

**Meeting of April 1, 2014 - 5:30-7:30 PM**  
**601 Texas Street, Conference Room B, Fairfield, CA**

**Teleconference Site: Lobby, Hyatt Regency, 400 New Jersey Avenue, NW, Washington, DC**

*(Commissioner Elise Crane to participate from teleconference site)*

**CALL TO ORDER / SALUTE TO THE FLAG**

- I. Public Comment** **Information**  
*This is the opportunity for members of the public to address the Commission on matters not listed on the Agenda that are otherwise within the subject matter jurisdiction of the Commission. Please submit a Speaker Card and limit your comments to 3 minutes.*
- II. Consent Calendar** (5 min) **Action**  
A. Approve the Commission Meeting Agenda for April 1, 2014  
B. Approve Minutes of the March 4, 2014 Commission Meeting
- III. April Children's Month** (15 min) **Action**  
A. Consider approval of Resolution #2014-01, recognizing April 2014 as "Children's Month" in Solano County  
*Cherelyn Ellington Hunt, Childcare and Community Engagement Manager*
- IV. Community Partner Presentation** (15 min) **Information**  
A. Receive an overview of the Food and Nutrition Network of Solano (FANNS)  
*Denise Kirnig, Health Services Manager (Sr), Solano County Health & Social Services*
- V. Award of Funding - Request for Applications #2014-03: First 5 Solano Pre-Kindergarten Academies - Vallejo** (15 min) **Action**  
A. **Consider approval of award of funding of up to \$20,000 to Vallejo City Unified School District for 2014 Pre-Kindergarten Academy services (2 sessions)**  
*(Source of funding: FY2013/14 Discretionary Fund)*  
*Cherelyn Ellington Hunt, Childcare and Community Engagement Manager*  
B. Receive an update on the 2014 Pre-K Business Champions Campaign  
*Ciara Gonsalves, Policy and Fund Development Manager*
- VI. Committee Reports** (20 min) **Action**  
A. Systems and Policy Committee (Commissioner Crutison)  
B. Program and Community Engagement Committee (Commissioner Betz)  
**Early Childhood Mental Health Services:**  
1. **Consider approval of awards of funding of up to \$152,714 for the period July 1, 2014 – August 31, 2014 to current Partners for Early Access for Kids (PEAK) grantee agencies, as outlined in the staff report, to continue Early Childhood Mental Health Services** *(Source of funding: 2012-2015 Program Investment Plan)*  
2. **Consider authorizing First 5 Staff to negotiate a Memorandum of Understanding (MOU) with Health and Social Services (H&SS) for Mental Health Services Act Prevention and Early Intervention (MHSA/PEI) leveraged funds for FY2014/15, FY2015/16 and FY2016/17**

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*(Commissioner Elise Crane to participate from teleconference site)*

3. Consider approval of Request for Proposals #2014-04 for Early Childhood Mental/Developmental Health Services for FY2014/15, FY2015/16 and FY16/17
4. Consider approval of an increase and partial extension of the 2012-2015 Program Investment Plan for Early Childhood Mental Health Services as follows:
  - a. Accept increased MHSA/PEI funds of \$144,000 (from \$456,000 to \$600,000) for FY2014/15;
  - b. Accept MHSA/PEI funds of up to \$1,200,000 from (\$600,000 annually for FY2015/16 and FY2016/17);
  - c. Allocate First 5 funds of up to \$1,532,564 (\$766,282 annually for FY2015/16 and FY2016/17)

*(Sources of funding: Health & Social Services MHSA/PEI and First 5 Solano Long Term Financial Plan)*

*Chris Shipman, Health Programs Manager*

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|--|--------------------|
| <b>VII. Public Hearing: First 5 CA FY2012/13 Annual Report</b> (15 min)  | <b>Action</b>      |
| A. Consider acceptance of the First 5 California Children and Families Commission's FY2012/13 Annual Report, pursuant to Health and Safety Code Section 130150<br><i>Cherelyn Ellington Hunt, Childcare and Community Engagement Manager</i> |                    |
| <b>VIII. Executive Director's Report</b> (10 min)  | <b>Information</b> |
| <i>Christina Arrostuto, Executive Director</i>   |                    |
| <b>IX. Commissioner Remarks</b> (5 min)  | <b>Information</b> |
| <b>X. Future Agenda Items, Meeting Time/Date/Location</b> (5 min)  |                    |
| The next Commission meeting will be held on June 3, 2014 at 5:30 PM at 601 Texas Street, Fairfield. Future agenda items include: Community Partner Presentation; Committee Reports   |                    |

## ADJOURN

**Vision:** All Solano County children are loved, healthy, confident, eager to learn, nurtured by their families, caregivers and communities. **Mission:** First 5 Solano Children and Families Commission creates and fosters programs and partnerships with community entities to promote, support and improve the lives of young children, their families and their communities.

The First 5 Solano Children and Families Commission does not discriminate against persons with disabilities. If you require a disability-related modification or accommodation in order to participate in the meeting, please call (707) 784.1332 at least 24 hours in advance of the meeting to make arrangements. Non-confidential materials related to an item on this Agenda submitted to the Commission are available for public inspection at the First 5 Solano business office, 601 Texas Street, Suite 210, Fairfield, CA during normal business hours.

## First 5 Solano Children and Families Commission

Minutes of Meeting – Tuesday, March 4, 2014, 5:30 PM  
601 Texas Street, Conference Room A, Fairfield, CA

### Attendance

Commissioners: Jay Speck, Dan Ayala, Erin Hannigan, Marisela Barbosa, Liz Niedziela, Stephan Betz, Aaron Crutison, Elise Crane, Dana Dean (Commissioner Crutison arrived at 5:35 PM, Commissioner Crane arrived at 5:39 PM, Commissioner Dean arrived at 5:40 PM, Commissioner Hannigan departed at approximately 6:45 PM)

Staff/Public: Commission staff and 9 members of the public were present.

### Call to Order

The meeting was called to order at 5:34 PM with a salute to the flag.

#### I. Public Comment

No public comment.

#### II. Consent Calendar

- A. Approve the Commission Meeting Agenda for March 4, 2014
- B. Approve Minutes of the January 14, 2014 Commission Meeting

**Moved: Commissioner Ayala**

**Vote: 7-0-0 (Item IIA) and 6-0-1 (Item II B)**

**Yea: Commissioners Speck, Crutison, Ayala, Niedziela, Betz, Barbosa and Hannigan, with Commissioner Hannigan abstaining from Item II B.**

**Nay: None**

#### III. First 5 Solano FY2014/15 Proposed Budget

##### A. Consider approval of the First 5 Solano FY2014/15 Proposed Budget

Megan Richards, Deputy Director, presented the proposed budget for FY2014/15. The Proposed Budget will go before the Solano County Board of Supervisors in June 2014 as part of the overall annual FY2014/15 County Budget. The Proposed Budget funds the third year of a 3-year funding cycle. Ms. Richards reported that overall revenues are projected to increase by \$33,714, and an overall projected increase of \$187,668 in expenditures from FY 2013/14 estimates. The projected fund balance at the end of FY2014/15 will be \$6,669,047.

Discussion: Commissioner Dean asked about how administrative cost and program costs are calculated. Ms. Richards explained they are based on the First 5 Cost Allocation plan. Ms. Arrostuto noted that the designation of "Administration," "Program" and "Evaluation" comes from statewide legislation several years ago resulting from recommendations from the Bureau of State Audits.

Commissioner Hannigan asked about the training costs in the First 5 Futures budget and asked if there were other training costs in the budget. Ms. Richards yes, in the 3-page Line Item Budget, and pointed them out.

Commissioners discussed the budget in the context of the Program Investment Plan. FY2014/15 is the third year of a 3-year budget cycle. Ms. Richards advised the Commission that First 5 and Health and Social Services (H&SS) staff are working on an item that will come to the Commission in April. This item will require the Commission to partially extend its current Program Investment Plan in order to align with the three-year renewal planning timeframe for state Mental Health Services Act/Prevention and Early Intervention funding. H&SS again wants First 5 Solano to manage this portion of their funding, and is offering to overmatch the First 5 commitment for a three-year period. However this will require approving matching funds and soliciting for services in an accelerated time frame. This item will be presented to the Program and Community Engagement Committee on March 6, and come to the full Commission on April 1.

**Moved: Commissioner Betz**

**Vote: 9-0-0**

**Yea: Commissioners Speck, Crutison, Crane, Hannigan, Ayala, Niedziela, Betz, Barbosa, Dean**

**Nay: None**

**Abstaining: None**

#### **IV. Awards of Funding - Request for Applications #2014-01: First 5 Solano Pre-Kindergarten Academies**

##### **A. Consider approval of awards of funding of up to \$175,649 for 2014 Pre-Kindergarten Academy services as recommended below by the Review Panel and outlined in the staff report, from among requests for funding as follows:**

1. Up to \$20,000 for 2 Pre-Kindergarten Academy sessions to Benicia Unified School District
2. Up to \$20,000 for 2 Pre-Kindergarten Academy sessions to Dixon Unified School District
3. Up to \$65,651 for 7 Pre-Kindergarten Academy sessions to Fairfield-Suisun Unified School District.
4. Up to \$10,000 for 1 Pre-Kindergarten Academy session to River Delta Unified School District
5. Up to \$19,998 for 2 Pre-Kindergarten Academy sessions to Travis Unified School District
6. Up to \$20,000 for 2 Pre-Kindergarten Academy sessions to Vacaville Unified School District
7. Up to \$10,000 for 1 Pre-Kindergarten Academy session to Circle of Friends Child Development Center (Fairfield)
8. Up to \$10,000 for 1 Pre-Kindergarten Academy session to World Changers Academy-Miracle Christian Worship Center (Dixon)

A First 5 Pre-K Business Champions video was shared.

Discussion: Chereilyn Ellington Hunt, Childcare and Community Engagement Manager, reported that there were eight applicants for the 2014 Pre-Kindergarten Services grants. Applicants represented all cities in Solano County except for Vallejo.

Commissioners asked why there were two motions to this item. Ms. Ellington Hunt explained that, as in 2013, the level of response to the Pre-K Academy Services Request for Applications (RFA) exceeded the level of funds designated by the Commission for this purpose, so Motion A reflected the top recommendations of the Review Panel and Motion B was a combination of Review Panel and staff recommendations, should the Commission wish to deploy additional resources for the 2014 Pre-K Academies.

Commissioners asked why there was no recommendation for Vallejo. Ms. Ellington Hunt reported there was no Vallejo applicant. First 5 staff inquired with staff from the Vallejo City Unified School District (which attended the application workshop but didn't subsequently apply) and found there had been some confusion over language in the RFA regarding whether the space had to be licensed. The VCUSD staff indicated they would be willing to apply now that there was a better understanding, and First 5 staff recommended that, like last year for the city of Dixon, that a follow-up solicitation be issued for Vallejo, with outreach to the community to solicit 1 or more Vallejo applicants. Staff recommended (see Motion B) that additional funds be deployed for up to two Vallejo session in anticipation of this process.

Commissioners discussed the numbers of sessions recommended by the Review Panel, particularly for Fairfield-Suisun Unified School District (FSUSD), which was recommended for a total of 10 sessions in Motions A and B, with other applicants being recommended for far fewer sessions. Ms. Ellington Hunt reported that, as in 2013, FSUSD applied for far more sessions than other applicants. This applicant had difficulties keeping some of their sessions full last year. Ms. Arrostuto noted that FSUSD tried something very helpful for children but logistically difficult (bringing children on the waiting list in for a Friday-only session). Commissioners commented that they would like to see more applications for the larger areas of the county. Ms. Arrostuto noted that staff had actually recommended an additional session for Dixon in Motion B because Head Start had closed their operation there, and [erroneously] stated that there was no State Preschool in Dixon.

(Commissioner Hannigan spoke in support of the awards of funding. She left the meeting at approximately 6:45 PM, prior to the vote on the two items.)

Public Comment: Stacy Burke of FSUSD commented that FSUSD staff were confident that they could manage the number of sessions for which they applied, and noted that their experiment with "Friday" children last year hadn't worked out well, and they were not proposing to include that in their model this year. Becky Billing spoke to correct Ms. Arrostuto's information, saying that there was State Preschool at every elementary campus in Dixon.

**Moved: Commissioner Dean**

**Vote: 8-0-0**

**Yea: Commissioners Speck, Crutison, Crane, Ayala, Niedziela, Betz, Barbosa, Dean**

**Nay: None**

**Abstaining: None**

**B. Consider approval of additional awards of funding of up to \$58,137 for 2014 Pre-Kindergarten Academy Services as recommended below by the Review Panel and outlined in the staff report, from among requests for funding as follows:**

1. Up to \$28,137 for 3 additional Pre-Kindergarten Academy sessions to Fairfield-Suisun Unified School District
2. Up to \$10,000 for 1 additional Pre-Kindergarten Academy session to World Changers Academy-Miracle Christian Worship Center (Dixon)
3. Up to \$20,000 for 2 Pre-Kindergarten Academy sessions in Vallejo and approval from the Commission to release RFP #2014-03 to solicit Pre-Kindergarten Academy Services in Vallejo.

Discussion: Ms. Ellington Hunt explained that the Review Panel and staff crafted a second set of recommendations should the Commission choose to deploy additional funding from its Discretionary Fund for 2014 Pre-K Academies.

Commissioners expressed dismay that there was no Vallejo applicant, and asked why staff had only recommended \$20,000 be set aside for a Vallejo applicant when Vallejo is the largest city, with a high need for these services. Staff explained that they made this recommendation as a placeholder and that they suggested \$20,000 because that was the amount awarded for Vallejo for 2013 Pre-K Academies. Ms. Ellington Hunt noted that, should the Commission approve additional funding, staff would issue the follow-up solicitation in time to bring recommendations for awards of funding to the April 2014 Commission meeting.

Commissioner Crutison proposed amending Motion B. 3. to deploy up to \$40,000 instead of \$20,000 for Vallejo Pre-K Academy Services.

Staff noted that the additional up-to-\$78,137 of funding will come from the FY2013/14 Discretionary Fund.

**Moved: Commissioner Crutison [amending motion for up to \$40,000 instead of \$20,000 in Discretionary Funds for Vallejo Pre-K academies]**

**Vote: 8-0-0**

**Yea: Commissioners Speck, Crutison, Crane, Ayala, Niedziela, Betz, Barbosa, Dean**

**Nay: None**

**Abstaining: None**

**V. Committee Reports**

**A. Systems and Policy Committee**

Information: There were no action items.

**B. Program and Community Engagement Committee**

1. **Consider redeployment of up to \$20,083 (up to \$5,910 for FY2013/14 and up to \$14,173 for FY2014/15) to the Children's Nurturing Project to continue Parent Education services in Dixon**

Discussion: Ms. Jones Boyd reported that, as directed by the Commission, staff researched and brought forward a recommendation to continue Parent Education services in Dixon through the end of the current funding cycle. Staff recommended that the funds be re-deployed to Children's Nurturing Project, which is currently providing Parent Education services in the rest of the county. Ms. Boyd noted that CNP is ready and willing to take on this additional work. They expect to be able to complete 6 families in FY2013/14 and 24 in FY2014/15, consistent with the original scope of work for these services in Dixon. They will work to ensure a smooth transition for families.

The Program and Community Engagement Committee recommends the motion.

**Moved: Commissioner Betz**

**Vote: 7-0-0**

**Yea: Commissioners Speck, Crutison, Crane, Ayala, Niedziela, Betz, Barbosa**

**Nay: None**

**Abstaining: None**

**(Note that Commissioner Dean had temporarily left the room)**

**2. Consider redeployment of up to \$163,218 (up to 79,329 for FY2013/14 and up to \$83,889 for FY14/15) to Health & Social Services (H&SS) BabyFirst Solano Initiative to continue behavioral health and other prenatal services**

Discussion: Christine Shipman, Health Programs Manager, reported that, as directed by the Commission, First 5 staff met with BabyFirst Solano staff to develop recommendations to re-deploy funds freed up by the termination of a subcontractor agreement within the BabyFirst initiative. Funds will go for additional support to implementation of Healthy Families America, and to support the Public Health Nurse in the Nurse Family Partnership (NFP) program. In addition, staff recommend that up to \$20,000 be deployed to help co-fund the Baby Coach program for FY2014/15. Baby Coach, administered by Children's Nurturing Project, was funded up to \$50,000 by the County for FY2013/14 and seeks co-funders for their FY2014/15 services. Ms. Shipman reported that BFS staff agree that adding Baby Coach services to the BabyFirst Solano continuum would be consistent with their overall model. First 5 staff noted that if Baby Coach becomes a First 5-funded service, they plan to deploy evaluation funding to help establish this program as a best practice, making it more competitive for future funding.

The Program and Community Engagement Committee voted to recommend this redeployment of funds.

Commissioners asked about Baby Coach. Staff reported that the Commission has funded this program in the past. Baby Coach is able to serve mothers that fit the risk level for NFP but may not have been referred early enough in their pregnancies, or are not first-time mothers.

The Program and Community Engagement Committee recommends the motion.

**Moved: Commissioner Betz**

**Vote: 8-0-0**

**Yea: Commissioners Speck, Crutison, Crane, Ayala, Niedziela, Betz, Barbosa, Dean**

**Nay: None**  
**Abstaining: None**

**3. Consider a motion to deploy of up to \$75,000 for FY2014/15 to Interfaith Council of Solano County for transition to permanent housing services (Source of Funding: Discretionary Fund)**

Discussion: Ms. Jones Boyd reminded the Commissioners that the original funding for this purpose (\$100,000) had been deployed from the \$1 million Community Stability Fund during the onset of the Great Recession. The grant took almost two years to start up, and when it finally did (thanks to a recommitment on the part of the grantee after a transition during which their Executive Director was ill, then retired and a new ED was brought on board), the funds were quickly and effectively expended.

The Interfaith Council of Solano County partnered with other homeless shelters in Solano County and other community partners and they were able to quickly assist a total of 96 homeless families with transition to permanent housing. Upon a preliminary follow up of the applications granted, out of 54 of the clients contacted thus far, 48 (89%) are still in the assisted dwellings after 90 days. Not all families have yet reached the 90-day follow up period.

Staff, in consultation with the local shelters involved in the grant, reported that demand for these services is still high – which some aspects of the economy are improving, Solano County has lagged behind the Bay Area in housing recovery and many families are still struggling.

Commissioners asked about the 90-day follow up period/transition to permanent housing and staff reported that this level of follow-up is typical for this type of grant, and that additional follow-up would require additional funding to track families.

Commissioners on the Program and Community Engagement Committee voted to recommend that funds be deployed from the Discretionary Fund to re-fund this grant in the amount of up to \$75,000 for FY2014/15 to finish out the current funding cycle. The grant has proven successful and the demand for services remains high.

**Moved: Commissioner Crutison**

**Vote: 8-0-0**

**Yea: Commissioners Speck, Crutison, Crane, Ayala, Niedziela, Betz, Barbosa, Dean**

**Nay: None**

**Abstaining: None**

**4. Receive a report on child care data**

Kathy Lago, Resource & Referral Program Manager at Solano Family & Children's Services, presented data that describes child care statewide and in Solano County. The data shows that there is a decrease in total licensed supply of child care statewide, including the a loss of licensed family child care homes in Solano County, 25% of Solano County families with children 0-5 years of age are living in poverty, and parents need full-time childcare and flexible options.



Ms. Lago answered a question that Commissioner Betz had asked at a prior Committee meeting asking why child care in Solano County is as high or higher than in San Francisco. The SF representatives actually thought their costs were higher than reflected in the Portfolio. They conducted their own study and found that their rates are much higher than the Regional Market Rate survey that is used for the portfolio.

Becky Billing of the Children's Network/Solano Child Care Local Planning Council reported on the American Institutes for Research Early Learning Systems Database study.

Christina Branom of Applied Survey Research/First 5 Solano Evaluator, reported on Solano County Poverty Rates. Data was taken from the *U.S. Census, American Community Survey, 2011 5-year estimates*. Solano County child poverty rates are 25.4% for children under 5 years of age, and 17% for children 5-17 years of age.

Data from the *American Community Survey State Median Data, Family Income Data, and Labor Force Participation Data* also shows that Solano County income eligible children under 5 years of age potentially needing care due to parents being in the labor force rose from 5,710 in 2008, to 7,040 in 2012.

Commissioners discussed this information. Ms. Arrostuto noted that First 5 staff have had significant discussions with the presenters about how First 5 could be most effective, given its limited resources. Conducting a valid and reliable child care supply and demand survey has been discussed, but Ms. Arrostuto thought it might not ultimately be useful, given that there is already a good sense of the need.

Commissioner Crane commented that in addition to data on child care/preschool availability, we need information about quality. She suggested that First 5, ASR and LPC members/staff work together to further analyze the data (for example, to look at categories such as capacity by 0-3 and 4-5 rather than year by year), do some comparative analysis and then identify what, if any, further data is needed.

Ms. Lago stated that reinstating the Centralized Eligibility List would be very helpful as it not only helps local agencies most efficiently deploy limited child care resources, it also helps make the business case for additional resources by demonstrating the need. Ms. Arrostuto said she would pursue these options and meet with representatives of SFCS and the LPC, and Commissioner Crane (who is a member of the LPC) agreed to participate.

## **VI. Executive Director's Report**

### **A. Approve a position of support for SB837, the Kindergarten Readiness Act of 2014**

Discussion: First 5 Solano Executive Director Christina Arrostuto commented that the SB837 is a bill to expand and improve the quality of voluntary Transitional Kindergarten for all 4-year-olds in California through a mixed delivery system of both schools and current subsidy providers. SB837 has a 5-year phase-in and will cost approximately \$1.2 billion annually when fully implemented, with estimated savings far exceeding the cost in the form of reduced special education

and the costs of eventual school failure that studies show can be avoided if children access quality preschool.

**Moved: Commissioner Betz**

**Vote: 8-0-0**

**Yea: Commissioners Speck, Crutison, Crane, Ayala, Niedziela, Betz, Barbosa, Dean**

**Nay: None**

**Abstaining: None**

Information: Ms. Arrostuto shared an update on the Solano Safety Net Summits on Poverty (SNS). Four work groups are forming, and the one devoted to early childhood (“Close the Word Gap”) met on February 24. 16 participants came up with many creative ideas to support parents, caregivers, and the early childhood community in expanding early literacy of young children.

Commissioner Crutison recently appeared on television at the invitation of Phil Matier, in conjunction with the 50<sup>th</sup> Anniversary of the War on Poverty. Due to technical difficulties, the television recording was not able to be shared at the meeting. The link to access the discussion will be emailed to Commissioners.

Ms. Arrostuto reported that the Solano SNS Steering Committee launched the Solano SNS Network, powered by Groupsite, on February 21. 298 people in and around Solano County that have participated in or expressed interest in local anti-poverty/pro-prosperity activities were invited to join this site which provides information and resources to address poverty.

Ms. Arrostuto reported that the first-ever regional convening of First 5 County Commissioners that took place on February 13, 2014 went well. Commissioners from four counties in the North Bay met to discuss items of mutual interest. One of the ideas that came out of the meeting was to host a regional “Children’s Cabinet,” to bring sectors together that should be aligning and leveraging resources. Commissioners who attended all agreed that there should be some mechanism for them to share information directly.

Ms. Arrostuto stated that a First 5 Solano Social Media Plan is being developed. The Plan is a required element by Solano County to complement its countywide Social Media Policy for any department that wants to make the business case for use of social media in its work. In response to questions from the Commissioners, she reported that the Social Media Policy will come through Committee to the full Commission for approval, likely in May/June 2014.

Ms. Arrostuto shared that a documentary called “*Paycheck to Paycheck*” about a single mother living paycheck-to-paycheck, will premiere on HBO on March 17, and will be available for free streaming on YouTube for one week thereafter. The documentary follows one single mother trying to make ends meet, and it relevant to the local anti-poverty work.

In addition, Ms. Arrostuto thanked Megan Richards for her excellent work in developing the First 5 Solano FY2014/15 Requested Budget, and other staff for their hard work over the past two months on items relevant to the Commission.

## **VII. Commissioner Remarks**

Commissioner Crane announced and encouraged everyone to attend the March 15, 2014 Children & Families Policy Forum, sponsored by a planning group that is led by the Children’s Network of Solano County. The theme is “Investing in Our Children and Youth: It Makes Perfect Cents!” and will be held at the Solano County Events Center.

Commissioner Ayala asked if First 5 has information to share on the dangers of E-Cigarettes. Ms. Arrostuto commented that staff will ask the Tobacco Education Coalition to make a presentation on this topic at a future Commission meeting.

**VIII. Future Agenda Items, Meeting Time/Date/Location**

Future agenda items include: Public Hearing on First 5 CA FY2012/13 Annual Report; Community Partner Presentation; Committee Reports. The next Commission meeting will be held on April 1, 2014 at 5:30 PM at 601 Texas Street, Fairfield.

Meeting adjourned: 7:57 PM

Approved: \_\_\_\_\_

**DATE:** March 25, 2014

**TO:** First 5 Solano Children and Families Commission

**FROM:** Cherelyn Ellington Hunt, Community Engagement Program Manager

**SUBJ:** **2014 April Children's Month**

**Motion:** **Consider approval of Resolution #2014-01, recognizing April 2014 as "Children's Month" in Solano County**

**Summary/Discussion**

Each year in April, community partners across Solano County join together to promote awareness of children's issues by supporting activities and events that raise awareness about critical children's issues, as well as celebrate and commemorate children.

The First 5 Solano Children and Families Commission is being asked to adopt a Resolution recognizing April 2014 as "Children's Month" in Solano County and to support celebrations and observances for children during the month of April. By these actions, the Commission demonstrates its support for raising awareness of the importance for all County residents to support the health, well-being and development of Solano's children and ensure that children have a safe and nurturing environment to reach their full potential. The observances are:

- Child Abuse Prevention Month
- Children's Light of Hope Day (April 22)
- Children's Memorial Flag Day (April 22)
- SpankOut Day (April 30)
- National Library Week (April 13-19) and El Dia de los Libros (April 30)
- Month of the Military Child

In addition, the Commission is being asked to recognize April 6-12 as national "Week of the Young Child," and to recognize the Solano Children and Families Policy Forum Planning Committee for their work on the first annual Solano Children and Families Policy Forum that was held on March 15, 2014 and brought together 100 community members, electeds and policy makers to identify public policies that help support the healthy growth and development of children.

First 5 Solano supports April Children's Month in a variety of ways, including supporting community events through April Children's Month grants of up to \$300 per event.

A calendar of "April Children's Month" community events and observances will be widely distributed so that community members can participate.

Attachment A: Children's Month Resolution

## Resolution No. 2014-01

### RESOLUTION OF THE FIRST 5 SOLANO CHILDREN AND FAMILIES COMMISSION RECOGNIZING 2014 AS YEAR OF THE CHILD AND APRIL 2014 AS CHILDREN'S MONTH

**WHEREAS**, First 5 Solano Children and Families Commission exists to foster and sustain effective programs and partnerships with the community to promote, support and improve the lives of young children, their families and their communities; and

**WHEREAS**, the health, safety and early development of young children in Solano County are critical components of the First 5 Solano strategic plan; and

**WHEREAS**, each year since 2006, First 5 Solano has taken a leadership role in supporting activities that celebrate and/or observe the multiple children's events and days of remembrance in April as "Children's Month" in Solano County; and

**WHEREAS**, community partners including the Children's Network of Solano County, the Solano County Local Child Care Planning Council, the Solano Children's Alliance, Solano Family and Children's Services, Solano County Health & Social Services, Solano County Office of Family Violence Prevention, Solano County Library, Travis Air Force Base and others have joined together to expand awareness of young children's issues by promoting "April Children's Month" through public education and community events; and

**WHEREAS**, First 5 Solano and its community partners, in conjunction with the National Association for the Education of Young Children, are joining localities around the United States in celebrating the 2014 "Week of the Young Child" from April 6-12, with the theme "*The Early Years are Learning Years*"; and

**WHEREAS**, given all children need and deserve a strong start, supports to thrive and high-quality early learning experiences that will prepare them for success in school and in life, these and many other organizations are working to build better futures for children in Solano County; and

**WHEREAS**, the first annual and highly-successful Solano Children and Families Policy Forum, with the theme "*Investing in our Children and Youth: It Makes Perfect Cents*," was held on March 15, 2014 bringing 100 community members together with the Solano electeds and policymakers to identify public policies that support the healthy growth and development of children, youth, families and community; and

**WHEREAS**, by calling attention to the need for funding and support of high-quality services for all children and families within our community, the Policy Forum represents a significant step forward on the path to growing community-wide efforts to better support the child, youth and family services system;

**NOW, THEREFORE, BE IT RESOLVED**, that the First 5 Solano Children and Families Commission hereby recognizes the month of April 2014 as "Children's Month" in Solano County, April 6-12, 2014 as "The Week of the Young Child" and commends the members of the Children and Families Policy Forum for their excellent service in bringing forward the importance of quality services and support for Solano's children, youth and families. The Commission further encourages all residents to work to support the healthy growth and development of children and youth in Solano County.

Dated this 1<sup>st</sup> day of April, 2014



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JAY SPECK  
Chair, First 5 Solano Children and Families Commission

ATTEST:

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IRMA CALDERON  
Office Assistant III

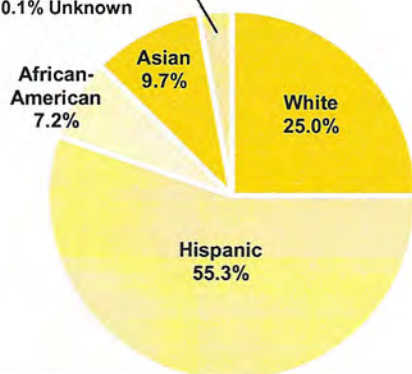
## SNAP-Ed Eligible Demographics

Less than 185% Federal Poverty Level

<b>Total</b>	<b>11,848,304 (32.4%)</b>
<b>Ages (&lt;185% FPL)</b>	
Children <6 years old	1,308,455 (43.6%)
Children 6-17 years old	2,523,817 (41.1%)
Adults 18-64 years old	6,858,748 (29.5%)
Seniors 65 years and older	1,157,284 (27.5%)

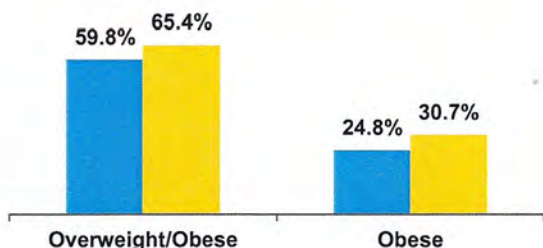
## Race/Ethnicity (<185% FPL)

0.5% American Indian/Alaska Native  
 0.3% Native Hawaiian/Other Pacific Islander  
 0.3% Another Race  
 1.7% Multiracial  
 0.1% Unknown



## Obesity Prevalence

■ Adults ■ SNAP-Ed Adults



	Low Income Children	
	Overweight/Obese	Obese
Age 2-4 years	33.4%	17.3%
Age 5-19 years	42.1%	23.3%

## Environment

Number of recreational facilities per 100,000 residents	8.6
Percent of children and teens (1-17) who have a park or open space within walking distance	84.7%
Percent of low income population that had limited access to healthy food	3.1%
Percent of zip codes that have grocery stores, produce stands or farmer's markets	n/a
Percent of restaurants that are fast-food	48.3%

## Population below Federal Poverty Level

**15.3%**

## Food Insecurity Rates

**17.4%** Overall

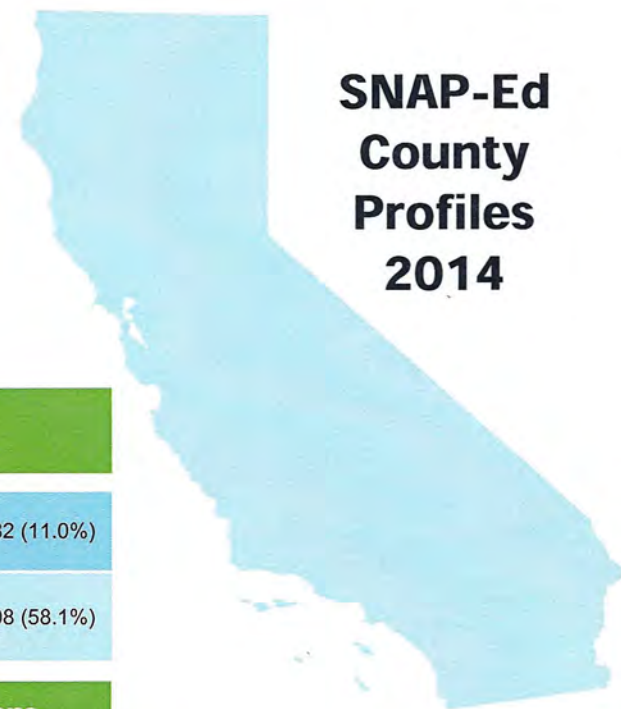
**27.3%** Children

## Other Federal Nutrition Assistance Programs

CalFresh Participants	4,194,682 (11.0%)
Students Eligible for Free/Reduced Price Meals (FRPM)	3,616,608 (58.1%)

## SNAP-Ed Eligible Locations

Census Tracts	SNAP-Ed Eligible Census Tracts
8,035	1,788 (22.3%) all races
Schools	SNAP-Ed Eligible Schools
9,974	6,487 (65.0%)



## Physical Activity and Nutrition

### Physical Activity

Adults engaged in regular walking in the past week	33.3%
Adults who did not exercise in the past month	18.5%
Children (5-11) physically active at least 1 hour everyday	32.6%

### Fruits and Vegetables

consumed 5 or more servings yesterday			3+ times yesterday
Children (2-11)	SNAP-Ed Children	Teens (12-17)	Adults
52.6%	56.0%	25.8%	27.2%

### Fast Food

consumed 1 or more times in the past week

Adults	SNAP-Ed Adults	Children/Teens (2-17)	SNAP-Ed Children/Teens (2-17)
63.6%	65.6%	70.9%	71.6%

### Sugar-Sweetened Beverages

consumed 1 or more per day

Children and Teens (2-17)	41%
---------------------------	-----

# SNAP-Ed County Profiles 2014

# California

For CalFresh information, call 1-877-847-3663. Funded by USDA SNAP-Ed, an equal opportunity provider and employer. Visit [www.CaChampionsForChange.net](http://www.CaChampionsForChange.net) for healthy tips. Prepared by CDPH.

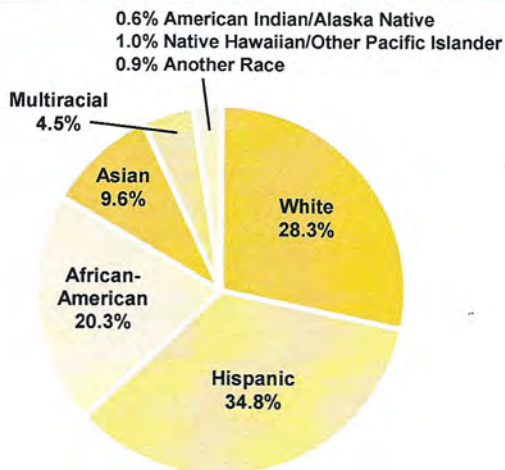
Please refer to [Data Sources and Methodology](#) for more information on the data above.

## SNAP-Ed Eligible Demographics

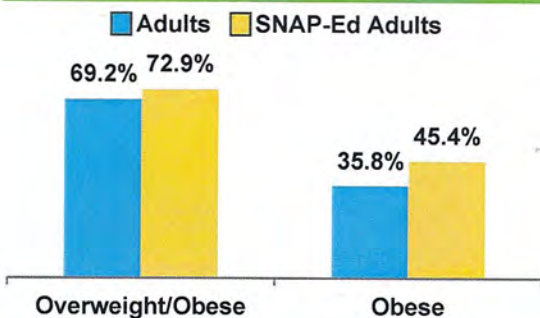
Less than 185% Federal Poverty Level

<b>Total</b>	<b>96,588 (24.3%)</b>
<b>Ages (&lt;185% FPL)</b>	
Children <6 years old	11,583 (36.4%)
Children 6-17 years old	20,395 (30.1%)
Adults 18-64 years old	55,321 (22.0%)
Seniors 65 years and older	9,289 (20.3%)

### Race/Ethnicity (<185% FPL)



## Obesity Prevalence



Low Income Children		
	Overweight/Obese	Obese
Age 2-4 years	31.3%	14.9%
Age 5-19 years	42.1%	24.0%

## Environment

Number of recreational facilities per 100,000 residents	8.2
Percent of children and teens (1-17) who have a park or open space within walking distance	b
Percent of low income population that had limited access to healthy food	4.1%
Percent of zip codes that have grocery stores, produce stands or farmer's markets	79%
Percent of restaurants that are fast-food	54.7%

## Population below Federal Poverty Level

**11.9%**

## Food Insecurity Rates

**15.6%** Overall

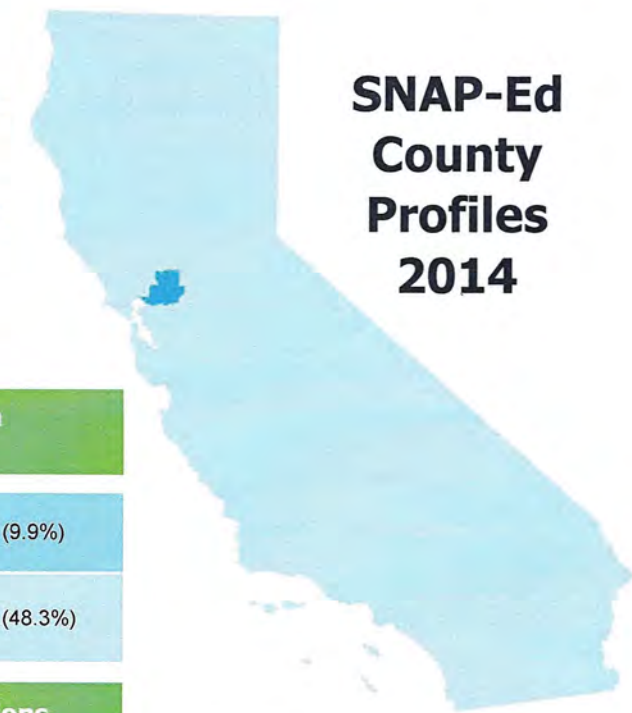
**20.7%** Children

## Other Federal Nutrition Assistance Programs

CalFresh Participants	41,335 (9.9%)
Students Eligible for Free/Reduced Price Meals (FRPM)	30,918 (48.3%)

## SNAP-Ed Eligible Locations

Census Tracts	SNAP-Ed Eligible Census Tracts
96	4 (4.2%) all races
Schools	SNAP-Ed Eligible Schools
101	56 (55.4%)



# SNAP-Ed County Profiles 2014



SNAP-Ed Eligible Census Tracts

## Physical Activity and Nutrition

### Physical Activity

Adults engaged in regular walking in the past week	34.1%
Adults who did not exercise in the past month	21.3%
Children (5-11) physically active at least 1 hour everyday	b

### Fruits and Vegetables

consumed 5 or more servings yesterday			3+ times yesterday
Children (2-11)	SNAP-Ed Children	Teens (12-17)	Adults
56.1%	b	b	26.5%

### Fast Food

consumed 1 or more times in the past week

Adults	SNAP-Ed Adults	Children/Teens (2-17)	SNAP-Ed Children/Teens (2-17)
62.8%	55.4%	b	b

### Sugar-Sweetened Beverages

consumed 1 or more per day

Children and Teens (2-17)
56%

<sup>b</sup> unstable estimate

# Solano

For CalFresh information, call 1-877-847-3663. Funded by USDA SNAP-Ed, an equal opportunity provider and employer. Visit [www.CaChampionsForChange.net](http://www.CaChampionsForChange.net) for healthy tips. Prepared by CDPH.

Please refer to [Data Sources and Methodology](#) for more information on the data above.



CHILDREN ARE OUR BOTTOM LINE

**DATE:** March 27, 2014

**TO:** First 5 Solano Children and Families Commission

**FROM:** Cherelyn Ellington Hunt, Early Childhood Education Programs Manager

**CC:** Megan Richards, Deputy Director  
Christina Arrostuto, Executive Director

**SUBJ:** **Request for Applications #2014-03: Pre-Kindergarten Academy Services – Vallejo: Recommendation of Award of Funding**

**MOTION:** **Consider approval of award of funding of up to \$20,000 to Vallejo City Unified School District for 2014 Pre-Kindergarten Academy services (2 sessions)** (*Source of funding: FY2013/14 Discretionary Fund*)

**Summary/Discussion:**

The Commission approved awards of funding for 2014 Pre-Kindergarten Academy Services at its March 2014 meeting. Noting that there was no Vallejo-area applicant, the Commission set aside up to \$40,000 for this purpose from the Discretionary Fund and directed staff to conduct an additional solicitation for Pre-K Academy Services in Vallejo. Request for Applications (RFA) #2014-03 was issued for this purpose.

One application was received by the due date of March 21, 2013, from Vallejo City Unified School District (Attachment A), which applied for \$20,000 to conduct two Pre-K Academy session (AM/PM for 4 weeks at Cooper School).

Since there was only one applicant, a full Review Panel was not convened. The Executive Director reviewed the application for completeness and quality based on the components specified in the RFP, and recommends the application be approved:

**Next Steps:**

Should the Commission approve this application, staff will move forward as with other Pre-K Academy Services grantees on:

- Contract development and negotiations
- Finalization of budgets, scopes of work and evaluation plans
- Submission of all required documentation, such as proof of insurance
- Approval of County Counsel
- Approval of Contracts by the County Administrator or Board of Supervisors<sup>1</sup>

These activities will take place immediately and will be approved on a flow basis in order for grantees to begin outreach activities.

Attachment A: Vallejo City Unified School District Proposal  
Attachment B: Discretionary Fund Tracking

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<sup>1</sup>The Board of Supervisors delegates signature authority to the County Administrator for contracts totaling \$50,000 or less.



First 5 Solano County Children & Families Commission  
 Pre-K Academy Services Mini-Grant Application  
 Cover Sheet

Name of organization (if applicable): Vallejo City Unified School District

Type of Provider:  Licensed Center  Licensed Family Child Care Home  School District

Other (describe) \_\_\_\_\_

	Name	Phone	Email
Applicant	Manuela Miller	(707)556-8921, 50210	mmiller@vallejo.k12.ca.us
Contract Signatory	Cheri Summers	(707)556-8921, 50003	csummers@vallejo.k12.ca.us
Contact for training, receiving materials, invoicing, survey and follow-up reports?	Manuela Miller	(707)556-8921, 50210	mmiller@vallejo.k12.ca.us

Address(s) where Pre-K Academy services are located:

Cooper Elementary 612 Del Mar Street Vallejo, Ca 94589

Applicant Mailing Address (if different): 665 Walnut Avenue Vallejo, Ca 94592

Please list the number of grants requesting, by site:

	Site Location	Date of academy	Time	Day(s) of week M-T-W-Th-F	# of Children	Amount Requested
1	Cooper	7/7/14 - 8/1/14	9:00 a.- 12 p.	M T W Th	24	\$10,000
2	Cooper	7/7/14 - 8/1/14	1:00 - 4:00 p.	M T W Th	24	\$10,000
3						
4						
5						
6						
7						
Totals						\$20,000

I acknowledge that I have reviewed and accepted First 5 Solano's form of contract with:

No qualifications  qualification(s) and request for medication(s) (use separate sheet):

Print Name and Title of Person Submitting Application:

(Name) Manuela Miller (Title) Coordinator of Child Development

Signature of Person Submitting Application:

Manuela Miller

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**I. Proposal Description**

*Maximum of 2 pages – One-inch margins, Font Arial 11.*

1. **Activities (40 points)** Describe the approach to be used in the proposed Pre-K Academy.
  - a. What needs do you anticipate children without formal childcare or preschool experience to have, and how will your Pre-K Academy address these needs?
  - b. Describe the specific early education, early literacy and/or early numeracy curriculum and activities to promote social-emotional growth and development.
  - c. Tell us how you will ensure that your proposed program will align with the Kindergarten curriculum in the school(s) in your geographic area.
  - d. Describe enrichment activities that will be part of the Pre-K Academy. A separate line item in the budget can be included to accommodate activities such as field trips or special presenters/instructors.
2. **Qualifications, Rations, Language Culture (15 points)** clearly outline the qualifications and experience of your program, site, and/or partners for implementing this program. Explain the ratios of each type of program staff to number of children served. Tell us how the staff, environment and curriculum will meet the cultural and linguistic needs of the diverse children and families enrolled in Pre-K Academies.

**Additional Question:**

- a. Does program provide backpacks/school supplies to children at the end of the program? Yes.
- b. Would you like the Dental Van to visit your program? Yes.

1a. Being the first formal education experience for most of the children in the Pre-K Academy will mean exposure to new people, materials, activities, and routines. The child may experience separation anxiety, fear and ambivalence which can be expressed through tears, clinging behavior, or shyness. The Pre-K Academy staff will provide a safe, nurturing environment where the child and parent are made to feel welcome. Some children are easily consoled with a hug and reassurance, while others will shun any attempt to comfort them and instead lash out or become extremely introverted. The child's reaction will be respected and acknowledged with every effort made to include the child in the activities offered. These reactions are all normal. Parents may want to linger with their child who is having a difficult time. The Pre-K Academy staff will need to reassure and comfort them as well.

The children may be introduced to materials that they may never have experienced before. Children may need to be shown how to hold a crayon or pencil appropriately, how to use a glue bottle or how to paint with a brush.

Taking turns, sharing and using their words may be a large part of the social learning. English may not be the child's primary language so having bilingual staff will fill this need. This provides the child with the need for primary language support.

The daily structure and routine of a formal classroom setting will be new to most if not all the children. Establishing a daily schedule with the same activities occurring at the same times each day will help a child learn routine. The daily schedule will also provide the structure that a child needs to feel safe and secure.

1b. The Vallejo City Unified School District's Child Development Program philosophy is based on the belief that quality programs must meet the needs of the WHOLE child. We believe that a child's positive self-image is of utmost importance. Children should be provided with a safe, nurturing environment that promotes respect for the child's feelings, thus fostering self-esteem and self-awareness. Because the preschool experience is the first contact with the formal education process for children, we believe a child's lifelong attitude toward learning can be enhanced by positive early experiences appropriate to his or her development. Based on a knowledge of child development and how children learn, our curriculum and teaching strategies are developmentally appropriate, that is, both age and individually appropriate for the children we serve. The programs offer activities and experiences that promote a child's physical, creative, social-emotional, cognitive and language development.

The Pre-K Academy will provide experiences that meet children's individual needs and interests. The curriculum will also include understanding school structure and routines, reading readiness, mathematics and social skills development.

The Pre-K Academy classroom will be rich in literature, with books being available in English and Spanish, at all times. A regular story time will be a scheduled daily activity. Language will be intentional with new words, letters of the alphabet and phonetics being introduced.

Manipulatives like teddy bear counters, beads and blocks will be available to introduce and reinforce math concepts such as counting, shapes, patterns, measurement, less/more, bigger/smaller and position/location.

The classroom will also have a dramatic play area and a block area to promote social skills development.

The art area will provide the opportunity for self expression as well as fine motor skills involving the use of crayons, markers, paint brushes.

1c.. The Vallejo City Unified School District Child Development Preschool Programs use the Preschool Learning Foundations as a framework for developing curriculum as well as the Desired Results Developmental Profile assessment tool. The Preschool Learning Foundations are aligned to the Kindergarten Standards. Our Preschool Programs provide children with the tools necessary to be prepared and succeed in Kindergarten. There is articulation between the Kindergarten Teachers and Preschool Teachers at their respective sites.

1d. Enrichment activities may include a visit from the children's Librarian, the Dental Van visit, field trip to Loma Vista Farm.

2. For several years Vallejo City Unified School District conducted Pre-K Academies during the summer as a program component of its School Readiness Program in conjunction with Fighting Back Partnership. Funding was provided by a grant from First 5 Solano. Last year Vallejo City Unified School District applied and was awarded two Pre-Kindergarten Academy Services Mini-Grants.

Vallejo City Unified School District has two contracts, a General Child Care and Development Program (CCTR) contract and a California State Preschool Program (CSPP) contract, with Department of Education, Child Development Division. We provide care for Infant/Toddlers, School-Age for Kindergarten through Fifth grade as well Full and Half Day Preschool Programs at seven of our elementary school sites. The Preschool programs are required to maintain a teacher-to-child ratio of 1 to 8. All centers are licensed by the Department of Social Services, Community Care Licensing. All teachers hold Child Development Permits issued by the California Commission on Teacher Credentialing. The Pre-K Academy will be held to the same regulations.

Vallejo is a multi-ethnic urban city. The African-American, Filipino and Hispanic/Latino communities are the minority-majority. The Child Development staff reflect the minority-majority communities in Vallejo with an ethnic make up of White, African-American, Filipino and Hispanic.

Other than English, Spanish is the primary language spoken by a majority of the children in the Child Development Programs. Every effort is made to staff each classroom with at least one Spanish-speaking Teacher or Child Development Associate. This provides our Spanish-speaking children with an environment that meets their cultural and linguistic needs. The Spanish language is introduced to all children within the curriculum.

Multicultural activities and concepts are integrated throughout the curriculum.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**II. Budget and Budget Narrative (20 Points)**

*Use one page for each Mini-grant session – up to \$10,000 per session.*

Session #: 2					
Dates: 7/7/14 - 8/1/14					
Location: Cooper Elementary					
<b>A. Staffing</b> - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
<b>Position</b>	<b>Rate/hour</b>	<b>Amount of Benefits</b>	\$7125.00		\$7125.00
1. Lead Teacher	30 <del>00</del>	\$850.00			
2. Teacher	\$25.00	\$800.00			
3. Child Development Associate	\$20.00	\$600.00			
4.					
5.					
<b>B. Materials, supplies and equipment</b> (describe below include backpack costs here if needed)			1600.00		
<b>C. Food Service</b> (describe below)			480.00		
<b>D. Overhead Expenses</b> (Ex: indirect costs, rent, utilities, etc. – describe below)			400.00		
<b>E. Outreach Activities</b> (costs not included in other sections)			20.00		
<b>F. Enrichment Activities</b> (describe below)			375.00		
<b>G. Other</b> (describe below)					
<b>TOTAL:</b>					

**Budget Narrative:**

Materials and supplies that are consumable, such as paint, paper, glue, as well as items for special projects (ie. cooking) will be purchased to enhance the Pre-K Academy curriculum. Backpack with basic supplies for Kindergarten as well as English/Spanish books.

Snack will be provided by Vallejo City Unified School District Student Nutrition Services for .80 cents per child.

Refreshments for the families at Orientation, parent education workshops.

Overhead expenses are indirect costs to the District.

Outreach is cost of paper for fliers.

Enrichment activities may include books given to parents after the visit from the librarian.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**II. Budget and Budget Narrative (20 Points)**

*Use one page for each Mini-grant session – up to \$10,000 per session.*

Session #: 1					
Dates: 7/7/14 - 8/1/14					
Location: Cooper Elementary					
<b>A. Staffing</b> - include all classroom, administrative, janitorial and support staff; include time spent on outreach, training and evaluation activities.			FIRST 5 GRANT FUNDS	IN-KIND	Total Budget
<b>Position</b>	<b>Rate/hour</b>	<b>Amount of Benefits</b>	\$7125.00		\$7125.00
1. Lead Teacher	30.00	\$850.00			
2. Teacher	\$25.00	\$800.00			
3. Child Development Associate	\$20.00	\$600.00			
4.					
5.					
<b>B. Materials, supplies and equipment</b> (describe below include backpack costs here if needed)			1600.00		
<b>C. Food Service</b> (describe below)			480.00		
<b>D. Overhead Expenses</b> (Ex: indirect costs, rent, utilities, etc. – describe below)			400.00		
<b>E. Outreach Activities</b> (costs not included in other sections)			20.00		
<b>F. Enrichment Activities</b> (describe below)			375.00		
<b>G. Other</b> (describe below)					
<b>TOTAL:</b>					

**Budget Narrative:**

Materials and supplies that are consumable, such as paint, paper, glue, as well as items for special projects (ie. cooking) will be purchased to enhance the Pre-K Academy curriculum. Backpack with basic supplies for Kindergarten as well as English/Spanish books.

Breakfast will be provided by Vallejo City Unified School District Student Nutrition Services for \$1.25 per child.

Refreshments for the families at Orientation, parent education workshops.

Overhead expenses are indirect costs to the District.

Outreach is cost of paper for fliers.

Enrichment activities may include books given to parents after the visit from the librarian.

**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**III. Outreach and Attendance (15 points)**

1. Describe the specific ways/plan for performing Outreach activities to families with children with no prior preschool experience, including dates of events, media outreach, collaborations with schools, etc.

Our outreach plan to identify and recruit families with children that have no prior preschool experience will be two-fold. Vallejo City Unified School District began registration for the 2014-2015 school year March 3rd. In the past we have contacted the Elementary School Office Managers in the catchment area of our selected Pre-K Academy site and asked for registration packets of those entering Kindergarten that have indicated having received no preschool experience. We will continue to use this method of outreach. We will also utilize the Solano Centralized Eligibility List.

2. Check all that apply and describe, including timeline for activities and expected number of children from each source.

<b>X</b>	<b>Activity</b>	<b>Description</b>	<b>Timeline/When</b>	<b># of Children</b>
	School district-held lists	access 2014-15 Kinder registration packets	after 3/24/14	15
	Newspaper/radio			
	Word of mouth			
	Collaborate with other Pre-K providers			
	Flyers	sent to all elementary schools	after June 1	10
	Other	SCEL	ongoing	25

3. What specific efforts will you make to reach children who are considered "high risk" including non-English speakers, lower income, children at risk of family violence or abuse?

The Vallejo City Unified School District Child Development Programs utilizes the Solano Centralized Eligibility List as the waiting list for its programs. Applications are distributed, input into the database, maintained and updated by the Child development Programs central office staff. Families are placed on the list and given a ranking number based on their monthly gross income and family size. Those with the lowest income are served first. Using this list ensures that "high-risk" families are the first to be offered services.

4. Tell us how you will ensure that the program slots will remain full at least through the first 3 weeks.  
If a family does not attend orientation (7/2/14) a phone call will be made to verify that they are still interested in attending the Pre K Academy. The Pre K Academy staff will inform the Child Development Office Manager of any children that are absent 3 days consecutively. Follow up phone calls will be made.

5. Will you maintain a waiting list?      Yes              No    If no, why not?

6. How will you maintain contact with children on a waiting list?  
Periodic phone calls.

7. Please note any other plans to maintain full attendance.



**First 5 Solano County Children & Families Commission  
Pre-K Academy Services Mini-Grant Application**

**IV. Family Engagement and Parent Education(10 Points)**

Effective family engagement helps parents to continue their involvement past the 4 week program and into their child's formal K-12 education experience. Research shows that children are more likely to succeed in school when their parents are involved with, and understand what is happening at school.

1. Provide details of your 4 hours of parent engagement including the time(s) and what topics will be covered.  
Academy Orientation on July 2, 2014 - 2 hours

The children's Librarian from JFK will be invited to present a workshop on Language and Literacy - 1 hour

Staff from the FRC as well as the Health/Dental Clinic will be invited to tell parents the resources and services they provide - 1 hour

2. Describe your plan to engage families/caregivers in the child's Pre-K experience. Check all that apply and describe, including (1) timeline and frequency and (2) content/topic of engagement activity.

	Activity	Content/Topic of activity	Timeline/ Frequency
	Parent meeting(s)		
	At home learning activities	reinforcement of daily classroom activities	Mon - Thur
	Conference		
	Flyer/Information Sheets	general parent education/Kinder preparedness	weekly
	School Tour		
	Informal parent-parent networking		
	Volunteering	encouraged throughout the Academy	
	Other		

3. Describe your capacity to reach families who do not speak English  
All written material is translated. Two central office staff speak Spanish, and at least one Pre K Academy staff member will speak Spanish.
4. Some families face barriers such as time, transportation, child care, etc. How will you help families overcome these barriers?  
Providing parents with resources through the Family Resource Center and other social service agencies in the community.
5. What efforts will you make if a child's attendance wanes or stops attending or a parent expresses desire to "drop out" of the program?  
A phone call will be made if a child's attendance wanes or stops completely to find out the reason(s).

6. How will you know that your family engagement activities have been successful? (What are your goals and how will you measure them?)

Providing an evaluation form at the end of activities.

7. How will you maintain parent interest between the time families are accepted and the first day of the Pre-K program (e.g., so there is little or no drop off between signing up and a child attending)?

Reminder notices/information will be sent via USPS.

8. What types of parent incentives are included in your budget?

Each child will leave with a backpack filled with essential supplies for Kindergarten as well as books in English/Spanish.

**First 5 Solano  
Discretionary Fund Tracking**

Discretionary Fund Allocation		2012/13	2013/14	2014/15	Total 2012-2015
Beginning Balance		250,000	250,000	250,000	750,000
Roll Forward		-	3,989		
<b>Annual Funding Allocation</b>		<b>250,000</b>	<b>253,989</b>	<b>250,000</b>	<b>750,000</b>
<b>Discretionary Fund Deployment</b>	Authorized				
<i>Child Signature Project Site Grants</i>	<i>May 2012</i>	(150,000)			(150,000)
<i>Art for Kids/Parent Education</i>	<i>Jun 2012</i>	(9,638)			(9,638)
<i>Children's Network Data System Support</i>	<i>Aug 2012</i>	(16,865)			(16,865)
<i>Child Signature Project Site Grants</i>	<i>Jan 2013</i>		(99,000)	(62,500)	(161,500)
<i>2013 Pre-K Academy Expanded Sessions</i>	<i>Mar 2013</i>	(69,508)			(69,508)
<i>2014 Pre-K Academy Expanded Sessions</i>	<i>Dec 2013</i>		(42,645)		(42,645)
<i>2014 Pre-K Academy Expanded Sessions</i>	<i>Mar 2014</i>		(58,136)		(58,136)
<i>2014-15 Transition to Permanent Housing</i>	<i>Mar 2014</i>			(75,000)	(75,000)
					-
					-
					-
<b>Discretionary Fund Remaining Balance:</b>		<b>3,989</b>	<b>54,208</b>	<b>112,500</b>	<b>166,708</b>

**Note:** At the March 2014 Commission Meeting, the Commission authorized up to \$78,136 for Pre-Kindergarten Academy sessions, which included funding up to \$40,000 for the Vallejo area pending release of an additional Request for Proposals. \$58,136 reflects the proposed award of \$20,000 based on the proposal received.



# 2014 Pre-K Business Champions Campaign

Report to the First 5 Solano Commission

April 1, 2014

# Presentation Contents

- o Campaign Overview
- o Goals
- o Outreach
- o Present Standings
- o How You Can Help

# Campaign Overview

- o Launched February 3<sup>rd</sup> through May 29<sup>th</sup>
- o Economic Development Corporation (EDC)  
Breakfast May 29, 2014
- o Campaign Goals

# Campaign Goals

## 2013 PKBC Results

- o A great start for year 1
  - 426 Children completed KSEP post-assessment
  - \$13,450 donated by 35 business champions
  - \$26,900 combined: First 5 & business champion dollars

## 2014 PKBC Goals

- o Aiming higher!
  - 850 Pre-K students to be served
  - \$25,000 business champion donations, 125 \$200 donations by individuals and/or business
  - \$50,000 combined: First 5 & business champion dollars

# Outreach

- o News release (**complete**)
- o Website Announcement
- o Letters/e-mails to past donors (**complete**)
- o Service Club Presentations (**in progress**)
- o Chamber of Commerce e-sheets (**in progress**)
- o News release announcing big donors (**in progress**)
- o Meet w/large Solano County employers (**future**)
- o Chamber Mixers (**future**)

2014 PKBC Campaign Tasks

Task	Date	Complete
Secure EDC Breakfast Date	December 12, 2013	Complete
Establish credit card link on website	December 23, 2013	Complete
Establish commission sub-committee	February 3, 2014	Complete
Develop campaign budget	December 23, 2013	Complete
Tele-Conference w/ad-hoc committee	January 3, 2014	Complete
Outline service club contacts	January 24, 2014	Complete
Secure speakers and theme	December 30, 2013	Complete
Conduct business outreach as suggested by commission subcommittee	January 31, 2014	In Progress
Mass mail letters by mail/e-mail to past donors	February 3, 2014	Complete
Press Release	February 3 - 7, 2014	Complete
Service Club Presentations	February 10, 2014	In Progress
Chamber e-sheets (advertisement to chamber members)	Months: Feb, Mar, Apr, May, Jun	In Progress
Call businesses from list to schedule meet/greet	Months: Feb, Mar, Apr, May	
Call past donors	Months: Mar, Apr, May	
Meetings with tier 1 businesses from business list	Months: Mar, Apr, May	
Last call to make it to printed program	May 16, 2014	
Assemble materials for EDC breakfast: program, biz champ medals & certificates; print handouts/programs/certs	May 19 - 23, 2014	
Donations taken up until the breakfast date and afterwards for next year	Ongoing	
First 5 Solano sponsored EDC breakfast	May 29, 2014	



# Present Standings

- o 12 business champions donated \$4,600 (23 slots)
  - Kaiser: \$2,000
  - Northbay: \$1,000
  - Fairfield Funeral Home: \$600
  
- o In comparison to 2013 (67 slots)
  - 35 business champions
  - \$13,450

# How You Can Help

- Commissioner Challenge
  - Share with your contacts
  - Chamber Mixers
- Suggestions for reaching our goals this year?



Thank You

**First 5 Solano Children and Families Commission  
Systems & Policy Committee Meeting  
March 4, 2014, 3:30 PM – 4:30 PM  
601 Texas Street, Suite 210, Fairfield CA**

**Minutes**

**I. Introductions, Public Comments, Commissioner Comments**

Commissioner Crutison called the meeting to order at 3:40 PM.

Committee Members/Commissioners present: Aaron Crutison, Jay Speck, Marisela Barbosa.

First 5 Staff present: Christina Arrostuto (Executive Director), Megan Richards (Deputy Director), Cherelyn Ellington Hunt (Community Programs & Early Childhood Education Manager), Ciara Gonsalves (Policy and Fund Development), Amanda Holmes (Office Assistant II).

Public Comments: None

Commissioner Comments: Commissioner Barbosa mentioned that she is trying to get updated on all the First 5 policies and budget, and may need a one-on-one with a First 5 staff member to have all her questions answered. Megan Richards said she can meet with Commissioner. Barbosa.

**II. Consent Calendar**

***Motion: Approve the Consent Calendar, including:***

***A. March 4, 2014 Agenda***

***B. January 28, 2014 Minute***

***C. Commissioner Meeting Attendance status report***

***Moved: Commissioner Speck***

***Approved 3-0-0***

**III. Staffing and Finance Update**

Staffing Update: None

Finance Update: Megan Richards provided updated financial information as outlined in the packet. Overall, we are on-track with expenditures and investment levels for this fiscal year.

Megan Richards reported that H&SS Mental Health would like to provide increase the amount of funds for Early Childhood Mental Health Services to \$600,000 per year for three years beginning in FY2014/15 through its Mental Health Services Act/Prevention and Early Intervention Plan. The amount provided by First 5 would remain the same and not increase from the \$456,000 per year.

Megan also reported that First 5 Solano's current long-term financial plan ends in 2015, while MHSA's plan ends in 2017. She reported that a proposal will be made to the Program and Community Engagement Committee meeting on March 6, and forwarded to the Commission Meeting on April 1 to approve funds in the Program Investment plan in the amount of \$456,000 per year of First 5 funds and \$600,000 of MHSA funds for the two additional of years of ECMH. Commissioner Crutison noted that if we decide to continue co-funding ECMH, we should also fund EPSDT to help children who are identified as needing treatment.

Megan Richards also presented the current long-term financial plan with and without the additional leveraged funds. If the Commission extends their Program Investment Plan to incorporate the MHSA matching funds, it will help leverage more funds and extend the plan to

fully fund through FY2017-18. If the plan continues as it stands now, FY2017-18 is not fully funded.

#### **IV. Signature Authority Policy**

Christina Arrostuto shared that recently some questions were asked regarding the Signature Authority Policy so it is being brought to this Committee for review. The delegation of signature authority by the Commission to First 5 Solano staff sometimes places First 5 staff in the position of being asked to sign a time-sensitive support letter, grant application, etc. that may require an agreement to provide staffing or other non-fiscal resources, or may not specifically benefit children ages zero to five, but will benefit the continuum of children. Each Commissioner present agreed that First 5 Solano should not be placed in a situation where it appears that they are unwilling to help and partner with the community. It was suggested that staff may review items as they come in and draft a brief staff report estimating any dedication of time or resources if it falls into the situation described above. Commissioner Crutison noted that this process may inhibit some time-sensitive material, and Christina responded that we will have to be up-front about estimating how long each item will take. Christina said she will bring up a revised version of the Signature Authority Policy for Committee approval in May.

#### **V. First 5 Futures Update**

Ciara Gonsalves shared details about Phase I of the Pre-K Business Champions Campaign, which began in early February. An informational letter and packet including a video summary of the 2013 campaign was mailed to local businesses, and the campaign has been presented to various Chambers and social groups such as Kiwanis, Lions, and Soroptimists. To date, we have received \$1,000, with a total of \$2,000 pledged. Commissioner Barbosa shared that she has direct contacts with Soroptimist groups in Rio Vista and Vallejo, which she can share to help us reach out to them.

Ciara Gonsalves is creating an eligibility list of grant-writers that we may call on for their skills in the future. So far there are three individuals on the list. Commissioner Barbosa noted that it would be helpful for the Commissioners to be notified when we are seeking applications for this list so they may share the opportunity with their contacts.

Ciara Gonsalves also called to the Committee's attention the Kindergarten Readiness Act, which could restructure Transitional Kindergarten to include all four-year-olds if passed. Christina Arrostuto plans to present the bill to at the Commission Meeting tonight for support.

#### **VI. Future Agenda Items, Meeting Time/Date/Location**

Future agenda items include: Commissioner Meeting attendance, Budget and Staffing update, Co-Sponsorship Fund, Co-Sponsorship Policy, additional county-funded and FRC contracts, Cost Allocation update, and First 5 Futures update. The Committee will next meet on Tuesday, May 6, 2014 at 3:00 PM – 4:30 PM at 601 Texas Street, Suite 210, Fairfield, CA.

#### **Adjourn**

Commissioner Crutison adjourned the meeting at 4:33 PM.

Amanda Holmes, Office Assistant II

Approved:

## First 5 Solano Children and Families Commission

Program & Community Engagement Committee Meeting  
March 6, 2014 - 3 PM  
601 Texas Street, Suite 210, Fairfield, CA 94533

### Minutes

#### I. Introductions, Commissioner Comment, Public Comment

Commissioner Betz called the meeting to order at 3:09 PM.

Committee members present: Stephan Betz, Liz Niedziela.

First 5 Staff present: Megan Richards (Deputy Director), Cherelyn Ellington (Community Programs Manager), Christine Shipman (Health Programs Manager).

Public attendees: No public attendees.

Public comment: No public comment.

#### II. Consent Calendar

- A. Approve Agenda of March 6, 2014
- B. Approve Minutes of February 14, 2014

**Moved: Commissioner Niedziela**  
**Approved: 2-0-0**

#### III. Early Childhood Mental Health Services

Discussion: Christine Shipman, Health Programs Manager, shared that Solano County Health and Social Services Department – Mental Health Division (H&SS Mental Health) and First 5 Solano have partnered since 2009 to provide funding for early childhood mental health services to the Partnership for Early Access for Kids (PEAK). The three year contract for PEAK was extended in May 2012 for two additional years (May 1, 2009 – June 30, 2014). First 5 Solano and H&SS provided funding totaling \$916,282 annually with 49% from H&SS Mental Health and 51% from First 5 Solano. H&SS Mental Health developed a new strategic plan for Mental Health Services Act/Prevention and Early Intervention (MHSA/PEI) and the two agencies are on track to establish a new agreement for the upcoming funding cycle (July 1, 2014 – June 30, 2017), with First 5 Solano again acting as a lead agency. The MHSA/PEI funds are scheduled to increase to \$600,000 annually. In order to secure a 3-year, \$1.8 million leveraging opportunity, staff recommends that the Committee recommend for approval to the Commission:

- a) Approve an allocation of funding for current PEAK services for 60-day period, during which time a required solicitation for the new 3-year funding will be issued
- b) Authorize staff to negotiate a new Memorandum of Understanding with H&SS Mental Health for the next three fiscal years (FY2014/15, FY2015/16 and FY2016/17)
- c) Approve RFP #2014-04 for Early Childhood Mental Health Collaborative Services from FY14/15<sup>1</sup>, FY15/16 and FY16/17

<sup>1</sup> FY2014/15 would be a partial year, from 9/1/14-6/30/15.

d) Allocate First 5 matching funds for FY2015/16 and FY2016/17 and extend the 2012-2015 Program Investment Plan to include these First 5 and H&SS MHSA/PEI leveraged dollars.

Ms. Shipman added that PEAK provides screening and assessment, provider and caregiver education, provider training, parent coaching, and as appropriate, short term limited treatment services for children aged 0-5. Commissioner Betz asked for clarification about the funding sources for the 60 day extension. Ms. Shipman replied that the amount is the proportional 2 month allocation based on the 12-month First 5 and MHSA combined amount. Commissioner Betz suggested breaking the funding amounts down for the Commission.

Commissioner Niedziela commented that she understood the first motion regarding PEAK but was not clear about the second motion regarding developing an MOU for HSS for a different program, the MHSA/PEI. Megan Richards, Deputy Director, said that the MHSA/PEI put two fund streams together as annual leveraged funds and this would be an extension of the current MOU between First 5 Solano and H&SS Mental Health to bring the matching funds into First 5 Solano. Currently the funding from H&SS is \$456,000 per year but will increase to \$600,000 per year starting next year for 3 years. First 5 will keep its contribution the same.

Commissioner Niedziela asked if this meant releasing RFP for the same services. Ms. Shipman said yes, the RFP would include the Commissions result areas and the H&SS- Mental Health Strategic Plan, with minor changes to current services based on the new Strategic Plan requirements. Commissioner Niedziela asked about the RFP from four years prior and how many had submitted proposals. Commissioner Betz said proposals were submitted at that time.

Ms. Richards shared that at the Systems and Policy Committee meeting, Commissioner Crutison made a suggestion to include Early Periodic Screening, Diagnosis, and Treatment (EPSDT) in the extension of the Program Investment Plan as well. Commissioner Crutison stated this would provide treatment for kids who were identified with early intervention services. This would continue via a separate MOU with H&SS. Ms. Richards said the Committee could amend Motion D to include the EPSDT Program Investment Plan if they chose. Commissioner Betz agreed to amend Motion D to add the EPSDT.

Motion D was revised as follows:

d) Increase and extend the 2012-2015 Program Investment Plan to include Mental Health Services Act Prevention and Early Intervention (MHSA/PEI) funds, EPSDT and First 5 matching funds for FY2015/16, FY2016/17 for Early Childhood Mental Health

**Motion A:** Consider recommending approval of awards of funding of up to \$152,714 for the period July 1, 2014 – August 31, 2014 to current Partners for Early Access for Kids (PEAK) grantee agencies, as outlined in the staff report, to continue Early Childhood Mental Health Services (Source of funding: 2012-2015 Program Investment Plan)

**Moved: Commissioner Niedziela**

**Vote: 2-0-0**

**Motion B:** Consider a recommendation to authorize First 5 Staff to negotiate a Memorandum of Understanding (MOU) with Health and Social Services (H&SS) for Mental Health Services Act Prevention and Early Intervention (MHSA/PEI) leveraged funds for FY2014/15, FY2015/16 and FY2016/17

**Moved: Commissioner Niedziela**

**Vote: 2-0-0**

**Motion C:** Consider recommending approval of RFP #2014-04 for Early Childhood Mental/Developmental Health Services for FY2014/15, FY2015/16 and FY16/17.

**Moved: Commissioner Niedziela**

**Vote: 2-0-0**

**Revised Motion D:** Increase and extend the 2012-2015 Program Investment Plan to include Mental Health Services Act Prevention and Early Intervention (MHSA/PEI) funds, EPSDT and First 5 matching funds for FY2015/16, FY2016/17 for Early Childhood Mental Health (Sources of funding: Health & Social Services and First 5 Long Term Financial Plan)

**Moved: Commissioner Niedziela**

**Vote: 2-0-0**

#### **IV. Community Engagement and Program Update**

Ms. Ellington Hunt shared that the "More Excellent Way" Community Baby Shower was successful. The baby shower targeted expectant African-American mothers but also incorporated fathers. The focus was supporting breastfeeding.

In addition, Ms. Ellington Hunt shared that The Breastfeeding Express (BFF) Van will be at the Solano County Fair on July 30-August 3, 2014, and that the Potter the Otter books are a popular item at that event.

Commissioner Betz asked if there is a Social Media Policy draft available. Ms. Ellington Hunt replied that it is not available yet, but staff is in the process of reviewing a draft that will then go to the Commission for approval. The policy needs to fit in with the County's broader policy but also have meaningful content. The draft policy will be presented at the May Community Engagement Committee Meeting for review.

Commissioner Betz asked if there is a First 5 Twitter account. Ms. Ellington Hunt replied that yes there is one and it is only viable if it includes a plan to build up followers because it takes strategy to build a Twitter account. Currently, the main social media tool that is being used by First 5 is the national Text for Baby group. Commissioner Niedziela asked how First 5 plans to get Twitter followers. Ms. Ellington Hunt said that staff have been attending workshops on content and how to get followers on Social Media sites. Commissioner Niedziela commented that it is hard to get followers because people do not know that First 5 is out there. She suggested offering great prizes, such as free bus passes, for the first 100 Likes to get new followers. Staff agreed that offering prizes is a great idea. Ms. Ellington Hunt commented that it will require staff having enough time to monitor the account because people can leave negative comments so it's important to keep track of what is happening on the account.

Commissioner Betz commented that he is working with a website called Network of Care and that it would be a good idea to include Network of Care in the Social Media Policy. He explained how people can wear a bracelet that directs health practitioners or others to go online and access their personal electronic health record and that it would be a good idea for mothers to have an electronic health record.

Commissioner Niedziela said that she visits a teen center in Dixon where teen moms need resources and information and wanted to know who should she refer the teen moms to at the First 5 office. Ms. Ellington Hunt said they can call her directly and she will set them up with



resources. Ms. Shipman said that she is also aware of a lot of teen programs and services in the county that she can refer them to.

**V. Future Agenda Items, Meeting Time/Date/Location**

The Program and Community Engagement Committee is scheduled to meet next on Thursday, May 22, 2014, 3:00 PM, at 601 Texas Street, Suite 210, Fairfield, CA. Future agenda items include: Mid-Year Performance Report; update on Community Engagement report; Social Media Policy Draft

The meeting was adjourned at 3:38 PM.

Irma Calderon, Office Assistant III

Approved:

DRAFT

**DATE:** March 25, 2014

**TO:** First 5 Solano Children and Families Commission

**FROM:** Stephan Betz, Program and Community Engagement (PCE) Chair  
by Chris Shipman, Health Programs Manager

**CC:** Christina Arrostuto, Executive Director  
Megan Richards, Deputy Director

**SUBJ:** **Early Childhood Mental Health Services**

#### **Agenda Item VI. B. Motions 1-4**

- B1. Consider approval of awards of funding of up to \$152,714 for the period July 1, 2014 – August 31, 2014 to current Partners for Early Access for Kids (PEAK) grantee agencies, as outlined in the staff report, to continue Early Childhood Mental Health Services** *(Source of funding: 2012-2015 Program Investment Plan)*
- B2. Consider authorizing First 5 Staff to negotiate a Memorandum of Understanding (MOU) with Health and Social Services (H&SS) for Mental Health Services Act Prevention and Early Intervention (MHSA/PEI) leveraged funds for FY2014/15, FY2015/16 and FY2016/17**
- B3. Consider approval of Request for Proposals #2014-04 for Early Childhood Mental/Developmental Health Services for FY2014/15, FY2015/16 and FY16/17**
- B4. Consider approval of an increase and partial extension of the 2012-2015 Program Investment Plan for Early Childhood Mental Health Services as follows:**
- a. Accept increased MHSA/PEI funds of \$144,000 (from \$456,000 to \$600,000) for FY2014/15;**
  - b. Accept MHSA/PEI funds of up to \$1,200,000 from (\$600,000 annually for FY2015/16 and FY2016/17);**
  - c. Allocate First 5 funds of up to \$1,532,564 (\$766,282 annually) for FY2015/16 and FY2016/17)**
- (Sources of funding: Health & Social Services MHSA/PEI and First 5 Solano Long Term Financial Plan)*

#### **Summary**

The Program and Community Engagement Committee is bringing forward recommendations to revise and partially extend the current First 5 Solano Program Investment Plan in order to secure matching funds for early childhood mental health services through June 30, 2017.

This entails:

- Establishing a new Memorandum of Understanding (MOU) between First 5 Solano and Health and Social Services Mental Health Division (H&SS/MH);
- Temporarily extending current PEAK services through August 31, 2014;
- Re-soliciting for early childhood mental health services (with a target date to bring recommended awards of funding to First 5 Solano/H&SS in June 2014);

- Accepting increased matching funds from H&SS/MH for FY2014/15, FY2015/16 and FY2016/17; and
- Negotiating contracts for services to be approved by August 2014 for a new early childhood mental health services cycle of September 1, 2014 – June 30, 2017.

Approval of these actions would be significant in that the Commission has not yet established a Program Investment Plan for funding beyond June 30, 2015, and would be authorizing a portion of their remaining funds to be earmarked for early childhood mental health services before weighing other priorities.

After hearing this item, the PCE recommends moving forward with these actions because securing the matching funds for a three-year period significantly increases the Commission's overall capacity to stretch reserve funds beyond the current projected date that reserve funds would be fully expended. In addition, these actions would be least disruptive and burdensome administratively and programmatically, both for First 5 and H&SS/MH staff and ultimately for the community.

### **Background/Discussion**

Solano County Health & Social Services Department/Mental Health Division (H&SS/MH) and First 5 Solano have been partnered since 2008 to provide funding for early childhood mental health services by combining First 5 funds with voter-approved "Proposition 63" Mental Health Services Act/Prevention and Early Intervention (MHSA/PEI) funds.

This combination of First 5 and MHSA/PEI dollars has been managed by First 5 Solano via a Memorandum of Understanding (MOU) with H&SS/MH, and is currently used to fund the Partnership for Early Access for Kids (PEAK) initiative.<sup>1</sup> The current MOU between H&SS and First 5 Solano runs through June 30, 2015; however the current contracts for PEAK services expire on June 30, 2014.<sup>2</sup> In addition, First 5 Solano partners with H&SS/MH for up to \$299,870 annually to provide the local match for federal Early Periodic Screening, Diagnosis and Treatment (EPSDT), which constitute the bulk of the early childhood mental health treatment for children diagnosed with severe mental/emotional disturbances. These children are often identified and linked to EPSDT through PEAK services.

When the First 5 Commission established its 2012-2015 Program Investment Plan, funds for Early Childhood Mental Health Services were allocated for FY2014/15, with the understanding that the current contracts/agreements for PEAK services would likely be extended for one fiscal year (July 1, 2014-June 30, 2015) to align with the 2012-2015 funding cycle and the current MOU. However, H&SS/MH has been required by the State of California to establish and submit a new, three-year plan for MHSA/PEI services with somewhat different service requirements.<sup>3</sup> This plan is required to run from FY2014/15 – FY2016/17.

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<sup>1</sup> In November, 2008, H&SS/MH joined with the First 5 Solano in a first-ever joint solicitation for Early Childhood Mental/Developmental Health Services and system support, funded jointly by MHSA/PEI and First 5 Solano. The goal of the programs funded under the Early Childhood Mental Health Initiative is to provide mental health, developmental, behavioral and health concerns to newborns, infants and toddlers in order to increase the early identification of mental health needs for children ages 0-5. A collaborative application with 2 lead agencies, Children's Nurturing Project and EMQ FamiliesFirst, and three additional agencies, known as "Partnership for Early Access for Kids" (PEAK) was awarded early mental health services funding for three fiscal years (5/1/2009-6/30/2012). The contract was subsequently amended for two additional years (7/1/2012-6/30/1014) and the current award of funding expires on June 30, 2014.

<sup>2</sup> The PEAK initiative, like some other First 5 programs utilizing state matching funds, has been on a different track than the First 5 funding cycle for the past few years, due to differing state-required timeframes.

<sup>3</sup> These include an increased emphasis on treatment and performance outcomes aligned with treatment outcomes. This is seen as an appropriate evolution from the early years of these services, which had a greater emphasis on training and community education. While these elements are still included, the emphasis in the new plan shifts more to the treatment aspects of services.

First 5 and H&SS/MH staff have been meeting over the past few months to address these evolving issues. H&SS/MH has offered to again partner with First 5 Solano for the early childhood services component of its new MHSA/PEI plan, with First 5 again acting as the funds and contracts manager for these funds. After reviewing all the alternatives, staff agreed that the best course of action is to create a new MOU for the new three-year state plan, and to re-solicit for early childhood mental health services for this three-year period.

If a new solicitation is not completed at this time, First 5 would need to extend the current PEAK contract for one fiscal year (July 1, 2014-June 30, 2015), including re-negotiating a revised scope of work for that year, and then re-solicit for the remaining two years. The current MOU would also have to be revised for FY2014/15 only, and then re-established for the following two-year period. By re-soliciting for services and establishing a new MOU that aligns with the state-mandated MHSA/PEI planning period of three years (FY2014/15, FY2015/16 and FY2016/17), a full commitment of matching funds from H&SS/MH to First 5 are ensured, which would significantly extend First 5's long term sustainability (see Attachment B, Long Term Financial Plan proposed revision).

For the current award to PEAK, First 5 Solano and H&SS provided funding totaling \$916,282 annually, with approximately 49% from H&SS Mental Health and 51% from First 5 Solano (see Figure 1). As lead agency for the partnership, First 5 Solano provides contract monitoring and management for the PEAK initiative grantees. The current awards of funding to the five PEAK agencies<sup>4</sup> expire on June 30, 2014. In addition, First 5 Solano partners with H&SS/MH for up to \$299,870 annually for EPSDT services, which in turn, generates approximately \$1,200,000 in federal matching funds.

H&SS/MH has developed a new, state-required MHSA/PEI 3-Year strategic plan and is on track with First 5 Solano to establish a new agreement for the upcoming MHSA/PEI funding cycle (July 1, 2014 – June 30, 2017), with First 5 Solano again acting as contracts and program manager for the funds. MHSA/PEI matching funds are scheduled to increase to from \$456,000 to \$600,000 annually. Thus, approving the recommended actions will allow First 5 to maximize this opportunity to secure a 3-year, \$1.8 million leveraging opportunity (see Figure 2) which will significantly extend First 5 Solano's current reserves.

### **Recommendations/Next Steps**

The PCE Committee received and discussed this item at their March 14, 2014 meeting. The Committee recommended First 5 Solano allocate funds in the same amount as their current allocation to match the now-increased MHSA/PEI funds for early childhood mental health. This will be accomplished by increasing and partially extending the current First 5 Solano Program Investment Plan to allocate First 5 funds from the Long Term Financial Plan for FY2015/16 and FY2016/17, and accept increased MHSA/PEI matching funds for FY2014/15, FY2015/16 and FY2016/17.

In addition, First 5 and H&SS will enter into a new MOU for FY2014/15, FY2015/16 and FY2016/17 and First 5 will issue a solicitation for early childhood mental health services that conforms with the state-mandated MHSA/PEI Early Childhood Mental Health Plan component. First 5 will also renew the EPSDT agreement with H&SS/MH for FY2015/16 and FY2016/17 in the amount of up to \$299,870 annually, leveraging about \$1,200,000 in additional federal EPSDT funding each year for community mental health services.<sup>5</sup>

Staff would bring forward recommended awards of funding for the Commission's consideration in June 2014, with the new cycle of services for the term September 1, 2014 - June 30, 2017, with the new MHSA/PEI MOU in place and contracts submitted to the Board of Supervisors in August 2014.

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<sup>4</sup> Children's Nurturing Project, EMQ FamiliesFirst, Child Start, Solano Family and Children's Services and Youth and Family Services

<sup>5</sup> The current MOU for EPSDT services expires June 30, 2015.

**Figure 1: Current MHS/PEI and First 5 Solano Funding**

<b>Agency</b>	<b>Year 1 - FY2012/13</b>	<b>Year 2 - FY2013/14</b>	<b>Year 3 - FY2014/15</b>	<b>Total</b>
H&SS	456,000	456,000	456,000	\$1,368,000
First 5 Solano - PEAK	460,282	460,282	460,282	\$1,380,846
First 5 Solano - EPSDT	299,870	299,870	299,870	\$899,610
<b>Total</b>	<b>\$1,216,152</b>	<b>\$1,216,152</b>	<b>\$1,216,152</b>	<b>\$3,648,456</b>

**Figure 2: Proposed MHS/PEI and First 5 Solano Funding**

<b>Agency</b>	<b>Year 1 FY 2014/15</b>	<b>Year 2 FY 2015/16</b>	<b>Year 3 FY 2016/17</b>	<b>Total</b>
H&SS	600,000	600,000	600,000	\$1,800,000
First 5 Solano - PEAK	460,282	460,282	460,282	\$1,380,846
First 5 Solano - EPSDT	299,870	299,870	299,870	\$899,610
<b>Total</b>	<b>\$1,366,282</b>	<b>\$1,366,282</b>	<b>\$1,366,282</b>	<b>\$4,098,846</b>

- Attachment A: Draft RFP 2014-04 for Early Childhood Mental/Developmental Health Services for FY2014/15, FY2015/16 and FY16/17
- Attachment B: Long Term Financial Plan Projection Summary
- Attachment C: Proposed Program Investment Plan Update 2012-2017

**Notice to Qualified Applicants  
Request for Proposals #2014-04**

**First 5 Solano and Mental Health Services Act (MHSA)  
Prevention and Early Intervention (PEI)  
Early Childhood Developmental Health Services**

**April 2, 2014**

The County of Solano -- First 5 Solano Children and Families Commission and the Department of Health and Social Services Mental Health Division ("County") -- jointly announce a Request for Proposals from qualified agencies/organizations to administer and provide services that include coordination and interrelated strategies/programs as outlined in both the Early Childhood Project of Solano County's Mental Health Services Act Prevention and Early Intervention Plan (MHSA/PEI)<sup>1</sup> and First 5 Solano's Early Childhood Mental Health Initiative. These strategies address parent education on child development and mental health, provider education and training on early mental health, screening and assessment, parent coaching, and time-limited treatment services for non-Medi-Cal-eligible children. Medi-Cal eligible children will be linked to services. All strategies must target parents and providers serving children aged 0-5 in "stressed families" (as defined in this solicitation), including but not limited to those living in high-risk neighborhoods or with Spanish/Tagalog-speaking parents.

This project will be a thirty-four (34) month, joint effort of the Department of Health and Social Services Mental Health Division and First 5 Solano, with a proposed starting date of September 2014, and will be funded at up to \$1,060,000 for each fiscal year. Specifically, up to \$883,568 will be available for September 2014 - June 2015; and up to \$1,060,000 will be available annually for FY2015-16 and FY2016-17, Although this is a multi-year solicitation, annual funding is contingent on 1) availability of funds and 2) meeting contractually-agreed-upon program outcomes. Non-profit organizations, for-profit organizations and government entities are eligible to apply.

**NOTICE IS HEREBY GIVEN:**

That the COUNTY OF SOLANO, First 5 Solano Children and Families Commission and the Department of Health and Social Services, will receive Proposals from qualified agencies/organizations ("Applicants") for services as outlined in this Request for Proposals (RFP) available from:

**First 5 Solano website:**

<http://www.solanocounty.com/depts/first5/fundingopps/default.asp>

or

**County of Solano**

**First 5 Solano Children and Families Commission  
601 Texas St., Ste. 210, Fairfield, CA 94533**

**PROPOSALS DUE: 5:00 PM, MAY 19, 2014**

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<sup>1</sup> It is strongly recommended that applicants review the entire PEI plan, which may be found at [www.solanocounty.com/civica/filebank/blobload.asp?BlobID=2801#page=](http://www.solanocounty.com/civica/filebank/blobload.asp?BlobID=2801#page=)

## TABLE OF CONTENTS

COVER PAGE	1
TABLE OF CONTENTS	2
SCHEDULE FOR SELECTION PROCESS	3
PART 1 - GENERAL CONDITIONS	5
PART 2 - BACKGROUND	8
PART 3 – PROPOSAL FORMAT AND CONTENT	14
PART 4 - CONTRACT	15
 <u>ATTACHMENTS:</u>	
ADDENDUM I (A) - Proposal Review Process	17
ADDENDUM I (B) – Proposal Review Criteria	18
ADDENDUM II - Proposal Submission Deadline and Check List	21
ADDENDUM III (A) - Proposal Cover Sheet/Single Agency	22
ADDENDUM III (B) - Proposal Cover Sheet/Joint Agency	23
ADDENDUM IV (A) – Scope of Work/Evaluation Plan Instructions	24
ADDENDUM IV (B) – Scope of Work/Evaluation Plan Form	27
ADDENDUM IV (C) - Program/Services Overview Narrative Form	28
ADDENDUM IV (D) – Service Estimates Form	29
ADDENDUM IV (F) – Evaluation Plan Narrative Form	32
ADDENDUM V (A) – Budget Instructions	33
ADDENDUM V (B) – Summary Budget Form	35
ADDENDUM V (C) – Line Item Budget/Single Agency Form	36
ADDENDUM V (D) – Line Item Budget/Partner Agency Form	37
ADDENDUM V (E) – Line Item Budget/Subcontractor Form	38
ADDENDUM V (F) – Budget Narrative Form	39
ADDENDUM VI - Organizational Capacity and Qualifications Form	40
ADDENDUM VII - Subcontractor(s) Statement Format	41
ADDENDUM VIII – Statement of Acknowledgment of Acceptance of Solano County Standard Contract, EXHIBITS C & D	42
EXHIBIT 1 -- Sample Solano County Standard Contract, EXHIBITS C & D	43
EXHIBIT 2 – MHS/PEI Form 7 Local Evaluation Component	71
EXHIBIT 3A – Special Needs Definition	77
EXHIBIT 3B – Screening and Assessment Definitions	79

<b>First 5 Solano/Health and Social Services Mental Health Division                      Joint Solicitation for Early Childhood Mental/Developmental Health Services                      Schedule for Selection Process</b>	
<b>Draft Joint Solicitation</b>	March 5-March 31
<b>First 5 Solano and H&amp;SS Mental Health Director Approve RFP</b>	April 1
<b>Issue Solicitation</b>	April 7
<b>Mandatory Applicants Conference</b>	April 17
<b>Provide Written Responses to Questions</b>	April 21
<b>Assemble Review Panels/Prepare Materials</b>	April 21 – May 26
<b>Responses Due</b>	<b>May 19</b>
<b>Solicitation Materials to Review Panels</b>	May 20
<b>Review Panel Meetings</b>	May 27
<b>Review Panel Recommendations Compiled for Commission Review</b>	May 29
<b>Commission’s and Director of Mental Health’s Approval of Awards of Funding</b>	June 3
<b>Negotiate Contracts</b>	June 4 – July 1 or July 15
<b>Board Item to CAO</b>	July 9 or July 23
<b>Contracts to BOS</b>	July 22 or August 5
<b>Notification of Awards; Provide Program Support</b>	July 23 or August 6
<b>Services Begin</b>	September 1

**Note: Dates are tentative and subject to change at sole discretion of County.**



### **Mandatory Applicants Conference**

A Mandatory Applicants Conference will be held:

**Thursday, April 17, 2014**

**1:30 PM – 3:30 PM**

**601 Texas St., Fairfield CA 94533**

The purpose of the Applicants' Conference is to discuss the RFP goals and process, and to answer questions about this RFP. **Proposals from Applicants that do not attend the Applicants Conference will not be accepted.** In the case of a joint proposal, at least one of the agencies signing the Proposal must have attended the Applicants Conference. Prospective Partner/subcontractor agency representatives are also strongly encouraged to attend.

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**PART 1 – GENERAL CONDITIONS**1.01 Request for Proposals/Rules for Competitive Process

The competitive method used for this solicitation is known as a “Request for Proposals” (RFP). Response to this solicitation will be in the form of a Proposal presented according to the format and content specifications as described in Part 3 of the RFP. The Proposal shall document the Applicant’s qualifications, proposed services and costs for the project (also as described in Part 3 of the RFP).

County will conduct the selection process in three steps:

- A. **Step One (Applicants Conference)** - Applicant agency(s) must attend a mandatory Applicants Conference.
- B. **Step Two (Proposal Review and Ranking)** - Proposals accepted under the terms of this RFP will be evaluated and ranked by a review panel which may consist of First 5 Solano Commissioner(s), First 5 Commission and H&SS Division of Mental Health staff and a minimum of 2 persons with background and expertise in the provision of early childhood mental health services. Composition of the review panel is subject to change at the sole discretion of County. Proposals will be ranked based on the Review Panel Rating Criteria (see Addendum IB).
- C. **Step Three (Contracting)** - The top-ranked Applicant(s) will be recommended for approval of award of funding by the Solano County Director of Mental Health and the First 5 Solano Children and Families Commission at its scheduled meeting of June 3, 2014 (tentative timeline is subject to change). **Note:** County may, at its discretion, conduct a site visit at the top-ranked Applicant(s) place of business.

Applicant(s) approved for award of funds will be invited to participate in contract negotiations, which includes finalization of the scope of work/evaluation plan and budget. Negotiated contract(s) are subject to approval by County Counsel and the Solano County Board of Supervisors.

Final selection is at the sole discretion of County, which reserves the right to reject any or all proposals, or make no selection based on this RFP.

Applicants’ costs associated with developing Proposals, participating in interviews, and negotiating contacts are entirely the responsibility of the Applicant and are not chargeable to County.

All Applicants submitting a Proposal must mail or deliver one (1) original and four (4) copies of the Proposal to:

County of Solano  
First 5 Solano Children and Families Commission  
Attention: Chris Shipman/RFP #2014-04  
601 Texas St., Ste. 210  
Fairfield, CA 94533

**All documents required by this RFP must be received at the above-designated location. Packages must be delivered such that they are complete and received NO LATER THAN 5:00 PM May 19, 2014. (See ADDENDUM II – Proposal Submission Deadline and Check List).**

No documents received by facsimile (fax), e-mail or postmarked by the due date but not received by the deadline set for receipt will be accepted. Timely delivery of Proposals is the sole responsibility of the Applicant. Late receipt of the Proposal may be grounds for rejection.

**DRAFT**

## 1.02 Applicant Agency(s) and Types of Proposals

- A. Applicant Agency(s) – “**Applicant**” is any individual, entity or combination thereof that submits a Proposal in response to this RFP.
- B. Types of Proposals – Applicant(s) may submit one of two types of Proposals:
- 1) “**Single Agency**,” where one Applicant proposes to provide particular services (total subcontractor(s) may not exceed 15% of the project budget). Note: Single Agency applicants may choose to provide one or more of the programs/strategies described below, either countywide or in specific geographic areas.
  - 2) “**Joint Agency**,” where two or more agencies propose to provide project services in collaboration. In this case, the agencies may submit a joint Proposal showing overall project scope of work/evaluation plan and budget, and individual partner budgets and scopes of work. Each partner agency shall sign the Proposal. **Note:** County reserves the right to contract directly with each partner agency.

**Note:** County reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the Applicant.

## 1.03 RFP Inquiries and Requests for Information

Inquiries regarding the RFP may be made prior to the Applicants Conference, or may also be made at the Applicants Conference. Inquiries made prior to the Applicants Conference must be made in the following way: in writing, and by United States mail or facsimile (707.784.1345), to:

First 5 Solano Children and Families Commission  
Attention: Chris Shipman: Request for Proposals/RFP #2014-04  
601 Texas St., Ste. 210  
Fairfield, CA 94533

**The deadline for prior written inquiries is 5:00 PM on Wednesday, April 16, 2014.** These inquiries will be addressed along with all other inquiries made at the **Applicants Conference on April 17, 2014.** County will then provide written responses to these inquiries to each agency in attendance at the Applicants Conference via email and posted on the First 5 Solano website by 5:00 PM on **April 21, 2014.**

## 1.04 Rejection

A Proposal may be rejected if it deviates in any substantial respect from the requirements of the RFP, as determined solely by County. Grounds for rejection might include, but are not necessarily limited to, the following:

- A. Proposal is received at any time after the specified deadline for receipt.
- B. An incorrect number of copies of the proposal are received.
- C. Proposal is not prepared in the format described in Part 3.
- D. Proposal contains false or misleading statements or references which, in the exclusive judgment of County, do not support an attribute or condition contended by the Applicant.

- E. In the exclusive judgment of County, information in the proposal is intended to mislead County in its evaluation of the Proposal.
- F. Proposal is without an original wet-signed cover letter (refer to Section 1.06 A and Addendum III).
- G. Proposal has no statement of acknowledgment of review and acceptance of the County of Solano's Standard Contract, Exhibits C & D (EXHIBIT I) including (if applicable) a listing of qualifications to the contract (Addendum VIII).
- H. Proposal is incomplete, sent in whole or in part by facsimile (fax), by e-mail or is postmarked by the due date but not received by the deadline set for receipt.

#### 1.05 Contract Information

- A. **Non-negotiable Provisions** - Since County contracts are subject to the California Government Code and the Public Contract Code, there are provisions which must be included in County contracts which may not be subject to negotiations as solely determined by County Counsel and Risk Management. A sample of the County's Standard Contract is included in EXHIBIT I. Applicants are required to review the County's Standard Contract, Exhibits C and D and to accept it with or without qualification. (Exhibit A [Scope of Work] and Exhibit B [Budget] will be completed during the contract negotiation process). **Note:** the successful Applicant must provide the required verification(s) of insurance prior to the time that services begin.
- B. **Contract Term/Duration** – A contract that results from this RFP may be awarded for up to a thirty-nine (39) month period beginning at the proposed starting date of September 1, 2014 and ending June 30, 2017. Annual funding is contingent on available funding and on meeting contractually-agreed-upon program outcomes and continued adherence to the MHSA 3-year integrated plan. This contract may contain provisions to renew or extend services in the sole discretion of County.  
**Note:** The timeframe above is estimated. The award of funds does not authorize work to begin. There is significant time estimated between the award of funds and the approval of contract. Contracts must be fully executed before services can begin. In addition, services cannot begin prior to the contracted start date. All applicable required verifications of insurance must be current, complete and on file with County before services can begin.
- C. **Funding and Payment Structure** – County will make available up to \$1,060,000 annually for up to 34 months, beginning on or about September 1, 2014 to fund selected programs to support the healthy development of children from the 0 to age five in Solano County by providing mental health prevention and early intervention services. Specifically, up to \$883,568 will be available for September 2014 - June 2015, and up to \$1,060,000 will be available annually for Fiscal Year (FY)2015-16 and FY2016-17. **Note:** The contract to be negotiated will be a cost-reimbursable contract. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.
- D. **Supervision** - The proposed contract will be implemented under the authority of the County and managed by First 5 Solano in consultation with Solano County Mental Health Director and or his/her designee.

#### 1.06 Other Information

- A. **Signature of the Person Submitting the Proposal** - The Proposal shall include an original Proposal Cover Sheet (Addendum III-A or Addendum III-B), signed in blue ink by an individual

who is authorized to bind the responding agency(s) contractually. The name(s) and title(s) of the individual(s) signing the cover sheet shall be typed immediately below the signature(s).

- B. **Disposition of Proposals** - All materials submitted in response to this RFP will become the property of County, and may at any time subsequent to contract signing be reviewed and evaluated by any person, and may be returned only at County's option and at the Applicant's expense. Each original Proposal will be retained as a public document. **Note:** Financial information specified in Part 3, Section 3.01 F will remain confidential and will not be available for public view.
- C. **County Use of Replies** - County has the right to use any or all ideas or concepts presented in any response to this solicitation. Selection or rejection of the Applicant does not affect this right.
- D. **Oral Communications Non-Binding** - Oral communications by Solano County employees or First 5 Solano Commissioners concerning the RFP shall not be binding on County and shall in no way excuse the Applicant of obligations as set forth in the RFP.
- E. **Modification or Withdrawal of Proposals** - Any Proposal may be withdrawn or modified by written request of the Applicant if such a request is received before the deadline for submission of the Proposal. **The Proposal cannot be changed after the deadline for receipt.**
- F. **Right to Reject Any or All Proposals** - It is the standard practice of County not to solicit for services unless there is a bona fide intention to award a contract. However, County does reserve the right to reject any or all Proposals and to terminate proceedings at any time.

## PART 2 - BACKGROUND

### 2.01 Purpose of the RFP

Solano County, specifically First 5 Solano and Solano County Department of Health and Social Services Division of Mental Health of the, is seeking proposals from qualified applicants to administer and provide services for the coordination function and interrelated strategies/programs included in First 5 Solano's Early Childhood Mental Health Initiative and also as outlined in the Early Childhood Program of Solano County's Mental Health Services Act Prevention and Early Intervention Plan (MHSA/PEI)<sup>2</sup> as outlined in the 3-year integrated MHSA plan and approved by the Solano County Board of Supervisors. This project will be a thirty-four (34) month, joint effort of the Department of Health and Social Services Mental Health Division and First 5 Solano, and will be funded at up to \$883,568 for September 2014 - June 2015, and up to \$1,060,000 will be available annually for FY2015-16 and FY 2016-17, annually.

Mental health treatment focuses on the parent/child dyad and will utilize evidenced-based practices to address child and/or parental trauma, depression, lack of attachment and mood or sensory dysregulation.

The strategies to be implemented must address:

- Prevention strategies-parent, provider and caregiver education, training and consultation, screening and assessment
- Early Intervention treatment services- short term treatment, inter-disciplinary team evaluation, parent coaching
- Linkages - provider referrals and linkages for children and parents, and outreach services.

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<sup>2</sup> It is strongly recommended that applicants review the entire Solano MHSA-PEI plan for FY2014-17 (see link on Page 1).

Coordination is funded to increase coordination and collaboration of 0-5 services, and to ensure integrated services and linkages to more intensive services.

All strategies must target parents and providers serving children aged 0-5 in “stressed families” (as defined in this solicitation), including but not limited to those living in high-risk neighborhoods or with Spanish/Tagalog-speaking parents. **“Stressed families” is defined as stress to either children and/or parents. Children with toxic stress<sup>3</sup> include child maltreatment (including abuse and neglect), children who have experienced poverty, and children who live in high risk neighborhoods. For parents, stress is defined as pregnant and parenting teens, parents with special needs (Exhibit 3A), or who have or are experiencing substance abuse, abuse or neglect, domestic violence, social isolation, lack of basic needs, homelessness, parents with developmental delays or mental illness.** Successful applicants are expected to support communication in the clients’ preferred language, and provide transportation assistance as needed and appropriate.

**Note regarding geographic areas to be served:** It is the intention of County to fund all of the services outlined in this RFP countywide, i.e., in each city in Solano County and in the unincorporated areas of the county. Although services should be offered countywide as resources permit, the following neighborhoods must be targeted for highest priority for services: Greater Vallejo (94590), North Vallejo (94589), Fairfield (94533), Vacaville (95688), Dixon (95620) and Rio Vista (94571).

#### 2.02 Services to be Provided

The Early Childhood program, operated by community-based organizations, provides home-based or center-based prevention and early intervention services to children ages 0-5 and their families. The program targets families living in low-income and high risk neighborhoods; including Spanish/Tagalog-speaking parents, children in the child welfare system and those in families struggling with parental mental illness, domestic violence, substance abuse or parental depression. The program is funded jointly by MHS/PEI and First 5 Solano.

Mental health treatment for this program focuses on the parent/child dyad and will address evidenced-based practices **child and/or parental trauma, depression, lack of attachment and mood or sensory dysregulation.**

**Prevention Strategies** (25% of program funds) include:

- **Parent, provider and caregiver education, training, and consultation** on child development, the early identification of children at risk of emotional disturbance, the use of the Ages and Stages Questionnaire (ASQ) and ASQ Social Emotional Questionnaire and accessing community resources
- **Screening and Assessment** that provides parents information about the child’s health and developmental status at a single point in time. For those children not meeting milestones, a screening only identifies children who would benefit from further in-depth assessment. Assessment uses multiple sources of information (self-regulation, compliance, communication, adaptive functioning, autonomy, affect, and interaction with people) and tracks the progress over time

**Early Intervention Treatment Services** (48% of program funds) include:

- **Short term time-limited treatment** for children and their families which address child and/or parental trauma, depression, lack of attachment and mood or sensory dysregulation.

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<sup>3</sup> According to the CDC – Toxic Stress results from adverse experiences that may be sustained for a long period of time. This type of stress can disrupt early brain development, compromise the functioning of important biological systems and lead to long-term health problems.

- **Case Management** as collaborative process that plans and assess, coordinates, monitors and evaluates the services and evaluates options (risk factors, toxic stress and other services) required to meet the family needs. The purpose is to promote quality and cost-effective interventions and outcomes.
- **Inter-disciplinary team evaluation** of children with more challenging issues and recommendations for intervention including public program by combination members of the team (physical occupational, speech therapist), all focused on the client’s goals.
- **Parent coaching:** Nine to fifteen weeks of center- and home-based coaching utilizing evidence-based approaches on coping with difficult behaviors for high needs children and those with significant family stress.
- It is anticipated that approximately 60% of the children and families served will be eligible for the Medi-Cal Early and Periodic Screening, Diagnosis, and Treatment Program. Children who qualify will be linked to treatment services provided by a Medi-Cal/EPSDT certified provider, and billed to Medi-Cal to maximize funding and serve a greater number of children.

**Linkages (25% of program funds) include:**

- **Providing referrals and linkage** for children and parents to public and private long-term treatment or community services to support the child’s healthy development and/or the parent’s /caregiver’s mental health. Families with private insurance will also be educated about the importance of early intervention and linked to services covered by their insurance.

**Early Childhood Collaborative: (\$20,000) (2%)**

MHSA Funds the collaboration of 0-5 providers to increase coordination and collaboration of 0-5 services. Another function is to ensure integrated services and linkages to more intensive services.

**Target number of children and families to receive services:**

	Estimated number served	Estimated cost per child
Prevention Services	750 (children)	\$400
Early Intervention Treatment Services	400 (children + parents/guardians)	\$750

**Strategies/programs:**

A. **Parent and Caregiver Education** This strategy/program will provide workshops or other parent education activities each year to parents or other primary caregivers of children ages zero to five, including teen parents, foster parents and kin/grandparent caregivers. Workshops will be offered in the community where young children and families gather, such as childcare settings, preschools, primary health care clinics, Family Resource Centers and faith communities. They should be conducted by organizations with expertise in early childhood development and mental health and parenting education, and address social and emotional health and development, positive self-esteem and asset building, parent-child relationship building, and the importance of nurturing relationships to both the child’s and parent/caregiver’s mental health, including maternal depression. Well-researched and evidence-based, established curricula addressing parenting, child development and mental health needs should be used. Classes should focus on increasing parents’ knowledge of typical and atypical development, their ability to recognize “red flags” in their children and themselves indicating a need for early intervention, and how they can improve the parent-child relationships as well as the mental health of their young children and themselves. Activities and socialization for children should be provided during parent workshops

Staff should be trained and highly skilled in child development, early childhood mental health and parenting as well as screening and assessment. Staff should have public speaking and presentation skills, as well as excellent knowledge of community resources. Such skills should be evaluated at least annually by the supervisor.

Information and outreach to families and providers regarding the program must be conducted, ideally through existing early childhood collaboratives and other groups serving high-risk neighborhoods including First 5 Initiatives Prenatal: Child Health, Child Development Initiative and Family Support Initiative, Help Me Grow Solano and at events such as County health and resource fairs/public awareness campaigns.

- B. Outreach, Provider Education and Training** The second strategy/program will provide workshops on early mental health prevention, screening and assessment and early intervention to public and private providers of services for children ages 0-5 annually. Providers may include staff from family child care, childcare/early education and preschool centers, recreation programs, primary health care clinics, community-based organizations such as Family Resource Centers, WIC and others. During the first year of the program, priority should be given to providers serving children from birth to three years old. Workshops should address typical and atypical development and “red flags” in young children indicating a need for early intervention. They should also train providers to use basic social, emotional and developmental screening skills based on identified best practice models and curricula, such as Emotional (ASQ-SE), and Modified Child Autism (M-CHAT) instruments.

Workshops should be conducted by professionals and/or community based organizations with expertise in child development, early childhood mental health and early childhood mental health screening and assessment. Trainers should be highly skilled in child development, early childhood mental health, parenting, screening and assessment using the ASQ and ASQ SE, MCHAT, and other best practice instruments. They should also be skilled at public speaking, presentation, and have excellent knowledge of community resources. Information and outreach regarding the workshops must be provided, ideally through existing early childhood collaboratives and local medical/pediatric groups, and at health and resource fairs.

- C. Screening, Assessment, Referral and Time-Limited Treatment** The third program/strategy will provide screening, assessment and referral for infants and young children and their parents who have been identified as high-risk and underserved populations by home visitors, pediatricians, child care providers, or others as at high risk for negative social/emotional outcomes. Infants and children age birth through 36 months who have risk factors for social, emotional and developmental delays should be given the highest priority for screening and assessment. These risk factors include stressors such as: prenatal substance exposure, premature birth, infants/toddlers who have been exposed to domestic violence, abuse, toxic stress or neglect, infants/toddlers born to teen parents, infants/toddlers involved in the child welfare system, children of parents with issues of substance abuse, mental health conditions, or developmental delays. Infants/children who do not have high risk factors and those aged from three to five years may receive screening services as capacity allows. Referrals to screening and assessment services should be “triaged” by the system-wide “Coordination” function described below.

Screening and assessment should be conducted with the parent-child dyad by qualified staff trained at a minimum of a Bachelor’s level in child development, psychology or related field with at least 3 years direct experience in developmental and social/emotional screening and/or assessment of infants and toddlers in a family support model. Screening and assessment should be conducted either in the child’s home or in preschool, childcare, primary health care, or neighborhood/community organizations offering family support services. Developmental screening should initially



be conducted using the Ages and Stages (ASQ) and Ages and Stages Social Emotional (ASQ-SE) 0-5 tools. If indicated and appropriate, the child should receive further assessment from skilled and qualified staff with expertise in the use of more specialized assessment instruments such as the AAPI (Adult-Adolescent Parenting Inventory), BITSEA (Brief Infant Toddler Social Emotional Assessment), Carey Temperament Scales, tools included in the DC 0-3R, Dunn Sensory Integration Screening, Edinburgh Depression Scale (for postpartum depression), ITSEA (Infant Toddler Social Emotional Assessment), and M-CHAT (screening for autistic symptoms in toddlers).

Children and their parents showing significant concerns and meeting medical necessity criteria for further intervention must be immediately referred to public or privately funded programs such as EPSDT mental health, North Bay Regional Center Early Start (age birth-3), school districts (age 3-5) or private health plans as indicated. Infants and young children screened who do not meet the severity needed for further intervention and treatment but show signs of potential concern should be evaluated for possible services and linked to appropriate to the Parent/Caregiver Education and Parent Coaching strategies/programs.

- D. **Limited Time-Treatment Services for Non-Medi-Cal-Eligible Children.** This component, funded as part of the First 5 Early Childhood Development Initiative, will cover short-term intervention and treatment for children 0-5 who are not Medi-Cal-eligible and have serious social/emotional health concerns.

Information and outreach to providers regarding screening is required. These activities should be provided through the workshops described above as well to existing collaborates such as Help Me Grow Solano.

- E. **Parent Coaching.** The fourth program strategy/program provides intensive parent coaching to improve the parent-child relationship for parents and children during the first year. Families referred to the program will be identified by community providers, substance abuse services, others who work with parents in need of intensive coaching and/or Child Protective Services as meeting the criteria for "stressed families" and will include families reported to CPS who are considered "at risk" of child abuse or neglect but who are not receiving services from the child welfare system. Coaching should be offered in neighborhood sites such as childcare centers or homes, preschools, community-based organizations, or in the child's home. Limited parent coaching may be offered in residential treatment, or with soon to be released incarcerated parents, with the intent to continue parent coaching upon release. It is clear that imprisonment disrupts positive, nurturing relationships between many parents, particularly mothers and their children. Parent coaching for incarcerated parents will be funded only by First 5.

Information and outreach to providers regarding parent coaching must be provided, ideally through the workshops as well as existing early childhood collaboratives and health organizations.

Parent coaches should be from qualified community and/or mental health organizations with experience in providing these services, and have access to mental health professional supervision as appropriate. Staff should have expertise and training as a certified facilitator in Incredible Years and/or Nurturing Parenting Program. They should also have a minimum of a Bachelor's Degree in Social Work, Psychology, Child Development or related field plus at least 1 year of direct experience in delivering the curriculum in both clinical- and home-based settings, in group and one-on-one models, with stressed parents who have risk factors for child abuse and neglect. For one on one coaching for the most complex and intensive cases, trained providers of PCIT (Parent-Child Interaction Therapy) should be used.

F. **Coordination** Proposals must also include a coordination function, the overarching element that pulls all the early childhood strategies together. The Coordination function has both clinical and organizational elements. This includes interfacing with staff conducting the contracted services to facilitate county and system-wide integration of early childhood mental health and developmental services across the prevention and early intervention continuum. Coordination includes triaging clients as needed to determine the level of service most appropriate. In addition, it should link these strategies to ongoing publicly- and privately-funded intervention and treatment systems of care. Requests from parents or providers who have been trained in early identification and screening under program/strategies 1 or 2 will be accepted and triaged to the most appropriate service/agency, while avoiding duplication and cross-referral issues when possible. Coordination will also oversee the linkages to more intensive services and appropriate client follow-up.

The coordinator will provide consultation and support to existing early childhood multidisciplinary multiagency collaboratives in Solano County, such as the Prenatal, Child Health, Child Development and Family Support Initiative. The coordinator will also connect children and families “aging out” of the Early Childhood Program, as appropriate, with mental health prevention, early intervention and treatment services for school-aged children. Ideally, the Coordination function would be staffed by a qualified licensed or license-eligible mental health clinician with expertise in early childhood practice and supervision, with administrative support.

G. Other Services: Applicants must also agree to a) distribute First 5 Kits for New Parents as appropriate, b) participate in First 5 Outreach Programs and c) and conduct community outreach to at-risk populations d) implement the First 5 Tobacco Policy (Exhibit D-5).

### 2.03 County Information: First 5 Solano and the Department of Health and Social Services Mental Health Division

Solano County is the twenty-first largest California County (as measured by population) with a total population of over 413,786. The County has seven incorporated cities including Fairfield (the County seat), Benicia, Vallejo, Vacaville, Suisun, Rio Vista and Dixon. The vast majority (over 95%) of residents resides within these cities and the majority of County facilities are currently located in the incorporated areas. Solano County’s population is stable and/or growing, particularly in the north portion of the County.

First 5 Solano allocates funds for grants based on a regularly updated strategic plan for the benefit of children 0-5. The Commission is funded through revenue generated by “Proposition 10,” the tax on tobacco-related products approved by the voters in November 1998. These funds are specifically dedicated to enhancing the health and well-being of children 0-5 and their families by funding services in areas such as health, parent education, family and provider support, early care and development and early education programs. First 5 Solano currently provides between \$4-5 million annually for programs and services for children ages 0-5 and their families. In addition, the Commission receives matching funds for some grant programs. All services funded by First 5 Solano must be consistent with the Strategic Plan Update adopted in August 2013 and Solano County Mental Health 3-year Integrated Plan as approved by the County Board of Supervisors March 25, 2014.

The Mental Health Division of the Department of Health and Social Services assists over 4,000 children, youth and adults each year who are experiencing a psychiatric crisis or who have significant mental and emotional disabilities. Services include: crisis and brief therapy, case management, psychiatric assessments and medication, outpatient treatment, day treatment, and a range of community support services, including a client-run Self-Help Center. Managed Care mental health services are available through the program.

The passage of Proposition 63 (the Mental Health Services Act or MHSA) in November 2004, funded a new generation of mental health programs, and provided the first opportunity in many years for the California Department of Mental Health (DMH) to provide increased funding, personnel and other resources to support county mental health programs and monitor progress toward statewide goals for children, transition age youth, adults, older adults and families. The Act addresses a broad continuum of prevention, early intervention and service needs and the necessary infrastructure, technology and training elements that will effectively support this system. The Prevention and Early Intervention component funds prevention and early intervention services for children, adults and families. Solano County Health and Social Services Mental Health Division funds services for young children and their families as outlined in the "Three Year Integrated Plan" of Solano County's Mental Health Services Act Prevention and Early Intervention Plan (MHSA/PEI)<sup>4</sup> as approved by Solano County Board of Supervisors.

#### 2.04 Evaluation Information

The set of services outlined in this RFP will be evaluated at the **program level**, the **initiative level** and the **community level**. **Note: All services will be evaluated as per the MHSA/PEI Three-Year Integrated plan specific evaluation elements (see Exhibit 2).** Applicants must take these elements into account when designing the proposed programs and services for this solicitation. **Note: Successful applicants are responsible for securing appropriate release statements, approved by County, that name First 5 Solano and its employees, agents and evaluators as authorized agents to use and disclose personal information for the purposes of evaluating the services under this RFP.**

First 5 Solano staff, H&SS Mental Health Division staff and/or their contracted evaluators will conduct the evaluation for these set of services. Respondents to this solicitation are required to establish program-level performance measures and identify validated instruments to measure program performance. Those agencies awarded funding will be required use the First 5 Solano data collection system to collect data, including individual-level data, on both services and outcomes. In addition, service providers will be required to participate in a number of evaluation activities, including but not limited to periodic required reports to Department of Health Care Services and First 5 California, interim and local annual evaluation reports" and other activities for grantee agency(s) and the public to learn about outcomes achieved as a result of funded services.

The successful Applicant will be expected to participate in all three levels of evaluation as follows:

- A. Conduct **program-level** data collection, including individual-level data, and evaluation activities as set forth in the Contract Exhibit A (scope of work/evaluation plan), including but not limited to: tracking and reporting of service target objectives; demographics of populations served; individual-level data information; and/or collaborative-level evaluation activities. **Note:** Programs and services must be set forth using the "Logic Model" scope of work and evaluation plan form included with this solicitation. Individual-level data is collected at the point of services. Service counts and other aggregate data such as demographics must be reported monthly. Grantees also submit quarterly performance measures data and narrative progress reports/supporting documentation of activities, successes and challenges.
- B. Work closely with County and its evaluation consultants for evaluation and data collection services, and provide information as needed to support individual **initiative-level** and overall **community-level** evaluations.
- C. Provide any and all information needed to meet the requirements of First 5 Solano's submission to First 5 California for its annual report to the Governor and the Legislature, and the

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<sup>4</sup> It is strongly recommended that applicants review the entire Solano MHSA-PEI plan (see link on Page 1).

Department of Health Care Services evaluation elements as outlined in Exhibit 2 of this solicitation and including developing materials and presentations for the annual Reports to Commission and Department of Health Care Services

- D. Attend mandatory, quarterly Help Me Grow Solano meetings.

The 2012 First 5 Solano Strategic Plan Update and annual performance reports reference First 5 Solano's current evaluation design and implementation. These documents are available from the First 5 Solano office (601 Texas St., Ste. 210, Fairfield, CA 94533/707.784.1332); or by accessing First 5 Solano's web site at [www.first5solano.org](http://www.first5solano.org).

### PART 3 – PROPOSAL FORMAT AND CONTENT

The Applicant(s) must complete a program narrative, scope of work/evaluation plan, proposed budgets and address qualifications for providing services. Supporting documentation and proof of financial solvency must be submitted as part of the Proposal. The Proposal will be evaluated and ranked by a review panel as outlined in this Part. The format and content of the Proposal are as follows:

#### 3.01 Proposal Format

- A. Use only the forms provided in the Addendums sections unless otherwise instructed in Addendum II, Proposal Submission Deadline and Check List.
- B. Identify the Proposal number (2014-04) and Applicant name on every page submitted.
- C. All pages, excluding the items in Part 3, Section 3.01 F, must be numbered sequentially.
- D. Do not staple or otherwise bind the Proposal or copies except with a heavy clasp.
- E. Submit **one (1) original, plus four (4) copies** of the Proposal, complete with attachments.
- F. Submit only two (2) sets of either: audited financial statements for the last two full fiscal years (including Management Letter(s) if issued); or, if funds requested are less than \$100,000 per fiscal year, unaudited statements of revenue and expenditures (and balance sheet if applicable).  
**Note:** Submit one set with the original of the proposal and one additional set. These are to be provided as a separate attachment, clasped separately, from the sequentially numbered pages of the rest of the Proposal.
- G. All forms and attachments that require signatures must be signed in blue ink for inclusion in the original of the Proposal package. Signature stamps are not acceptable. The four additional copies may include photocopied signatures.

#### 3.02 Scope of Work/Evaluation Plan (65% of review panel rating)

Applicant(s) must complete all forms in Addendum IV describing and documenting the services to be provided, basis for services, target populations, numbers to be served, results expected and evaluation plan. (Refer to the Instructions in Addendum IV-A.)

#### 3.03 Budget (20% of review panel rating)

Applicant(s) must complete all applicable forms in Addendum V, documenting the costs and justification for services provided. (Refer to the instructions in Addendum V-A.)

#### 3.04 Organizational Capacity and Qualifications (15% of review panel rating)

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- A. Applicant(s) must complete Addendum VI, Organizational Capacity and Qualifications Form. In this narrative, describe Applicant's organizational capacity and capability to perform the program/services. Instructions for this section are as follows:
- Provide a brief history of the Applicant agency(s) involved that includes the date of establishment, examples of relevant prior accomplishments and current projects related to the purpose of this RFP. Provide information on the current organizational structure and the relevant experience and credentials of staff. Describe the agency's commitment to the proposed project and how the project described in this RFP aligns with the Applicant's organizational mission and goals.
  - Describe any experience providing same/similar services to same/similar target populations. Include experience coordinating (if applicable) and/or participating in collaborative multi-agency service systems and/or with partners of differing levels of expertise and from different disciplines. Include experience providing culturally and linguistically competent services to persons of diverse cultural, ethnic, geographic and socio-economic backgrounds. Describe past experience implementing projects of a similar size and scope to the proposed services in this RFP. Describe the number of years the agency has been providing services.
  - If a joint agency collaborative model is proposed, describe the collaboration and the relevant experience and strengths the partner agency(s) and/or subcontractors bring to the project.
  - Include job descriptions and/or a one-page resumes and certifications of key personnel assigned to the project. If the appropriate personnel are not currently employed by Applicant or included as subcontractors, describe Applicant's commitment to, and timely plan for, meeting the needs of the target populations to be served.
- B. Applicant must provide financial statements/documentation as specified in Part 3, Section 3.01 F.

**NOTE:** For a Joint Agency Proposal, submit one joint response using Addendum VI. Document the experience and qualifications of each partner agency as applicable.

## **PART 4 – CONTRACT**

### **4.01 Contract Qualifications**

Include a statement of acknowledgment that the County of Solano Standard Contract (Exhibit I— Standard Contract, Exhibits C and D), has been reviewed and accepted with or without qualification. If the Applicant makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. **Note:** Exhibits A and B, (the scope of work and budget detail for the contract, will be finalized during the contract negotiation process.) If the Applicant makes no qualifications to the Standard Contract, including exhibits, then it shall be deemed that the Applicant accepts these items without reservation or any qualifications. (Refer to Addendum VIII.)

**Note:** The Solano County Purchasing and Contracting Policy Manual provides that both the lowest reasonable price and the technical superiority of the proposal (within a reasonable proximity to the other similar proposal costs) are taken into account in determining the award of contracts.

**END OF REQUEST FOR PROPOSALS**

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**ADDENDUM I-A**

**PROPOSAL REVIEW PROCESS**

A. Proposal Review and Ranking Process

1. Staff Review: RFP Compliance

Proposals will be reviewed for completeness and compliance with RFP requirements. County reserves the right to reject incomplete proposals or proposals that do not meet RFP requirements. To be considered compliant with RFP requirements, the Applicant must address and/or include all required Proposal components (if a particular component is not applicable, provide a statement to that effect with appropriate documentation).

2. Individual Proposal Review

Proposals that advance to the next step of the process will be submitted to a Proposal review panel assembled by First 5 Solano/H&SS. Each Proposal will be reviewed and scored based upon the adequacy and thoroughness of the response to the RFP. This is a scoring of the merit of each individual Proposal only.

The weighted proposal evaluation criteria are shown below, along with the maximum number of points possible. Scores may range from 0 to 100 points, as follows:

<b>Proposal Elements</b>	<b>Maximum Score</b>
Scope of Work/Evaluation Plan	65 Points
Budget	25 Points
Organizational Capacity and Qualifications	15 Points
<b>Total Maximum</b>	<b>100 Points</b>

The Review Panel members will evaluate each Proposal using the specific review criteria guidelines in **Addendum I-B**.

3. Review Panel Recommendations

After the initial review and rating of each Proposal, the review panel will meet to discuss the Proposals and establish final rankings and recommendations.

Finalists will be recommended in rank order (based on the final average scores determined by the review panel for each Proposal) to County for funding consideration, along with suggestions for potential program, budget or other modifications. The next steps are: County (Mental Health Director and First 5 Solano Commission) approval and award of funding, contingent upon successful contract negotiations (which may include a site visit); finalization of service and evaluation plans; finalization of budget; and award of contract which must be approved by the Solano County Board of Supervisors or their designee.

**Note: County’s approval of an allocation of funding to one or more Applicants does not create rights, interests or claims of entitlement and does not imply or promise funding by County of Solano/First 5 Solano/H&SS. No Applicant is authorized to begin work until the contracting process is complete and a signed, properly-executed contract is in place. No reimbursement is authorized until and unless a fully-executed contract is established.**

**ADDENDUM I-B**

**PROPOSAL REVIEW CRITERIA**

<b>A.</b>	<b>Scope of Work/Evaluation Plan</b>	<b>65</b>
	Forms and narrative descriptions of the services to be provided and outcome measures to achieve the goals and objectives of the project.	
<b>B.</b>	<b>Budget</b>	<b>20</b>
	Line-item budgets and narratives that show reasonable and necessary hours and expenses, clearly link costs to services/outcomes expected and documents leveraging of funds, if any.	
<b>C.</b>	<b>Organizational Capacity and Qualifications</b>	<b>15</b>
	Narrative and job descriptions/resumes of key personnel that document the expertise and experience necessary to successfully carry out prenatal services, along with documentation of fiscal solvency.	
<b>Total Points Possible</b>		<b>100</b>

The Review Panel will evaluate each Proposal (Single Agency or Joint Agency) using the specific evaluation criteria that will be applied to all Proposals as follows:

**A. Scope of Work/Evaluation Plan**

**1. “Logic Model” Scope of Work/Evaluation Plan Form (up to 10 points)**

Use this form to document that the project goals, services and service targets, results expected and measures link clearly across Sections A, B, C, D and E of the “Logic Model” Scope of Work/Evaluation Plan Form. In other words, does it appear feasible that the services proposed, the amount of services proposed (service targets), in the timeframes proposed, will produce the level of expected result proposed, as measured by the instrument/activity proposed?

**2. Program/Services Description Narrative Form (up to 35 points)**

Clearly describe how you will provide the proposed services as outlined in section 2.02 of this solicitation. Describe the key activities as they are targeted to specific populations. Make sure that this service description includes:

- ✓ The research-based and/or best/promising practices on which services are based.
- ✓ Clear linkages between the proposed services and MHS/PEI Plan and First 5 Solano strategic plan goals and results for early childhood developmental health.
- ✓ A realistic timeline.
- ✓ Staffing that is commensurate with services to be provided.
- ✓ How you will make services accessible – this includes addressing transportation needs of clients, how persons with special needs will be identified/served and how staff will communicate with non-English speakers.



- ✓ As appropriate, clear linkages between the services to be provided and other services funded by First 5/the Division of Mental Health and/or the community for the same/similar populations. Also, appropriate follow-up to ensure that linked services are provided.
- ✓ If collaborative services are proposed, the collaboration plan is realistic and linkages and follow-up oversight is proposed.

**3. Service Estimates Form (up to 10 points)**

Use this form to document the proposed service units, time estimated for services, service counts and monitoring tools, and ensure that these appear reasonable and appropriate to the scope of the project, funding requested and outcomes expected.

**4. Evaluation Plan Narrative (up to 10 points)**

Use this space to document how you will adhere to the evaluation elements outlined in Section 2.04 of this solicitation, including the evaluation guidelines in Exhibit 2. Ensure that:

- ✓ There is clear differentiation between “process” outcomes (such as service targets) and project results/outcomes. Are the expected results/outcomes measurable? Are the expected results/outcomes clearly linked to the proposed services? Are the services likely to result in outcomes that are consistent with outcomes outlined in the MHSA/PEI plan and achieving First 5 Solano strategic plan goals and results for this RFP?
- ✓ The proposed evaluation and monitoring activities support assessment of the program implementation and results/outcomes.
- ✓ There is organizational capacity to carry out the required data collection and record-keeping systems, and adequate resources, including staff time, have been deployed to perform evaluation and monitoring activities.

**B. Budget/Budget Narrative (up to 20 points)**

Use these forms to ensure:

- ✓ Requested funds are appropriately deployed to successfully carry out the proposed services and activities. Does the funding amount requested relate appropriately to the proposed level of effort? If other resources, including in-kind, are available to support the project are they described?
- ✓ There is adequate justification for all line items and that all line items are appropriate, related and responsive to the activities and objectives of the project?
- ✓ That partner agency and (as appropriate) subcontractor budget(s) and narrative are justifiable and appropriate to the proposed project.
- ✓ The extent to which the requested funding for this project will leverage other funding.
- ✓ There is documentation that the Applicant possesses sufficient management and fiscal systems and controls to carry out the project.

**C. Organizational Capacity and Qualifications (up to 15 points)**

Use this form to ensure:

- ✓ The Applicant has the qualifications to undertake the proposed work.
- ✓ The extent to which the Applicant's past accomplishments or current projects/efforts (and those of its subcontractors, if any) relate to the type of work required under this RFP,
- ✓ There is sufficient staff and/or contracted staff to carry out the project. Do the proposed staff have a sufficient level of education and experience to carry out the project? If not, is the staffing plan timely and realistic?
- ✓ This project fits with the Applicant's mission and goals? Is there evidence of organizational commitment to this project?
- ✓ Adequate facilities are documented, or a timely and feasible plan proposed, to perform work under this RFP.
- ✓ Documentation of management ability and organizational infrastructure adequate to coordinate and monitor the project.
- ✓ A fiscally sound organization, based on the financial statements provided.

## ADDENDUM II

### PROPOSAL SUBMISSION DEADLINE AND CHECK LIST

All items listed below must be included in the Proposal package at time of delivery to County as per the Request for Proposals. **Note:** While this list is intended to assist the Applicant(s) in compiling a complete and timely Proposal, timely and complete submission of a Proposal is the sole responsibility of the Applicant(s).

1. All Applicants submitting a Proposal must mail or deliver one complete original and four complete copies of their Proposal to:

County of Solano/First 5 Solano Children and Families Commission  
Attention: Chris Shipman/RFP #2014-04  
601 Texas St., Ste. 210  
Fairfield, CA 94533

2. All documents required by this RFP must be received as one package at the above designated location. Packages must be delivered such that they are complete and received **NO LATER THAN 5:00 PM on May 19, 2014.** Late/incomplete submission is grounds for rejection of the Proposal.

3. No documents received by facsimile (fax), e-mail or postmarked by the due date but not received by the deadline set for receipt will be accepted.

4. Proposal Checklist

- Cover Sheet – 1 original, signed in blue ink (Addendum III A or B)
- “Logic Model” Scope of Work/Evaluation Plan Form (Addendum IV-B)
- Program/Services Overview Narrative Form (Addendum IV-C)
- Service Estimates Form (Addendum IV-D)
- Evaluation Plan Narrative Form (Addendum IV-F)
- Summary Budget Form (Addendum V-B)
- Line Item Budget Forms (one for each year/each partner/each subcontractor) (Addendums V-C or V-D; and V-E if applicable)
- Budget Narrative Form (Addendum V-F)
- Organizational Capacity and Qualifications Form (Addendum VI)
- Job Descriptions/Resumes of Key Personnel (refer to Part 3, Section 3.04 B)
- Financial Statements (refer to Part 3, Section 3.01F)
- Subcontractor Statement(s) (if applicable) (Addendum VII)
- Statement of Acknowledgment of Acceptance of Exhibit 1 – Solano County Standard Contract, Exhibits C and D Form (Addendum VIII) (plus 1 additional sheet if applicable)

**ADDENDUM III-A**

**FIRST 5 SOLANO/H&SS RFP # 2014-04 PROPOSAL COVER SHEET  
 SINGLE AGENCY PROPOSAL**

<b>APPLICANT AGENCY NAME</b>	
<b>ADDRESS</b>	<b>Applicant Phone</b>
	<b>Applicant Fax</b>
	<b>Web Address</b>
<b>CONTACT PERSON</b>	<b>Contact Phone</b>
	<b>Contact E-mail</b>
	<b>Contact Fax</b>
<b>PROJECT TITLE/SERVICES</b>	
<b>SUBCONTRACTORS (If applicable)</b>	
<b>AMOUNT OF FUNDING REQUEST</b>	
Year 1 \$ _____	
Year 2 \$ _____	
Year 3 \$ _____	
<b>Total Amount Requested</b> \$ _____	
<b>MATCHING FUNDS</b>	
In-Kind Amount \$ _____ Cash Amount \$ _____	
<b>Total Amount Matching Funds</b> \$ _____	
<b>AUTHORIZATION</b>	
<i>I declare under penalty of perjury under the laws of the State of California that the information provided in this Proposal is true and correct.</i>	
_____ <b>Signature of Authorized Official</b>	_____ <b>Title</b>
_____ <b>Print/Type Name of Authorized Official</b>	_____ <b>Date</b>



## ADDENDUM IV-A

### “LOGIC MODEL” SCOPE OF WORK/EVALUATION PLAN INSTRUCTIONS

The “Logic Model” Scope of Work/Evaluation Plan is divided into five sections as follows:

**1. Addendum IV-B: “Logic Model Scope of Work”/Evaluation Plan Form** (up to three sheets)

Provide a one-sentence program description and overview in the space provided. Briefly list the program goals (section A), services and service timeframes (section B), service targets and monitoring tools (section C), results and degree of change expected (section D) and evaluation methods and instruments (section E).

**2. Addendum IV-C: Program/Services Overview Narrative Form** (up to four single-spaced, typed pages, Arial 11pt font, with one-inch margins)

Describe the proposed program approach or “theory of change.” Describe the specific strategies that are incorporated into the planned approach. Clearly describe the proposed services, service targets and key activities. Describe the best/promising practices on which the approach is based. Address all services listed in Addendum IV-B, Sections B-C, “Logic Model” Scope of Work/Evaluation Plan Form.

Identify any other organizations whose cooperation/participation is necessary to ensure the success of the program, and the specific roles they will play. Show how neighborhood facilities will be provided, if appropriate, for the services.

Describe the service implementation plan and timeline, any issues or potential challenges related to implementing services and the proposed plan of action to ensure meeting service targets. If applicable, describe the plan to start services and become fully operational in a timely manner.

Specify the roles and activities of each partner agency, if a joint agency Proposal, and of subcontractors, if any.

Describe how the program/services will complement and align with (as applicable) other First 5 Solano and H&SS-funded initiatives and services as well as with other services available in the community for the populations served.

Describe how this program/services will promote timely intervention, reduce barriers and increase utilization of proposed services, including services to persons with disabilities and other special needs, e.g., hours of operation, interpreter services, transportation, and incentives.

Describe how this program will meet the transportation needs of the population(s) to be served.

Describe the Applicant’s cultural/linguistic competence to work with the population to be served.

Provide the location(s), including address(s), and a brief description of the facility(s) where the program will be implemented. If the Proposal covers more than one geographic area, provide separate descriptions for each area.

Include any other pertinent information about the program/services for this project.

**3. Addendum IV-D: Service Estimates Form** (up to three sheets, one per year) (This is related to the demographic and service reporting requirements in the Evaluation Plan; they need to be consistent)

Describe each service unit by type, number of service units, time per service unit, number of clients served annually and monitoring tools. Complete one Service Unit Form on the following page for each fiscal year of the program. Specify the length of time and the total number of each type of service unit to be provided to clients annually during the contract period, i.e., number and length of services, e.g., education sessions, screenings, assessments, parent coaching sessions, etc. Indicate how the performance of services will be monitored. Indicate number of unduplicated clients to be served. **Note:** Estimated numbers of persons to be served in Addendum YYY, the MHSA/PEI Evaluation Plan, represent approximately 57% of the total service effort expected for the amount of funding in this solicitation.

**EXAMPLE**

Service Unit Type	# of Service Units	Time for 1 Service Unit	# Served (Unduplicated) and # of times served	Monitoring Tool(s)	Cost per Service Unit and Cost per Person
Parent/Caregiver Workshops	1000	60 minutes	10 parents once weekly for 10 weeks	Pre-Post Survey	
Early Developmental Screening	500	30 minutes	250 children screened twice per year	ASQ	

**4. Addendum IV-E: Evaluation Plan Narrative** (up to two pages, single-spaced, typed, Arial 11pt font, with one-inch margins)

Describe the overall program/services evaluation plan. Explain how the services to be provided are designed to produce the anticipated change for the population to be served and the degree of change expected. Discuss how progress will be monitored and how the information collected will be utilized to inform program/project improvement over time.

Describe the specific performance measures chosen to evaluate the program as listed in Addendum IV-B, Section D-E, "Logic Model" Scope of Work/Evaluation Plan Form. For each, describe how the performance measure links to the program goals and services provided. Explain the degree of change expected over time, the measurement tool(s) and the basis for choosing these tools (reliability, validation, etc.).

Describe how, when and by whom service and result data will be collected and managed. Identify the lead person/position responsible for development and refinement of the evaluation plan.

Describe data collection tools and/or methods to be used for program-level data collection and evaluation. Describe how tracking and reporting of service target objectives, demographics of populations served, individual-level data/information, and/or collaborative-level evaluation activities will be accomplished.

Describe the implementation plan for the evaluation, including specific tasks, timeline and reporting schedule and methods. Describe how the requirements will be met to report service targets monthly, performance measures quarterly and provide narrative progress reports/supplemental documentation of activities, successes and challenges.

Describe which program staff will be responsible for performing evaluation activities and how they will work with County staff and the First 5 Solano Commission's evaluation and data collection consultants for evaluation and data collection services to support the required First 5 Solano and H&SS annual reports, initiative-level evaluations, overall evaluation plan and annual "Results Fair".

Describe any additional evaluation activities to be conducted, the reason/basis for these activities and the expected benefit(s) of additional evaluation activities.

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<b>APPLICANT NAME:</b>		
<b>PROGRAM NAME:</b>		
<b>GOAL:</b> What are 1-2 primary goals of your program?		Links to Strategic Plan Result #:

<b>Activity</b>	<b>TASKS</b>	<b>SERVICE COUNTS</b>		<b>OUTCOME</b>
<i>What broad category (ex: parent ed., case mgmt., home visiting, etc.) are you performing</i>	<i>What services, events and other actions make up the program?</i>	<i># Served: The counts of services provided (to unduplicated clients) and people served over the course of the program.            Service Unit Type/Length of Time: The level of services rendered (how often and how long).</i>		<i>Outcome: The percentage and number of people for whom the program will affect a desired change. The required percentage must be met regardless of total number served</i>
	<b>Tasks Within Activity</b>	<b># Served</b>	<b>Service Unit Type/Length of time</b>	<b>Outcome</b>
<b>Activity 1</b> <i>(this activity must link to the budget):</i>	1.			
	2.			

Activity	TASKS	SERVICE COUNTS		OUTCOME
What broad category (ex: parent ed., case mgmt., home visiting, etc.) are you performing	What services, events and other actions make up the program?	# Served: The counts of services provided (to unduplicated clients) and people served over the course of the program. Service Unit Type/Length of Time: The level of services rendered (how often and how long).		Outcome: The percentage and number of people for whom the program will affect a desired change. The required percentage must be met regardless of total number served
	Tasks Within Activity	# Served	Service Unit Type/Length of time	Outcome
	3.			

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**ADDENDUM IV-C**

**PROGRAM/SERVICES OVERVIEW NARRATIVE FORM**

(up to four single-spaced, typed pages, Arial 11pt font, with one-inch margins)

**RFP # 2014-04 – APPLICANT AGENCY NAME \_\_\_\_\_**

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**ADDENDUM IV-E**

**EVALUATION PLAN NARRATIVE FORM**

(up to two pages, single-spaced, typed, Arial 11pt font, with one-inch margins)

**RFP # 2014-04 – APPLICANT AGENCY NAME \_\_\_\_\_**

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## ADDENDUM V-A

### BUDGET INSTRUCTIONS

#### A. General Information

Budgets should be consistent with the level, type and scope of services and evaluation activities to be provided. Budgets should reflect common business practices and be adequate to ensure the success of the project. **NOTE: "Year" is the Solano County Fiscal Year, i.e. July 1-June 30, with "Year 1" of this solicitation being a partial year of September 2014 - June 2015.**

Consistent with the intent of the California Children and Families Act of 1998 and the Mental Health Services Act of 2004, no monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Activities funded under this RFP must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

#### B. Budget Forms

1. Applicant(s) must complete the Budget Summary form (Addendum V-B) indicating each year of funding requested on the form.
2. Applicant(s) must complete a Program Budget (**Addendums V-C, V-D and/or V-E**) for each year of funding requested.
  - a. Personnel costs must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Applicant and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses that are approved by First 5 Solano/H&SS. These expenses are allowable when they are included in the grant award and are in accordance with the agency's approved written policies.
  - b. Salaries and benefits of personnel involved in more than one grant or project must be charged to each grant based on the actual percentage of time spent on each grant or project. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the grant award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved grant award. Functional timesheets or an allocation plan must be maintained which support the time charged to First 5 Solano/H&SS grants.
  - c. Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period. First 5 Solano/H&SS reserves the right to make the final determination if an operating expense is allowable and necessary.
3. Applicant(s) must complete the Budget Narrative Form (**Addendum V-F**) of up to three pages. This form should include, at a minimum, the following information:

- a. Describe the costs of the overall project (and the costs attributable to each partner in a joint agency Proposal). **Note:** If the Proposal is not countywide but covers more than one city/geographic area, provide explanations for each area as necessary.
  - b. Explain the justification for each line item in the budget must be justified and include detail that describes what each item is, how the item relates to the project and how the amount shown was arithmetically determined.
  - c. Describe internal management and fiscal control systems for the single agency or each partner agency as appropriate.
  - d. Describe the role, scope of services and cost basis for any consultant services to be provided.
  - e. Discuss any additional sources of income that have been or will be leveraged to support the project. List source and amount of all non-First 5/H&SS income to be applied to project.
  - f. Describe specific plans for the sustainability of the program beyond the term of the requested funding.
4. Each Partner Agency in a joint agency Proposal must complete a partner agency budget and budget narrative for each year of funding requested.
  5. A subcontractor budget and budget narrative for all subcontractors must be completed for each year of funding requested.





**ADDENDUM V-C**

**SINGLE AGENCY LINE ITEM BUDGET FORM**

(check one) \_\_\_ Year 1    \_\_\_ Year 2    \_\_\_ Year 3

**NOTE:** A separate budget must be completed for each year for which funding is requested. The Budget Year is the Solano County Fiscal Year, i.e. September 1-June 30.

**RFP # 2014-04 APPLICANT NAME**

Line Item	FTE	First 5 Solano/H&SS	Other Sources	Total
<u>Personnel</u>				
Staff Member 1				
Staff Member 2				
Staff Member 3				
Staff Member 4				
Benefits				
<b>Subtotal Personnel</b>				
<u>Operating Expenses</u>				
Rent & Utilities				
Office Supplies & Materials				
Telephone/Communications				
Postage/Mailing				
Reproduction/Copying				
Travel				
Training/Conferences				
Start-Up costs (Year one only)				
Other (please describe)				
Other (please describe)				
Other (please describe)				
<b>Subtotal Operating Expenses</b>				
<u>Subcontractors</u>				
Subcontractor 1				
Subcontractor 2				
<b>Subtotal Subcontractors</b>				
<u>Indirect Costs</u>				
Indirect Costs				
<b>Subtotal Indirect</b>				
<b>Grand Total Expenses</b>				

**ADDENDUM V-D  
 PARTNER AGENCY LINE ITEM BUDGET FORM**

(check one) \_\_\_ Year 1    \_\_\_ Year 2    \_\_\_ Year 3

**NOTE: A separate budget must be completed for each year for which funding is requested. The Budget Year is the Solano County Fiscal Year, i.e. July 1-June 30.**

**RFP # 2014-04 APPLICANT NAME \_\_\_\_\_**

Line Item	FTE	First 5 Solano/H&SS	Other Sources	Total
<u>Personnel</u>				
Staff Member 1				
Staff Member 2				
Staff Member 3				
Staff Member 4				
Benefits				
Subtotal Personnel				
<u>Operating Expenses</u>				
Rent & Utilities				
Office Supplies & Materials				
Telephone/Communications				
Postage/Mailing				
Reproduction/Copying				
Travel				
Training/Conferences				
Start-Up costs (Year one only)				
Other (please describe)				
Other (please describe)				
Other (please describe)				
Subtotal Operating Expenses				
<u>Subcontractors</u>				
Subcontractor 1				
Subcontractor 2				
Subtotal Subcontractors				
<u>Indirect Costs</u>				
Indirect Costs				
Subtotal Indirect				
Grand Total Expenses				

**ADDENDUM V-E  
 SUBCONTRACTOR LINE ITEM BUDGET FORM**

(check one) \_\_\_ Year 1    \_\_\_ Year 2    \_\_\_ Year 3

**NOTE: A separate budget must be completed for each year for which funding is requested. The Budget Year is the Solano County Fiscal Year, i.e. July 1-June 30.**

**RFP # 2014-04 APPLICANT NAME \_\_\_\_\_**

Line Item	FTE	First 5 Solano/H&SS	Other Sources	Total
<u>Personnel</u>				
Staff Member 1				
Staff Member 2				
Staff Member 3				
Staff Member 4				
Benefits				
Subtotal Personnel				
<u>Operating Expenses</u>				
Rent & Utilities				
Office Supplies & Materials				
Telephone/Communications				
Postage/Mailing				
Reproduction/Copying				
Travel				
Training/Conferences				
Start-Up costs (Year one only)				
Other (please describe)				
Other (please describe)				
Other (please describe)				
Subtotal Operating Expenses				
<u>Subcontractors</u>				
Subcontractor 1				
Subcontractor 2				
Subtotal Subcontractors				
<u>Indirect Costs</u>				
Indirect Costs				
Subtotal Indirect				
Grand Total Expenses				

**ADDENDUM V-F  
BUDGET NARRATIVE FORM**

(up to three pages, single-spaced, typed, Arial 11pt font, with one-inch margins)

**RFP # 2014-04 APPLICANT AGENCY NAME** \_\_\_\_\_

DRAFT

**ADDENDUM VI  
ORGANIZATIONAL CAPACITY AND QUALIFICATIONS FORM**

(up to one page below plus the job descriptions and/or one-page resumes for the key personnel (up to 5) referenced in the Budget/Budget Narrative and financial statements as required in Part 3, Section 3.01 F)

**RFP # 2014-04 APPLICANT AGENCY NAME** \_\_\_\_\_

DRAFT

## ADDENDUM VII

### SUBCONTRACTOR(S) STATEMENT FORMAT

#### I. Subcontractors

Provide a statement from each subcontractor which indicates that by signing the statement, the subcontractor agency agrees to perform the activities listed in the Proposal for the costs set forth in the Proposal budget. Include a statement indicating the subcontractor agrees to collect and provide data and progress report information as outlined in the Proposal and to attend quarterly First 5 Solano training and technical assistance meetings.

#### II. Signatures

Applicant and the appropriate representative of each subcontractor agency must sign the subcontractor statement(s). The agreement must be signed by individuals with authority to bind each agency contractually. A signed original of this statement(s) must be included with the original, wet-signed Proposal cover sheet. Copies of the original may accompany the Proposal copies.

**ADDENDUM VIII**

**STATEMENT OF ACKNOWLEDGMENT OF ACCEPTANCE OF EXHIBIT 1 –  
SOLANO COUNTY STANDARD CONTRACT, EXHIBITS C AND D FORM**

Complete either 1) or 2) below:

1) I, the undersigned, certify that I am legally authorized to contractually bind the agency listed below. I further certify by signing below that I have reviewed the Exhibit 1, Solano County Standard Contract, Exhibits C and D, and accept it without qualification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Title

2) I, the undersigned, certify by signing below that I am legally authorized to contractually bind the agency listed below. I further certify by signing below that I have reviewed the Exhibit 1, Solano County Standard Contract, Exhibits C and D, and accept it with the following qualification(s).

A. \_\_\_\_\_

B. \_\_\_\_\_

(attach one separate sheet if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Title

**Table 1: LTFP Projections Summary Without MHSA Match & Extension**

Category	FY2012/13	FY2013/14	FY2014/15	FY2015/16	FY2016/17	FY2017/18	Total
<b>Revenue</b>							
Prop 10 Tobacco Tax	3,650,050	3,563,082	3,403,223	3,301,126	3,202,093	3,106,030	20,225,604
Matching Funds	641,091	697,313	241,313	136,313	0	-	1,716,030
Other Revenue	179,093	312,012	346,861	346,861	346,861	346,861	1,878,549
<b>Total Revenue</b>	<b>4,470,234</b>	<b>4,572,407</b>	<b>3,991,397</b>	<b>3,784,300</b>	<b>3,548,954</b>	<b>3,452,891</b>	<b>23,820,183</b>
<b>Expenditures</b>							
Program Expense	4,259,492	4,666,272	4,666,272	4,666,272	4,666,272	4,666,272	27,590,852
Operations Expense	1,251,984	1,773,967	1,773,967	1,773,967	1,773,967	1,773,967	10,121,819
<b>Total Expenditures</b>	<b>5,511,476</b>	<b>6,440,239</b>	<b>6,440,239</b>	<b>6,440,239</b>	<b>6,440,239</b>	<b>6,440,239</b>	<b>37,712,671</b>
Reserves Used	1,041,242	1,867,832	2,448,842	2,655,939	2,891,285	2,987,348	13,892,488
Reserve Balance	11,795,879	9,928,047	7,479,205	4,823,266	1,931,981	(1,055,367)	

Note: FY2014/15 match includes CARES Plus and CSP; FY 2015/16 match includes CARES Plus

**Table 2: LTFP Projections Summary Including MHSA Match & Extension**

Category	FY2012/13	FY2013/14	FY2014/15	FY2015/16	FY2016/17	FY2017/18	Total
<b>Revenue</b>							
Prop 10 Tobacco Tax	3,650,050	3,563,082	3,403,223	3,301,126	3,202,093	3,106,030	20,225,604
Matching Funds	641,091	697,313	841,313	736,313	600,000	-	3,516,030
Other Revenue	179,093	312,012	346,861	346,861	346,861	346,861	1,878,549
<b>Total Revenue</b>	<b>4,470,234</b>	<b>4,572,407</b>	<b>4,591,397</b>	<b>4,384,300</b>	<b>4,148,954</b>	<b>3,452,891</b>	<b>25,620,183</b>
<b>Expenditures</b>							
Program Expense	4,259,492	4,666,272	4,810,272	4,810,272	4,810,272	4,666,272	28,022,852
Operations Expense	1,251,984	1,773,967	1,773,967	1,773,967	1,773,967	1,773,967	10,121,819
<b>Total Expenditures</b>	<b>5,511,476</b>	<b>6,440,239</b>	<b>6,584,239</b>	<b>6,584,239</b>	<b>6,584,239</b>	<b>6,440,239</b>	<b>38,144,671</b>
Reserves Used	1,041,242	1,867,832	1,992,842	2,199,939	2,435,285	2,987,348	12,524,488
Reserve Balance	11,795,879	9,928,047	7,935,205	5,735,266	3,299,981	312,633	

Note: FY2014/15 match includes CARES Plus, CSP, and MHSA; FY2015/16 match includes CARES Plus and MHSA; FY2016/17 includes MHSA



Result Area #	Result Area	Strategies	FY2011/12	2012-2015 Funding Cycle			2015-2017 Proposed Extension		Total 2012-2017 Funding Cycle
				FY2012/13	FY2013/14	FY2014/15	FY2015/16	FY2016/17	
R1	Mothers have healthy pregnancies	Screenings, case management and prenatal health services for African-American women	1,392,000	1,065,015	1,065,015	1,065,015			3,195,045
		Screenings, case management and prenatal health services for teens							
R2	Newborns are healthy	Screenings, case management and prenatal health services for women at risk of using/abusing substances							
		Nurse home visiting for first-time mothers							
R3	Children access comprehensive health insurance and health care services	Outreach, enrollment, retention activities	250,000	250,000	250,000	250,000			750,000
		Premium subsidies							
R4	Children and parents/primary caregivers access appropriate mental health services	Provider training	865,042	766,282	766,282	766,282	766,282	766,282	3,831,410
		Developmental screenings and assessments							
		Mental health treatment services							
		MHSA match funds							
R5	Reliable child care is consistently available to families	"Wraparound" child care	144,000	144,000	144,000	144,000			432,000
R6	Child care providers know and practice high-quality child care programming	Child care professional development and stipends	165,000	131,167	131,167	131,167			393,501
		First 5 California professional development match funds	136,313	136,313	136,313	136,313			408,939
		First 5 California Early Learning System Specialist	-	105,000	105,000	105,000			315,000
		Child care and development classroom improvements	-	15,000	-	-			15,000
R7	Parents and primary caregivers are educated on, prepared to, and engage in helping their children enter school ready to learn	Pre-Kindergarten Academies	814,718	80,000	80,000	80,000			240,000
R8	Children have access to quality, affordable early learning experiences in their community (birth to 5)								
R9	Families know about and access necessary support systems and community services	Neighborhood-based information & referral/case management	1,338,000	945,920	876,035	876,035			2,697,990
		Neighborhood-based home visiting for CPS referred-children							
		Substance abuse outreach, screening referral and treatment							
R10	Children are raised in safe homes and communities	Basic needs for families in crisis							
R11	Using community resources and supports, parents and primary caregivers are educated on and practice effective parenting strategies	Homeless transition services							
R12	Large foundation and government grants and contracts are secured	Parent information and support	175,000	352,000	352,000	352,000			1,056,000
R13	Corporate grants are obtained and corporate/ business partnerships are strengthened								
R14	Legislative and policy changes benefiting young children are prioritized, established and strengthened								
All	Parent Education	Parent education curriculums across programs	302,681	204,173	204,173	204,173			612,519
All	Collaboration	Collaboration/Coordination across programs	412,000	175,000	100,000	100,000			375,000
All	Discretionary Fund	TBD annually	-	250,000	250,000	250,000			750,000
Totals:			5,716,073	5,075,870	4,915,985	5,059,985	1,366,282	1,366,282	17,784,404
Remaining Annually to be Allocated*							3,693,703	3,693,703	

\* Amount remaining annually based on the assumption that the Commission will continue to fund at the same level as FY2014/15



CHILDREN ARE OUR BOTTOM LINE

**DATE:** March 25, 2014  
**TO:** First 5 Solano Children and Families Commission  
**FROM:** Cherelyn Ellington Hunt, Community Engagement Program Manager  
**SUBJ:** **First 5 California FY2012/13 Annual Report**

**Motion A: Consider acceptance of the First 5 California Children and Families Commission's FY2012/13 Annual Report, pursuant to Health and Safety Code Section 130150**

**Background:**

Proposition 10 statues provide that First 5 California Children and Families Commission prepare a written report each year that consolidates, summarizes, analyzes, and comments on the annual audits and reports submitted by all of the county commissions and the state Controller for the preceding fiscal year. This annual report must be transmitted to the Governor, the Legislature, and each county commission. County commissions, in turn, are required to review this report in a public hearing.

The First 5 California FY2012/13 Annual Report highlights and describes the impact of First 5 services on California children between ages 0-5. The report includes overviews of the services and programs provided by the state commission and county commissions. Collaborations between First 5 California and county commissions, as well as key programmatic accomplishments, are outlined.

A brief summary of First 5 Solano Family and Children's Commission accomplishments is included in the FY2012/13 First 5 California Annual report on page 54.

A copy of the report is available on the First 5 Solano website at [www.first5solano.org](http://www.first5solano.org) and at the First 5 California website at [www.cafc.ca.gov](http://www.cafc.ca.gov).



CHILDREN ARE OUR BOTTOM LINE

**DATE:** March 27, 2014  
**TO:** First 5 Solano Commission  
**From:** Christina Arrostituto, Executive Director  
**SUBJ:** **Executive Director's Report for April 2014**

There is no report this month as the Executive Director was out with an injury during this report period. The next report will cover any information items dating back to March 2014.



# FIRST 5 PROGRAM UPDATES

First 5 Solano Children and Families Commission

## Annual Grantee Site Visits

By Venis Jones Boyd  
*Child and Family Programs Manager*

For the last month, this contract manager has performed annual site visits of First 5 Solano's Grantees in the Family Support and Parent Education Initiative.

The benefit of these visits, I believe, contribute greatly to the success of funded programs service delivery by ascertaining the position of the grantee and assisting them in their quest for the betterment of children zero to five and their families.

The visit begins with the Contract Monitoring and Program Performance Review and Report form completed by the Grantee with their staff. This form gives the Grantee an opportunity to analyze their performance, strengths, and challenges. The Contract Manager has the opportunity to visit and tour the facility, meet staff, and sometimes observe service delivery.

At the visit, the Program Coordinator/Manager and their staff meet with the First 5 Solano Contract Manager to review the form. First 5 Solano's Priorities, Goals, Results, and description of services provided by the program are examined; timeliness of program reporting and invoice submittal is discussed and any problems or issues indicated are evaluated for resolution; data roles and responsibilities require review including the data collection process and procedure. A large portion of the allotted time for the visit is dedicated to program performance. This is an important discussion as any anticipated impact to the program or inability to meet contracted goals are appraised, and further action, if necessary, is deliberated.

Finally, the fiscal review is performed with supporting document for a particular monthly invoice; review of the organization's financial audit for adverse audit findings or management letter; and discussion of their cost allocation plan--in particular any significant changes in the basis and methodology for allocation of direct and indirect costs. The visit is concluded with the Grantee providing information they would like First 5 to know that was not discussed. A continuing theme has been the re-institution of the Organization Support Fund to assist grantees with new technical equipment such as computers and software.

Overall, site visits provide an opportunity for both the Contract Manager and the grantee to continue to ensure a high level of service for families and children.

### INSIDE THIS ISSUE

Annual Grantee Site Visits	1
Community Engagement and CSP	2
CDA Cares Dental Clinic	2
First 5 Futures	4

# Community Engagement and Child Signature Programs

By Chereilyn Ellington Hunt

*Community Engagement and Early Childhood Education Programs Manager*

## Annual Report Video

During the week of March 10-14, Videographer Christie Goshe and I spent two days in the field visiting grantees who agreed to be part of the shoot for our video Annual Report that will be completed and presented to you in June. Site visits which included interviews, tours and an opportunity to see the Commissions funded programs in operation provided engaging opportunities to feature programs and the children and families we serve.

## Child Signature Program

The First 5 California First Annual Child Signature state meeting was held on February 26<sup>th</sup>. First 5's, participating school districts, and other CSP partners spent the day discussing the next steps in the Child Signature Program. Beth Coffman, the First 5 Solano Early Learning Systems Specialist and Deputy Director Megan Richards and I had an opportunity to meet the F5CA/WestEd E4 team. The E4s are the trainers and coaches provided by First 5 California as part of the CSP Program that will help classrooms achieve the goals on their completed Improvement Plans. The first phase of the program, assessment, helped classrooms look at areas they wanted to work on, and the result, the improvement plans, will help them increase the quality of instruction and interaction in their classrooms.

## April Children's Month

April Children's Month activities are in full swing. In addition to activities that include a Board of Supervisors Resolution recognizing April as Children's Month, various observances are being held around the county.

First 5 Solano April Children's Month grants are being utilized to support a Health Fair at Solano County Health and Social Services (April 16), The Dixon Block Party (April 26), Child Abuse Prevention Blue Ribbon activities.

## KUIC Parent Education Messages

A contract with KUIC Radio (95.3 FM) is in place. The first PEM is airing now, and the subject is Pre-K Business Champions. Future messages include those that will help connect parents with the various Pre-K grantees to register their children for Pre-K Academies, Poison Prevention, Summer Safety and Nutrition and Breastfeeding messaging.

# Major sponsors donate \$160,000 to CDA Cares Solano

By Christine Shipman

*Health Programs Manager*

Several major sponsors, through in-kind donations and resources, are stepping up to make sure [CDA Cares Solano](#) provides the most oral health care possible to patients in need.

CDA Cares Solano will be held at the Solano County Fairgrounds on April 25-26 with the help of hundreds of volunteer dental professionals and other community volunteers. On top of volunteers, the CDA Foundation relies heavily on the financial support of its sponsors. Solano County, First 5 Solano, the Del E. Webb Foundation and Kaiser Permanente in Napa and Solano counties all are donating and/or matching funds up to \$20,000 or more, for a total of \$160,000.

"All of these organizations are extremely important to the success of CDA Cares Solano and we are forever grateful," said Don Rollofson, DMD, chair of the CDA Foundation. "Because of their philanthropic commitments, we will be able to serve the patients of this region that need oral health care the most."

The goal of CDA Cares is to relieve pain and infection and educate the public and policymakers about the importance of good oral health and the need for an adequately funded dental safety net, including a state dental director who can develop programs to improve the oral health of Californians. Recognizing the importance of this mission, Solano County has agreed to match the CDA Foundation's fundraising for CDA Cares Solano up to \$70,000, which is the largest individual monetary donation to the CDA Cares program since it began in 2012.

Solano County Board Supervisor Linda Seifert was largely responsible for cultivating the donation. Seifert, who represents District 2, which includes Benicia, Cordelia, Green Valley and portions of Vallejo, served as the general counsel at CDA from 2000 to 2003. Seifert said the county has taken notice of the success the CDA Foundation has had around the state with CDA Cares and that is why the Board of Supervisors voted to approve the donation.

"Solano County is honored to partner with the CDA Foundation to bring CDA Cares to Solano County. We knew of the success of the CDA Cares program in other parts of California and know that the substantial unmet need here in Solano County can be addressed — even if in a small part — through this outstanding program," Seifert said. After getting elected to supervisor, Seifert quickly became involved in her community, serving terms as a member and vice president of the Solano County Library Foundation, member of the Child Haven Board of Directors, member and president of the Green Valley Landowners Association Board of Directors and member of the Advocates for the Arts Board of Directors.

In addition to funds, the county has committed substantial resources to CDA Cares, including providing the site at a substantially reduced cost, security services through the Sheriff's Department, equipment and personnel through the Health and Social Services Department and also anticipates providing hundreds of volunteers.

"We thank CDA and its members for their continued leadership in addressing the impacts of unmet dental needs and by raising community and political awareness of the importance of dental health in overall health," Seifert said.

The First 5 Solano Children and Families Commission (First 5 Solano) is another sponsor that has agreed to match funds raised by the CDA Foundation up to \$20,000. First 5 Solano is a branch of First 5 California, which was created by voters under Proposition 10 to recognize that children's health and education is a top priority, especially in the early years of development. First 5 Solano aims to be accessible to its communities and make an effort to incorporate community participation into policy and funding decisions.

"When we learned the CDA Foundation was interested in bringing CDA Cares to Solano County, we knew we had to step up to the plate because we recognize how important oral health care is in Solano County," said Christine Shipman, health programs manager for First 5 Solano. "Tooth decay is one of the most common diseases in children and that is why the Children's and Families Commission of Solano County offered up the donation. CDA Cares can have a real impact and those are the types of initiatives the Commission helps fund."

According to its website, First 5 "creates and fosters programs and partnerships with community entities to promote, support and improve the lives of young children, their families and their communities." Providing care to the whole family is something Shipman said First 5 found intriguing about CDA Cares. "Another aspect of CDA Cares that we saw is the children and their entire family receives care and education at the clinics," Shipman said.

The main mission of the Del E. Webb Foundation, another major donor, is to provide direct support to qualified organizations for qualified charitable purposes in the areas of medical services, research and education. The Webb Foundation felt CDA Cares aligns with that mission statement and that is why its

board of directors decided to make a significant donation in the amount of \$50,000 to CDA Cares Solano. “The only things we do in this life that matter is the things we do for each other,” said Larry Johnson, president of the Del E. Webb Foundation. “CDA Cares fits perfectly with our vision of serving a large number of people with a small amount of money.”

Another key sponsor is Kaiser Permanente in Napa and Solano counties, which serves more than 240,000 members, spanning an area stretching from the Carquinez Bridge north to Vacaville and Dixon, through the Napa Valley to Calistoga and over to Benicia. Kaiser donated \$20,000 to CDA Cares Solano. “Dental health is important to overall health and that’s why we are pleased to partner with the Solano County Board of Supervisors and the California Dental Association to bring high-quality dental care to the residents of our county who need it most,” said Max Villalobos, area manager, Kaiser Permanente, Napa Solano Area.

In Kaiser’s four medical centers in the area, 400 physicians and nurse practitioners, representing every primary care area and every major medical subspecialty, provide a full range of services to its members. According to its website, Kaiser partners with its “patients and local communities, we work to promote good health and wellness throughout the region.”

The monetary donations made by these organizations are just a portion of the donations made by sponsors (including in-kind donations from major sponsors Benco Dental, Carestream Dental and Patterson Dental) throughout the region.

To help provide oral health care services to the large number of expected patients in Solano County, the CDA Foundation is currently seeking additional CDA Cares sponsors, as well as dental and health volunteers to sign up for an entire day, rather than a shorter shift. Additionally, community volunteers are needed to assist with registration, clinic set up, data entry, escorting patients, interpreting and much more. Since 2012, the CDA Cares volunteer dental program has provided \$6 million in care to more than 8,000 patients. For more information, make a donation or register to volunteer, visit [cdafoundation.org/cdacares](http://cdafoundation.org/cdacares)

## First 5 Futures Update

By Ciara Gonsalves

*Policy & Fund Development Manager*

A brief overview of how First 5 Futures is performing relative to the goals outlined in the First 5 Futures Implementation and Fund Development Plan.

### **Goal One: Secure Large Foundation and Government Grants and Contracts**

Securing foundation and government grants requires a lot of patience due to the competitive nature and strict applicant requirements. The physical locale of Solano County is also a barrier to obtaining foundation and government grants is. Larger Foundations tend to focus funding near or within their respective physical locations, which are more centrally located around San Francisco and Sacramento. Because Solano is positioned between both San Francisco and Sacramento, Solano often gets forgotten. Our grant seeking focus remains on sustaining existing First 5 Solano priorities, projects, and grantees. We will continue to seek meetings with large foundations and have reached out to our consultant Glen Price to assist in this endeavor.



### **Goal Two: Obtain Corporate Grants and Strengthen Corporate and Business Partnerships**

First 5 Solano’s innovative Pre-Kindergarten Business Champions Campaign (PKBC) has taken the forefront rather than obtaining corporate grants. While corporate grants will continue to be sought after, business relationships have continued to grow in the last two years with partnerships between the nine Chambers of Commerce, Solano Economic Development Corporation, Meyer Corporation, NorthBay

Healthcare, Fairfield Funeral Home, Bryan-Braker Funeral Homes, Travis Credit Union, Kiwanis, Soroptimists, Rotary, and Lyons clubs. These ongoing partnerships have gained strength and are the foundation to future successes and partnership opportunities.

**Goal Three: Pursue Legislative and Policy Changes to Increase Support for the Mission of First 5 Solano**

Policy and legislative involvement gained momentum in Solano County among early childhood partners in the last six months. Collaborative partnerships with grantees and other community and county partners are becoming more collaborative, shedding the silos that fragment our voices to legislators. Groups like Funding the Next Generation Solano, the “Investing in Our Children” Policy Forum group, and the Children’s Alliance and Help Me Grow Solano all have the same priorities and goals of drawing in funds for the future of Solano Children. Each subgroup has its own priority, whether it is policy, future funding, or childcare planning, whatever the case; the end result is the same: how do we draw a dedicated funding stream for children’s services in Solano?

Funding the Next Generation is a group that I participate with and we are looking to duplicate what Margaret Brodtkin and San Francisco did: secure a dedicated funding stream into San Francisco for children’s services. Mrs. Brodtkin will be at the next meeting on April 7<sup>th</sup> to consult with our Solano group on creating the framework for this process and strategizing how we can create a winning ballot initiative. Sounds like First 5 Futures to me!