purchasing food, First 5 San Mateo County will give preference to United States-grown produce and United States processed foods when there is a choice and it is economically feasible to do so.

If fitness and quality are equal, First 5 San Mateo County will purchase recycled products, as defined in Section 12200 of the Public Contract Code, instead of non-recycled products whenever recycled products are available at the same or a lesser total cost than non-recycled items.

In accordance with Section 130140 and Section 130105 of the Health and Safety Code, First 5 San Mateo County has autonomy to expend moneys from the trust fund only for the purposes as described in the Commission's approved Strategic Plan.

Part II. CONTRACTING & GRANT PROCESSES

A. First 5 San Mateo County shall use a competitive selection, negotiation and approval process ("Request for Proposal Process" or "RFP Process") whereby potential contractors and/or grantees may submit applications for Commission funding. Use of the RFP Process is intended to ensure that

all qualified contractors and/or grantees are given an opportunity to be considered a service provider to the Commission.

No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this process on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status. The RFP Process may only be waived by the Commission upon a finding that it would be in the best interests of the Commission.

- B. In addition to particular criteria are important and appropriate to the project/grant, the criteria for choosing the contractor and/or grantee may include and may include:
- Experience of the agency and specific staff assigned to complete the work, including description of experience with similar projects
 - Proposed methodology, work plan and timeline to complete the scope of work
 - Proposed cost to complete the work
 - Payment terms (when payment is due to the contractor and/or grantee throughout the timeframe of the contract)
 - Start date and completion date of the work/service.

Once the Commission has selected the contractor(s) and/or grantee(s) that can best perform the necessary work, Commission staff will negotiate the terms of the contract in accordance with the Commission's approval for such services.

- C. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$100,000. Any related contract amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.
- D. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.
- E. Any service agreements, memorandums of understanding, and/or contracts that do not use or otherwise substantively amend the standard San Mateo County template agreement will be reviewed by County

Counsel. Approval must be obtained by County Counsel prior to finalization.



SUBJECT: CONFLICT OF INTEREST POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(4)(A) requiring the county commission to adopt, in a public hearing, a policy consistent with state and local law regarding conflict of interest of the commission members.

To facilitate compliance with the Standards and Procedures for Audits of California Counties participating in the California Children and Families Program issued by the California State Controller, March 2006.

PART I. CONFLICT OF INTEREST CODE – GOVERNMENT CODE SECTION 87100

- A. The First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”) has a Conflict of Interest Code, which has been approved by the San Mateo County Board of Supervisors. Pursuant to Section 87306.5 of the Government Code, First 5 San Mateo County will review that Conflict of Interest Code biennially. First 5 San Mateo County has designated the following positions in its Code: Commissioners, Executive Director, Deputy Director, and Consultants (when applicable).

- B. Form 700 filing. All individuals holding positions designated by the Conflict of Interest Code shall file the Form 700 of the California Fair Political Practices Commission, when assuming office, annually thereafter, and when leaving office as required by regulation.

- C. The Commission shall continue to have a conflict of interest code in effect at all times.

PART II. GOVERNMENT CODE SECTION 1090, et seq.

First 5 San Mateo County shall continue to conduct its business at all regular and special meetings of the Commission in accordance with the provisions of Government Code sections 1090, *et seq.*, hereby incorporated by reference.

Pursuant to Section 1091.3 of the Government Code, First 5 San Mateo County Commissioners will recuse themselves from making, participating in making, or in any way attempting to use their official position to influence a decision on an agreement when the agreement directly relates to services to be provided by the member or the entity the member represents or financially benefits the member or the entity the member represents.

PART III. GOVERNMENT CODE SECTION 1125, et seq. (INCOMPATIBLE ACTIVITIES)

The Commission shall continue to conduct its operations consistent with Government Code Section 1125, *et seq.* Except as provided in Sections 1128 and 1129 of the Government Code, First 5 San Mateo County officers and employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to their duties as a First 5 San Mateo County Commission officer or employee or with the duties, functions, or responsibilities of their appointing power or the agency by which they are employed.

First 5 San Mateo County officers and employees shall not engage in any outside employment, activity, or enterprise if it: (1) involves the use for private gain or advantage of First 5 San Mateo County time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of First 5 San Mateo County office or employment or, (2) involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than First 5 San Mateo County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of First 5 San Mateo County employment or as a part of his or her duties as a First 5 San Mateo County officer or employee or, (3) involves the performance of an act in other than his or her capacity as a First 5 San Mateo County officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee or the agency by which he or she is employed, or (4) involves the time demands as would render performance of his or her duties as a First 5 San Mateo County officer or employee less efficient.

Further, the incompatibility rules of the County of San Mateo, particularly the provisions of Section 2.75.060 of the Ordinance Code of the County of San Mateo, shall be, and are hereby adopted as the rules applicable to the First 5 San Mateo County Commissioners.

Further, each employee and officer of the Commission will be provided a copy of this policy. Engaging in incompatible activities will subject employees and officers to disciplinary action, up to and including termination or removal from the Commission (whichever is applicable). Any disciplinary action related to violation of this policy will be conducted in accordance with the Commission's general disciplinary processes, which provide the ability to contest imposition of discipline.

PART IV REPORTING A CONFLICT OF INTEREST

When a Commissioner first becomes aware of a conflict of interest or potential conflict of interest regarding a matter before the Commission or Committee, he or she must notify First 5 San Mateo County's legal counsel, the Executive Director and the chairperson of the Commission or the Committee. The facts of the conflict of interest will be recorded in the minutes of the Commission or Committee meeting.

First 5 San Mateo County

List of Designated Positions in the First 5 San Mateo County and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees</u>	<u>Disclosure Category</u>
Commission Member	1,2,3,4
Executive Director	1,2,3,4
Deputy Director	1,2,3,4
Consultants*	1,2,3,4

*The Executive Director, after consultation with the County Counsel, shall review the duties and authority of all consultants retained by the Commission. Those consultants who, within the meaning of Section 18700 (a)(2) of Title 2 of the California Code of Regulations are required to file statements of economic interests, shall do so. During each calendar year, First 5 San Mateo County shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to category 2 is required to disclose interests in all real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position



SUBJECT: SALARY AND BENEFITS POLICY

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(6) requiring the county commission to adopt, in a public hearing, policies and processes establishing the salaries and benefits of employees of the county commission.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

As required by Health and Safety Code Section 130140(d)(6), salaries and benefits shall conform with established First 5 San Mateo County Commission and San Mateo County government policies.

II. **SALARY AND BENEFITS POLICIES AND PROCESSES**

The San Mateo County Board of Supervisors created the First 5 San Mateo County Commission in March 1999, Ordinance No. 3889. As an agency of the County, the First 5 San Mateo County Commission complies with the salaries and benefits policies and procedures that are applicable to all Boards and Commissions in the County, including:

- The Memorandum of Understanding between County of San Mateo and the applicable union that establishes the salaries for each job classification, as may be amended from time to time; and
- County Resolutions that provide salaries and related matters for exempt management, confidential and other unrepresented employees, as may be amended from time to time.

Employee hiring, termination, payroll, pay increases and benefits are processed through the San Mateo County Employee and Personnel Services Department and the Controller's Office.



SUBJECT: ADMINISTRATIVE COSTS POLICY (Amended)

- Categorizing Administrative costs, Program costs, and Evaluation costs
- Defining Administrative costs.
- Determining the maximum allowable Administration costs as a percentage of the commission's total operating budget.
- Monitoring the Administrative cost percentage to ensure the actual Administrative costs do not exceed the maximum rate adopted by the commission.

PURPOSE: To facilitate compliance with Health and Safety Code Section 130140(d)(5) requiring the county commission to adopt, in a public hearing, a limit on the percentage of the county commission's operating budget that may be spent on administrative functions.

To facilitate compliance with the Standards and Procedures for Audits of California Counties Participating in the California Children and Families Program issued by the California State Controller, March 2006.

I. **STATEMENT OF POLICY**

First 5 San Mateo County will consistently identify Administrative costs following the guidelines outlined in this policy and monitor the actual Administrative costs as a percentage of its annual operating budget.

II. **COST CATEGORIES**

All costs fall into one of three major categories: Administrative, Program, or Evaluation. Administrative costs are differentiated from Program costs and Evaluation costs in accordance with the guidelines provided through the *Financial Management Guide*¹ of First 5 Association of California; its *Cost Allocation and Administrative Cost*² provide guidelines in categorizing and allocating costs.

III. **ADMINISTRATIVE COST DEFINITION**

¹ The Guide is a product of the California First 5 Association's and the State Commission's joint technical assistance effort and a direct result of a financial management assessment conducted by the Government Finance Officers Association (GFOA) in response to new legislation.

² Financial Management Guide, First 5 Association of California (the Fifth Edition, 2015) Cost Allocation (pages 36-37); Administrative Cost, (page 61-65)

Administrative costs: Costs incurred in support of the general management and administration of a First 5 Commission, for a common or joint purpose that benefits more than one cost objective (other than Evaluation and Program activities), and/or those costs not readily assignable to a specifically benefited cost objective.

Administrative costs include all salaries, benefits, services, and supply costs not readily identifiable as costs of the Commission's Evaluation or Program activities. Commission staff will adhere to the above definition for budgeting, accounting, and financial reporting processes. Staff utilizes certain codes for reporting processes to identify costs as Program, Evaluation, or Administration according to their nature. Except when there is information to determine a direct allocation of operating costs, shared operating costs/office expenses will be allocated by a systematic, valid and rational allocation methodology. The methodology will be reviewed annually and presented with the annual budget.

III. MAXIMUM ALLOWABLE ADMINISTRATIVE COSTS AS A PERCENTAGE OF THE OPERATING BUDGET

The Commission will monitor actual Administrative costs so that, in any one year, Administrative costs do not exceed 15% of the Commission's annual operating budget. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.

IV. MONITORING

The Administrative costs' percentage will be monitored quarterly by the Commission's fiscal staff and reported to the Executive Director and Finance Committee. In the event that Administrative costs exceed 15% of the operating budget, the Commission will review and approve a corrective action plan to achieve the desired percentage. The Commission may increase or decrease the maximum allowable Administration percentage as changing fiscal or legislative circumstances require.



SUBJECT: SUPPLANTATION POLICY

PROHIBITING USE OF COMMISSION FUNDS TO SUPPLANT STATE OR LOCAL GOVERNMENT FUNDS

PURPOSE: The purpose of the policy is to assure compliance with Proposition 10, adopted by the voters in 1998. Revenue & Taxation Code Section 30131.4 provides, in part, that Proposition 10 funds shall be used only to supplement existing levels of service and not to fund existing levels of service. It further provides that no money in the commission’s trust fund shall be used to supplant state or local general fund money for any purpose.

POLICY:

1. No Commission funds shall be used to supplant state or local general fund money for any purpose. Commission funds shall be used only to supplement existing levels of service and not to fund existing levels of service.
2. To that end, no Commission funds shall be granted or used for any existing project or program funded by state or local general funds unless the proponent demonstrates to the Commission’s satisfaction that the Commission’s funding will be used to improve the quality or quantity of an existing service, and not to supplant existing funding.
3. The prohibition on supplantation was intended to prevent state and local governments from shifting fiscal responsibility for ongoing public programs to the state and local commissions. The prohibition on supplantation does not refer to privately funded or federally funded programs. Therefore, the prohibition applies only to programs and services currently or previously funded by state or local government general funds, and which are “existing” as defined below.
4. The prohibition on supplantation was not intended to prevent, stifle or discourage state or local government agencies from funding pilot programs, which provide valuable innovations and formation. Therefore, the prohibition should not be interpreted to apply to pilot programs or services, as defined below.

Definitions:

Existing means, with respect to a level of service, a service that is in effect or operation at the time a request for funding is acted upon by the Commission, or at any time within the 12-month period preceding the Commission’s action.

State general funds means funds which are received into the treasury of the State and not required by law to be credited to any other fund.¹

¹ See Gov. Code § 16300.

Local government general funds means funds which are received into the treasury of the local government and not specially appropriated to any other fund.²

Level of service includes both the quality and quantity of services.

Pilot with respect to programs or services means those that are implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.³

Supplant shall be given its ordinary meaning, that is, “to take the place of.”

Guidelines:

1. Every applicant must disclose in its application whether the program has received funding from other sources (whether local or state government, private, or federal) within the past three years, and as to any public funding, identify the law or program under which funding was received.
2. Any applicant that discloses that state or local government funding has been received for the proposed program or service within the last three years must also demonstrate to the Commission’s satisfaction:
 - a) That the program or service has not received state or local general funds within the 12 month period preceding the Commission’s action, or
 - b) That, if received, such funds have not been reduced during the 12 month period preceding the Commission’s action, or
 - c) That the program or service was a pilot project, and
 - d) That the Commission’s funds will be used to augment or improve the existing level of service, either in terms of quantity or quality.
3. The Commission may require the applicant to provide any additional information regarding sources and uses of funds at any time. Based upon all existing facts and circumstances, the Commission shall determine whether the proposal would violate this policy. The Commission’s determination will be made as of the time a grant agreement is executed. For multi-year contracts or commitments, the Commission reserves the right to re-examine its determination that its funds will not be used in violation of this policy.

² See Gov. Code § 29301

³ See Penal Code § 5058.1



SUBJECT: DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO TAKE ACTION TO SUPPORT OR OPPOSE LEGISLATION OR OTHER INITIATIVES

PURPOSE: On occasion, the Executive Director is approached with a time-sensitive request to sign a letter of support for (or opposition to) legislation or other initiatives related to First 5 San Mateo County Commission’s mission. This policy is intended to delegate authority to the Executive Director to take necessary action to provide that support (or opposition) consistent with the First 5 San Mateo County Commission’s mission when certain conditions are met.

POLICY:

The First 5 Commission hereby delegates its authority to the Executive Director to sign documents or other materials on behalf of First 5 San Mateo County Commission (“First 5 San Mateo County” or the “Commission”), when all of the following conditions are met:

1. The legislation or other initiative is directly related to, and consistent with First 5 San Mateo County’s mission.
2. Because of time constraints, bringing the matter to the Commission at its next scheduled meeting is not practical.
3. Calling a special meeting to address the matter is either not practical or not appropriate under the circumstances.
4. The Executive Director has conferred with the Chair of the Commission and both the Executive Director and the Chair agree that: (a) the position that the Executive Director intends to take is consistent with the mission of First 5 San Mateo County; (b) bringing the matter to the Commission at its next scheduled meeting or at a special meeting is not practical or appropriate under the circumstances; and (c) taking the position without a vote of the Commission is appropriate under the circumstances.
5. The Executive Director reports at the next regularly scheduled Commission meeting as part of the Executive Director’s Report any position taken pursuant to this policy.



SUBJECT: EVENT SPONSORSHIP POLICY

PURPOSE: To provide support for events targeted at children prenatally to age 5 and their families in San Mateo County.

POLICY: First 5 San Mateo County may provide sponsorship to an event and/or scholarships to parents or providers in the form of funding that meets the Event Sponsorship Eligibility Criteria

First 5 San Mateo County (F5SMC) has a core strength and long history in developing partnerships and facilitating collaboration. Our vision of ***success for every child*** would not be possible without the collaboration of our partners throughout the County.

This set of guidelines provides direction for potential community partners interested in receiving sponsorship for community events. The goal is to sponsor community events that broaden F5SMC's reach into the community and focus on the following focus areas as defined in our strategic plan:

- Healthy Children
- Resilient Families
- Quality Care and Education

Event Sponsorship Eligibility Criteria

Parents or providers may request a sponsorship if the event meets the following criteria:

- The event ties to one or more of the focus areas above and are consistent with the Commission's vision and mission.
- The event targets families/children prenatally to age 5, high priority populations or communities as defined by F5SMC.
- The event takes place in San Mateo County.
- The event provides F5SMC with advertisement opportunity and/or includes F5SMC in promotions ***prior*** to, and ***during*** the event (e.g., print, radio, web, and televised advertisement and promotions).
- The event provides a booth space for F5SMC staff to participate during the event, if appropriate.
- The requesting agency coordinates with F5SMC staff to ensure proper crediting policy and general marketing is consistent with F5SMC standards and Style Guide whenever possible.
- The event is designated smoke free.
- The event is not used to lobby for or against or otherwise attempt to influence legislation.
- The event is not used for religious purposes.
- The event is not used for fundraising purposes.

Event Sponsorship Award Amounts

- The Event Sponsorship Budget will be determined as part of the annual budget cycle preparation.
- Event Sponsorship requests up the amount of \$5,000 or less are reviewed and approved by the Executive Director; approval is based on meeting the eligibility criteria and is contingent upon budget appropriations.

Standards for Collaboration

- F5SMC will not endorse, directly or through implied endorsement, specific products, services, educational programs or enterprises.
- As a public agency, products developed in collaboration with F5SMC are in the public domain.

Post Event Reporting

- Sponsorship recipient will provide F5SMC with event outcomes data including but not limited to: attendance and participation of other community agencies; attendance of children up to age 5 and their families; an overall description of the event highlighting the value of community collaboration and of First 5's sponsorship investment.
- A representative from the requesting agency may also be asked to make a brief presentation at a F5SMC Commission Meeting.

Organizations and businesses interested in the Event Sponsorship Program must submit the Sponsorship Request Form, which can be obtained from First 5 San Mateo County staff or downloaded at first5sanmateo.org.

Requests must be received eight weeks prior to the proposed event date. Event Sponsorship Requests will be accepted on a continuous basis as long as funding is available.

Submit Questions and/or Sponsorship Requests to:

Myra Cruz

1700 S. El Camino Real, Suite 405

San Mateo, CA 94402

ecruz@smcgov.org

**FIRST 5 SAN MATEO COUNTY COMMISSION
BYLAWS
Amended May 2023**

ARTICLE I (Authority)

These bylaws (“Bylaws”) are adopted by the First 5 San Mateo County Commission (the “Commission” or “F5SMC”) to establish rules for its proceedings. The Commission is authorized by, and shall operate consistent with, the Children and Families First Act of 1998, as amended (the “State Act”), and Chapter 2.24 of the San Mateo County Ordinance Code, as amended (the “County Ordinance”).

ARTICLE II (Vision, Mission, Outcomes and Status)

The vision of the Commission is “Success for every child.”

The mission of the Commission is to promote positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships.

F5SMC adopted the following desired outcomes to guide its efforts in its 2020 - 2025 Strategic Plan:

1. San Mateo County prioritizes young children and their families;
2. Communities provide a safe and healthy environment for young children;
3. Children have access to high-quality early care and education settings;
4. Families feel connected to and supported by their community and are able to nurture their children’s health and development;
5. Children have healthy attachments to their parents and caregivers; and
6. Children have access to and are utilizing appropriate health care services to meet their health and developmental needs.

F5SMC is an agency of the County of San Mateo (the “County”) with independent authority over the Strategic Plan and the Local Trust Fund. Obligations of F5SMC shall be the obligations solely of the Commission and shall not directly or indirectly be obligations of the County or any officials, employees or agents of the County. The County shall not be liable for any act or omission of the Commission.

ARTICLE III (Powers and Duties)

The duties of the Commission shall be those proscribed in the State Act and the County Ordinance and may include the following:

- Adopt Strategic Plan for the support and improvement of early childhood improvement within the County, consistent with the requirements of the State Act and any other applicable state laws and County guidelines.
- At least annually, conduct a review of the Strategic Plan and revise the plan as may be necessary or appropriate, and conduct at least one public hearing on the Commission's review of the plan before any revisions to the plan are adopted and submitted to the First 5 California Commission (the "State Commission").
- Measure outcomes of funded programs through the use of applicable, reliable indicators and review on a periodic basis as part of the public review of the Strategic Plan.
- Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150, and conduct at least one public hearing prior to adopting any annual audit or report.
- Review the State First 5 California Commission annual report at a public hearing.
- Adopt policies and procedures consistent with the requirements of the State Act.
- Establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the State Act.
- Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the State Act or the County Ordinance.

ARTICLE IV (Commission Membership)

The composition of the Commission, and the membership qualifications, terms, entitlement to compensation, and all other aspects of Commission membership shall be as proscribed by the County Ordinance or the State Act in the absence of an applicable provision of the County Ordinance.

ARTICLE V (Conflicts of Interest Policy)

The Commission shall by resolution adopt and may amend a Conflicts of Interest policy for the Commission as required by applicable law. Any such policy, and any amendments thereto, shall be consistent with County policies and requirements.

Each Commissioner shall file a statement disclosing reportable economic interests in accordance with the Political Reform Act of 1974 and the regulations of the Fair Political Practices Commission and the Commission's Conflict of Interest Policy.

ARTICLE VI (Officers)

1. Officers:

- A. Officers of the Commission shall be a Chair and Vice-Chair and such other officers as the Commission may from time to time provide. The Chair, who shall be a Commissioner, shall preside over all business and meetings of the Commission, appoint chairs of

standing and *ad hoc* committees, and exercise such other powers and perform such other duties as may be prescribed by the Commission.

- B. The Vice Chair shall be a Commissioner, and in the Chair's absence or inability to act, shall preside at the meetings of the Commission. If both the Chair and Vice-Chair will be absent or unable to act at a meeting at which a quorum of the Commission will be present, the Chair may in advance of said meeting appoint a Commissioner to preside at said meeting over all business of the Commission, appoint chairs of standing and *ad hoc* committees, and exercise such powers and perform such other duties of the Chair as may be prescribed by the Commission.

2. Terms and Removal:

Officers of the Commission shall be chosen annually through an election to be held at the last scheduled meeting of each calendar year, unless an earlier election is necessary because of a vacancy or vacancies on the Commission. Officers shall serve from the date of their election until a successor is selected, or until an earlier removal or resignation.

ARTICLE VII (Staffing)

1. Executive Director:

The Commission hires, evaluates, and terminates the Executive Director. The Executive Director shall act under the authority of, and in accordance with the direction of the Commission.

2. Staff:

The Executive Director hires, evaluates and terminates F5SMC Staff.

ARTICLE VIII (Meetings)

1. Regular and Special Meetings:

- A. The Commission and its standing committee(s) shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part I, Division 2 Title 5 of the Government Code, relating to meetings of local agencies (the "Ralph M. Brown Act" or the "Brown Act").
- B. The Commission shall meet regularly at times and places to be determined by the Commission. There shall be at least 4 meetings each calendar year, generally on the fourth (4th) Monday of the month.
- C. Special meetings may be called at a time and place designated by the Chair. The Commission staff shall give notices of regular and special meetings in accordance with the Brown Act.

2. Open and Public:

All meetings of the Commission shall be held in accordance with the Brown Act.

3. Quorum:

A quorum is required to initiate the transaction of business at any regular or special meeting of the Commission. A quorum is a majority of the seated members of the Commission. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, provided that any action taken is approved by at least four Commissioners.

4. Voting:

Except as otherwise provided by these Bylaws, all official acts of the Commission require the affirmative vote of a majority of the Commissioners who are present and voting as long as the quorum requirements are met. No official act shall be approved with less than the affirmative vote of four Commissioners.

5. Recusals:

A Commissioner shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision on a contract or grant where the contract or grant directly relates to services to be provided by that Commissioner or the entity that the Commissioner represents or financially benefits the Commissioner or the entity that he or she represents, or as otherwise required by applicable law or by the Conflict of Interest Policy of the Commission.

6. Minutes:

Commission staff shall prepare the minutes of each meeting of the Commission.

ARTICLE IX (Committees)

1. Advisory Committees:

The Commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purpose of the State Act and of the Commission. Advisory committees shall meet and shall make recommendations and reports as deemed necessary or appropriate.

A. Early Childhood Evaluation Advisory Committee:

The duties and responsibilities of this Committee shall be to advise the full Commission on issues related to planning and implementing the Commission's research and evaluation activities; to hear the perspectives of F5SMC grantees on evaluation and data collection and utilization; to serve as the initial audience for research and evaluation findings; and to provide guidance to staff and evaluation contractors regarding presentation of results to the full Commission.

2. Standing Committees and Appointment of Members:

The Commission may establish standing and *ad hoc* committees and appoint members to those committees, wherever necessary. The following standing committees have been established: the Finance and Administration Committee and the Program, Operations and Planning Committee.

A. Finance and Administration Committee:

The duties and responsibilities of the Finance and Administration Committee shall be to advise the Commission concerning the budget, administrative costs, savings, investments, fixed assets, long term financial plan, financial objectives, funding strategies and annual allocation plan, annual financial audit, and other tasks and issues as assigned by the Commission.

B. Program, Operations and Planning Committee:

The duties and responsibilities of the Program, Operations and Planning Committee shall be to advise the Commission concerning the First 5 San Mateo County Strategic Plan, policies concerning programs to be implemented and supported under the Strategic Plan, community needs assessments, program evaluations and other tasks and issues as assigned by the Commission.

3. Conflicts of Interest:

Commission members shall abide by all applicable laws, policies and regulations governing conflicts of interest, including those adopted by this Commission, the Board of Supervisors and the State Commission.

4. Committee Membership:

Notwithstanding section 3 above, persons who are not members of the Commission, including other elected officials and public members, may be appointed to serve on any committee established by the Commission. Unless otherwise provided, standing committee memberships shall be reviewed annually by either the Chair or the Commission as a whole.

5. Meetings:

Regular meetings of standing committees shall be held at times and places determined by the Commission. Special meetings may be held at any time and place as designated by the Chair of the Commission or the Chair of the Committee. A majority of the members of the committee shall constitute a quorum for that committee.

6. Open and Public:

All meetings of standing committees shall be held in accordance with the Brown Act.

ARTICLE X (Procedures for Conduct of Business)

- A. The Commission shall approve and execute all service agreements, memorandums of understanding, and/or contracts with a total obligation amount that exceeds \$100,000. Any related contract amendment that brings the Contract's not to exceed amount to \$100,000 or greater shall also be approved and executed by the Commission in advance of execution of the agreement.
- B. The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements,

memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

1. Executive Director Signature Authority:

The Executive Director of First 5 San Mateo County is authorized to approve and execute service agreements, memorandums of understanding and/or contracts with a total obligation amount less than or equal to \$25,000. The Executive Director has signature authority to approve all service agreements, memorandums of understanding, and/or contracts with a total obligation amount between \$25,001 and \$100,000 on behalf of the Commission. In the event of an emergency in which the Executive Director is unable to sign and execute service agreements, memorandums of understanding and/or contracts, the Deputy Director will have signature authority, after consultation with the Commission Chair.

2. Apply for Grants:

All grants, gifts, or bequests of money made to or for the benefit of the Commission from public or private sources to be used for early childhood development programs shall be expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the Commission by the State Board of Equalization.

ARTICLES XI (Amendments)

These Bylaws may be amended or repealed by the Commission at any duly-noticed regular or special meeting by a majority vote of the Commissioners who are present and voting as long as the quorum requirements are met. No amendment to or repeal of these Bylaws shall be approved with less than the affirmative vote of five Commissioners.

DATE ADOPTED: _____

SIGNED BY:

Chair, First 5 San Mateo County Commission

DATE: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of First 5 San Mateo County's FY 2023-24 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2023-24 Adopted Budget

ACTION REQUESTED

Approval of First 5 San Mateo County's FY 2023-24 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) to Fund FY 2023-24 Adopted Budget.

1. SUMMARY OF FY 2023-24 DRAFT BUDGET

Please read this FY 2023-24 Draft Budget memo in conjunction with FY 2023-24 Draft Budget presented in **Attachments 7A, 7B, and 7C** (Schedule 1 and Schedule 2).

F5SMC's FY 2023-24 Draft Budget with the summary of budget changes as follows:

	FY 2022-23 Revised Budget	FY 2023-24 Draft Budget	Increase / (Decrease) \$	Increase / (Decrease) %
Beginning Fund Balance (Beginning Reserves*)	13,473,382	10,171,564	(3,301,818)	-25%
Total Revenues	6,529,915	5,764,841	(765,075)	-12%
Total Available Fund (Total Sources*)	20,003,297	15,936,405	(4,066,892)	-20%
Total Appropriations (Net Appropriations*)	9,831,733	7,322,937	(2,508,796)	-26%
Ending Fund Balance (Ending Reserves*)	10,171,564	8,613,468	(1,558,096)	-15%
Total Requirements*(Net Appropriations*+Ending Reserves*)	20,003,297	15,936,405	(4,066,892)	-20%
Surplus / (Deficit) (Total Revenues – Net Appropriations*)	(3,301,818)	(1,558,096)	1,743,721	-53%

Total Sources, Net Appropriations*, Reserves*, Total Requirements* are budget terminologies used by the County of San Mateo. Since March 2018, F5SMC has applied budget terminologies used by the County to the F5SMC Budget*

2. FISCAL IMPACTS

FY 2023-24 Draft Budget changes result in a Total Budget Deficit of \$1,558,096; this represents a lower Budget Deficit by \$1,743,721 than the Budget Deficit in the FY 2022-23 Revised Budget. The budget deficit decrease is associated with lower overall Program Appropriations as a result of ending SPIP FY2018-20 Carry Over execution, pending various Other Grant acquisitions and executions. Therefore, we will draw and encumber a total of \$1,558,096 from the Reserves* to fund the Community Investments

The net change of Ending Fund Balance (Ending Reserves*) will be decreased by **(\$1,558,096)** as a result of the budget adjustments in Total Revenues and Total Appropriations in the FY 2023-24 Draft Budget.

The Administrative Cost Rate is projected 11%, which remains below 15% of the proposed Administrative Cost Policy for the FY 2023-24. F5SMC has implemented Administrative Cost rate of 15% since 2020.

3. FY 2023-24 DRAFT BUDGET ASSUMPTIONS

- Projected Interest earning rate is 1.0% on the Beginning Fund Balance of FY 2023-24 Draft Budget.
- Use Tobacco Tax Revenue Projections with Flavor Ban, released by F5CA March 20, 2023.
- Execute SPIP FY 2023-24 funding allocation equal to \$3.780 M, the same level of community investment (\$3,780M/ fiscal year) in FY 2023-24 and FY 2024-25, per the current approved LTFFP.
- Return to Fund Balance the underspending fund SPIP FY 2018-20 Carry Over as of 6.30.2023.
- Execute \$510K Other Grants in the first year of 2 years grant terms. There are pending Other Grant applications and finalizations, including F5CA Regional IMPACT Grant, San Mateo County Behavior Health Recovery System BHRS MHSA #3 grant.
- Continue current shared cost allocation to Program Appropriations with the following rates:
 - ✓ 100% Program and Evaluation Staff's Salaries and Benefits.
 - ✓ 27% Shared Admin Staff time; and
 - ✓ 50% of Shared Operating Budget

4. BACKGROUND

- As per F5SMC's Strategic Plan FY 2020-25 and Long-Term Financial Plan approved by the Commission, the Commission approved higher Community Investments than its fiscal revenues by drawing down the Ending Fund Balance (Ending Reserves*) to fund strategic initiatives. As a reminder, F5SMC has continued to draw down \$2-3 million per year, per the Strategic Plan FY 2020-25 and per Long-Term Financial Plan.
- 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.
- Planning and execution of Strategic Plan Implementation Plan contracts and Other Grants contracts have been delayed to some degree as the impacts of staffing challenges at some of the funded agencies.

Attachment 7

- We anticipate having FY 2023-24 Revised Budget in February 2024, after the FY 2022-23 Financial Audit completion and when under spending contracts and Audited Ending Fund Balance (as of 6.30.2023) become available.

ACTION REQUESTED

Approval of First 5 San Mateo County's FY 2023-24 Draft Budget and the Use of Ending Fund Balance (Ending Reserves*) in the amount of \$1,558,096 to Fund FY 2023-24 Adopted Budget.

FY 2023-24 DRAFT BUDGET NARRATIVES are presented in **Attachments 7A, 7B, and 7C** (Schedule 1 and Schedule 2).

A. BEGINNING FUND BALANCE (Beginning Reserves*)

Beginning Fund Balance (Beginning Reserves*) produce a net decrease of \$3,301,818 or 25% decrease due to lower Ending Fund Balance in FY 2022-23 Revised Budget.

- Ending Fund Balance (Ending Reserves*) of FY 2022-23 Revised Budget is carried over to become Beginning Fund Balance of FY 2023-24 Draft Budget.
- However, Beginning Fund Balance is anticipated to be adjusted higher as the result of underspending Fund Carry Over SPIP FY 2018-20 being returned back to Fund Balance as of 6.30.2023, and when under spending contracts and Audited Ending Fund Balance (as of 6.30.2023) become available after the fiscal year financial audit completion in late of October 2023.

B. TOTAL REVENUES

Total Revenues produce a net decrease of \$765,075 or 12% decrease.

- (\$33,018) decrease reflect lower Interest Revenue due to lower Beginning Fund Balance.
- \$584,425 increase reflect increase in Tobacco Tax Revenue projections - Flavor Ban - using the most recent update Tobacco Tax Revenue Projections of First 5 California, released on March 20, 2023, which is slightly higher than the previous projections in December 2022.
- (\$1,316,482) decreases reflect Other Grant Revenues decreases, which are attributable to most of Other Grants ended 6.30.2023 while pending new grants applications of F5CA Regional IMPACT Grants and Behavior Health and Recovery System BHRS MSHA grant # 3 are in the pipeline and still being developed.

C. TOTAL AVAILABLE FUND (Total Sources*)

Total Available Funds (Total Sources*) produce a net decrease of \$4,066,892 or 20% decrease.

Major contributions to 20% net decrease in Total Available Fund are attributable to lower Beginning Fund Balance, most of Other Grants ended 6.30.2023, and pending grant acquisitions of the F5CA Regional IMPACT Grants, Behavior Health and Recovery Services MHSA grant #3.

D. PROGRAM APPROPRIATIONS

Total Program Appropriations produce a net decreases of \$2,519,579 or 28% decrease.

Major contributions to 28% net decrease in Total Program Appropriations are associated with sunset of SPIP FY2018-20 Carry Over execution and most of Other Grant executions are ended 6.30.2023.

D1. Strategic Plan Investment - SPIP FY 2023-25

SPIP FY 2023-24 budget: \$3,780,000

F5SMC's current Strategic Plan FY 2020-25 comprises of two funding cycles: The first funding cycle FY 2020-23 and the second funding cycle FY 2023-25 with the approved community investment amount of \$3,780,000/each fiscal year, as per Commission approved Strategic Plan and Long-Term Financial Plan.

Strategic Plan Investment SPIP FY 2020-25	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
First Funding Cycle SPIP FY 2020-23	\$3,780,000	\$3,780,000	\$3,780,000		
Second Funding Cycle SPIP FY 2023-25				\$3,780,000	\$3,780,000

For FY 2023-24 Draft Budget, staff plans to implement and execute \$3,780,000 of the current strategic plan with the following investments:

- \$1,060,000 investment in Resilient Family
- \$1,060,000 investment in Healthy Children.
- \$1,060,000 investment in Quality Care and Education.
- \$107,000 investment in Evaluation
- \$380,000 investment in Policy, Advocacy, Communication, and System Changes PAC.
- \$113,000 investment in Emerging Projects.

D2. Strategic Plan Investment - SPIP FY 2020-23 Carry-Over

SPIP FY 2020-23 Carry over: \$900,000

At the end of FY 2022-23, there are underspending funds in the SPIP FY 2020-23. Staff proposes \$900,000 SPIP FY 2020-23 Fund Carry Over to be used in the next two fiscal years FY 2023-24 and FY 2024-25, in coordination with the implementation of SPIP FY 2023-25.

The funding carry over is important and essential to maintain and continue current service levels and community investments that are not funded from SPIP FY 2023-25, including the following:

- (1) \$250,000 SPIP FY 2020-23 Carry Over in Healthy Children
 - to be served as leverage funding or shared funding contribution to acquire new Other Grants: Integrated System for Children with Special Needs (ISCSN) program from Sequoia Healthcare District; Trauma, Resiliency, Informed Systems Initiative (TRISI) program from Sequoia Healthcare District; TRISI program from Behavior Health Systems and Recovery Services of County of San Mateo (MHSA).
 - to cover emerging system support in addressing gaps and barriers and TRISI implementation Phase 3 which may include (coaching, cohorts, professional learning communities, Culture of Care Event etc.); emerging strategies from the early mental health landscape scan, other professional development supports for infant /early mental health workforce strategies, etc...
- (2) \$80,000 SPIP FY 2020-23 Carry Over in Other Evaluation Projects to cover ongoing evaluation projects and emerging needs from the EVALCOPR evaluation.
- (3) \$250,000 SPIP FY 2020-23 Carry Over in Policy Advocacy, Communications, and System Changes PAC to cover the upcoming new strategic planning consultation for FY 2025-30;

Kit for New Parents (KNP) update; and the development of a strategy to elevate parent voices as part of Race, Equity, Diversity, and Inclusion initiatives that are implemented countywide, statewide, and national wide.

- (4) \$320,000 SPIP FY 2020-23 Carry Over in Emerging Projects to cover emerging needs in the Resilient Families focus areas; ECE Career Workforce Career Navigator that benefits for families and children from 0 to 5 years old population; countywide Communication Campaign for ECE; leverage funding and matching funds for acquiring new Regional F5CA IMPACT grant and F5CA Regional Home Visiting grant from F5CA.

D3. Strategic Plan Investment - SPIP FY 2018-20 Carry-Over

SPIP FY 2018-20 Carry Over: 0.

Any underspending fund SPIP FY 2018-20 as of 6.30.2023 are returned back to Fund Balance.

D4. Other Grants

Other Grants: \$510,000 or net decrease of \$847,809 or 62% decrease.

The below Other Grants Appropriations reflect the executions of new grant awards that are pending MOU finalizations and or grant revenue receipt.

- \$70,000 investment in new F5CA Regional Home Visiting Grant
- \$40,000 investment in new Help Me Grow Call Centers grant from Peninsula HealthCare District grant award for calendar year 2023.
- \$400,000 investment in new Integrated System for Children with Special Needs ISCSN and Trauma and Resiliency Informed Systems Initiative (TRISI) grants from Sequoia Healthcare District FY 2023-25.

E. ADMINISTRATIVE APPROPRIATIONS:

E1. FY 2023-24 DRAFT OPERATING BUDGET (Schedule 1):

FY 2023- 24 Draft Operating Budget net decreases by \$27,582 or 6% decrease.

- \$29,000 decreases or 19% decreases in Office Supplies are net effects of decreases in various Administrative budget lines.
- \$1,418 increases or 0% increases in Other Services Charges are net effects of various increases and decreases in various Other Services Charges budget lines.

E2. FY 2023-24 DRAFT SALARIES AND BENEFITS BUDGET (Schedule 2):

FY 2023- 24 Draft Salaries and Benefits Budget increase by \$39,023 or 2% increase.

Net increase 2% in Draft Salaries and Benefits Budget are associated with 3% COLA inclusion countywide.

F. H. TOTAL APPROPRIATIONS

Total Appropriations (Net Appropriations*) produce net decreases of \$2,508,796 or 26% decrease

Major contributions to 29% net decreases in Total Appropriations are associated with sunset of SPIP FY2018-20 Carry Over execution and most of Other Grant executions are ended 6.30.2023.

G. ENDING FUND BALANCE

Ending Fund Balance (Ending Reserves*) produce a net decrease of \$1,558,096 or 15% decrease

Major contributions to 15% net decrease in Ending Fund Balance FY 2023-24 are associated with net effects of lower Beginning Fund Balance FY 2023-24, lower Other Grant Revenues.

H. GLOSSARY

1. Per the County Budget Act (Government Code §§ 29000-29144, 30200 and 53065), the County Manager's Office and the County Controller's Office have requested F5SMC to include the language of the use of Fund Balance (Reserves*) in its Budget memo to the Commission.
2. Since its inception, F5SMC has used different terminologies in its audit reports, budget documents, and Long-Term Financial Plan than those used by the County of San Mateo. The rationales are for (1) comparable terminologies used across F5SMC's audit reports, budget documents, and Long-Term Financial Plan; (2) for the usefulness of the public; and (3) for consistent language used by First 5 California and by other First 5 Commissions throughout the State. Since March 2018, F5SMC added budgetary terminologies used by the County to F5SMC Budget.

FIRST 5 SAN MATEO COUNTY

FY 2023-24 DRAFT BUDGET SUMMARY

	FY 22-23 Revised Budget	FY23-24 Draft Budget	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (\$)	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (%)
BEGINNING FUND BALANCE (Beginning Reserves*)	13,473,382	10,171,564	(3,301,818)	-25%
A. Interest Revenue	134,734	101,716	(33,018)	-25%
B. Tobacco Tax Revenue	4,480,000	5,064,425	584,425	13%
Tobacco Tax Revenue Fiscal Year Allocations	4,480,000	5,064,425	584,425	13%
C. Other Grant Revenues	1,915,182	598,700	(1,316,482)	-69%
F5CA Other Grants / IMPACT Grant	649,548	92,000	(557,548)	-86%
Non-Tobacco Tax Grants (DLP, PHD, SHD, MHSA)	1,265,634	506,700	(758,934)	-60%
TOTAL REVENUES	6,529,915	5,764,841	(765,075)	-12%
TOTAL AVAILABLE FUND (Total Sources*)	20,003,297	15,936,405	(4,066,892)	-20%
PROGRAM APPROPRIATIONS				
D1. Strategic Plan Investment - SPIP FY 23-25		3,780,000		
Community Investments (RF, HC, QC & E)		3,180,000		
Evaluation		113,000		
Policy, Advocacy, & Communications (PAC) & Emerging Projects		487,000		
D2. Strategic Plan Investment - SPIP FY 20-23 - Carry Over	5,564,035	900,000	(4,664,035)	-84%
Community Investments - Healthy Children	4,345,469	250,000	(4,095,469)	-94%
Evaluation	229,441	80,000	(149,441)	-65%
Policy, Advocacy, & Communications (PAC) & Emerging Projects	989,125	570,000	(419,125)	-42%
D3. Strategic Plan Investment - SPIP FY 18-20 Carry-Over	797,693	-	-	
Community Investments (FE, CH&D, EL)	330,675	-	-	
Evaluation	160,000	-	-	
Policy, Advocacy, & Communications (PAC)	307,018	-	-	
E. Other Grants	1,357,809	510,000	(847,809)	-62%
F5CA Other Grants / IMPACT Grant	566,825	70,000	(496,825)	-88%
Non-Tobacco Tax Grants (PHD, SHD)	790,984	440,000	(350,984)	-44%
F. Program Operations	1,303,837	1,313,795	9,958	1%
Program Shared Operating Budget	223,666	214,525	(9,141)	-4%
Program Staff S&B & Shared Admin Staff Time	887,424	900,878	13,454	2%
Evaluation Staff S&B	192,747	198,392	5,645	3%
Total Program Appropriations (D1+D2+E+F)	9,023,374	6,503,795	(2,519,579)	-28%
ADMIN APPROPRIATIONS				
G. Admin Shared Operating Budget	223,666	214,525	(9,141)	-4%
H. Admin Staff S&B	584,693	604,617	19,924	3%
Total Admin Appropriations (G+H)	808,359	819,142	10,783	1%
TOTAL APPROPRIATIONS (Net Appropriations*)	9,831,733	7,322,937	(2,508,796)	-26%
Surplus / (Deficit) (Total Revenues - Total Appropriations)	(3,301,818)	(1,558,096)	1,743,721	-53%
ENDING FUND BALANCE	10,171,564	8,613,468	(1,558,096)	-15%
Total S&B	1,664,864	1,703,887	39,023	2%

FIRST 5 SAN MATEO COUNTY

FY 2023-24 DRAFT BUDGET DETAILS

	ORG/ACCT#	FY22-23 Revised Budget	FY23-24 Draft Budget	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (\$)	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (%)	Notes to FY 2023-24 Draft Budget
BEGINNING FUND BALANCE (Beginning Reserves*)		13,473,382	10,171,564	(3,301,818)	-25%	
A. Interest Revenue	19510-1521	134,734	101,716	(33,018)	-25%	1% Interest earning rate
B. Tobacco Tax Revenue		4,480,000	5,064,425	584,425	13%	
Tobacco Tax Revenue Fiscal Year Allocations	19510-1861	4,480,000	5,064,425	584,425	13%	Tobacco Tax Revenue Projections with Flavor Ban, F5CA March 20, 2023
C. Other Grant Revenues		1,915,182	598,700	(1,316,482)	-69%	
F5CA IMPACT Grant FY20-23	19510-1861	512,592	0	(512,592)	-100%	Grant ended 6.30.2023. Pending new grant application in May 2023
F5CA Home Visiting Grant FY20-22	19510-1861	136,956	0	(136,956)	-100%	Grant ended 6.30.2023.
Regional F5CA Home Visiting Grant FY23-25	19510-1861		92,000			Pending new grant application
F5SF IMPACT HUB TA FY22-23	19510-2643	73,533	0	(73,533)	-100%	Grant ended 6.30.2023
County of San Mateo BHRS - Mental Health Services MHSA #2	19510-2643	250,000	0	(250,000)	-100%	Grant ended 6.30.2023. Pending new grant acquisition
Peninsula Healthcare District - HMG Call Center Grant CY2022	19510-2643	50,000	0	(50,000)	-100%	Grant ended 6.30.2023
Peninsula Healthcare District - HMG Call Center Grant CY2023 - New	19510-2643		45,000			New grant award for CY2023
Sequoia Healthcare District - Special Needs Grant FY20-23	19510-2643	474,592	0	(12,892)	-3%	Grant ended 6.30.2023
Sequoia Healthcare District - Mental Health Grant FY20-23	19510-2643	130,956	0	(130,956)	-100%	Grant ended 6.30.2023
Sequoia Healthcare District - Special Needs Grant FY23-25 - New	19510-2643		461,700			Pending MOU finalization.
CHI Refund	19510-2643	286,053		(286,053)	-100%	
F5SMC Wellness Grant	19510-2658			-		
Miscellaneous Reimbursements	19510-2647	500		(500)	-100%	
TOTAL REVENUES		6,529,915	5,764,841	(765,075)	-12%	
TOTAL AVAILABLE FUNDS (TOTAL SOURCES*)		20,003,297	15,936,405	(4,066,892)	-20%	
APPROPRIATIONS						
PROGRAM APPROPRIATIONS						
D1. Strategic Plan Investment - SPIP FY 23-25			3,780,000			Second funding cycle SPIP FY23-25 of the current strategic plan FY2020-2025.
Resilient Family	19540-6125		1,060,000			
Healthy Children	19540-6156		1,060,000			
Quality Care and Education	19540-6263		1,060,000			
Grant Management and Other Evaluation Projects	19540-6265		113,000			
Policy Advocacy, Communications & Systems Change	19540-6814		380,000			
Emerging Projects	19540-6814		107,000			
D2. Strategic Plan Investment - SPIP FY 20-23 Carry-Over		5,564,035	900,000	-4,664,035	-84%	
Resilient Families - Carry Over	19540-6125	1,186,540		-1,186,540	-100%	
Healthy Children - Carry Over	19540-6156	1,679,788	250,000	-1,429,788	-85%	Carry over for leverage funding of Other Grant acquisition
Quality Care and Education - Carry Over	19540-6263	1,479,141		-1,479,141	-100%	
Grant Management & Other Evaluation Projects - Carry Over	19540-6265	229,441	80,000	-149,441	-65%	Carry over for Other Evaluation projects
Policy Advocacy, Communications & Systems Change - Carry Over	19540-6814	432,798	250,000	-182,798	-42%	Carry over for the Race, Equity, Diversity & Inclusion project in the Family Engagement Services and other PAC projects
Emerging Projects - Other Activities - Carry Over	19540-6814	556,327	320,000	-236,327	-42%	Carry over for the new strategic plan FY2026-2030 consultation, and Emerging Projects

	ORG/ACCT#	FY22-23 Revised Budget	FY23-24 Draft Budget	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (\$)	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (%)	Notes to FY 2023-24 Draft Budget
D3. Strategic Plan Investment - SPIP FY 18-20 Carry-Over		797,693	-			Any underspending fund SPIP FY18-20 are added back to Fund Balance as of 6.30.2023
Children Health & Development - Carry Over	19540-6156	280,675	-			
Early Learning - Carry Over	19540-6263	50,000	-			
Other Evaluation Projects - Carry Over	19540-6265	160,000	-			
PAC - Carry Over	19540-6814	85,397	-			
Emerging Projects - Carry Over	19540-6814	221,621	-			
E. Other Grants		1,357,809	510,000	(847,809)	-62%	
F5CA IMPACT Grant	19540-6126	447,734	-	(447,734)	-100%	Pending some new Other Grants are in the pipe line
F5CA Home Visiting Grant	19540-6126	119,091	-	(119,091)	-100%	
Regional F5CA Home Visiting Grant FY23-25	19540-6126		70,000			
F5SF IMPACT HUB TA FY22-23	19540-6126	62,503	-	(62,503)	-100%	
County of San Mateo BHRS - Mental Health Services MHSA #2	19540-6131	171,680	-	(171,680)	-100%	
Peninsula Healthcare District - HMG Call Center Grant FY2022	19540-6131	42,096	-	(42,096)	-100%	
Peninsula Healthcare District - HMG Call Center Grant FY2023	19540-6131		40,000	40,000		
Sequoia Healthcare District - Special Needs Grant	19540-6131	452,751	-	(452,751)	-100%	
Sequoia Healthcare District - Mental Health Grant	19540-6131	40,560	-	(40,560)	-100%	
Sequoia Healthcare District - Special Needs Grant - New	19540-6131		400,000	400,000		
SMC CMO Children Success Planning Proj	19540-6131	10,697		(10,697)	-100%	
SMC CMO Children Success Planning Proj	19540-6131	10,697	-	(10,697)	-100%	
F. Program Operations		1,303,837	1,313,795	9,958	1%	
Program Shared Operating Budget		223,666	214,525	(9,141)	-4%	
Program Staff S&B & Shared Admin Staff Time		887,424	900,878	13,454	2%	
Evaluation Staff S&B		192,747	198,392	5,645	3%	
Total Program Appropriations (D1+D2+D3+E+F)		9,023,374	6,503,795	-2,519,579	-28%	
ADMIN APPROPRIATIONS				0		
G. Admin Shared Operating Budget		223,666	214,525	(9,141)	-4%	
H. Admin Staff S&B		584,693	604,617	19,924	3%	
Total Administrative Appropriations		808,359	819,142	10,783	1%	
Administrative Cost Rate %		8%	11%	0	36%	
				0		
TOTAL APPROPRIATIONS (NET APPROPRIATIONS*)		9,831,733	7,322,937	-2,508,796	-26%	
ENDING FUND BALANCE RESERVES*)	(ENDING	10,171,564	8,613,468	-1,558,096	-15%	

Color Coding

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

Schedule 1- FY 2023-24 DRAFT OPERATING BUDGET

Attachment 7C

	ORG / ACCT#	FY22-23 Revised Budget	FY23-24 Draft Budget	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (\$)	FY23-24 Draft Budget (+/-) vs. FY22-23 Revised Budget (%)	Notes to FY 2023-24 Draft Budget
I. Services and Supplies						
Outside Printing & Copy Svc	19510-5191	2,000	1,000	(1,000)	-50%	
General Office Supplies	19510-5193	8,000	8,000	0	0%	
Photocopy Lease & Usage	19510-5196	5,000	5,000	0	0%	
Direct Communication Expenses	19510-5132		3,800		#DIV/0!	Place holder for oversuage of IT services versus planned budget
Computer Supplies	19510-5211	25,000	25,000	0	0%	Laptop replacements and place holder for emergency IT equipment
Software License /Maintenance Expenses	19510-5215		4,500		#DIV/0!	Software & Other ISD subscriptions
County Memberships - (e.g. F5 Assn Dues)	19510-5331	15,000	15,000	0	0%	
Auto Allowance	19510-5712	11,000	11,000	0	0%	
Meetings & Conference Expense	19510-5721	10,000	8,000	(2,000)	-20%	
Commissioners Meetings & Conference Exp	19510-5723	5,000	3,000	(2,000)	-40%	
Other Business Travel Expense	19510-5724	10,000	8,000	(2,000)	-20%	Reopening business travel
Dept. Employee Training Expense	19510-5731	10,000	8,000	(2,000)	-20%	
Wellness grant	19510-5856	0	0	0		
Other Professional Services	19510-5858	50,000	30,000	(20,000)	-40%	
Sub Total - Services & Supplies		151,000	130,300	(29,000)	-19%	
II. Other Charges						
Telephone Service Charges	19510-6712	5,500		(5,500)	-100%	ISD charges slit into 3 different codes 6713, 5215, 5132
Automation Services - ISD	19510-6713	53,000	45,000	(8,000)	-15%	ISD charges slit into 3 different codes 6713, 5215, 5132
Annual Facilities Lease	19510-6716	105,000	99,000	(6,000)	-6%	\$4K place holder for final admin cost charges.
General Liability Insurance	19510-6725	11,232	13,500	2,268	20%	Liability Insurance increase
Official Bond Insurance	19510-6727	800	300	(500)	-63%	
Human Resources Services	19510-6733	2,000	1,000	(1,000)	-50%	Place holder for County Human Resources training
Countywide Security Services	19510-6738	800	950	150	19%	
All Other Service Charges	19510-6739	60,000	60,000	0	0%	include Audit, County Attorney fee, and Accounting Services
Card Key Services	19510-6751		1,000			
A-87 Expense	19510-6821	58,000	78,000	20,000	34%	Inclusion of allocated underfunded pension liability
Sub Total - Other Charges		296,332	298,750	1,418	0%	
Total Operating Budget		447,332	429,050	(27,582)	-6%	
Program Shared Operating Budget		223,666	214,525	(13,791)	-6%	Allocation rate 50%
Admin Shared Operating Budget		223,666	214,525	(13,791)	-6%	Allocation rate 50%

Schedule 2 - FY 2023-24 DRAFT SALARIES & BENEFITS BUDGET

Program Staff & Shared Admin Staff		887,424	900,878	13,454	2%	27% Admin staff time allocated to Program
Evaluation Staff		192,747	198,392	5,645	3%	
Admin Staff		584,693	604,617	19,924	3%	
Total Salaries and Benefits		\$ 1,664,864	\$ 1,703,887	\$ 39,023	2%	

DATE: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: 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

ACTION REQUESTED

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

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 cohort facilitation in the second round of the TRISI Initiative (TRISI 2.0), F5SMC contracted with Institute of Development (IOD) beginning July 1, 2022 after releasing a Request for Qualifications (RFQ). IOD was awarded the contract for the Design Consultant and Cohort Facilitator. The original contract term was for July 1, 2022 through June 30, 2023 in the amount of \$50,000.

Recommendations

This recommended amendment includes the following:

- Augmented funding in an amount not to exceed \$17,100
- Adjustments to the Scope of Work and Budget, which primarily focuses on the addition of planning and facilitating the “bridging” between the cohort and coaching participants within each agency involved in TRISI 2.0

ISSUES TO CONSIDER

- This amendment will allow for continued support for current agency participants and continuity with the consultants currently serving these functions
- Funding for F5SMC budget allocation to support Mental Health Systems support is included in the FY22-23 Revised Budget and F5 TRISI SPIP FY2020-23. The \$17,100 budget amount for the amendment is included in the aforementioned.

FISCAL IMPACT

The recommended contract amendment to Institute of Development for consulting services for design and cohort facilitation for the Trauma- and Resiliency-Informed Systems Initiative requires an additional \$17,100 beyond what has previously been approved and expended. To fund the amendment, we will utilize up to \$17,100 of funding already earmarked from the F5SMC SPIP for Mental Health Systems to support this amendment.

RECOMMENDATION

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

Detailed Amended Budget Request & Narrative – April 1, 2023 to June 30, 2023 (Revised April 1, 2023)

Original Contract Scope and Budget

Activity	Estimated Cost	Estimated Hours	Description
Monthly Cohort group meeting planning	\$14,000	93 hours	<ul style="list-style-type: none"> Planning and organization of cohort meeting agenda and monthly participant material. Documentation of meeting and participant interactions
Discovery and retroactive review of project	\$1,950	13 hours	<ul style="list-style-type: none"> Review of documents and other related information from previous year of project
Overall Cohort Structure and Material Planning	\$7,400	49 hours	<ul style="list-style-type: none"> Design, research, development of cohort process, system, and flow prior to the start of the cohort meetings. Including collaboration with design team and coaches. Creation of cohort survey for facilitator Other task related to overall planning and structuring of cohorts
Monthly Cohort meetings (3-4 Cohorts 8-12 people each, 2 hours each)	\$14,400	96 hours	<ul style="list-style-type: none"> Monthly cohort meetings over the course of the project. Estimated at 4 cohorts meetings once a month for 2 hours each.
Administrative Tasks and Meetings	\$6,250	42 hours	<ul style="list-style-type: none"> Core team meetings, work groups, agency leadership meetings, internal team meetings, cohort members, etc.
Creation and maintenance of individualized resources for cohort members	\$6,000	40 hours	<ul style="list-style-type: none"> Meeting agenda, notes, requested resources central location and maintenance
Estimated Total	\$50,000	333 hours	

Addendum Scope and Budget

Activity	Estimated Cost	Estimated Hours	Description
Bridging Cohort/Coaching Groups Planning	\$9,000	60	<ul style="list-style-type: none"> • Design, research, development of bridging process, continued support for orgs post-TRISI system, and • Collaboration with design team and coaches. • Other tasks related to overall planning and structuring of Bridging
Bridging Cohort/Coaching Group Meetings	\$6,900	45	<ul style="list-style-type: none"> • Co-development of action plans with organizations and coaches • Facilitation of group process
Pseudo CFS Coaching Planning	\$1,200	8	<ul style="list-style-type: none"> • To support pivot from T2 in coaching role
Estimated Total	\$17,100	114 hours	Institute of Development increased the hourly rate to \$175 in January 2023 but will continue the contract with First Five San Mateo County at \$150

Date: May 22, 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 on separate agenda items.

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 9.3 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 9.1, 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.
- An SPIP 23-25 Agreement Chart will be provided to the Commission and updated as approvals begin this month.

FOCUS AREA STRATEGIES AND RECOMMENDED FUNDING AGENCIES FOR MAY PRESENTATION

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

(See Attachment 9.2 – Round 2 Funding Recommendations Chart)

FOCUS AREA	SUBSTRATEGY	AGENCY	PROGAM
Healthy Children	Integrated System for Children with Special Needs	Abilitypath (Lead Agency)- 4 Subcontractor agencies Cheryl Oku Consultant	Integrated System for Children with Special Needs/ Help Me Grow
Healthy Children	Oral Health Utilization & Access	Sonrisas Dental Health	Early Childhood Oral Health Programming
Resilient Families	Intensive Supports for Families with Multiple Risk Factors; Parent Connectivity and Family Engagement Capacity Building	Peninsula Family Services CORA (Community Overcoming Relations Abuse)	Therapeutic Child Development Centers Family Resilience Project
Policy, Advocacy, and Communications	Community Education	VIVA Social Impact Partners	Communications Consultation Services

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 on separate agenda items.

2023 – 2025 STRATEGIC PLAN IMPLEMENTATION PLAN*
LONG-TERM FINACIAL PLAN COMMUNITY INVESTMENTS
May 22, 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)

ATTACHMENT 9.1

<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>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 9.1

#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)
May 22, 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 presented at May 2023 Commission Meeting	Recommended Funding Amounts		Clients Served in Year 1	Core Services/ Context
	FY 2023-24	FY 2024-25		
#12 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.

#15 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 presented at May 2023 Commission Meeting	Recommended Funding Amounts		Clients Served in Year 1	Core Services/ Context
	FY 2023-24	FY 2024-25		
#10 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.
#11 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 furthers 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.

**May 2023 Round 2 Funding Recommendations Chart –
Resilient Families Focus Area
(FYs 2023-2025)
May 22, 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		
<p>#13 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	200 children 250 parents 30 providers	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 LiveMoves’ “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>#14 Community Overcoming Relationship Abuse (CORA): Family Resilience Project</p>	\$283,334	\$283,333	150 children 150 parents 100 others 52 providers	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.
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**Round 2 Funding Recommendations Chart –
Policy, Advocacy and Communications Focus Area
(FYs 2023-2025)
May 22, 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		
#15 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.

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: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: 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

ACTION REQUESTED

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.

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 9.2**, “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: The broad functions and activities of the Integrated System for Children with Special Needs and the Core Components of the Help Me Grow System remain the same. Some of the notable changes made to the Scope of Work (SOW) include the following:
 - AbilityPath aims to increased target numbers of children screened through the growth of strategies such as increased partnership with family childcare providers
 - AbilityPath continues to provide technical assistance to support the recent launch of an online screening pilot project with SMMC County Clinics
 - AbilityPath staff to absorb and augment the Health Care Provider Outreach component of the Help Me Grow system with training from Stanford Children’s Health in a consultation/ content expert role in Year 1

- Stanford Children’s Health Multidisciplinary Roundtable for children with complex circumstances will shift from meeting monthly to every other month
- LifeSteps Foundation continuing robust developmental parent/child group offerings and shifting format and number of groups to match the need at developmental intervals by serving more infants and toddlers and offering brown bag lunch group for preschoolers
- Legal Aid continuing to support families with representation where needed to help ensure necessary services are received
- The supports previously in this contract to support mental health service provision and the Align Our Systems Taskforce have been pulled out with the intention of holding future work in these areas outside of the Integrated Systems for Children with Special Needs strategy
- The contract with Stanford Children’s Health Government and Community Relations is only for Year 1 as the role for Year 2, if any, will be decided in consultation with all associated parties pending the outcome of the work in the first year to transfer functions for the HMG Healthcare Provider Liaison to AbilityPath ongoing
- **Budget Request and Budget Narrative:** Overall budget for this contract and the remaining associated subcontractors is similar to the allocation in the previous contract. The following shifts are notable:
 - Budget amount for Stanford Children’s Health Government and Community Relations Department reduced to account for shift in coordinator role for Health Provider Liaison work to AbilityPath
 - Budget for Stanford Children’s Health Developmental Behavioral Pediatrics reduced in an effort to encourage greater leveraging of other health-related funding streams to support the Multidisciplinary Roundtable in care coordinating for children with complex circumstances
 - LifeSteps Foundation budget increased from original baseline funding amount to accommodate continued growth of developmental playgroups and waitlist for infants and toddlers
 - AbilityPath budget increased to support the added role of health care provider outreach as a result of the shift from Stanford Children’s Health in this role previously
 - A lesser allocation for the role of consultant for the HMG Healthcare Provider Liaison component is held aside for Year 2 in the budget pending the status of the work in Year 1 and denoted in the table below

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation for AbilityPath for the Integrated System for Children with Special Needs Initiative. Please see Exhibit A (**Attachment #10A**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachments #10B.1 - #10B.5**). 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.

Role	Agency & Program	Year 1 Budget Amount*	Year 2 Budget Amount	One-Year Service Numbers (Corresponds with Exhibit A)
Lead #10B.1	AbilityPath	\$*733,186.37	\$748,424.71	<ul style="list-style-type: none"> • 780 children (services) • 780 families (services) • 9500 families (outreach) • 680 providers (outreach)
Partner #10B.2	Legal Aid of San Mateo County	\$*75,015.30	\$75,015.30	<ul style="list-style-type: none"> • 27 children • 27 families • 65 providers
Partner #10B.3	LifeSteps Foundation	\$*48,302.22	\$48,872.10	<ul style="list-style-type: none"> • 64 children • 64 families (services) • 174 families (coaching/ education)
Partner #10B.4	Stanford Children's Health Government and Community Relations	\$*51,484.00	^\$20,700.00	<ul style="list-style-type: none"> • 21 health care providers
Partner #10B.5	Stanford Children's Health – Developmental Behavioral Pediatrics	\$*55,500.00	\$55,500.00	<ul style="list-style-type: none"> • 20 children • 25 providers
	Two-Year/Contract Total	\$1,912,000		

* Year 1 Budget Amount corresponds with the attached FY 23/24 Budget, (Attachment #10B.1 - #10B.5).

^ Denotes \$\$ set aside in Year 2 to support the function, though subcontractor has not been determined for FY2024-25.

ISSUES TO CONSIDER

- First 5 SMC was awarded a grant from Peninsula Healthcare District for the Help Me Grow System, a component of the Integrated System for Children with Special Needs, for calendar year 2023, and the associated costs from that grant are included in the overall budget for this work in the amount of \$37,200
- At the November 2022 board meeting of Sequoia Healthcare District (SHD), a two-year allocation of funding for FY 2023-25 was approved in the amount of \$1,191,400, which includes \$724,933 to fund components of the Integrated Systems for Children with Special Needs included in this contract. The MOU between SHD and First 5 SMC is currently under development in preparation for the upcoming two fiscal years
- As noted above, the Year 2 allocation for the role of consultant for the HMG Healthcare Provider Outreach Liaison is held aside and will be contracted, as needed pending the status of progress in Year 1 and in consultation with the associated parties
- The previous contract for the Integrated System for Children with Special Needs included related mental health supports for children, families, and providers. That allocation (same amount annually) is carved out of this recommendation with the intention of bundling it with other mental health investments to come for FY2023-25

FISCAL IMPACT

The recommended award to AbilityPath for the Integrated System for Children with Special Needs Initiative is \$1,912,000. Of that, \$1,149,867 in F5SMC funding will be allocated to

support this Initiative. This award is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP). Additionally, \$724,933 has been approved by Sequoia Health Care District to augment this Initiative and an additional \$37,200 was awarded to F5SMC for this project by Peninsula Health Care District.

RECOMMENDATION

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.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
AbilityPath
(Integrated System for Children with Special Needs
Initiative)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and AbilityPath, 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 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.

Project Services

1. Grant Administration: Oversee the project management and fiscal administration of the grant in the role of Lead Agency for the Initiative.
2. Family- Community Outreach: Promote the Help Me Grow system with general community providers and families.
3. Centralized Access Point: Provide universal access for families and providers of young children to access information about child development and support timely access to resources, linkages, and services for children requiring additional assistance.
4. Multidisciplinary Case Conferencing: Promote a deeper understanding of the needs of individual children and families across disciplines to coordinate services among agencies who may share clients and to document and uplift barriers to service.
5. Healthcare Provider Outreach: Promote the Help Me Grow system with pediatric medical providers and support the adoption of screening and referral systems within health/ medical homes.
6. Parent Services: Offer strategic services for families to fill gaps and reduce barriers within the system of care for children at risk of or with identified special needs.
7. Provider Capacity Building: Support family-serving providers through technical assistance, training, and consultation.
8. Systems: Improve the system of care through integration, communication, and alignment.
9. 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)

10. 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.

11. 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:	AbilityPath
Program/Project Name:	Integrated Systems for Children of Special Needs
Amount of Request:	963,487.89
Budget Period:	7/1/23 - 6/30/24
Submission Date:	5/8/2023

** 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. Director Children & Family Programs	100,000-125,000	0.50	\$ 58,000.00	\$ -	\$ 58,000.00
B. HMG Manager	77,000 - 85,000	0.55	\$ 50,000.00	\$ 35,200.00	\$ 85,200.00
C. HMG Supervisor	62,000-68,000	1.00	\$ 72,000.00		\$ 72,000.00
C. Coordinators	52,000-57,000	3.00	\$ 164,000.00		\$ 164,000.00
D. Administrative Assistant	48,000-52,000	0.60	\$ 30,000.00	\$ 7,480.00	\$ 37,480.00
E. Healthcare Provider & Community C	\$75,000-\$80,000	1.00	\$ 77,000.00	\$ -	\$ 77,000.00
F. HR Staffing Manager	60,000-80,000	0.04	\$ 3,100.00	\$ -	\$ 3,100.00
G. Marketing Director	75,000-115,000	0.01	\$ 2,000.00		\$ 2,000.00
H. Marketing Associate	40,000-50,000	0.01	\$ 2,000.00	\$ -	\$ 2,000.00
I. IT Support Specialist	65,000-75,000	0.04	\$ 3,000.00		\$ 3,000.00
J. Controller	90,000-120,000	0.02	\$ 2,000.00		\$ 2,000.00
Benefits @ 26.5%			\$ 123,118.12	\$ 11,096.80	\$ 134,214.92
Subtotal - Personnel			\$ 586,218.12	\$ 53,776.80	\$ 639,994.92
II. OPERATING EXPENSES			A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities			\$ 15,000.00	\$ -	\$ 15,000.00
B. Office Supplies and Materials			\$ 2,300.00	\$ 1,500.00	\$ 3,800.00
C. Telephone/Communications			\$ 9,684.00	\$ 5,300.00	\$ 14,984.00
D. Postage/Mailing			\$ 500.00	\$ -	\$ 500.00
E. Printing/Copying			\$ 2,000.00	\$ -	\$ 2,000.00
F. Travel Using Personal Vehicle			\$ 3,000.00	\$ -	\$ 3,000.00
G. Travel for Conferences			\$ 5,000.00	\$ -	\$ 5,000.00
H. Medical Fees			\$ 500.00		\$ 500.00
I. Staff Training			\$ 4,000.00	\$ -	\$ 4,000.00
J. Database Fees			\$ 9,750.00	\$ 2,800.00	\$ 12,550.00
K. Marketing			\$ 7,000.00		\$ 7,000.00
L. Translation			\$ 2,000.00	\$ -	\$ 2,000.00
M. Hospitality			\$ 1,000.00		\$ 1,000.00

ATTACHMENT 10B.1

N. Program Supplies			\$ 4,000.00	\$ 2,000.00	\$ 6,000.00
O. Subcontractors (itemize):					\$ -
1. Legal Aid			\$ 75,015.30		
2. Lifesteps			\$ 48,302.22	\$ -	\$ 48,302.22
3. Stanford Children's Health			\$ 55,500.00	\$ -	\$ 55,500.00
4. Stanford Governmental Relations			\$ 51,484.00	\$ -	\$ 51,484.00

ATTACHMENT 10B.1

Subtotal - Operating Expenses	\$ 296,035.52	\$ 11,600.00	\$ 232,620.22
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. Laptop replacement & computer equipment	\$ 3,000.00	\$ -	\$ 3,000.00
Subtotal - Capital Expenditures	\$ 3,000.00	\$ -	\$ 3,000.00

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
0.12	\$ 78,234.25	\$ -	\$ 78,234.25
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
Subtotal - Indirect Costs	\$ 78,234.25	\$ -	\$ 78,234.25

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 963,487.89	\$ 65,376.80	\$ 953,849.39

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:		Prepared By:	
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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:	AbilityPath	
Program/Project Name:	Integrated Systems for Children of Special Needs	
Amount of Request:		963,487.89
Budget period:	7/1/23 - 6/30/24	
Submission Date:	5/8/2023	

I. PERSONNEL	A. Amount Requested	Description / Explanation
Position Title		
A. Director Children & Family Programs Adminis	\$ 58,000.00	Grant reporting, oversight of subcontractors, strategic planning
B. HMG Manager	\$ 50,000.00	Programmatic quality, staff training, partnership development
C. HMG Supervisor	\$ 72,000.00	Supervision of coordinators
C. Coordinators	\$ 164,000.00	Care coordination & developmental screening
D. Administrative Assistant	\$ 30,000.00	Process ASQs & new family referrals
E. Healthcare Provider & Community Outreach	\$ 77,000.00	Outreach to medical providers, community providers & families
F. HR Staffing Manager	\$ 3,100.00	Recruitment & hiring
G. Marketing Director	\$ 2,000.00	Marketing strategies
H. Marketing Associate	\$ 2,000.00	Digital Advertising support
I. IT Support Specialist	\$ 3,000.00	Computer, zoom & phone infrastructure support
J. Controller	\$ 2,000.00	Payroll reports & financial processing
Benefits @ 27%	\$ 123,118.12	
Subtotal - Personnel	\$ 586,218.12	
II. OPERATING EXPENSES		
A. Rent and Utilities	\$ 15,000.00	Help Me Grow space @ Sobrato, based on headcount
B. Office Supplies and Materials	\$ 2,300.00	misc office supplies and materials
C. Telephone/Communications	\$ 9,684.00	cell phones \$55/mo for 6 staff, Ring Central call service \$290/mo; device replacement
D. Postage/Mailing	\$ 500.00	mailing consent forms etc
E. Printing/Copying	\$ 2,000.00	marketing materials
F. Travel Using Personal Vehicle	\$ 3,000.00	travel to outreach
G. Travel for Conferences	\$ 5,000.00	HMG National Conference
H. Medical Fees	\$ 500.00	Medical Clearance for new hires
I. Staff Training	\$ 4,000.00	Professional development for staff in child developmet, supporting families, best
J. Database Fees	\$ 9,750.00	System upgrade fee (mandatory), annual database fee
K. Marketing	\$ 7,000.00	Digital Ads
L. Translation	\$ 2,000.00	Language Line to provide translation in all languages

ATTACHMENT 10B.1

M. Hospitality	\$ 1,000.00	Meeting hospitality
N. Program Supplies	\$ 4,000.00	Tu y Yo & healthcare provider outreach supplies
O. Subcontractors (itemize):		
1. Legal Aid	\$ 75,015.30	
2. Lifesteps	\$ 48,302.22	
3. Stanford Children's Health: Roundtable	\$ 55,500.00	
4. Stanford Children's Health: Healthcare Provider Outreach	\$ 51,484.00	
III. CAPITAL EXPENDITURES		
A. Laptop replacement & computer equipment	\$ 3,000.00	replacement of 2 laptops annually (4 year replacement cycle)
Subtotal - Capital Expenditures	3,000.00	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
0.12	78,234.25	
Subtotal - Indirect Costs	78,234.25	

V. TOTAL PROGRAM COSTS	A. Amount Requested
Total of sections I - IV	963,487.89

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or

VII. LEVERAGED FUNDS ARE FROM: Please list the funding sources and their amounts for funds identified in Column B. Also indicate which



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:	Legal Aid Society of San Mateo County
Program/Project Name:	Integrated Systems for Children with Special Needs
Amount of Request:	75,015.30
Budget Period:	7/1/2023 - 6/30/2024
Submission Date:	

** 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. Executive Director	\$ 185,000.00	0.02	3,700.00	5,550.00	9,250.00
B. Supervising Attorney	\$ 118,518.00	0.24	27,970.25	73,955.23	101,925.48
C. Project Coordinator	\$ 81,663.40	0.23	18,782.58	62,880.82	81,663.40
D.	0.00	0.00	0.00	0.00	0.00
Benefits @ 26%			13,117.74	37,020.37	50,138.11
Subtotal - Personnel			63,570.57	179,406.42	242,976.99

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	1,156.98	3,265.20	4,422.18
B. Office Supplies and Materials	324.21	914.97	1,239.18
C. Telephone/Communications	356.00	4,826.03	5,182.03
D. Postage/Mailing	0.00	0.00	0.00
E. Printing/Copying	216.14	609.98	826.12
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	0.00	0.00	0.00
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
Information Technology	1,354.05	3,821.36	5,175.41
	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal - Operating Expenses	3,407.38	13,437.54	16,844.92

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>0.12</u>	8,037.35	23,141.28	31,178.63
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			0.00
Subtotal - Indirect Costs	8,037.35	23,141.28	31,178.63

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	75,015.30	215,985.24	291,000.54

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.

Leveraged funds to support Legal Aid SMC's Peninsula Family Advocacy Program include the following:

- LPCH Community Benefits: \$8,333 committed, \$41,667 anticipated
- State Bar Equal Access Funding: \$49,725 committed, \$49,725 anticipated
- SMC Aging & Adult Services: \$35,693 committed
- General Support Funding/Individual and Law Firm Donations: \$105,858

Date Prepared:		Prepared By:	
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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:	Legal Aid Society of San Mateo County
Program/Project Name:	Integrated Systems for Children with Special Needs
Amount of Request:	\$75,015
Budget period:	7/1/2023 - 6/30/2024
Submission Date:	

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Executive Director	3,700.00	Attorney at 0.02 FTE (3 hours/month): Supervise legal work
B. Supervising Attorney	27,970.25	Attorney at 0.24 FTE (34 hours/month): Legal services for clients; training and technical assistance to providers
C. Project Coordinator	18,782.58	Project Coordinator at 0.23 FTE (32 hours/month): Take referrals from participating agencies, screen calls to identify legal issues, make referrals, provide technical assistance to providers, administrative support for attorney casework.
D.	0.00	
Benefits @ 26%	13,117.74	Benefits calculated at 26%
Subtotal - Personnel	63,570.57	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	1,156.98	Portion of space costs for 2 Attorneys and 1 Project Coordinator
B. Office Supplies and Materials	324.21	Portion of office supplies and materials
C. Telephone/Communications	356.00	Portion of telephone service and internet access
D. Postage/Mailing	0.00	
E. Printing/Copying	216.14	Portion of printing and copying costs
F. Equipment Lease	0.00	
G. Travel Using Personal Vehicle	0.00	
H. Travel Using Company Vehicle	0.00	
I. Consultants (itemize):		
	0.00	
	0.00	
J. Subcontractors (itemize):		
	0.00	
	0.00	
K. Other (itemize):		
Information Technology	1,354.05	Portion of network/system administration support
	0.00	
Subtotal - Operating Expenses	3,407.38	

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
<u>0.12</u>	8,037.35	Calculated as 12% of personnel and operating costs
Subtotal - Indirect Costs	8,037.35	

V. TOTAL PROGRAM COSTS	A. Amount Requested
Total of sections I - IV	\$ 75,015.30

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.

Leveraged funds to support Legal Aid SMC's Peninsula Family Advocacy Program include the following:

- LPCH Community Benefits: \$8,333 committed, \$41,667 anticipated
- State Bar Equal Access Funding: \$49,725 committed, \$49,725 anticipated
- SMC Aging & Adult Services: \$35,693 committed
- General Support Funding/Individual and Law Firm Donations: \$105,858



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:	Life Steps Foundation Children and Family Services
Program/Project Name:	Integrated Systems for Children with Special Needs
Amount of Request:	\$48,308.22
Budget Period:	7/1/2023 - 6/30/24
Submission Date:	4/5/2023

** 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. Program Manager	\$ 68.00	30.00	\$ 2,040.00		\$ 2,040.00
B. Program Supervisor	\$ 60.00	70.00	\$ 4,200.00		\$ 4,200.00
C. Early Interventionist X2 (GWM-Infant)	\$ 58.00	408.00	\$ 23,664.00		\$ 23,664.00
D. Early Interventionist (Brown Bag Lun)	\$ 58.00	11.00	\$ 638.00		\$ 638.00
			\$ -		\$ -
F. Development Contractor	\$ 80.00	80.00	\$ 6,400.00		\$ 6,400.00
Benefits @ 27 %			\$ 8,246.34	\$ -	\$ 8,246.34
Subtotal - Personnel			\$ 45,188.34	\$ -	\$ 45,188.34

II. OPERATING EXPENSES			A. Amount Requested	B. Leveraged Amount Available**	C.Total Program Budget (A+B)
A. Rent and Utilities			\$ 2,520.00		\$ 2,520.00
B. Office Supplies and Materials			\$ -	\$ 1,620.00	\$ 1,620.00
C. Telephone/Communications (WarmLine)			\$ 420.00		\$ 420.00
D. Postage/Mailing			\$ -	\$ -	\$ -
E. Printing/Copying			\$ -	\$ 720.00	\$ 720.00
F. Technology usage (Zoom)			\$ 179.88	\$ -	\$ 179.88
G. Travel Using Personal Vehicle			\$ -	\$ -	\$ -
H. Travel Using Company Vehicle			\$ -	\$ -	\$ -
I. Consultants (itemize):					
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
J. Subcontractors (itemize):					
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
K. Other (itemize):					

ATTACHMENT 10B.3

Conference Room Rental for Parent Support Group Class	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal - Operating Expenses	\$ 3,119.88	\$ 2,340.00	\$ 5,459.88

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.	\$ -	\$ -	\$ -
B.	\$ -	\$ -	\$ -
C.	\$ -	\$ -	\$ -
D.	\$ -	\$ -	\$ -
E.	\$ -	\$ -	\$ -
Subtotal - Capital Expenditures	\$ -	\$ -	\$ -

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>%</u>	\$ -	\$ -	\$ -
(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	\$ 48,308.22	\$ 2,340.00	\$ 50,648.22

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:	4/19/2023	Prepared By:	Jo Chang
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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:	Life Steps Foundation Children and Family Services
Program/Project Name:	Integrated Systems for Children with Special Needs
Amount of Request:	\$48,308.22
Budget period:	7/1/2023 - 6/30/24
Submission Date:	4/5/2023

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Program Manager	\$ 2,040.00	Oversee and manage GWM program. Oversee Parents Support Group program. Collect
B. Program Supervisor	\$ 4,200.00	Supervise three to four EIs for GWM and monthly Parents Support Group to ensure
C. Early Interventionist X2 (GWM-Infant and Toddler)	\$ 23,664.00	Two EI available for the program. One of them is bilingual speaker. Teach Infant and Tollers classes with 8 sessions, 64 classes in total. Each session contains 6-8 1 1/2 hour of classes. 3hrs per class work include class time and prep time. Create material to fit proper age group and focus on different area of developmental needs. Two EI works (3 hours*64 classes*2EIs + 24 hours meeting time (2 hours per month with supervisor))
D. Early Interventionist (Brown Bag Lunch)	\$ 638.00	One EI does monthly Brown Bag Lunch to support Preschool family who currently need
	\$ -	
F. Contractor	\$ 6,400.00	
Benefits @ 27 %	\$ 8,246.34	Fringe benefit, FICA, insurance
Subtotal - Personnel	\$ 45,188.34	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	\$ 2,520.00	LSF rental and utilities cost for GWM program ()
B. Office Supplies and Materials	\$ -	Estimate 8-12 families per group, 9 session in total for Infant and Toddler in a year. \$15
C. Telephone/Communications	\$ 420.00	Warm line for family \$35.00 per month (\$35*12months=\$420)
D. Postage/Mailing	\$ -	
E. Printing/Copying	\$ -	Print teaching material and resource information for Grow With Me Program. 40
F. Technology usage (Zoom)	\$ 179.88	\$14.99 monthly fee for GWM online zoom access. Annual cost (\$14.99monthly
G. Travel Using Personal Vehicle	\$ -	
H. Travel Using Company Vehicle	\$ -	
I. Consultants (itemize):	\$ -	
	\$ -	
	\$ -	
J. Subcontractors (itemize):		
	\$ -	
	\$ -	
K. Other (itemize):		
Conference Room Retal for Parent Support	\$ -	
	\$ -	

Subtotal - Operating Expenses	\$ 3,119.88	

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

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

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	48,308.22

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
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:	Stanford Children's Health
Program/Project Name:	Integrated Systems for Children with Special Needs
Amount of Request:	51,484.00
Budget Period:	7/1/2023 - 6/30/2024
Submission Date:	

** 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			
Project Consultant	0.00	0.20	22,464.00	0.00	22,464.00
Administrative Assistant	0.00	0.10	8,944.00	0.00	8,944.00
C.	0.00	0.00	0.00	0.00	0.00
D.	0.00	0.00	0.00	0.00	0.00
Benefits @ <u>48%</u>			15,076.00	0.00	15,076.00
Subtotal - Personnel			46,484.00	0.00	46,484.00

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	2,500.00	0.00	2,500.00
C. Telephone/Communications	500.00	0.00	500.00
D. Postage/Mailing	0.00	0.00	0.00
E. Printing/Copying	0.00	0.00	0.00
F. Equipment Lease	0.00	0.00	0.00
G. Travel Using Personal Vehicle	2,000.00	0.00	2,000.00
H. Travel Using Company Vehicle	0.00	0.00	0.00
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
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal - Operating Expenses	5,000.00	0.00	5,000.00

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)
%	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	51,484.00	0.00	51,484.00

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.

Alameda County Medical Home Project Director will provide .05 FTE in-kind consultation on 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:		Prepared By:	
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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:	Stanford Children's Health
Program/Project Name:	Integrated Systems for Children with Special Needs
Amount of Request:	\$51,484
Budget period:	7/1/2023 - 6/30/2024
Submission Date:	1/0/1900

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
Project Consultant	22,464.00	Project Consultant will be responsible for conducting project activities, for overseeing project, and for producing reports for the funder and others as needed
Administrative Assistant	8,944.00	Administrative Assistant will provide support for the Consultant, including scheduling meetings and hosting Zooms, collecting information on sites for outreach and training, researching and making updates to provider materials, and serving as the repository for materials for the newsletter
C.	0.00	
D.	0.00	
Benefits @ 48%	15,076.00	Standard calculation for benefits at LPCHS /Stanford Children's Health
Subtotal - Personnel	46,484.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	0.00	
B. Office Supplies and Materials	2,500.00	Budget includes \$500 for office and computer supplies and routine copying; budget also includes \$2000 for printing, copying, and/or purchase of provider site materials as needed
C. Telephone/Communications	500.00	Budget includes \$500 for dedicated Medical Home Project phone line and cell phone usage
D. Postage/Mailing	0.00	
E. Printing/Copying	0.00	
F. Equipment Lease	0.00	
G. Travel Using Personal Vehicle	2,000.00	Budget includes \$2000 for mileage to site visits, trainings, and meetings; mileage for Project Consultant will begin and end at Medical Home Project office (1290 - 59th St, Emeryville) and will be billed at hospital rate of \$.655/mile.
H. Travel Using Company Vehicle	0.00	
I. Consultants (itemize):		
	0.00	
	0.00	
J. Subcontractors (itemize):		
	0.00	
	0.00	
K. Other (itemize):		
	0.00	
	0.00	
Subtotal - Operating Expenses	5,000.00	

ATTACHMENT 10B.4

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	\$ 51,484.00

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.

Alameda County Medical Home Project Director will provide .05 FTE in-kind consultation on 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.



**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 Name:	Stanford Children's Health
Program/Project Name:	ITN Roundtable Collaborative
Amount of Request:	55,500.00
Budget Period:	July 1, 2023 - June 30, 2024
Submission Date:	

** 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. Program Director		0.01	2,973.00		2,973.00
B. Medical Director		0.01	3,134.00		3,134.00
C. Stanford WMG Coordinator		0.20	28,132.00		28,132.00
D. Clinical Nurse Specialist			-		-
G. Clinical Psychologist		0.04	7,899.00		7,899.00
			42,138.00		42,138.00

Benefits @ 30%			12,641.00	-	12,641.00
Subtotal - Personnel			54,779.00	-	54,779.00

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			152.00		152.00
C. Telephone/Communications			269.00		269.00
D. Travel					-
E. Printing/Copying			-		-
F. Equipment Lease					-
G. Training / Conference			-		-
H. Subcontractors (itemize): (Parca, Junior Blind, IHSD)			-		-
I. Food			300.00		300.00
J. Consultants (itemize):					-
Subtotal - Operating Expenses			721.00	-	721.00

IV. INDIRECT COSTS			A. Amount Requested	B. Leveraged Amount Available**	C. Total Program Budget (A+B)
					-
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			55,500.00	-	55,500.00

(0.00)

ATTACHMENT 10B.5

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

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. Stanford Children's Health/LPCH usual indirect costs for grants are 24.5%. No indirect costs are charged to the WMG project and are absorbed by Stanford Children's Health/LPCH

Date Prepared:		*Prepared By:	
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* Must be signed by an Authorized signor of the agency



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

Agency Name:	Stanford Children's Health
Program/Project Name:	ITN Roundtable Collaborative
Amount of Request:	55,500.00
Budget period:	July 1, 2023 - June 30, 2024
Submission Date:	

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>	s	
A. Project Director	2,972.64	Shared oversight of entire project, including SOW activities and timelines, measurable strategies, budgets/expenditure reports. Co leads the Roundtable identification and tracking of systems barriers at case conferences. Facilitates biannual meetings to explore and problem solve identified barriers. Facilitates discussions for resolution of conflicts between members. Addresses issues or attendance with Agency leaders.
B.	-	
C. Stanford WMG Coordinator	28,132.00	Responsible for coordinating the SOW activities for Roundtable Collaborative, providing consultation to agency members regarding care coordination or case presentations, schedules educational presentations, gathers and tracks data, and prepares initial documentation for grant reporting and enters data into Persimmony. Attends First 5 meetings as needed.
D. Developmental Behavioral MD / Medical Director	3,134.00	Co leads Roundtable identification of barriers and planning for quarterly meetings to address barriers, provides medical consultation to RC members for cases or educational
E. Clinical Nurse Specialist	-	Provide clinical and medical care management advice; participates in Collaborative Roundtable as available
	-	
G. Clinical Psychologist	7,899.00	CoLeader of the entire project and the Collaborative Roundtable meetings, provides consultation on interpretation of assessment results and treatment strategies, participates in planning and/or facilitating discussion and problem solving of barriers.
Benefits	12,641.00	Benefit costs at a discounted rate according to original agreement
Subtotal - Personnel	54,779.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
A. Rent and Utilities	\$ -	
B. Office Supplies and Materials	152.00	paper and office supplies
C. Telephone/Communications	269.00	telephone charges
D. Travel	-	
E. Printing/Copying	-	
F. Equipment Lease	-	
G. Training / Conference	-	
IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
<u>0.245</u>	-	
Subtotal - Indirect Costs	-	

V. TOTAL PROGRAM COSTS	A. Amount Requested
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Total of sections I - IV	55,500.00
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VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (example: volunteer hours, donated office space or equipment).

First 5 funds are not supplanting state and federal funds

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

Gatepath

Attn: Carol Elliott

350 Twin Dolphin Drive #123

Redwood City, CA 94065

Electronic copy must also be submitted to:

celliot@gatepath.org

DATE: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: 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

ACTION REQUESTED

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.

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 9.2** “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 and Budget: Activities in the Scope of Work and Budget are largely the same with a slightly scaled-back scope due to the shift from launching to maintaining the Help Me Grow system in San Mateo County for this two-year term. These shifts result in a budget reduction of approximately 15% for the contract term. (See Attachment X for details)

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation for Cheryl Oku Consulting for the role of Help Me Grow Consultant. Please see the attached Scope and Budget document for the key deliverables, hours, and cost (**Attachment # 11.1**).

Agency & Program	Year 1 Budget Amount*	Year 2 Budget Amount
Cheryl Oku Consulting – Help Me Grow Consultant	\$86,100*	\$86,100
Two-Year/Contract Total	\$172,200	

* Budget Amount corresponds with the attached FY 23/24 Budget, (Attachment #11.1).

FISCAL IMPACT

The recommended award to Cheryl Oku Consulting for the role of Help Me Grow Consultant is \$172,200. Of that, \$114,800 in F5SMC funding will be allocated to support this role. This award is in accordance with the approved funding allocations of the Strategic Plan Implementation Plan (SPIP) and the Long-Term Financial Plan (LTFP). Additionally, \$57,400 has been approved by Sequoia Health Care District to augment this Initiative.

RECOMMENDATION

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.

Activity	Total Hours	Total Budget	Y1 Hrs	Y1 Budget	Y2 Hrs	Y2 Budget
1. Content expertise on HMG and early childhood systems to ensure fidelity to the HMG model						
Communicate complexities and desired outcomes of the HMG system to address and promote the scale and spread of HMG SMC	96	\$9,600	48	\$4,800	48	\$4,800
Provide technical assistance on screening systems and best practices to F5SMC and HMG partners	20	\$2,000	10	\$1,000	10	\$1,000
Represent HMG SMC in countywide, regional, statewide, and national discussions or efforts, including HMG National Forum, HMG CA and other HMG convenings	98	\$9,800	49	\$4,900	49	\$4,900
Identify linkages to other regional, statewide, or national efforts to learn from and leverage, as appropriate	96	\$9,600	48	\$4,800	48	\$4,800
Subtotal	310	\$31,000	155	\$15,500	155	\$15,500
2. Research and evaluation to support continuous systems improvement						
Regularly review and utilize data to monitor and support the HMG Structural Requirements and to ensure the implementation of a Continuous Quality Improvement process	90	\$9,000	45	\$4,500	45	\$4,500
Co-develop local research, evaluation, and data collection strategy with local funders and participating agencies	30	\$3,000	15	\$1,500	15	\$1,500
Hold primary responsibility for annual Fidelity/Sustainability Assessment and other required reporting to HMG National	92	\$9,200	46	\$4,600	46	\$4,600
Update the landscape scan to illuminate persistent barriers within systems designed to serve young children with special needs and their families Y1 and other projects TBD Y2	150	\$15,000	75	\$7,500	75	\$7,500
Subtotal	362	\$36,200	181	\$18,100	181	\$18,100
3. Convene and facilitate meetings to promote HMG SMC scale and spread						
Co-design and facilitate meetings to include local stakeholders including but not limited to bimonthly HMG Physician Advisory Group, annual HMG Leadership Advisory Team, quarterly Systems Change Group for Children with Special Needs and their Families	360	\$36,000	180	\$18,000	180	\$18,000
Leverage existing connections to help identify other theme- or content-specific leaders to contribute to meetings and work closely with them to help coordinate content to ensure successful meeting outcomes	110	\$11,000	55	\$5,500	55	\$5,500
Subtotal	470	\$47,000	235	\$23,500	235	\$23,500
4. Program administration						
Attend, and present as requested at F5SMC Commission Meetings	48	\$4,800	24	\$2,400	24	\$2,400
Regular communications, biweekly meeting and follow-up with Emily Roberts, F5SMC, to coordinate and manage the project activities	180	\$18,000	90	\$9,000	90	\$9,000
Convene biweekly HMG SMC Implementation Partners meetings for updates and to coordinate ongoing planning	96	\$9,600	48	\$4,800	48	\$4,800
General administrative functions related to contract	160	\$16,000	80	\$8,000	80	\$8,000
Contract services related to design or technical support (@\$50-\$100/hour)	16	\$1,600	8	\$800	8	\$800
Parent incentives for participation in Systems Change and other activities (10/year @ \$50)		\$2,000		\$1,000		\$1,000
Space and hospitality (4/year @ \$750)		\$6,000		\$3,000		\$3,000
Subtotal	500	\$58,000	250	\$29,000	250	\$29,000
Total	1,642	\$172,200	821	\$86,100	821	\$86,100

DATE: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: 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

ACTION REQUESTED

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.

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 9.2**, “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 a significant increase in children screened and families educated. Treatment services were removed to accommodate screening and connection to a dental home as priorities. (**See Attachment 12.1** for details)
- Budget Request and Budget Narrative: There are no notable changes to the budget from the past year of service delivery.

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation for Sonrisas Early Childhood Oral Health Programming project. 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

Attachment 12

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)
Sonrisas – Early Childhood Oral Health Programming	\$55,000*	\$55,000	<ul style="list-style-type: none">• 800 children• 800 parents
Two-Year/Contract Total	\$110,000		

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

FISCAL IMPACT

The recommended award to Sonrisas for their Early Childhood Oral Health Programming 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 Sonrisas – Early Childhood Oral Health Programming 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
Sonrisas
(Early Childhood Oral Health Programming)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and Sonrisas, 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 dental screenings, parent education, oral health supply toolkits, and care coordination to low-income children ages 0-5 in San Mateo County.

Project Services

1. Provide on-site or drive-through dental screenings, oral health education, and oral health toolkits at early learning center sites.
2. Identify children who do not have a regular dentist and those with urgent needs and refer them to a dental home for ongoing care.
3. Provide oral health education presentations for families of young children receiving screening and those attending presentations.
4. Maintain a current list of school- and early learning-based service sites in collaboration with other First 5 SMC-funded partners.
5. 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)
6. 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.

7. 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:	Sonrisas Dental Health
Program/Project Name:	Early Childhood Oral Health Programming: School Screenings, Education and Care Coordination
Amount of Request:	55,000.00
Budget Period:	July 1, 2023-June 30, 2024
Submission Date:	5/8/2023

** 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>			
A. Care Coordinator	65,000.00	0.28	18,200.00	46,800.00	65,000.00
B. Development Staff: Reporting	130,000.00	0.02	2,600.00	127,400.00	130,000.00
C. Community Outreach Director	220,480.00	0.04	8,819.20	211,660.80	220,480.00
D. Screeners: Registered Dental Hygienist (RDH)	135,200.00	0.09	12,168.00	123,032.00	135,200.00
Benefits @ 7.5 %			3,112.80	38,166.96	41,279.76
Subtotal - Personnel			44,900.00	547,059.76	591,959.76

II. OPERATING EXPENSES	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
A. Rent and Utilities	0.00	\$85,555.00	85,555.00
B. Office Supplies and Materials	0.00	\$19,925.00	19,925.00
C. Telephone/Communications	0.00	0	0.00
D. Postage/Mailing	60.00	\$187.50	247.50
E. Printing/Copying	40.00	\$235.00	275.00
F. Equipment Lease	0.00	\$39,000.00	39,000.00
G. Travel Using Personal Vehicle	1,000.00	\$3,000.00	4,000.00
H. Travel Using Company Vehicle	0.00	0	0.00
I. Consultants (itemize):		0	0.00
	0.00	0	0.00
	0.00	0	0.00
J. Subcontractors (itemize):			0.00
	0.00	0	0.00
	0.00	0	0.00
K. Other (itemize):			0.00
PPE Costs	3,000.00	\$9,375.00	12,375.00
Supplies	4,000.00	\$12,500.00	16,500.00
Oral Health Tool Kits	2,000.00	\$6,250.00	8,250.00
Subtotal - Operating Expenses	10,100.00	176,027.50	186,127.50

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
%	0.00	15,000.00	15,000.00
(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	15,000.00	15,000.00

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	738,087.26	793,087.26

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

Notes: Budget number to be entered in to TWO decimals



First 5 San Mateo County
BUDGET NARRATIVE FORM

Agency Name:	Sonrisas Dental Health
Program/Project Name:	Early Childhood Oral Health Programming: School Screenings, Education and Care Coordination
Amount of Request:	\$55,000
Budget period:	July 1, 2023-June 30, 2024
Submission Date:	5/8/2023

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Care Coordinator	18,200.00	These costs will cover 3 Care Coordinators spending the equivalent of 0.28 FTE to achieve the objectives in this RFP. The Care Coordinators follow up with caregivers after screenings, connect caregivers and children to a dental home, make dental appointments for children aged 0-5, and provide wrap around support.
B. Development Staff: Reporting	2,600.00	These costs will cover Sonrisas' development team spending the equivalent of 0.02 FTE to achieve the objectives in this RFP. Development staff will attend all reporting trainings and meetings, and be solely responsible for data collection and aggregation for all reports during the funding period.
C. Community Outreach Director	8,819.20	These costs will cover SDH's Community Outreach Director spending the equivalent of 0.04 FTE to achieve the objectives in this RFP. The Community Outreach Director manages all relationships with partner organizations and sites for the Dental Screenings Programs, manages Care Coordinators, and attends all community events.
D. Screeners: Registered Dental Hygienist (RDH)	12,168.00	These costs will cover 3 Dental Hygienists spending the equivalent of 0.09 FTE to achieve the objectives in the Scope fo Work. They will perform dental screenings and oral health education.
Benefits @ 7.5 %	3,112.80	Benefits are calculated at 7.5% to cover benefits for the positions detailed above include insurance, workers compensation, payroll expenses etc.
Subtotal - Personnel	44,900.00	

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	60.00	Sending postcards and communications to parents including consent forms and appointment reminders.
E. Printing/Copying	40.00	Education materials and fliers that are distributed to children.
F. Equipment Lease	0.00	
G. Travel Using Personal Vehicle	1,000.00	Use of vehicle for all screening events, estimated 24-28 screening events during funding period, averaging 30 children ages 0-5 per event.
H. Travel Using Company Vehicle	0.00	

ATTACHMENT 12.2

I. Consultants (itemize):		
	0.00	
	0.00	
J. Subcontractors (itemize):		
	0.00	
	0.00	
K. Other (itemize):		
PPE	3,000.00	Costs of PPE for all staff at the proposed screening events. PPE includes masks, shields, gloves, and gowns for infection control and safety. Cost comes out to \$3.75/child screened.
Supplies	4,000.00	Costs of all supplies for oral health screenings caclulated at \$5/child for 800 children ages 0-5 to be screened.
Oral Health Tool Kits	2,000.00	Oral Health Tool Kits are calculated at \$2.5/child to provide 800 tool kits with this grant.
Subtotal - Operating Expenses	10,100.00	

ATTACHMENT 12.2

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	\$ 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.

Funding Source	Amount	Status
Sunlight Giving Foundation	\$50,000.00	Secured
Lucile Packard Children's Hospital	\$75,000.00	Secured
Peninsula Health Care District	\$221,087.26	Secured
The California Wellness Foundation	\$125,000.00	Pending
Sobrato Family Foundation	\$60,000.00	Pending
Mills Peninsula Sutter Health	\$25,000.00	Secured
Sequoia Health Care District	\$48,000.00	Secured
San Bruno Community Foundation	\$7,500.00	Secured
Burlingame Community Foundation	\$1,500.00	Pending
City of Half Moon Bay	\$25,000.00	Pending
Private Donors	\$100,000.00	Projected
Total	\$738,087.26	

DATE: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: Approval of Peninsula Family Service – Therapeutic Child Development Centers Agreement in the Amount of \$320,000, Contract Term Effective July 1, 2023 through June 30, 2025

ACTION REQUESTED

Approval of Peninsula Family Service – Therapeutic Child Development Centers Agreement in the Amount of \$320,000 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 9.2**, “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) were not substantive in nature and mainly clarified language. Annual target service delivery numbers remain the same.
- Budget Request and Budget Narrative: The budget structure remains the same. There is a new occupational therapy subcontractor, Development is Child’s Play (DICP), due to Firefly closing during COVID.

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation for Peninsula Family Service for the Therapeutic Child Development Centers program. Please see Exhibit A (**Attachment #13.1**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachment #13.2**). 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)
Peninsula Family Service – Therapeutic Child Development Centers	\$160,000*	\$160,000	<ul style="list-style-type: none"> • 100 children • 125 parents • 15 providers 	<ul style="list-style-type: none"> • 200 children • 250 parents • 30 providers
Two-Year/Contract Total	\$320,000			

* Year 1 Budget Amount corresponds with the attached FY 23/24 Budget, (Attachment). #13.2)

FISCAL IMPACT

The recommended award to Peninsula Family Service – Therapeutic Child Development Centers project is \$320,000. 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 Peninsula Family Service – Therapeutic Child Development Centers Agreement in the Amount of \$320,000, Contract Term Effective July 1, 2023 through June 30, 2025.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
Peninsula Family Service
(Therapeutic Child Development Centers)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and Peninsula Family Service, 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 a therapeutic treatment milieu addressing toxic stress and trauma for homeless toddlers and preschoolers (18+ months) in a culturally competent, bilingual, early learning setting at First Step for Families and Haven Family House for 200 children, 250 parents, and 30 providers.

Project Services

1. **THERAPEUTIC CHILD DEVELOPMENT CENTERS:** Ensure classroom environments and strategies adhere to best practices and are appropriate to meet the needs of the children individually and collectively. The milieu encourages pro-social behavior, discourages aggressive behaviors, improves communication and social skills with peers, teachers and family, while identifying and addressing specific trauma responses of children.
 - a. Two locations each with a toddler room and a preschooler room, for a total of four classrooms. Locations are co-located within LifeMove's First Step for Families and Haven Family House, each location serving 50 children and their parents per year.
 - b. Conduct intake and collect anecdotal records of children (200 children)
 - c. CLASS assessments (4 classrooms)
 - d. Ensure classroom environments is developmentally appropriate (4 classrooms)
2. **ASSESS AND TREAT WHOLE FAMILY:** Parents develop confidence and skills that help their children adapt to transitions, including loss, living situations, school environments, and support increased attachment and healing from trauma
 - a. Administer a variety of parent and child assessments including the DRDP, PSI, ACES & PICCOLO. Based on results, collaborate with parents to create individual treatment plans, including behavioral interventions tailored to address the specific trauma of each child. (250 parents, 200 children; subset of 35 fathers)
 - b. Assess developmental progress utilizing ASQ-3 and ASQ:SE to identify possible developmental delays of child, including social emotional issues, so that early interventions can be initiated. (200 children)
 - c. Make referrals for developmental delays (estimated 30 children)
 - d. Two home visits per year to ensure behavioral health interventions utilized in the classroom are also conducted in the home environment. (150 parents)
 - e. Host two CSEFEL or PIWI Model socializations per year, per site (250 parents, 200 children)
 - f. In collaboration with LifeMoves (via an MOU), interns provide mental health therapy to parents

- who indicate additional support is necessary to heal from trauma and appropriately support the healthy growth and development of their child. (80 parents)
- g. Host 2 Father Cafés, per site, per year to increase father participation and involvement through authentic family engagement and parent leadership opportunities. (35 unique attendees at each Father Café, for a total of 140 fathers)
3. THERAPEUTIC MILIEU: Children become more physically, socially and linguistically competent to decrease problematic behavior and increase healthy relationship skills
 - a. Through targeted classroom strategies promote positive approaches and interactions (200 children)
 - b. Increase positive social interpersonal skills by implementing cooperative play and literacy approaches (200 children)
 - c. Identify anxiety concerns (utilizing ASQ:SE) in specific children and devise specific interventions (40 children)
 - d. Promote language comprehension and development (utilizing DRDP lesson plans), including recognition of expressions and emotions (200 children)
 - e. Behavioral Health Services staff member models approaches that promote appropriate pro-social behavior and discourages aggressive behavior to improve communication and social skills with peers, teachers, and family. The BHS staff member utilizes a triadic relationship (BHS staff member, child, teacher) to model the intervention. Interventions are shared with parents (250 parents, 200 children)
 - f. Occupational therapy provided by Development Is Childs Play (DICP) once a week in each classroom (200 children)
 - g. Ensure effective transition out of program through goodbye routine in 4 classrooms (100 children)
 4. CULTURAL COMPETENCE: Provide cultural competency training for 15 staff per year, 30 total over the course of the contract.
 5. CASE COORDINATION PIPELINE: continue collaboration with LifeMoves to include PFS staff in case conferences of clients likely to transition from Redwood Family House (RWC) or Family Crossroads (DC) to either First Step or Haven House. Both agencies being involved in case conferences prior to the client moving allows for proactive identification and resolution of issues and ensures a smooth transition.
 6. EFFECTIVE COLLABORATIONS:
 - a. Participate in CORAs Coordinated Community Response Team (CCRT).
 - b. Participate in F5SMC's Systems-Level Family Engagement Initiative
 7. 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)
 8. 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.

9. 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:	Peninsula Family Service		
Program/Project Name:	Therapeutic Child Development Centers		
Amount of Request:	\$		160,000.00
Budget Period:	July 1, 2023- June 30, 2024		
Submission Date:	4/4/2023		

** 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>			
A. Behavioral Health Specialist	\$ 79,930.00	0.50	\$ 39,965.00	\$ 39,965.00	\$ 79,930.00
B. Family Engagement Coordinators (2)	\$ 67,938.00	0.80	\$ 54,350.40	\$ 81,525.60	\$ 135,876.00
C. Site Supervisors (2)	\$ 84,245.00	2.00	\$ -	\$ 168,490.00	\$ 168,490.00
Benefits @ 28.55%			\$ 26,934.60	\$ 107,569.00	\$ 134,503.60
Subtotal - Personnel			\$ 121,250.00	\$ 397,549.60	\$ 518,799.60

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):					
DICP - Occupational Therapy			\$ 15,200.00	\$ 45,600.00	\$ 60,800.00
Star Vista - Mental Health Services				\$ 10,000.00	\$ 10,000.00
LifeMoves			\$ 9,000.00	\$ -	\$ 9,000.00
K. Other (itemize):					
Father Cafés				\$ 400.00	\$ 400.00
Ready Rosie Curriculum			\$ -	\$ 6,400.00	\$ 6,400.00
Professional Development				\$ 5,000.00	\$ 5,000.00
					\$ -
Subtotal - Operating Expenses			\$ 24,200.00	\$ 67,400.00	\$ 91,600.00

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.	\$ -	\$ -	\$ -
B.	\$ -	\$ -	\$ -
C.	\$ -	\$ -	\$ -
D.	\$ -	\$ -	\$ -
E.	\$ -	\$ -	\$ -
Subtotal - Capital Expenditures	\$ -	\$ -	\$ -

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
<u>12%</u>	\$ 14,550.00	\$ 61,402.44	\$ 75,952.44
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			\$ -
Subtotal - Indirect Costs	\$ 14,550.00	\$ 61,402.44	\$ 75,952.44

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	\$ 160,000.00	\$ 526,352.04	\$ 686,352.04

VI. IN KIND SUPPORT: Donated space from LifeMoves for two Early Learning Centers at Haven and First Step worth an estimated \$60,445.

VII. LEVERAGED FUNDS ARE FROM:

\$218,393.87 - Early Head Start leverages Occupational Therapy (\$30,400), Mental Health Services (\$10,000) and part of Professional Development (\$2,500.00), part of the Behavioral Health Specialist and the Family Engagement Coordinators wages & benefits (\$155,639.88) and part of admin (\$19,813.99). \$307,958.17 - CA Dept of Education leverages Occupational Therapy (\$15,200), Father Cafes (\$400.00), Ready Rosie Curriculum (\$6,400.00) part of Professional Development (\$2,500.00), part of the Behavioral Health Specialist, the Family Engagement Coordinators and Site Supervisors wages and benefits (\$241,909.72) and part of admin (\$41,548.45).

Date Prepared:	4/4/2022	Prepared By:	Inessa Shishmanyman
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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:	Peninsula Family Service
Program/Project Name:	Therapeutic Child Development Centers
Amount of Request:	\$160,000
Budget period:	July 1, 2023- June 30, 2024
Submission Date:	4/4/2023

I. PERSONNEL	A. Amount Requested	Description / Explanation
<u>Position Title</u>		
A. Behavioral Health Specialist	\$ 39,965.00	The Behavioral Health Specialist exercises a collaborative approach with teachers, Family Engagement Coordinators, and Site Supervisors in partnership with families to assess and support the behavioral health care needs of children through classroom intervention while creating a service plan and performing behavioral health screenings and assessments to determine appropriate levels of behavioral health care that is conducive to the needs of the children in helping them achieve healthy social emotional development. Behavioral Health Specialist collaborates with LifeMoves Mental Health Manager to ensure successful case coordination.
B. Family Engagement Coordinators (2)	\$ 54,350.40	Family Engagement Coordinators enroll families in the program and provides ongoing support through regular contact as the site, home visits, parent conferences, socializations, father cafes.
C. Site Supervisors (2)	\$ -	The Site Supervisors are responsible for the overall programming and administration. Responsibilities include carrying out program philosophy; staff and volunteer hiring; training and personnel management; child enrollment; program activities and curriculum; parent education and involvement; and reporting and compliance with First 5, CDE, Early Head Start, Licensing and LifeMoves guidelines. There are two site supervisors, one at First Step, the other at Haven. PFS will not be using F5SMC funding but is leveraging it through CA Department of Education.
Benefits @ 28.55%	\$ 26,934.60	Benefits include medical, dental, vision, LTD, flex spending plans, tuition reimbursement, paid time off and retirement. Only 28.55% of benefits are covered by the F5SMC funds. The rest is leveraged by other sources. Full benefits rate is 35%
Subtotal - Personnel	\$ 121,250.00	

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):		
DICP - Occupational Therapy	\$ 15,200.00	Funds for onsite occupational therapists for twice a week sessions in each classroom. The amount is calculated to be \$190/session x 40 weeks x 4 classrooms. The rest of funding comes from EHS and CDE contract.
Star Vista - Mental Health Services		Mental health support services for teaching staff (ECMHC)
LifeMoves	\$ 9,000.00	Funds to support salary of LiveMoves Mental Health Manager who oversees staff at both Redwood Family House and Family Crossroads locations. LifeMoves Mental Health Manager works with PFS Behavioral Health Specialist to enhance case conferences and have necessary care coordination for the goal of serving 10 families in the program. Ultimate goal for PFS is to maintain 10 referrals per year.
Father Cafés	\$ -	Funds to increase father collaboration and participation in the program through authentic family engagement. 4 cafés per year are organized by Family Engagement Coordinator. PFS will not be using F5SMC funding to cover this cost. (covers meeting costs, food, etc)
Ready Rosie Curriculum	\$ -	\$300 per kit for 4 classrooms + \$2,635 training cost to cover a trainer's fee for teaching strategies who is also the creator of the curriculum. Training will be offered to Family Engagement staff (2).
Professional Development	\$ -	Professional development costs for 2 FECs and Behavioral Health Manager. PFS will not be using F5SMC funding to cover this cost.
	0 \$ -	

Subtotal - Operating Expenses	\$ 24,200.00	
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III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A.	\$ -	
Subtotal - Capital Expenditures	\$ -	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
0.12	\$ 14,550.00	
Subtotal - Indirect Costs	\$ 14,550.00	

\$ -

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	160,000.00

VI. IN KIND SUPPORT: Donated space from LifeMoves for two Early Learning Centers at Haven and First Step worth an estimated \$60,445.

VII. LEVERAGED FUNDS ARE FROM:

\$218,393.87 - Early Head Start leverages Occupational Therapy (\$30,400), Mental Health Services (\$10,000) and part of Professional Development (\$2,500.00), part of the Behavioral Health Specialist and the Family Engagement Coordinators wages & benefits (\$155,639.88) and part of admin (\$19,813.99). \$307,958.17 - CA Dept of Education leverages Occupational Therapy (\$15,200), Father Cafes (\$400.00), Ready Rosie Curriculum (\$6,400.00) part of Professional Development (\$2,500.00), part of the Behavioral Health Specialist, the Family Engagement Coordinators and Site Supervisors wages and benefits (\$241,909.72) and part of admin (\$41,548.45).

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: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: 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

ACTION REQUESTED

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.

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 9.2**, “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: Most changes made to the Scope of Work (SOW) were not substantive in nature and mainly clarified language. Annual target service delivery numbers largely remain the same. Changes of note to the SOW include:
 - The addition of CORA’s 40-hour Domestic Violence training provided to 20 family engagement service providers who otherwise would not have access to the training. (This addition correlates to a budget increase, see below.)
 - Provision of bi-monthly Trauma-Informed workshops co-facilitated by CORA parent leader(s) for 40 parents. These workshops are an opportunity for parents to learn new approaches to dealing with trauma while developing peer support relationships. For the parent leader(s) it is an opportunity to receive deep programmatic mentoring, tap into personal empowerment through the develop of leadership skills, and receive psychoeducation. (This activity replaces the parent-led drop-in activity groups, which became challenging to execute during COVID.)

- **Budget Request and Budget Narrative:** The budget structure remains the largely the same with the exception of the addition of \$6,000 (\$3,000 per year) to the contract amount to underwrite the cost of the 40-hour Domestic Violence Training for 20 community family engagement service providers. (\$300 per person x 10 people per year).
- **Of Note:** As contract negotiations unfold we are learning that certain grantees no longer have the capacity to provide much-needed trainings to the family engagement workforce. We also know from recent evaluation efforts that family service providers are in need of training addressing trauma-informed approaches, authentic family engagement, and other topics. When possible, staff is negotiating and including trainings in continuation grantee contracts. We are also exploring the possibility of establishing a training hub housed within a partner organization, or possibly releasing a bid/competitive funding mechanism for the delivery of family engagement trainings. CORA’s agreement to include the 40-hour Domestic Violence Training in their new contract helps to address the training need.

RECOMMENDATION FOR FUNDING

The table below reflects today’s two-year funding recommendation CORA (Community Overcoming Relationship Abuse) – Family Resilience Project. Please see Exhibit A (**Attachment # 14.1**) for a summary description of the project and key deliverables. For budget information please see the Budget Request and Budget Narrative Forms (**Attachment # 14.2**). 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)
CORA (Community Overcoming Relationship Abuse) – Family Resilience Project	\$286,333.33*	\$286,333.33	<ul style="list-style-type: none"> • 75 children • 75 parents • 50 others • 26 providers 	<ul style="list-style-type: none"> • 150 children • 150 parents • 100 others • 52 providers
Two-Year/Contract Total	\$572,666.66			

* Year 1 Budget Amount corresponds with the attached FY 23/24 Budget, (**Attachment 14.2**).

FISCAL IMPACT

The recommended award to CORA (Community Overcoming Relationship Abuse) – Family Resilience Project is \$572,666.66. 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 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.

**AGREEMENT BETWEEN FIRST 5 SAN MATEO COUNTY
AND
CORA (Community Overcoming Relationship Abuse)
(FAMILY RESILIENCE PROJECT)**

EXHIBIT A

SCOPE OF WORK

Pursuant to the Agreement for Services between First 5 San Mateo County and CORA, 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 comprehensive, bilingual, multi-cultural domestic violence mental health services, including trauma-informed clinical case management, parent-child psychotherapy, parent-child dyadic groups, as well as parent engagement activities for domestic violence victims and their 0-5 children, (150 parents, 100 others, 150 children, 52 providers). The Grantee will provide a 40-hour Domestic Violence training for 20 family engagement providers in San Mateo County (20 providers). Additionally, Grantee will continue the Coordinated Community Response Team (CCRT), comprised of various key partners to create a provider network to facilitate a trauma-informed approach to smooth referral pathways for particularly vulnerable domestic violence victims in the areas of housing, child-care, and medical care (20 providers).

Project Services

1. Intake, crisis intervention, safety planning, family assessment treatment planning (utilizing PCL-5 [assesses PTSD of Parent]; PIR-GAS [Parent Infant Relationship, scale-based]; ASQ:SE; PSI; BECKS and PROPS) for 150 parents, 100 other family members, and 150 children.
2. Provide Child-Parent Psychotherapy: Recruit and train 12 new family clinicians (interns) and along with clinical staff provide Trauma-Focused Cognitive Behavior Therapy (TF-CBT), Eye Movement Desensitization and Reprocessing (EMDR) for 50 parents and 50 children.
3. Bilingual Trauma-Informed Clinical Case Management for 100 parents, 50 other family members, and 100 children.
4. Recruit and train family leader(s), to partner with CORA clinical staff to plan, organize and hold quarterly family engagement activity events and bi-monthly Trauma-Informed Workshops (Trauma-Informed workshops on topics of interest to parents in the program, with leadership opportunities for the recruited parent leader/s) for 70 parents, 74 other family members, and 70 children.
5. 12- week Bilingual, Child-Parent 0-5 dyad group, including parent-only sessions to regulate parents in preparation for dyads and provide psychoeducation on trauma for 36 parents and 36 children
6. Continue Coordinated Community Response Team (CCRT) with key partners in order to smooth referral pathways for particularly vulnerable domestic violence clients needing access to 3 identified areas: childcare/preschool, housing, and medical care. Creation of a Process Improvement Map to document and facilitate practice and system improvement modalities.
7. Participate in key collaborations, including:
 - a. F5SMC's Family Engagement Initiative
 - b. Red Cross's monthly Immigration Forum meetings
 - c. Create a referral agreement with StarVista directing all 0-5 families experiencing domestic violence to CORA for domestic service provision.

8. Provide the CORA 40-hour Domestic Violence training to 20 family engagement service providers referred from F5SMC's Family Engagement service provider contacts.
9. 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)
10. 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.
11. 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:	CORA (Community Overcoming Relationship Abuse)
Program/Project Name:	Family Resilience Project
Amount of Request:	286,333.33
Budget Period:	FY23-24
Submission Date:	5/12/2023

** 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. Clinicians (2 PT FTE)	69,125.00	1.00	69,125.00	138,250.00	207,375.00
B. Clinical Coordinator	76,000.00	0.50	38,000.00	38,000.00	76,000.00
C. Clinical Case Manager	48,250.00	0.70	33,775.00	14,475.00	48,250.00
D. Clinical Supervisor	134,000.00	0.40	53,600.00	80,400.00	134,000.00
E. Program Manager	88,000.00	0.05	4,400.00	83,600.00	88,000.00
Benefits @ .22%			43,758.00	78,039.50	121,797.50
Subtotal - Personnel			242,658.00	432,764.50	675,422.50

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	0.00	9,400.00	9,400.00
C. Telephone/Communications	0.00	8,500.00	8,500.00
D. Postage/Mailing	0.00	0.00	0.00
E. Printing/Copying	0.00	0.00	0.00
F. Equipment Lease	0.00	0.00	0.00
G. Travel Using Personal Vehicle	0.00	5,000.00	5,000.00
H. Travel Using Company Vehicle	0.00	0.00	0.00
I. Consultants (itemize):	0.00	0.00	0.00
Caitlin Billings		52,000.00	52,000.00
J. Subcontractors (itemize):	0.00	52,000.00	52,000.00
K. Other (itemize):			0.00
Direct Client Assistance		5,057.00	5,057.00
Marketing and Advertising		3,319.00	3,319.00
Parent Incentives	2,500.00	0.00	2,500.00
Training	10,500.00	8,000.00	18,500.00
		0.00	0.00
Subtotal - Operating Expenses	13,000.00	143,276.00	156,276.00

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. Laptops (2)	1,556.33	0.00	1,556.33
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	1,556.33	0.00	1,556.33

IV. INDIRECT COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
12%	29,119.00	51,932.00	81,051.00
(Attach copy of approved indirect cost rate proposal if percentage exceeds 12%, or submit a proposal for approval)			0.00
Subtotal - Indirect Costs	29,119.00	51,932.00	81,051.00

V. TOTAL PROGRAM COSTS	A. Amount Requested	B. Leveraged Amount Available **	C. Total Program Budget (A+B)
Total of sections I - IV	286,333.33	627,972.50	914,305.83

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.
Volunteer (Mental Health Interns) hours. (3.2 hours*6 trainees*36 weeks=691.2)

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. **Cal OES AT= \$257,500, Cal OES DVAP 2 \$62,400, Bella Vista Foundation \$77,500, Sequoia Foundation \$110,000. Funding has yet to be secured.**

*CORA's 0-5 program is part of a larger Mental Health Department (which includes the F5SMC 0-5 childrens program, 6 years+ childrens program, Adult program, and LGBTQ program.)

*The Mental Health Department has leveraged/blended funding, including some of the positions within the F5SMC program. The leveraged sources of support make it possible to fund full time, benefitted positions across the MH Department.

*The leveraged funds are not specifically for the 0-5 population, but without those funds, the staff would not be fully funded and benefitted, and the department – including the F5SMC-funded program -- would not be able to function. It is the leveraged/braided funding that makes it possible to have a 0-5 program.

Date Prepared:	5/12/2023	Prepared By:	Maureen Aggio
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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:	CORA (Community Overcoming Relationship Abuse)
Program/Project Name:	Family Resilience Project
Amount of Request:	286,333.33
Budget period:	FY23-24
Submission Date:	5/12/2023

I. PERSONNEL	A. Amount Requested	Description / Explanation
Position Title		
A. Clinicians (2 PT FTE)	69,125.00	1.0 FTE (two part-time), \$69,125 salary per year- Leslie Elwell and Jocelyne Moran
B. Clinical Coordinator	38,000.00	0.50 FTE, \$76,000 salary per year- Maria Barrera Pacheco
C. Clinical Case Manager	33,775.00	0.70 FTE, \$48,250 salary per year- Vanessa Castillo
D. Clinical Supervisor	53,600.00	0.40 FTE, \$134,000 salary per year- Joan Pezanoski
E. Program Manager	4,400.00	0.05 FTE, \$88,000 salary per year- Maria Bastardo
Benefits @ 22%	43,758.00	12.0% for Health, Dental, Vision, Life, and Chiro Insurance; 7.65% for FICA and Medicare Taxes; 1.52% for Worker's Comp Insurance; 0.83% for Retirement Plan
Subtotal - Personnel	242,658.00	

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	0.00	
G. Travel Using Personal Vehicle	0.00	
H. Travel Using Company Vehicle	0.00	
I. Consultants (itemize):	0.00	
Caitlin Billings	0.00	
J. Subcontractors (itemize):		
K. Other (itemize):		
Direct Client Assistance	0.00	
Marketing and Advertising	0.00	
Parent Incentives	2,500.00	Incentive for parent leader, 120 hrs/yr * \$20.83/hr. NOTE this stipend amount is spread accorss each quarter. One parent leader AT A TIME is active in the program (parents come and go according to their availability)
Training	10,500.00	EMDR training: This training is for 6 interns (all current clinicians are already EMDR trained). Total cost of a 2 parts training per intern is (\$1,250 X 6= \$7,500). A total \$3,000 to train 10 Family Engagement Providers refered by F5SMC in the 40-hour DV training (\$300 per person). Other funding sources pay for child parent psychotherapy training for 2 clinicians.
Subtotal - Operating Expenses	13,000.00	

III. CAPITAL EXPENDITURES	A. Amount Requested	Description / Explanation
A. Laptops (2)	1,556.33	Purchase two laptops
B.	0.00	
C.	0.00	
D.	0.00	
E.	0.00	
Subtotal - Capital Expenditures	1,556.33	

IV. INDIRECT COSTS	A. Amount Requested	Allocation Method / Formula Used
0.12	29,119.00	
Subtotal - Indirect Costs	29,119.00	

V. TOTAL PROGRAM COSTS	A. Amount Requested
Total of sections I - IV	\$ 286,333.33

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.
 Volunteer (Mental Health Interns) hours. (3.2 hours*6 trainees*36 weeks=691.2)

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. Cal OES AT= \$257,500, Cal OES DVAP 2 \$62,400, Bella Vista Foundation \$77,500, Sequoia Foundation \$110,000. Funding has yet to be secured.

*CORA's 0-5 program is part of a larger Mental Health Department (which includes the F5SMC 0-5 childrens program, 6 years+ childrens program, Adult program, and LGBTQ program.)

*The Mental Health Department has leveraged/blended funding, including some of the positions within the F5SMC program. The leveraged sources of support make it possible to fund full time, benefitted positions across the MH Department.

*The leveraged funds are not specifically for the 0-5 population, but without those funds, the staff would not be fully funded and benefitted, and the department – including the F5SMC-funded program – would not be able to function. It is the leveraged/braided funding that makes it possible to have a 0-5 program.

DATE: May 22, 2023
TO: First 5 San Mateo County Commission
FROM: Kitty Lopez, Executive Director
RE: 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

ACTION REQUESTED

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.

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 9.2** "Round 2 Funding Recommendations Chart: Policy Advocacy and Communications overview and agreement-related funding details.

RESULT OF CONTRACT NEGOTIATIONS

Contract negotiations were successful and resulted in the following:

- Scope of Work/Exhibit A: Changes made to the Scope of Work (SOW) were not substantive in nature and deliverables will support F5SMC's communications efforts alignment with the strategic plan. Activities include social media content and management; Monthly blog content development; Newsletter development; Website updates; Implementation of communications for emerging priority areas: Support to program areas, including Help Me Grow, Build Up, Friday CAFE, and Quality Counts. One new more targeted strategy will support oral health communications to design, curate, and promote positive oral health content with families and/or providers of young children.
- Budget Request and Budget Narrative: The Budget for communications is allocated from the SPIP Policy Advocacy & Communications and Healthy Children Focus Areas.

The Table below reflects the Objectives of F5SMC's Communications Plan and Priorities for FY 23-25

Digital Communications Analytics report are provided monthly to the Commission in the Communications section of the Staff Team Report. It shows that F5SMC are above industry standards.

Communications Priorities for for FY 23-25	
	<ol style="list-style-type: none"> 1. Importance of the first five years 2. Economic prosperity and equity 3. Family wellbeing and Parent/Family Voice 4. Early learning and care 5. Community responsibility
COMMUNICATIONS PLAN 2020-2025	
	Strategic Communications Plan and Implementation Plan and deliverables that provides F5SMC with a plan on how communication activities and public education campaigns supporting the needs of children prenatal to age 5 and their families in San Mateo County, will be developed, implemented, and measured.
	Supports the Commission’s Vision, Mission and successful implementation of Desired Outcomes as identified in the 2020-2025 Strategic Plan.
	Increased knowledge of F5SMC’s role, initiatives, programs, funded partners services and impact to the community (parents, businesses, legislators, educators, etc.) county-wide, with targeted efforts to hard-to-reach population segments.
	Educate/Informs San Mateo County expectant parents, parents/caregivers of children birth to age 5, service providers and community members for universal understanding of the importance of early brain development through an Early Brain Development Public Education Campaign.
	Aligned communications collaboration with First 5 California, first 5 Association of California, Children Now, Early Childhood Funders, etc., on initiatives benefiting local needs.
	Increase communication collaboration activities with funded and non-funded partners.

RECOMMENDATION FOR FUNDING

Staff are recommending a 2-year agreement. Please see Exhibit A/SOW, **Attachment #15.1**, for a summary description of the project and key deliverables. For budget information, please see the Budget Request and Budget Narrative Forms, **Attachment #15.2**. 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.

FISCAL IMPACT

The recommended award to VIVA Social Impact Partners is \$280,000. The specific budget allocation is \$240,000 from PAC and \$40,000 from Healthy Children totaling \$280,000. 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 VIVA Social Impact Partner Communications Consultation Services Agreement in the Amount of \$280,000 Contract Term Effective July 1, 2023, through June 30, 2025.



**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:	VIVA Social Impact Partners
Program/Project Name:	Communications Consulting Services
Amount of Request:	\$120,000
Budget Period:	July 2023 - June 2024
Submission Date:	5/16/2023

I. PERSONNEL	A. Hourly Totals	B. Hourly Rate	C.Total Program Budget (AxB)
<u>Position Title</u>	<u>Hours</u>		
A. Communications Director	76	\$250	\$ 19,000.00
B. Sr. Communications Specialist	276	\$200	\$ 55,200.00
C. Consultant, Communications	96	\$215	\$ 20,640.00
D. Associate Consultant	112	\$165	\$ 18,480.00
E. Finance Manager	6	\$215	\$ 1,290.00
Subtotal - Personnel			\$ 114,610.00

II. OPERATING EXPENSES	A. Amount Requested	C. Total Program Budget (A)
K. Other (itemize):		\$ -
Printing/production/translation	\$ 700.00	\$ 700.00
Photoshoot session	\$ 1,000.00	\$ 1,000.00
Website costs	\$ 190.00	\$ 190.00
Advertisement	\$ 3,500.00	\$ 3,500.00
Subtotal - Operating Expenses	\$ 5,390.00	\$ 5,390.00
IV. INDIRECT COSTS		Amount Requested
Subtotal - Indirect Costs	\$ -	\$ -

V. TOTAL PROGRAM COSTS	Amount Requested
Total of sections I - IV	\$ 120,000.00

Date Prepared:	5/16/2023	Prepared By:	Laura Bowen
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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:	VIVA Social Impact Partners
Program/Project Name:	Communications Consulting Services
Amount of Request:	\$120,000.00
Budget period:	July 2023 - June 2024
Submission Date:	5/16/2023

I. PERSONNEL	A. Hourly Totals	Description / Explanation
<u>Position Title</u>		
A. Communications Director	\$ 19,000.00	Project leadership, key point of contact, communication strategy and creative
B. Sr. Communications Specialist	\$ 55,200.00	Project management, communications strategy, copywriting and content
C. Consultant, Communications	\$ 20,640.00	Graphic design, video production, website development/design and management, technical assistance to program teams and special initiatives
D. Associate Consultant	\$ 18,480.00	Project coordination, meeting support, social media management
E. Finance Manager	\$ 1,290.00	Financial monitoring and invoice development
Subtotal - Personnel	\$ 114,610.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
K. Other (itemize):	\$ -	
Printing/production/translation	\$ 700.00	Budget for expenses associated with translating or producing communications
Photoshoot session	\$ 1,000.00	Budget for one photography session, on location at partner site
Website costs	\$ 190.00	Budget allocation for website costs, eg. translation tool and plug-ins
Advertisement	\$ 3,500.00	Budget for F5SMC social media advertisements
	\$ -	
Subtotal - Operating Expenses	\$ 5,390.00	

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

V. TOTAL PROGRAM COSTS	A. Amount Requested	
Total of sections I - IV	\$	120,000.00

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
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:	VIVA Social Impact Partners
Program/Project Name:	Oral Health Communications
Amount of Request:	\$20,000
Budget Period:	July 2023 - June 2024
Submission Date:	5/16/2023

I. PERSONNEL	A. Hourly Totals	B. Hourly Rate	C. Total Program Budget (AxB)
<u>Position Title</u>	<u>Hours</u>		
A. Communications Director	12	\$250	\$ 3,000.00
B. Sr. Communications Specialist	48	\$200	\$ 9,600.00
C. Consultant, Communications	30	\$215	\$ 6,450.00
D. Associate Consultant	0	\$165	\$ -
E. Finance Manager	0	\$215	\$ -
Subtotal - Personnel			\$ 19,050.00

II. OPERATING EXPENSES	A. Amount Requested	C. Total Program Budget (A)
K. Other (itemize):		\$ -
Printing/production/translation/advertising	\$ 500.00	\$ 500.00
Stock photos/video	\$ 450.00	\$ 450.00
Subtotal - Operating Expenses	\$ 950.00	\$ 950.00
IV. INDIRECT COSTS		Amount Requested
Subtotal - Indirect Costs	\$ -	\$ -

V. TOTAL PROGRAM COSTS	Amount Requested
Total of sections I - IV	\$ 20,000.00

Date Prepared:	5/16/2023	Prepared By:	Laura Bowen
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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:	VIVA Social Impact Partners
Program/Project Name:	Oral Health Communications
Amount of Request:	\$20,000.00
Budget period:	July 2023 - June 2024
Submission Date:	5/16/2023

I. PERSONNEL	A. Hourly Totals	Description / Explanation
<u>Position Title</u>		
A. Communications Director	\$ 3,000.00	Project leadership, communication strategy and creative direction, editorial oversight, strategic integration among and across Commission priorities, project plan and deliverable oversight
B. Sr. Communications Specialist	\$ 9,600.00	Project management, development of project plan, facilitation of communications items in workgroup meetings, copywriting and content development, community and partner outreach/relations
C. Consultant, Communications	\$ 6,450.00	Graphic design, video production, website development/design and management, and/or technical support
Subtotal - Personnel	\$ 19,050.00	

II. OPERATING EXPENSES	A. Amount Requested	Description / Explanation
K. Other (itemize):	\$ -	
Printing/production/translation/advertising	\$ 500.00	Budget for expenses associated with producing or disseminating communications
Stock photos/video	\$ 450.00	Budget for purchase of stock photography or video, if needed
	\$ -	
Subtotal - Operating Expenses	\$ 950.00	

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

V. TOTAL PROGRAM COSTS	A. Amount Requested
Total of sections I - IV	\$ 20,000.00

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
MAY 2023**

STRATEGIC INVESTMENT FOCUS AREAS – UPDATE

QUALITY CARE AND EDUCATION

Universal Prekindergarten Mixed Delivery System Planning Workgroup

On May 10, 2023, Sarah Kinahan of Child Care Coordinating Council (CCPC) released an Interest Form Survey for participation on a county--wide planning team for Universal Prekindergarten. “The CCPC/SMCOE is receiving new funding from the CA Dept of Education to engage in community-wide planning for Universal Prekindergarten. The planning process will take place between July 2023 and June 2024. As part of the process, An Ad Hoc committee, under CCPC, will create a San Mateo County UPK plan.”

HEALTHY CHILDREN

Children’s Oral Health Workgroup

On May 10, the Children’s Oral Health Workgroup met for a regular meeting. The agenda for the meeting included updates from the SMC Oral Health Coalition chair and the SMC Oral Health Program Coordinator, as well as the status of state policy and advocacy work impacting children’s oral health. The remainder of the meeting offered a chance for the participants to update on their work related to the strategies in the COH Workplan. The next meeting is scheduled for July 19.

Help Me Grow Physician Advisory Group

The HMG PAG met on May 15 convened by Dr. Neel Patel. The group was well attended by local physicians and system leaders serving in roles focused on the developmental needs of young children. The HMG Healthcare Provider Liaison Team provided updates on their work over the past quarter, including outreach and training to medical clinic staff. First 5 SMC staff member Emily Roberts shared about the impacts of the recent presentation given by Michelle Blakely at the UCSF Conference on Developmental Disabilities. The subsequent connections that have come out of the presentation at the state and local levels.

RESILIENT FAMILIES

Friday Café (Community and Family Engagement) Update

Friday Cafés are held the fourth Friday of each month throughout the school year from 9:00 to 10:30 for all who work at the intersection of early learning and family support. Friday Cafés are provided to help bolster and support the family support provider network.

The April Friday Café was well attended by 20 family engagement providers, including two new participants who had never attended a Friday Café before. The last Friday Café of the fiscal year will take place a week earlier than usual, on May 19th, due to the Memorial Day Weekend. May’s Friday Café will be held in person for the first time since the COVID shelter-in-place mandate. We are looking forward to connecting in person again, and we are excited for those who have never experienced the synergy of an in-person Friday Café!

F5SMC Commissioners are welcome to attend.

CORA's Coordinate Community Response Team (CCRT)

The CCRT was established to create a network of providers to facilitate a trauma-informed approach to smooth referral pathways for particularly vulnerable domestic violence families, and scale those approaches, if/where possible, more broadly for critically at-risk families. The effort focuses on three key areas: housing, childcare, and speedy access to medical services.

On February 22, 2023, the CCRT team met with housing representatives from around the county to deeply explore how to improve housing access for domestic violence families who have additional challenges, such as: immigration processing delays, undocumented status, lack of housing references, etc. (Often times when fleeing a domestic abuse situation victims have little time to gather relevant paperwork needed to meet future housing eligibility.) The February meeting was very helpful and the group determined that a similar meeting should be held with front-line staff so that they, too, can learn of the housing opportunities and barriers.

The follow up CCRT housing meeting with front-line staff was held on April 5th and was again very helpful in clarifying referral pathways, eligibility issues, etc. of particular note was the issue of residency, and loss thereof. Currently victims of domestic violence receive no special consideration when needing to leave the county temporarily for safety reasons and lose their residency status in approximately 3 weeks, despite working or enrolling their children in San Mateo County preschool/childcare. This is a potential area in which we may be able to affect policy change that supports DV victims attempting to maintain residency while staying safe. Program Specialist, Karen Pisani, along with key CCRT members are tracking the potential systems-level improvement opportunities coming out of the CCRT, and we will explore moving these issues forward soon.

The Next and final CCRT meeting for the fiscal year will be held on May 24th and will deal with child care/preschool access issues.

POLICY & ADVOCACY UPDATES**CaiKids: Spread the word!**

“CalKIDS is a children’s savings account (CSA) program administered by the Scholar Share Investment Board, an agency of the State of California that is chaired by the State Treasurer. 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 jumpstart their savings for higher education and career training! (See attachment 16.1)

FIRST 5 CALIFORNIA & FIRST 5 ASSOCIATION UPDATES**First 5 Center, SMC Family Health Services and Human Services Agency (HSA) Child and Family Services**

On May 3, 2023, F5SMC Staff Michelle Blakely and Emily Roberts met with Lizelle Lirio DeLuna, Dr. Anand Chabra, Family Health Services, John Fong, Children and Family Services, Sara Crow Executive Director of the First 5 Center and Alexandra Parma, Senior Policy Analyst. The met group for strategy and updates on local planning for Family Connects universal home visiting model exploration.

COMMUNITY AND STATEWIDE EVENTS & UPDATES

Children's Day, Book Day

On April 29, 2023, F5SMC's Staff, Myra Cruz, participated at the San Bruno Park School District's Children's Day, Book Day Event held at the San Bruno Park. Over 200 people attended the event and visited the First 5 San Mateo County table. They learned more F5SMC and its partners. Further, F5SMC distributed Otter the Potter books, dry erase board, toothbrush set, first aid kits, safety plugs, bibs and shared F5SMC's new brochure.

Read-Aloud Event

On May 13, 2023, F5SMC's Youth Commissioners Valeria Chavez-Franco and Rikhav Shah, produced a Read-Aloud Event at the San Carlos Library as part of their inclusive literacy project. Local author, Sandhya Acharya, read one of her books *10 Gulab Jamuns* and entertain the kids. There were prizes, activities, and treats for the little ones. Commissioner Alexis Becerra and Kitty Lopez were also present. There were about 7 young children and 10-12 adults attended the event. More details about the event will be shared on the May 22, 2023 Commission Meeting.

COMMUNICATIONS

First 5 San Mateo County New Brochure

The F5SMC's Communication Team along with its communications firm, VIVA Social Impact Partners, developed a new F5SMC new brochure. It highlights the F5SMC's focus areas, strategies, history, and site resources for families with young children. The Staff is still in progress of receiving bids to get hard copies printed. See *Attachment 16.2* for a sneak peek.

e-Newsletter

On April 11, 2023, F5SMC sent out its quarterly electronic newsletter. Among the topics include the Need for Comprehensive Child Care, Director of Family Connections, Eric Valladares on Why He Vaccinated His Kids, LGBTQ Issues for Young Children, and First 5 California's Dragon Song. Check out the e-Newsletter in this [link!](#)

Social Media and Analytics Report (*See Attachment 16.3*)



The first step toward college



Fast Facts

Program Summary

CalKIDS is a children's savings account (CSA) program administered by the ScholarShare Investment Board, an agency of the State of California that is chaired by the State Treasurer. 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 jumpstart their savings for higher education and career training!

Eligibility

There are two eligible groups for this program with unique benefits.

Newborns

- All children born in California on or after July 1, 2022.

\$25

Eligible newborns will have a CalKIDS account created in their name with an automatic **initial deposit of \$25**.

Plus \$25

Parents that register on the CalKIDS online parent portal— at **CalKIDS.org**—to view their baby's account will receive an **additional one-time \$25 contribution**.

Plus \$50

Parents that visit **ScholarShare529.com** to open a ScholarShare 529 college savings account—in which anyone can contribute to their child's college savings—and link it to your CalKIDS account **will receive an additional one-time \$50 contribution**.

That's up to \$100 in free money for college for newborns!

School-Aged Students

- Beginning in the 2021-2022 academic year, all eligible low-income 1st through 12th grade students identified by the Local Control Funding Formula (LCFF) enrolled on Fall Academic Census Day 2021 (October 6, 2021) in a California public school will have a CalKIDS account created in their name with an initial seed deposit, as well as the potential for additional financial incentives.
- Starting fall 2022 and each year following, all eligible low-income public school 1st grade students enrolled on Fall Academic Census Day (first Wednesday in October) will be identified by LCFF to receive funding from CalKIDS.
- Eligible students will be automatically enrolled in the program the following spring or early summer.

\$500

Every eligible low-income public school student in grades 1-12 will have a CalKIDS account created in their name with an initial **deposit of \$500**.

Plus \$500

Eligible students identified as **foster youth** will receive an **additional one-time \$500 deposit**.

Plus \$500

Eligible students identified as **homeless** will receive an **additional one-time \$500 deposit**.

That's up to \$1,500 in free money for college for school-aged students!*

Account Registration

Enrollment is automatic for eligible newborns and school-age students. However, parents or students will need to register online to access funds in their CalKIDS account. To register, the following is needed:

Newborns

- Child's county of birth
- Child's date of birth
- Local Registration Number found on birth certificate, OR CalKIDS code found on notification letter mailed to parent's home

School-Aged Students

- County of student's school as of Fall Academic Census Day (October 6, 2021)
- Student's date of birth
- Statewide Student Identifier, which can be obtained by contacting the child's school, OR CalKIDS code found on notification letter mailed to student's home

ScholarShare 529

- Parents can link their CalKIDS account to a new or existing ScholarShare 529 account to make contributions of their own and view all account balances in one place.
- ScholarShare 529 serves as California's official college savings plan. Administered by the ScholarShare Investment Board, ScholarShare 529 provides families with a valuable college savings tool, offering a diverse set of investment options, tax-deferred growth, and withdrawals free from state and federal taxes when used for qualified higher education expenses.

Withdrawals

- Withdrawals can be managed at CalKIDS.org.
- CalKIDS funds are sent directly to the student's chosen institution of higher education.
- Program participants must be at least 17 years old to request a withdrawal of funds.
- Participants have until they reach age 26 to use the funds in their CalKIDS account.

Eligible Use of Funds

Money in a CalKIDS account can be used to pay for qualified higher education expenses, such as:

- Tuition and related fees
- Books and required supplies
- Computer equipment

Please note that funds used to pay for non-qualified expenses may be subject to penalties and/or taxes.

To learn more, visit CalKIDS.org.

*Eligibility is defined by the Local Control Funding Formula.

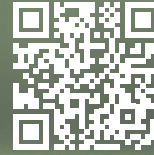
The California Kids Investment and Development Savings Program (CalKIDS) is a children's savings account program, administered by the ScholarShare Investment Board, an agency of the State of California. CalKIDS will provide eligible participants with college savings accounts, including seed deposits and other potential incentives, to help pay for future qualified higher education expenses. To learn more about CalKIDS or opt out of the program entirely, please see the Program Information Guide at CalKIDS.org. CalKIDS participants may also establish individual accounts with ScholarShare 529, California's 529 College Savings Plan. **To learn more about California's ScholarShare 529, its investment objectives, risks, charges and expenses please see the Plan Description at ScholarShare529.com. Read it carefully. Check with your home state to learn if it offers tax or other benefits such as financial aid, scholarship funds or protection from creditors for investing in its own 529 plan. Consult your legal or tax professional for tax advice. Investments in the Plan are neither insured nor guaranteed and there is the risk of investment loss. If the funds aren't used for qualified higher education expenses, a federal 10% penalty tax on earnings (as well as federal and state income taxes) may apply. Non-qualified withdrawals may also be subject to an additional 2.5% California tax on earnings.** TIAA-CREF Tuition Financing, Inc. (TFI), Plan Manager. TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributor and underwriter for California's ScholarShare 529. FFS-2633241PR-E1224P

www.first5sanmateo.org | (650) 372-9500

1700 South El Camino Real, Suite 405,
San Mateo, CA 94402



ATTACHMENT 16.2







Success for every child

90% of your child's brain develops by the time they are 5 years old! Discover the incredible services and resources in your community to support your family during this critical time in their life!

First 5 San Mateo County promotes positive outcomes for young children and their families through strategic investments, community leadership, and effective partnerships. All of these things together help kids and their families be happy and successful.

Follow us on all your favorite channels for important updates!

-  facebook.com/F5SMC
-  instagram.com/first5sanmateo
-  twitter.com/first5sanmateo
-  linkedin.com/company/first5sanmateocounty



Our Story

For more than 20 years, we have been committed to creating opportunities for all children in San Mateo County.

First 5 San Mateo County was created in 1999, when California voted to tax tobacco products. Now, the money from that tax is used to help young children grow and develop in the first 5 years of their life. First 5 helps make sure that children are prepared for school with lots of different kinds of help and support.

San Mateo County's families are as diverse as our county. We want all families to do well. So, we work to make sure that families have everything they need to be healthy and happy. This means we help create, support, and sustain the social, physical, and economic conditions for children's success.

The Whole Child Approach

The foundation for childrens' strong bodies, brains, and emotions are laid during the first five years of their lives. Strong relationships with loving caregivers in safe homes and schools help children grow.



BIRTH - 12 MONTHS

Request a Kit for New Parents!

First 5 San Mateo County will send new parents resources about how to take care of your baby's first teeth, a bilingual storybook and puppet, and more. All for free and sent right to your house.



1 - 2 YEARS

Get a Developmental Screening from Help Me Grow.

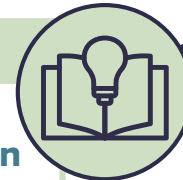
In the first three years of your child's life, they will change a LOT. If you have any questions about your children's healthy development, you can trust Help Me Grow to tell you what's next. Through our screenings, resources, & partners, we will make sure you have what you need to support your child.



BIRTH - 5 YEARS

Find High Quality Child Care & Early Learning with the 4Cs of San Mateo County.

The benefits of high quality early care and education last a lifetime. To find high quality early education in your community and learn about financial aid for child care, visit SanMateo4Cs.org. (P.S. 4Cs can help you find care for infants and toddlers as well!)



Take a look at more resources available through First 5 San Mateo County's partners!

Visit www.first5sanmateo.org to see our full list of partners, read our parenting blog, and stay up to date on local resources.

ATTACHMENT 16.2 First 5 and Our Partners Focus On

Quality Child Care

Making sure that child care programs offer high quality early education.

More supportive, accessible, high quality special needs programs.

Healthy Children

Healthcare systems that work together and talk to each other, so that you don't have to play catch up.

Mental health services to make sure your baby is happy, healthy, and thriving from head to toe.

Teaching you and your children how to care for their teeth!

Resilient Families

Supporting families no matter what they are going through, big or small.

Building relationships between parents in the community.

Helping the organizations you know and love do more great work for your family.



www.first5sanmateo.org | (650) 372-9500
1700 South El Camino Real, Suite 405,
San Mateo, CA 94402

 **FIRST 5** ATTACHMENT 16.2
SAN MATEO COUNTY



El Programa Primeros 5 del Condado de San Mateo promueve resultados positivos para los niños pequeños y sus familias a través de inversiones estratégicas, liderazgo comunitario y asociaciones efectivas. Todas estas cosas juntas ayudan a los niños y sus familias a ser felices y a tener éxito.

¡Síguenos en todos sus canales favoritos para conocer novedades importantes!

-  facebook.com/F5SMC
-  instagram.com/first5sanmateo
-  twitter.com/first5sanmateo
-  linkedin.com/company/first5sanmateocounty



Éxito para cada niño

¡El 90% del cerebro de su hijo se desarrolla hasta los 5 años de edad! ¡Descubra los increíbles servicios y recursos que hay en su comunidad para apoyar a su familia durante este momento crítico en su vida!

Nuestra Historia

Durante más de 20 años, nos hemos comprometido a crear oportunidades para todos los niños del condado de San Mateo.

El Programa Primeros 5 del Condado de San Mateo se creó en 1999, cuando California votó para imponer impuestos a los productos de tabaco. Ahora, el dinero de ese impuesto se utiliza para ayudar a los niños pequeños a crecer y desarrollarse en los primeros 5 años de su vida. Primeros 5 ayuda a garantizar que los niños estén preparados para la escuela con muchos tipos diferentes de ayuda y apoyo.

Las familias del condado de San Mateo son tan diversas como nuestro condado. Queremos que a todas las familias les vaya bien. Por eso, trabajamos para asegurarnos de que las familias tengan todo lo que necesitan para estar sanas y felices. Esto significa que ayudamos a crear, apoyar y sostener las condiciones sociales, físicas, y económicas para el éxito de los niños.

The Whole Child Approach

La base para el cuerpo, el cerebro y las emociones se establecen durante los primeros cinco años de sus vidas. Las relaciones sólidas con cuidadores amorosos en hogares y escuelas seguras ayudan a los niños a crecer.



DEL NACIMIENTO A LOS 12 MESES

¡Solicite un kit para nuevos padres!

El Programa Primeros 5 del Condado de San Mateo enviará a los nuevos padres recursos sobre cómo cuidar los primeros dientes de su bebé, un libro de cuentos bilingüe con un títere y más. Todo se envía gratis y directamente a su casa.



DE 1 A 2 AÑOS

Obtenga una evaluación del desarrollo de Help Me Grow (Ayúdame a Crecer).

En los primeros tres años de la vida de su hijo, cambiará MUCHO. Si tiene alguna pregunta sobre el desarrollo saludable de sus hijos, puede confiar en Help Me Grow para que le diga qué sigue. A través de nuestras evaluaciones, recursos y socios, nos aseguraremos de que tenga lo que necesita para apoyar a su hijo.



DEL NACIMIENTO A LOS 5 AÑOS

Encuentre cuidado de niños y aprendizaje temprano de alta calidad con las 4C del condado de San Mateo.

Los beneficios del cuidado y la educación temprana de alta calidad duran toda la vida. Para encontrar una educación temprana de alta calidad en su comunidad y aprender sobre la ayuda financiera para el cuidado de niños, visite SanMateo4Cs.org. (P.D.: ¡Las 4C también pueden ayudarle a encontrar cuidador para bebés y niños pequeños!)



¡Eche un vistazo a más recursos disponibles a través de los socios del Programa Primeros 5 del condado de San Mateo!

Visite www.first5sanmateo.org para ver nuestra lista completa de socios, lea nuestro blog para padres y manténgase actualizado sobre los recursos locales.

ATTACHMENT 16.2

Primeros 5 y el enfoque de nuestros socios en el

Cuidado de niños de calidad

Nos aseguramos de que los programas de cuidado de niños ofrezcan educación temprana de alta calidad.

Programas más solidarios, accesibles, y de alta calidad para necesidades especiales.

Niños saludables

Sistemas de salud que funcionan juntos y se comunican entre sí, para que usted no tenga que preocuparse por saber si está al día.

Servicios de salud mental para asegurarnos de que su bebé está feliz, sano, y avanzando de pies a cabeza.

¡Le enseñamos a usted y a sus hijos cómo cuidar sus dientes!

Familias resilientes

Apoyamos a las familias sin importar por lo que están pasando, ya sea algo grande o pequeño.

Construimos relaciones entre los padres de la comunidad.

Ayudamos a las organizaciones que usted conoce y ama para que sigan haciendo un gran trabajo para su familia.

Communications in April shared lots of community updates and information about exciting advocacy opportunities, along with 3 different help me grow provider videos in 5 different languages, including English, Spanish, Simplified Chinese, Arabic, and Portuguese.

The videos shared promoted users to check out the Help Me Grow website. While usership on the First 5 San Mateo County Website was slightly down from March, an especially highly performing month, it remained consistent with typical months. There was a large increase in visits to the Help Me Grow website (included in this report), indicating that the videos inspired some parents to learn a little more about Help Me Grow. Because these ads have been so successful, some of them were reoriented to direct parents to the Early Childhood Development page of the First 5 San Mateo County website to drive users to the First 5 page and expose parents to additional resources, like the development milestones timeline, there as well.

Engagement on Facebook and Instagram was relatively consistent this month, but a large jump in new Facebook page likes and Instagram followers are exciting and indicate a growing audience. The Help Me Grow videos were the top-performing content this month, garnering the most views and most clicks in English and Spanish.

Twitter activity was also relatively consistent. There were lots of retweets this month, especially of the Help Me Grow parent videos in each language. LinkedIn activity also remained relatively consistent, with a generally steady growth of followers and post impressions.

Website

Who is using your website?

First5sanmateo.org

Users	Sessions	Bounce Rate	Session Duration
816	987	71.02%	1m 19s
↓41.8%	↓39.1%	↓10.1%	↑45.8%

HelpMeGrowSMC.org

Users	Sessions	Bounce Rate	Session Duration
4.7K	5.9K	82.54%	0m 25s
↑177.9%	↑203.9%	↑1.6%	↓21.6%

What pages do your users visit?

/	585
/staff/	79
/resources/	67
/es/los-tres-tipos-de-...res-y-como-¿	66
/resource/car-seat-checks/	64
/about/	62
/who-we-are/	52
/kit-for-new-parents/	46
/commission/	44
/early-childhood-development/	37

Meta: Facebook & Instagram

Facebook Page reach | Instagram reach

7,788 ↓ 0.1% 5,503 ↑ 9.8%

Paid reach

7,411 ↓ 7.5%

Paid impressions

24,446 ↓ 12.7%

Audience

Facebook Page likes

1,947

Facebook Page new likes

53 ↑ 23.3%

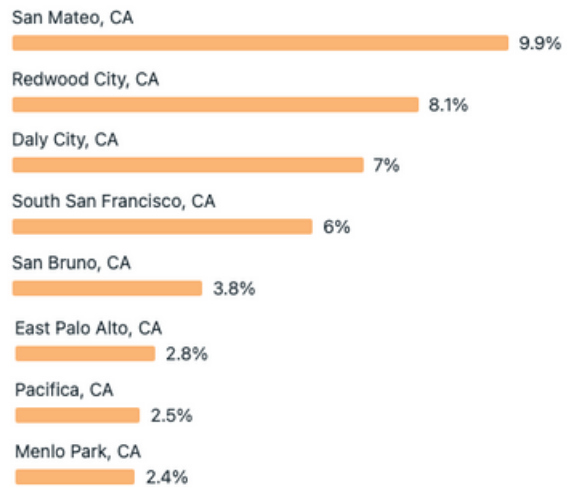
Instagram followers

1,399

New Instagram followers

22 ↓ 37.1%

Top Cities



Top Content by Reach

First 5 San Mateo County
Sponsored ·

When parents complete a developmental screening, what comes next is peace of mind. After that, it's a customized plan that connects you with the community resources and development support you need.

#EarlyChildhood #HealthyDevelopment #HelpMeGrow

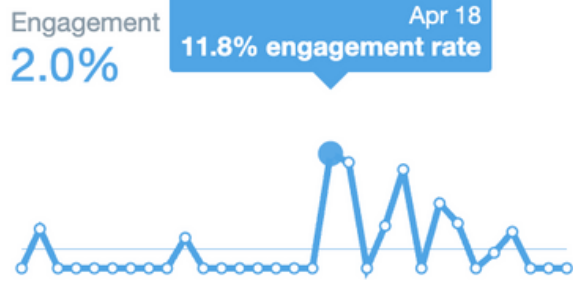
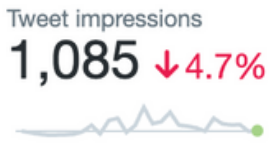


helpmegrowsmc.org

Help Me Grow San Mateo County | Resources to

[Learn more](#)

Type	Reach ↓	Likes and reactions	Link clicks ↑↓
Post	1.1K Accounts Center acco...	2 Reactions	30 Link clicks
Post	1K Accounts Center acco...	1 Reactions	23 Link clicks
Post	1K Accounts Center acco...	1 Reactions	20 Link clicks
Post	204 Accounts Center acco...	2 Reactions	4 Link clicks
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February Mentions



Assemblymember Diane Papan @AsmDianePapan · Apr 14 ...
Very honored to “Walk a Day” with a Child Care provider in my community to learn about the challenges of providing this critical service. Thank you to Debora Banzuela Hernandez and her daughter for welcoming me | @UDWA @4CsSMC @SMCOETweet @first5sanmateo @BuildUpSMC @CAPPAonline



February Retweets



SAMCEDA Retweeted 5 of your Tweets



Chief John Keene Retweeted 5 of your Tweets

Top Tweets

	<p>First 5 San Mateo Co @first5sanmateo · Apr 21 Child care is infrastructure for livable, sustainable communities for working families. It prepares kids for school, & it drives our economy. With @SMCOETweet, SVCF & @SMChhealth, we conducted the Child Care Needs Assessment. Creating a better future for our community starts now pic.twitter.com/cxWBzGkWlu</p>	190	14	7.4%
	<p>First 5 San Mateo Co @first5sanmateo · Apr 25 Give your children a voice before they have the words. Help Me Grow San Mateo County helps you identify and pursue what kind of developmental support your child needs to thrive. #EarlyChildhood #HealthyDevelopment #HelpMeGrow pic.twitter.com/Bliw7EEemVu</p>	96	2	2.1%
	<p>First 5 San Mateo Co @first5sanmateo · Apr 10 Next Wednesday! Get some guidance to have important conversations about gender and identity with children from a very young age. Get the tools they need to help children grow. pic.twitter.com/yZo98S6TD2</p>	55	1	1.8%

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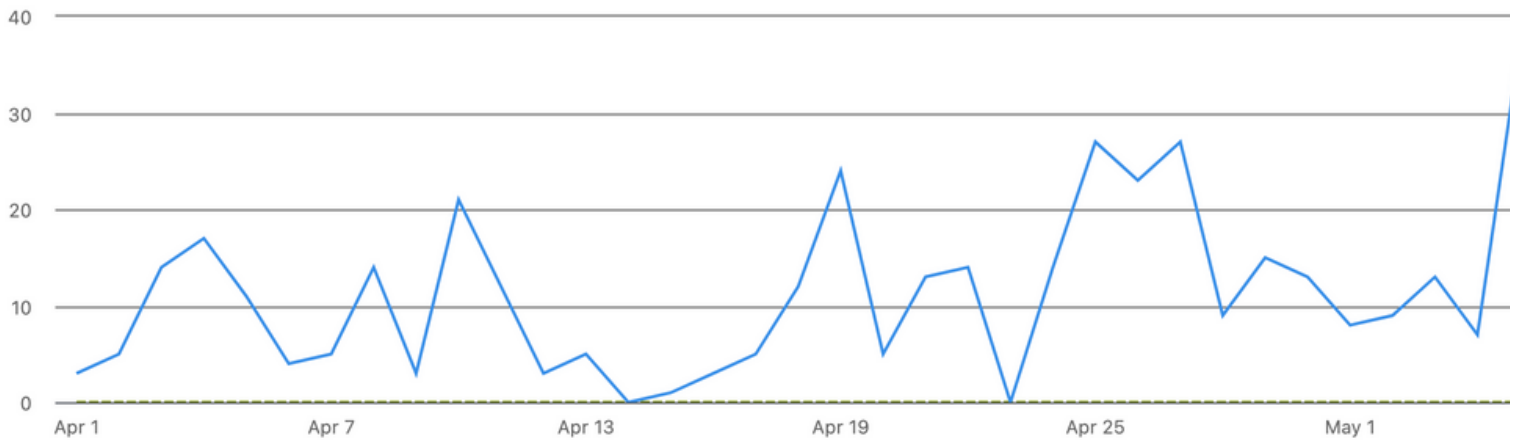
92

Search appearances
Last 7 days

495

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Impressions



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Post title	Post type	Audience	Impressions	Views	Clicks	CTR	Reactions	Comments	Reposts
<p>As this month comes to a close, remember that YOU are the best perso...</p> <p>Posted by Noa Elliott (she/her) 4/30/2023</p> <p>Boost</p>	Image	All followers	10	-	0	0%	0	0	0
<p>This #ChildAbusePreventionMonth, we are so glad to partner with @EndtoDV...</p> <p>Posted by Noa Elliott (she/her) 4/24/2023</p> <p>Boost</p>	Video	All followers	25	12	1	4%	1	0	0
<p>When parents complete a developmental screening, what comes next is peace of...</p> <p>Posted by Noa Elliott (she/her) 4/27/2023</p> <p>Boost</p>	Video	All followers	15	6	0	0%	0	0	0

DATE: May 22, 2023
TO: First 5 San Mateo County (F5SMC) Commission
FROM: Kitty Lopez, Executive Director
RE: Committee Updates

Early Childhood Evaluation Advisory Committee Meeting – May 15, 2023

- Commission Members Present: Noelia Corzo, Louise Rogers (Chair)
- Commission Member Absent: Naveen Mahmood
- Grantee Representative Present: Heather Cleary, Peninsula Family Service
- Grantee Representative via Zoom: Carol Elliot, Abilitypath
- EVALCORP Representatives via Zoom: Kristen Donovan, Devan Petersen, Sally Lee, Sarah Stevens
- F5SMC Staff: Kitty Lopez, Jenifer Clark

The Early Childhood Evaluation Advisory Committee met in person on Monday, May 15th.

Discussion: Friday C.A.F.É. Evaluation: Participant Focus Group Results

Sally Lee and her colleagues from EVALCORP presented the results of the Friday C.A.F.É. participant focus group results. Six focus groups were held, with a total of 16 participants across all groups. Participants reported that Friday CAFÉs have positive impacts in each of the four main program goal areas:

- Build connections through networking and peer support
- Spark innovative thinking to expand knowledge and practice in authentic connections with families
- Establish a professional identity for the family engagement field
- Facilitate a restorative experience to sustain and inspire family engagement practitioners

Focus group participants shared that Friday CAFÉs support their mental health by encouraging self-care and providing a space for restoration and social support. They also reported that the program improves their ability to provide high-quality services to children and families by educating participants about resources and strategies, as well as by learning from diverse perspectives. The most commonly reported barriers to participation were scheduling conflicts and needing to take time away from other work priorities.

When asked how the program could increase participation, focus group participants suggested increased outreach to educate family engagement practitioners about the opportunity to attend Friday CAFÉs and the value that the program provides. They also suggested offering CAFÉs in-person at least a couple of times per year and having interpretation services available. Subcommittee members felt that virtual meeting technology has made it much more feasible to offer simultaneous interpretation, and suggested that this be explored going forward.

Discussion: EVALCORP Scope of Work and Budget for FY 2023-24

The group reviewed the draft EVALCORP scope of work and budget for the upcoming fiscal year, and provided feedback on some of the proposed activities. F5SMC and EVALCORP will incorporate this feedback into the final Scope of Work, which will be brought to the June Commission meeting for review and approval.

The next meeting of the Early Childhood Evaluation Advisory Committee is scheduled to be held in person on July 17, 2023 from 3:30-4:30pm.