



Regular Meeting

August 17, 2020

1:30 pm

Join Zoom Meeting

<https://zoom.us/j/93437637664>

To attend by phone (669) 900 9128

Meeting ID: 934 3763 7664

Commissioners:, Dr. Richard Johnson, Chair; Erin Dobyns, Vice Chair;
Katherine Rakow; Janet Stevens; Nichole Williamson; Terry Woodrow

Item 1	Call to Order
2	Announcement: Executive Order - Teleconference Flexibility This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All Commission members may attend the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.
3	Consent Agenda These matters that are routine and non-controversial and are usually approved by a single majority vote without discussion. Items can be removed from the consent agenda to be discussed and considered separately 3.1 Approve August 17, 2020 Agenda
4	Public Comment The Law allows the public to address the First 5 Alpine Commission on any matter whether or not it is on the Agenda, but the laws prohibit action by the Commission on non-agenda items. Comments are limited to three minutes
5	Old Business 5.1. A Ratify approval of agenda of June 24, 2020 meeting. 5.1. B Ratify approval of minutes of January 21, 2020. 5.1. C Ratify approval of extension of current Strategic Plan 2014-2020. 5.1. D Ratify approval of Fiscal Year 2019-2020 revised Budget. 5.1. E Ratify approval of Fiscal Year 2020-2021 Budget. 5.1. F Ratify approval of Long-Range Financial Plan. 5.1. G Ratify approval of First 5 Revised Policies & Procedures. 5.1. H Ratify approval of contract with Social Entrepreneurs Incorporated in for evaluation services for the term of July 1, 2020 – June 30, 2021 in the amount of \$20,942.50.

	5.1.I Ratify disapproval of a ratification of a Memorandum of Understanding with California Family Resource Association in the amount of \$3,720 to provide support to families as a result of the COVID-19 Pandemic.
6	<p>New Business</p> <p>6.1 Approve contract with Early Learning Center for Child Development Program for the term of July 1, 2020 – June 30, 2021 in the amount of \$63,000.</p> <p>6.2 Approve contract with Bear Valley Parents Group for Child Care Program for the term of July 1, 2020 – June 30, 2021 in the amount of \$37,800.</p> <p>6.3 Approve contract with Choices for Children for Parent Education Program for the term of July 1, 2020 – June 30, 2021 in the amount of \$2,577.</p> <p>6.4 Discussion of Strategic Plan 2020-2024.</p> <p>6.5 Discussion and possible approval of Long Range Financial Plan 2020-2024.</p>
7	Member Announcements
8	Next meeting – Monday, October 26, 2020 @ 1:30 p.m.



Revised June 19, 2020

Regular Meeting

June 24, 2019

1:30 pm

Zoom Meeting

<https://zoom.us/j/96746974037>

Meeting ID: 967 4697 4037 or call in: 1 (669) 900-9128

Commissioners: Dr. Richard Johnson, Chair; Erin Dobyngs, Vice Chair;
Janet Stevens, Nichole Williamson, Katherine Rakow, Terry Woodrow, Nani Ellis

Item 1	Call to Order
2	<p>Announcement: Executive Order - Teleconference Flexibility This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All council members may attend the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.</p>
3	<p>Consent Agenda (Action) These matters that are routine and non-controversial and are usually approved by a single majority vote without discussion. Items can be removed from the consent agenda to be discussed and considered separately</p> <p>3.1 Approve June 24, 2020 Agenda</p> <p>3.2 Approve January 21, 2020 Minutes (Action)</p>
4	<p>Public Comment The Law allows the public to address the First 5 Alpine Commission on any matter whether or not it is on the Agenda, but the laws prohibit action by the Commission on non-agenda items. Comments are limited to three minutes</p>
5	<p>New Business</p> <p>5.1 Executive Director Report</p> <p>5.2 Extension of current strategic plan 2014-2020 (Action)</p> <p>5.3 Approve the 19/20 FY revised budget (Action)</p> <p>5.4 Approve the 20/21 FY Budget (Action)</p> <p>5.5 Approve Long-Range Financial Plan (Action)</p> <p>5.6 Approve First 5 Policies and Procedures Revisions (Action)</p>

6	First 5 2020/2021 Contracts 6.1 Approve SEI contract for \$20,942.50 for evaluation services (Action) 6.2 California Family Resource Association Mou (Action) - Executive Director asks the First 5 Board to ratify signature on the MOU with California Family Resource Association for receipt of \$3,720.00 related to support of families at-risk during California's mandated shelter-in-place orders as a result of the COVID-19 Pandemic. The funds can be used for material items (food, diapers, cleaning supplies), assistance with isolation needs, parenting resources, etc.
7	Announcements and Next Meeting
8	Adjournment

Children & Families Commission
MINUTES of the Regular Meeting
January 21, 2020

Alpine County Health & Human Services – 75 A Diamond Valley Rd., Markleeville, CA 96120

Commissioners Present: Richard Johnson, Chair; Erin Dobyms, Vice-Chair; Katherine Rakow; Terry Woodrow, Nichole Williamson

Commissioners Absent:

Staff Present: Jennifer Hawkins, Executive Director

Guests Present: Donita Hudson, Choices for Children; Janel Morales as note taker.

1. Call to Order

Chair Johnson called the meeting to order at 2:06 p.m. Quorum present

2. Consent Agenda (Action) These matters that are routine and non-controversial and are usually approved by a single majority vote without discussion. Items can be removed from the consent agenda to be discussed and considered separately.

2.1 Approve January 21, 2020 Agenda

2.2 Approve November 5, 2019 Minutes

Motion made by commissioner Woodrow to approve the January 21, 2020 agenda seconded by Commissioner Williamson. Motion made by Commissioner Woodrow and commissioner Williamson seconded to approve the November 5, 2020 Minutes. Motion passed.

3. Public Comment

The Law allows the public to address the First 5 Alpine Commission on any matter whether or not it is on the Agenda, but the laws prohibit action by the Commission on non-agenda items. Comments are limited to three minutes.

No public comment

4. New Business

4.1 Election of Officers (Action)

The Commission nominated Richard Johnson as Chair. *Motion made by Commissioner Williamson to vote Johnson as chair, Terry Woodrow seconded. Motion passed. Erin Dobyms nominated for Vice Chair. Motion made by commissioner Woodrow, commissioner Williamson seconded. Motion passed.*

Commissioner Broadhurst has resigned, commissioner Williamson has asked BHS for recommendations.

4.2 First 5 Association Values Review

J.Hawkins discussed the First 5 Association Values drafted at the December 2019 Summit. First 5 Alpine to look a documents to apply these values for future decision, as well as aligning with their own vision and mission statement.

4.3 Strategic Plan side by side comparison

J. Hawkins discussed side by side comparison of strategic plan details with reference to the First 5 Association Values. The Governor's upcoming plans for Early Childhood will continue to influence and inform these plans.

4.4 Strategic Plan Retreat

Discussion on the upcoming strategic planning retreat. Discussed location and date. Retreat scheduled for May. June commission meeting will be to approve the strategic plan and contracts. Planning retreat set for May 4th from 11am- 3pm at Mad Dog Café. Lunch provided.

Executive Director Report

All parent trainings are scheduled with CFC. First 5 discussing rebranding in 2020. First 5 Alpine promoting the Census. A decline in Prop 10 revenue is expected, more details to come in the new FY. Trauma screening reimbursements are available for qualifying agencies. Busy Bears to receive 1:1 coaching this FY. J. Hawkins and commissioner Johnson to attend the First 5 Summit in February in Southern California.

5. Announcements and Next Meeting

Commissioner Williamson discussed the presentation of the screening for Tribal Justice at 5:30.

J. Morales mentioned commissioner Williamson is receiving an award for her involvement with Child Welfare.

Commissioner Johnson mentioned there is still flu shots available. The flu season is strong this year.

6. Adjournment

Meeting adjourned at 2:45 (est) motion made commissioner Dobyms and commissioner Williamson seconded. Motion carried.



STRATEGIC PLAN

2014-2020

75-A Diamond Valley Road, Markleeville, CA 96120 ●
(530) 694-1334



Vision

All of Alpine's children will thrive from birth and are provided a foundation for life long success.

Mission

Serve as a leader and partner to provide 0-5 children and families of Alpine County an environment which fosters a foundation for physical and emotional health that enhances learning and success.

Table of Contents

Executive Summary	4
Background	6
First 5 Alpine Goals and Strategies	9
Evaluation	14
Appendix A Community Needs Assessment	17

Executive Summary

Since the passage of Proposition 10 in 1998, California cigarette buyers have been paying an additional 50 cents per pack in sales tax. The revenues generated are distributed to County First 5 Commissions who are charged with funding programs and services for children ages 0-5 and their families. Alpine County is the smallest county in California, with approximately 1200 residents. Alpine County receives local tobacco tax with the majority of funds from a small county augmentation from First 5 California. Programs and services are to improve family functioning and result in strong families, improve child development and result in children learning and ready for school, and improve child health so that all children are healthy. Before distributing funding, each county had to create a strategic plan outlining the goals and objectives specific to that county, based on a needs assessment.

County commissions must develop strategic plans that address the four strategic results identified by Proposition 10 state statute.

1. Improved Child Development: Children Learning and Ready for School
2. Improved Child Health: Healthy Children
3. Improved Family Functioning: Strong Families
4. Improved Systems for Families

The goals and strategies adopted in the First 5 Alpine 2013-2018 Strategic Plan are as follows:

Improved Child Development

Goal #1 Increase School Readiness for children

Strategy 1.1 Support of early care and education programs

Improved Child Health

Goal #1 Enhance health opportunities for families with children 0-5.

Strategy 1.1 Provide access for families with children 0-5 for preventative health screenings. (Hearing, vision, well-child, oral health and developmental screenings).

Strategy 1.2 Partner with agencies that provide health educate programs to families with children ages 0-5 including access to health care options in regards to the Affordable Care Act.

Strategy 1.3 Collaborate with local agencies to implement tobacco education and cessation programs in Alpine County.

Strategy 1.4 Implement a wellness policy for grantees of the First 5 Commission

Improve Family Functioning

Goal #1 Families with children 0-5 are supported to provide environments that support healthy relationships.

Strategy 1.1 Provide educational information programs for families with children ages 0-5 and the Five Protective Factors.

Strategy 1.2 Implement early intervention strategies for new and expectant mothers.

Strategy 1.3 Support programs that educate parents on the health risks of pre-natal substance abuse.

Improved Systems of Care

Goal #1 Collaborate with agencies to ensure services for families with children ages 0-5 are quality, comprehensive, and accessible.

Strategy 1.1 Serve as a resource for community members, parents and professionals concerning resources and services for families with children ages 0-5. Continue networking, information gathering and dissemination through newsletters, technical resources (the internet), and public events.

Strategy 1.2 Increase number of trainings available for professionals and service providers for families and children ages 0-5.

Strategy 1.3 Partner with local and statewide agencies, including First 5 California.

EVALUATION

Evaluation of these programs is very important to First 5 Alpine. First 5 Alpine, partnering with its funded programs, has implemented the Proposition 10 Evaluation Data System (PEDS) process and the Desired Results Developmental Profile-Revised (DRDP-R). The former, a data base system used to collect and evaluate data on First 5 funded programs and insure outcomes are being met, is used by First 5 Alpine. The latter, a comprehensive assessment tool developed by the California Department of Education, is used by child care and preschool centers to measure development of infants, toddlers and preschoolers. Other goals and strategies will be measured through local assessments and program participant interviews in order to measure effectiveness.

First 5 Alpine, in partnership with Alpine County Health and Human Services, is implementing the Family Development Matrix Pathway Project. This project is being implemented through the grant recipients of CAPIT funds that specifically serve families with children 0-5. The results will be shared with the Commission as well as Health and Human Services for reporting purposes.

The First 5 Alpine budget is based on receiving the following funds each year (as of 12/31/2013):

- Proposition 10: (includes local taxes and augmentations)

Projected for Fiscal Year

2014-2015-**\$229,500**

2015-2016-**\$229,500**

2016-2017-**\$222,500**

These revenues are based First 5 California small county augmentation policies. (For further explanation of these policies please refer to <http://www.cafc.ca.gov/>).

Background

Proposition 10

Proposition 10, passed by California voters in November 1998, imposes a 50-cent-per-pack state sales tax on tobacco to fund a comprehensive, integrated system of early childhood development services for California children ages 0-5. The overall intent of the initiative is to prepare all California children to enter school healthy and ready to learn. Eighty percent of the revenue collected is received by County Commissions to fund local programs. The remaining twenty percent is being used by the State Commission to implement statewide strategies.

Never before in the history of California has there been such a comprehensive, grassroots effort to fully involve the public in deciding how young children's programs should be funded. Prop. 10 is designed to ensure that program-funding decisions are made at the local level, calling for extensive input from all segments of the community.

In order to receive resources from Children and Families First Act funds, counties are required to form Children and Families Commissions. These commissions must develop strategic plans that address the four strategic results identified by Proposition 10 State Statute Commission:

1. Improved Child Development: Children Learning and Ready for School
2. Improved Child Health: Healthy Children
3. Improved Family Functioning: Strong Families
4. Improved Systems for Families

County Commissions have been given flexibility in determining their own strategic planning process and goals, but must, at a minimum, ensure that the following components are addressed:

- A description of goals and objectives proposed to be obtained;
- A description of the programs, services and projects proposed to be provided, sponsored or facilitated;
- A description of how measurable outcomes of such programs, services and projects will be determined by the County Commission using appropriate reliable indicators; and
- A description of how programs, services and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

Alpine County

Alpine County is the smallest county in terms of population in California and therefore receives the minimum Proposition 10 funding. Alpine County web site (www.alpinecounty.com) reports the following:

Size

Total area = 465,030 acres (726.6 sq. mi.)

Ranks 8th smallest of California's 58 counties

93% of land is public; with only 7% under private ownership

Population: 1,200 residents with just over 700 full-time

Terrain

Elevation ranges from about 4800' to over 11,400'. The Central Sierra Nevada is the dominant land feature, with the Carson and Antelope Valleys bordering on the east.

Figure 1 provides a map of the county. There are five distinct "regions" where most of the population resides: Markleeville/Woodfords, Hung-a-lai-ti Community, Bear Valley, and Kirkwood.



First 5 Alpine

First 5 Alpine (previously called the Alpine County Children & Families Commission) was formed by the Alpine County Board of Supervisors in accordance with the California Children and Families First Act (Proposition 10). The first Proposition 10 Strategic Plan was envisioned in the summer of 2000, written in the fall of that year, and adopted in February of 2001. The plan underwent a formative evaluation in June 2002 and the results were presented during a re-visioning workshop. The report highlighted the progress and accomplishments resulting from implementation of the first Proposition 10 Strategic Plan. In addition, a summary of the results from a community needs survey of children's services in Alpine County, conducted in June 2002, was given. The purpose of the survey was to discover if the needs of the community had significantly changed since the previous planning cycle. The 2002 survey was consistent with a similar survey conducted in 2000.

On Saturday, August 3, 2002, Human Technologies International (HTI) of Glendora, California facilitated a "Community Re-Visioning Day" for the First 5 Alpine Children and Families Commission. The participants became stakeholders in re-visioning the future for children and families in Alpine County and in the subsequent development of the First 5 Alpine Strategic Plan 2003-2005 incorporating School Readiness Initiatives.

In preparation for the re-visioning process, detailed instructions were given to the participants as to how the day's activities would result in the production of a vision-based First 5 Strategic Plan for 2003-2005. Participating groups included in the re-visioning were: Alpine County Community; Health and Human Services; Early Child Care and Education; Parents and Families; and Other.

Following the re-visioning workshop, under the direction of the First 5 Alpine Children and Families Commission, goal groups were formed to write the strategic plan. Goal group members included stakeholders who volunteered to participate in the writing of the plan, and HTI provided training for the goal groups to guide the process. The goal was to develop a plan to address both the needs of the community and incorporate School Readiness Initiatives in the plan, in accordance with guidelines from the California Children and Families Commission. The 2003-2005 Strategic Plan was the result of this effort.

Through 2012, Strategic Plan is based on an analysis of the previous plan, which incorporated the School Readiness Plan. By reviewing its results, coupled with a review of the ongoing needs of children ages 0-5 and their families, as well as other services offered in Alpine County but separate from First 5, the First 5 Alpine Commission determined where to spend its limited resources. Ongoing programs include those that meet the County's need for infant and toddler child care as well as full-service, quality preschool.

The quarterly commission meetings have been used as the forum for creating the 2014-2018 Strategic Plan, described in the next section. This Strategic Plan is based primarily on a combination of community, professional, and staff input. (See Appendix B) First Alpine is always looking to improve the implementation of quality service within the county. The Commission plans to re-evaluate commission goals and outcomes annually and revise the plan as needed.

First 5 Alpine Goals and Strategies

This section defines and describes the key components of the 2008-2013 Alpine Strategic Plan and how they connect.

GOAL	A long-range (e.g., 3 or more years) statement of desired change in the condition of well being for children, adults, families or communities, based upon the vision that “all California children enter school healthy and ready to learn.” (Tells “where” the future should lead)
STRATEGY	The method used by the commission to achieve the goal.
OUTCOME	A description of the desired change that is short-term (1-3 years), measurable, actionable, realistic and (time) specific. Outcomes support the achievement of the goal. (Describes “what” will signal progress toward First 5 goals)
INDICATORS	Specific process and/or performance measures used to determine whether programs, services, projects, or initiatives are achieving goals and focus area results.

2014-2020 Goals, Strategies, Outcomes, and Indicators

The California Children and Families Commission provides guidelines for counties to follow when developing their strategic plans. County commissions must develop strategic plans that address the four strategic results identified by the State Commission:

1. Improved Family Functioning: Strong Families
2. Improved Child Development: Children Learning and Ready for School
3. Improved Child Health: Healthy Children
4. Improved Systems for Families

First 5 Alpine has five goals for the 2014-2020 time period. Each of the goals, strategies, outcome and indicators to measure progress are described in the next section, preceded by an explanation, or rationale for the goal.

Improved Child Development

Goal 1: Improve school readiness for children

Strategy	Outcome	Indicator
1.1 Support early care and education programs	Increase capacity of early education programs	Increased access of early care and education programs

Child Development- The optimal development of children is considered vital to society and so it is important to understand the social, cognitive, emotional, and educational development of children.

Improved Child Health

Goal #1 Enhance health opportunities for families with children ages 0-5.

Strategy	Outcome	Indicator
1.1 Provide access to families with children 0-5 for preventative health screenings. (Preventative screenings would include but not be limited to hearing/vision, well child, oral health and developmental screenings.)	All children ages 0-5 will have the opportunity for preventative health screenings in Alpine County.	Number of children who have had the identified health screenings as recorded in grantee reports and professional site visits service logs.
1.2 Partner with agencies that provide health education programs to families with children ages 0-5 including access to health care options in regards to the Affordable Care Act.	Increased number of health education programs in Alpine County.	Number of health education programs available in Alpine County.
1.3 Collaborate with local agencies to implement tobacco education and cessation programs in Alpine County.	Decreased number of families with children ages 0-5 who report there is a smoker in the house.	Number of families with children ages 0-5 reporting on smokers in the household as indicated by questionnaires and surveys.
1.4 Implement a wellness policy for grantees of the First 5 Alpine.	Improve overall health and well being of children and families with young children.	Number of grantees implementing a First 5 Health and Wellness policy.

A Healthy Start- Increasing access for health services opportunities for families with children 0-5 in Alpine County is a priority for the First 5 commission.

Improved Family Functioning

Goal #1 Families with children 0-5 are supported to provide environments that support healthy relationships.

Strategy	Outcome	Indicator
1.1 Provide educational information programs for families with children ages 0-5 and the Five Protective Factors.	Increased percentage of families who report an increase in general knowledge and understanding of the Five Protective Factors.	Percentage of families who reported a change in general knowledge and understanding of the Five Protective Factors as indicated by surveys.
1.2 Implement early intervention strategies for new and expecting mothers.	Increase percentage of families reporting more knowledge and overall sense of well –being regarding pregnancy.	Number of families who report an increase of knowledge and overall sense of well-being regarding pregnancy as indicated by surveys and interviews.
1.3 Support programs that educate parents on the health risks of pre-natal substance abuse.	Decrease number of children entering school with identified special needs directly or indirectly related to pre-natal substance abuse.	Number of children entering kindergarten with identified special needs in Alpine County.

Strong Families- Pre-K development begins with strong and healthy families that have support services available when needed. Effective community outreach and education is dependent on meaningful relationships with parents, caregivers and service agencies.

Improved Systems of Care

Goal #1 Collaborate with agencies to ensure services for families with children ages 0-5 are quality, comprehensive and accessible.

Strategy	Outcome	Indicator
1.1 Serve as a resource for community members, parents and professionals regarding resources and services for families with children ages 0-5. (Continue networking, information gathering, and dissemination through newsletters, internet and public events.)	Increased percentage of participants reporting increase knowledge of services for families with children ages 0-5.	Number of participants reporting an increase of knowledge of the service for families with children ages 0-5 as indicated by annual community assessments and surveys.
1.2 Increase number of trainings available to professionals and service providers for families and children ages 0-5.	Increased percentage of professionals who have participated in early education related trainings.	Number of professionals who have participated in early education related trainings as indicated by employee records and grantee reports.
1.3 Partner with local and statewide agencies including First 5 California	Increase number of programs and partnerships in Alpine County that work towards the goals and objectives as outlined in the strategic plan.	Number of early childhood and family support programs and partnerships in Alpine County.

Improve Systems of Care - Includes activities such as school's readiness for children, service outreach, planning, support and management, provider capacity building, training and support, community strengthening efforts and program management.

Evaluation

Evaluation of First 5 Funded Programs

All First 5 funded programs participate in an annual reporting and evaluation process to ensure that investments are successful. As outlined in the matrices above, outcomes will be measured at least annually. Throughout the year multiple evaluation tools will be used in this process including, but not limited to, the Proposition 10 Evaluation Data System (PEDS Appendix B), the Desired Results Developmental Profile-Revised (DRDP-R in Appendix A), parent survey and interviews, grantee reports and community wide assessments. The First 5 Alpine Commission annually reviews this strategic plan and amends the plan based on evaluation reports and changes of the community's needs.

First 5 Alpine, in partnership with Alpine County Health and Human Services, is implementing the Family Development Matrix Pathway Project. This project is being implemented through the grant recipients of CAPIT funds that specifically serve families with children 0-5. The results will be shared with the Commission as well as Health and Human Services for reporting purposes. The goal of this project is to further connect families to community services and help build a support system with-in the Five Protective Factors* framework.

The Family Development Matrix (FDM) is a comprehensive, strengths-based assessment tool that enhances the community program's commitment to supporting families and children while improving data collection methods.

The Family Development Matrix provides these benefits:

- The Family Development Matrix facilitates a "family-in-situation" comprehensive assessment.
- Provides reliable information from which to assess family situations. Family workers are more effective in understanding family strengths and areas of concern.
- Builds on individual and family strengths to address problems recognized through the FDM assessment.
- Facilitates family decisions and goal setting with empowerment plans.
- Tracks changes in family status for as long as they are engaged with the program providing tables and graphs of family progress.

What are the Five Protective Factors?

The Five Protective Factors are the foundation of the Strengthening Families approach. Extensive evidence supports the common sense notion that when these Protective Factors are present and robust in a family, the likelihood of abuse and neglect diminish. Research also shows that these are the factors that create healthy environments for the optimal development of all children.

1. Parent Resilience

No one can eliminate stress from parenting, but building parental resilience can affect how a parent deals with stress. Parental resilience is the ability to constructively cope with and bounce back from all types of challenges. It is about creatively solving problems, building trusting relationships, maintaining a positive attitude, and seeking help when it is needed.

2. Knowledge of Parenting and Child Development

Having accurate information about raising young children and appropriate expectations for their behavior help parents better understand and care for children. It is important that information is available when parents need it, that is, when it is relevant to their life and their child. Parents whose own families used harsh discipline techniques or parents of children with developmental or behavior problems or special needs require extra support in building this Protective Factor.

3. Social and Emotional Competence of Children

A child's ability to interact positively with others, to self-regulate, and to effectively communicate his or her emotions has a great impact on the parent-child relationship. Children with challenging behaviors are more likely to be abused, so early identification and working with them helps keep their development on track and keeps them safe. Also, children who have experienced or witnessed violence need a safe environment that offers opportunities to develop normally.

4. Social Connections

Friends, family members, neighbors, and other members of a community provide emotional support and concrete assistance to parents. Social connections help parents build networks of support that serve multiple purposes: they can help parents develop and reinforce community norms around childrearing, provide assistance in times of need, and serve as a resource for parenting information or help solving problems. Because isolation is a common risk factor for abuse and neglect, parents who are isolated need support in building positive friendships.

5. Concrete Support in Times of Need

Parents need access to the types of concrete supports and services that can minimize the stress of difficult situations, such as a family crisis, a condition such as substance abuse, or stress associated with lack of resources. Building this Protective Factor is about helping to ensure the basic needs of a family, such as food, clothing, and shelter, are met and connecting parents and children to services, especially those that have a stigma associated with them, like domestic violence shelter or substance abuse counseling, in times of crisis.

Information provided by: Strengthening Families, a project of the Center for the Study of Social Policy:

www.strengtheningfamilies.com

Desired Results Developmental Profile-Revised

Who uses the Desired Results Developmental Profile?

Staff members who have received training in the use of the Desired Results for Children and Families instruments complete the profile (e.g., the primary teacher, the director, or the family child care home network staff). Children with exceptional needs will have their profile completed by the primary or special education teacher, the specialist assigned to spend the most amount of time with them, or the person who knows them best. The developmental profile should not be completed by teacher aides or by parents, although their comments and other anecdotal observations may be used to inform the child's primary teacher or caregiver. If other staff members' or parents' observations is included, the person completing the DRDP-R should note them in the "comments" section of the profile. Teachers may confer with other staff members who work with the child, but the responsibility for completing the developmental profile should be with the child's primary teacher or caregiver.

The staff person who completes the developmental profile should be able to understand the child's language, either by himself or herself or through an interpreter. "Language" refers to the mode of communication in which the child is most fluent (e.g., the child's primary language, sign language, or assistive communication device). An interpreter can be a parent, a teacher's aide, or another person who speaks the child's primary language.

When is the developmental profile to be completed?

The DRDP-R is a tool for observing children's achievement of desired results across time. The DRDP-R must be completed within 60 calendar days of initial enrollment for all children. After completion of the initial DRDP-R, subsequent DRDP-R's for children 3 years of age and older should be completed once every six months.

How should the Desired Results Developmental Profile-Revised be completed?

Observations about a child should be made during the course of typical daily activities. The DRDP-R is based on naturalistic observation. The primary source of information for completing the developmental profile should be the teacher's or the caregiver's observations of the child during typical daily activities in the child care setting. Teachers and caregivers should not set up artificial testing situations for the child to complete the developmental profile.

How should the measures be scored using the Desired Results Developmental Profile?

The DRDP has a four-point rating scale. For each measure, the person completing the profile will note one of the following responses: "Not Yet", "Emerging", "Almost Mastered", or "Fully Mastered." For those measures that the child has mastered, the person completing the profile should indicate the date that the measure was observed in the comment section.

Ratings	Definitions
Not Yet	The child has never exhibited the behavior.
Emerging	The child is just beginning to exhibit the behavior.
Almost Mastered	The child exhibits the behavior on an increasingly regular basis, but the caregiver does not believe the child has "fully mastered" the behavior.
Fully Mastered	The child typically and regularly exhibits the behavior.

Community Needs Assessment Reports Appendix A

Introduction:

The First 5 Alpine Commission collaborated with the Alpine County Childcare Planning Council in fiscal year 2012-2013 on a community needs assessment. Throughout the county multiple focus groups occurred where the public was invited in an “open forum” type assessment. These assessments focused primarily on what services for families with children 0-5 are currently present and to identify what gaps in services or accessibility to services exist in Alpine County. Focus groups were facilitated (open to all community members) in Bear Valley, Hung-a-lel-ti, and the Woodfords community. An additional forum was held with family service professionals in Alpine County which complemented the information given by the residents. Results of each forum were compiled and analyzed for planning and implementation of new goals and strategies for the 2014-2018 plan.

Summary of Identified Needs

Summary information was taken from First 5 Surveys (15), The Family Development Matrix (13), and community input interviews. (8)

Child Development

Center based preschool programs-95% of families reported that a center based preschool program for their child was a priority.

Child Care-12 out of 15 respondents stated that child care was important to them either keeping a job or accepting a job (5 Full time/ 3 Part Time/ 4 undetermined)

Infant Toddler Child Care program-8 respondents noted that Child Care for their 0-3 year was important for then in order to accept or keep a job

Screenings-Four respondents noted that access to developmental screenings were important for to them for their child 0-3

School Readiness/Kindergarten Transition-17 respondents sated that it was important for their child to be ready for school – Kindergarten readiness skills and Enrollment and Transition programs

Playgroups-(ie Mommy and Me)- 6 respondents stated that they would like more informal opportunities for them and their children to socialize with other children and parents

Literacy Support -Six respondents noted that they would like to have some type of literacy activity (i.e. story time)

Other:

- (3 or less respondents stated that this was a apriority for their family) Child Development workshops
Access to specialty services (i.e. therapy sessions, behavior specialists)

Child Health

Prenatal and Infant health support-14 respondents stated that information and support surrounding prenatal and infant health was important to them

- Prenatal care
- Breastfeeding support
- Developmental screening and information

Oral Health-Seven respondents stated that getting some education and or support for oral health care was important for their children

Nutrition-Eight respondents stated that nutrition education was important to them.
Nine respondents stated that access to affordable health foods was a challenge for their family

Other-Three or less respondents stated that this was a priority for their family)

- Health Care provider (pediatric)
- Immunization information

Family Functioning

Parenting Classes-12 out of 15 survey respondents stated that some kinds of parenting class or support program would benefit them as a parent with young children.

Suggested topic included:

- Birthing Classes
- Child Development
- Nutrition'
- General Support Groups
- Father/Male involvement activities
- Support for Grandparents raising young children

Transportation

According to Parent interviews and surveys 64% of families stated that they do not have consistent and reliable transportation.

Five out of Seven parents interviews mentioned that regular public transportation would be beneficial to their family situation.

Item 5.1.D

Fund: 780 - Children & Families
CommissionCurrent
(2019/2020)
Total BudgetRecommended Revision to
2019/2020
budget

REVENUE

INTEREST INCOME	\$ 3,500.00	\$ 3,500.00
STATE-BASED-ALLOCATION	\$ 275,000.00	\$ 275,000.00
PROP 56 FUNDS - OHP	\$ 10,578.00	\$ 10,578.00
CAP FUNDS	\$ 17,606.00	\$ 17,606.00
TOBACCO FUNDS	\$ 1,402.00	\$ 4,000.00
PROP 56 Funds - First Five (COVID)	\$ 1,400.00	\$ 10,000.00
MISCELLANEOUS REVENUE	\$ -	
TOTAL REVENUE	\$ 309,486.00	\$ 320,684.00

EXPENSES

Salaries and Employee Benefits

EXECUTIVE DIRECTOR	\$ 65,016.00	\$ 65,016.00
PERS-RETIREMENT MISC.	\$ 3,952.00	\$ 3,952.00
MEDICAL INSURANCE	\$ 8,100.00	\$ 8,100.00
WORKERS COMPENSATION INSURANCE	\$ -	
FICA-MEDICARE INSURANCE PORTION	\$ 805.00	\$ 805.00
<i>Subtotal Salaries and Employee Benefits</i>	<i>\$ 77,873.00</i>	<i>\$ 77,873.00</i>

Services and Supplies

ALARM SERVICE	\$ 30.00	\$ 30.00
PHONE AND INTERNET SERVICE	\$ 1,250.00	\$ 1,250.00
INSURANCE	\$ 1,475.00	\$ 500.00
MISC SPEC SERVICES/SUPP	\$ 800.00	\$ 500.00
OFFICE SUPPLIES	\$ 1,500.00	\$ 1,500.00
POSTAGE	\$ 50.00	\$ 10.00
ACCOUNTING SVCS-AUDIT	\$ 6,225.00	\$ 6,225.00
CONTRACT SERVICES	\$ 103,894.00	\$ 103,894.00
MISC PROFESSIONAL SERV	\$ 11,500.00	\$ 7,000.00
OFFICE EQUIPMENT LEASES	\$ 500.00	\$ 500.00
OFFICE SPACE RENTS	\$ 4,200.00	\$ 4,200.00
CONFERENCE REGISTRATION	\$ 1,000.00	\$ 1,200.00
EDUC MATERIAL (PROGRAMS)	\$ 2,000.00	\$ 5,000.00
RECRUITMENT EXPENSES	\$ 816.00	\$ 816.00
TRAINING EXPENSES	\$ 2,000.00	\$ 0.00
TRAVEL	\$ 6,500.00	\$ 5,500.00
ELECTRICITY	\$ 900.00	\$ 900.00
PROPANE GAS	\$ 800.00	\$ 900.00
SOLID WASTE REMOVAL	\$ 125.00	\$ 150.00
WATER	\$ 20.00	\$ 15.00
<i>Subtotal Services and Supplies</i>	<i>\$ 145,585.00</i>	<i>\$ 140,090.00</i>
<i>Subtotal Direct Expenses</i>	<i>\$ 223,458.00</i>	<i>\$ 217,963.00</i>

Other Charges

ADMIN SUPPORT COSTS ~ 7.5% of Revenue	\$ 10,326.00	\$ 24,051.30
<i>Subtotal Other Charges</i>	<i>\$ 10,326.00</i>	<i>\$ 24,051.30</i>
TOTAL EXPENSES	\$ 233,784.00	\$ 242,014.30

Fund Balance	\$ 75,702.00	\$ 78,669.70
---------------------	---------------------	---------------------

Item 5.1.E

**Fund: 780 - Children & Families
Commission**

Recommended Revision to 2019/2020 budget	Recommended 2020/2021 Budget
---	------------------------------------

REVENUE

INTEREST INCOME	\$ 3,500.00	\$ 3,500.00
STATE-BASED-ALLOCATION	\$ 275,000.00	\$ 275,000.00
PROP 56 FUNDS - OHP	\$ 10,578.00	\$ 10,578.00
CAP FUNDS	\$ 17,606.00	\$ 17,606.00
TOBACCO FUNDS	\$ 4,000.00	\$ 4,000.00
PROP 56 Funds - First Five (COVID)	\$ 10,000.00	\$ 1,000.00
MISCELLANEOUS REVENUE		\$ 1,000.00
TOTAL REVENUE	\$ 320,684.00	\$ 312,684.00

EXPENSES

Salaries and Employee Benefits

EXECUTIVE DIRECTOR	\$ 65,016.00	\$ 65,016.00
PERS-RETIREMENT MISC.	\$ 3,952.00	\$ 3,952.00
MEDICAL INSURANCE	\$ 8,100.00	\$ 8,100.00
WORKERS COMPENSATION INSURANCE		\$ 100.00
FICA-MEDICARE INSURANCE PORTION	\$ 805.00	\$ 805.00
<i>Subtotal Salaries and Employee Benefits</i>	<i>\$ 77,873.00</i>	<i>\$ 77,973.00</i>

Services and Supplies

ALARM SERVICE	\$ 30.00	\$ 35.00
PHONE AND INTERNET SERVICE	\$ 1,250.00	\$ 1,300.00
INSURANCE	\$ 500.00	\$ 500.00
MISC SPEC SERVICES/SUPP	\$ 500.00	\$ 500.00
OFFICE SUPPLIES	\$ 1,500.00	\$ 1,500.00
POSTAGE	\$ 10.00	\$ 25.00
ACCOUNTING SVCS-AUDIT	\$ 6,225.00	\$ 6,225.00
CONTRACT SERVICES	\$ 103,894.00	\$ 104,500.00
MISC PROFESSIONAL SERV	\$ 7,000.00	\$ 20,950.00
OFFICE EQUIPMENT LEASES	\$ 500.00	\$ 500.00
OFFICE SPACE RENTS	\$ 4,200.00	\$ 4,200.00
CONFERENCE REGISTRATION	\$ 1,200.00	\$ 1,200.00
EDUC MATERIAL (PROGRAMS)	\$ 5,000.00	\$ 5,000.00
RECRUITMENT EXPENSES	\$ 816.00	\$ 1000.00
TRAINING EXPENSES	\$ 0.00	\$ 2,000.00
TRAVEL	\$ 5,500.00	\$ 6,500.00
ELECTRICITY	\$ 900.00	\$ 900.00
PROPANE GAS	\$ 900.00	\$ 900.00
SOLID WASTE REMOVAL	\$ 150.00	\$ 175.00
WATER	\$ 15.00	\$ 15.00
<i>Subtotal Services and Supplies</i>	<i>\$ 140,090.00</i>	<i>\$ 157,925.00</i>
<i>Subtotal Direct Expenses</i>	<i>\$ 217,963.00</i>	<i>\$ 235,898.00</i>

Other Charges

ADMIN SUPPORT COSTS ~ 7.5% of Revenue	\$ 24,051.30	\$ 23,451.30
<i>Subtotal Other Charges</i>	<i>\$ 24,051.30</i>	<i>\$ 23,451.30</i>
TOTAL EXPENSES	\$ 242,014.30	\$ 259,349.30

Fund Balance \$ 78,669.70 \$ 53,334.70

Item 5.1.F

First 5 Alpine LRF	Current Budget	Proposed Budget	2021/2022	2022/2023	2023/2024
	2019/2020	2020/2021			
BEGINNING FUND BALANCE *	310,527	449,638	499,638	549,638	599,638
REVENUES					
State Based Allocations	275,000	275,000	275,000	275,000	275,000
Interest	3500	3500	3500	3500	3500
Tobacco Funds (Prop 10)	4000	4000	2000	1800	1300
Miscellaneous Revenue		1000	500	500	500
CAP Funds	17606	17606	17606	17606	17606
Prop 56 Funds (OHP)	10578	10578	10578	10578	10578
Prop 56	10000	1000	500	400	400
Total Revenues	320,684	312,684	309,684	309,384	308,884
EXPENDITURES Program and Initiatives Grants					
CHILD DEVELOPMENT	100,800	100,800	100,800	100,800	100,800
CHILD HEALTH	0	0	0	0	0
FAMILY SUPPORT	2,208	2,500	2,500	2,500	2,500
SYSTEMS OF CARE	0	0	0	0	0
Subtotal Program Expenditures	103,008	103,300	103,300	103,300	103,300
% of Grant Fund Expenditures/Total Rev	32%	33%	33%	33%	33%
Executive Director Salary	65,016	65,016	65,016	65,016	65,016
Executive Director Benefits	12,857	12,857	12,857	12,857	12,857
Operations and supplies	17,456	21,660	21,660	21,660	21,660
Travel and Conference	6,700	7,700	7,700	7,700	7,700
Insurance	500	500	500	500	500
Rent	4,200	4,200	4,200	4,200	4,200
Audit	6,225	6,225	6,225	6,225	6,225
Comm. Legal Fees	2,000	2,000	2,000	2,000	2,000
Fiscal Agent	24,051	23,451	23,226	23,204	23,204
Subtotal Operating Expenditures	139,006	143,609	143,384	143,362	143,362
TOTAL	242,014	246,909	246,684	246,662	246,662
ENDING FUND BALANCE*	449,638	499,638	549,638	599,638	649,638
Change in Fund Balance	449,638	50,000	50,000	50,000	50,000

*updated information to be provided at meeting

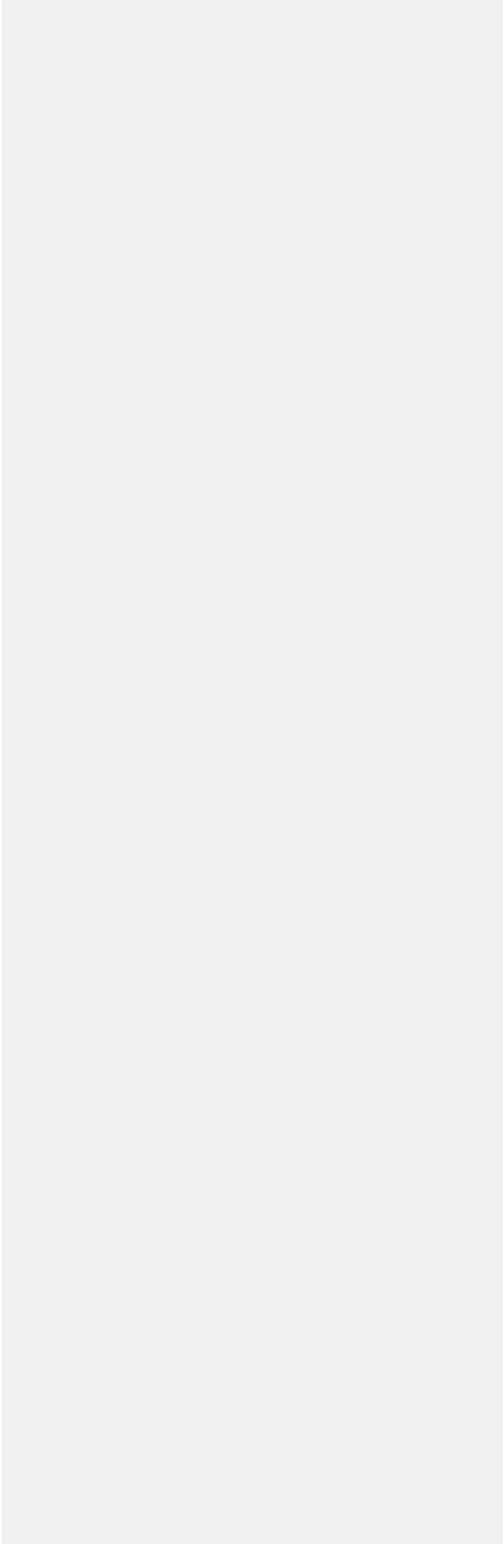
	2019-20	2020-21	2021-22	2022-23	2023-02024
IMPROVED CHILD DEVELOPMENT					
1.1 Support Early Care and Education					
ELC operations preschool and summer	63,000	63,000	63,000	63,000	63,000
Bear Valley Drop-In	37,800	37,800	37,800	37,800	37,800
Tuition support	7,000	7,000	7,000	7,000	7,000
Goal Subtotal	107,800	107,800	107,800	107,800	107,800
IMPROVED CHILD HEALTH					
1.1 Provide access to families with children 0-5 for preventative health screenings					
Help Me Grow	0	0	0	0	0
IMPROVED FAMILY FUNCTIONIING					
1.1 Provide educational information programs for families with children ages 0-5 and the Five Protect					
Parenting Support Playgroups	650	650	650	650	650
Choices for Children Parent Ed	2,300	2,500	2,500	2,500	2,500
Wellness Kits	500	500	500	500	500
Outreach materials and supplies	400	400	400	400	400
Parents As Teachers Training	1,500	1,500	1,500	1,500	1,500
CAPC Parent Ed. Books					
Storytime					
Goal Subtotal	5,550	5,550	5,550	5,550	5550
IMPROVED SYSTEMS OF CARE					
1.1 Increase number of trainings available to professionals and service providers for families and c					
	1,000	1,000	1,000	1,000	1,000
TOTAL PROGRAM EXPENDITURES	114,350	114,350	114,350	114,350	114350



Policy and Procedure Manual

Table of Contents

General Principles Guiding the Policy and Procedure Development for the First 5 Alpine Commission	2
Section 1: Accounting and Budgeting	3
Section 2: Contracting and Procurement	6
Section 3: Authorizing Signatures	13
Section 4: Administrative, Program, and Evaluation Costs	14
Section 5: Conflict of Interest	16
Section 6: Salaries and Benefits	19
Section 7: Adherence to the County Ordinance	19



General Principles Guiding the Policy and Procedure Development for the First 5 Alpine County Commission

The First 5 Alpine Commission operates as a separate agency independent of the County of Alpine, with authority over the strategic plan and the local Children and Families Trust Fund. The Alpine County Children and Families Trust Fund is held by the Alpine County Treasurer and is administered by Alpine County as its fiscal agent. The Commission undergoes an annual outside financial audit. The guidelines for the fiscal activities of First 5 Alpine are based on generally accepted accounting principles for governmental funded organizations.

Deleted: Superintendent of Schools

First 5 Alpine contracts with the Alpine County to act as the fiscal agent for the First 5 Alpine Commission, and to employ the Executive Director to the Commission per the Memorandum of Understanding currently in effect. All Commission personnel and administrative services contracted to Alpine County by the Commission are subject to all policies and procedures as outlined in Alpine County Policies and Procedures unless specified under the Commission’s Bylaws. The First 5 Alpine Commission housed within Alpine County Health & Human Services.

Deleted: Office of Education (ACOE)

Deleted: ACOE

Deleted: in the Alpine County Unified School District Board

The specific policies and procedures set forth in this manual, and adopted by the First 5 Alpine Commission, clarify how the Commission will operate with respect to specific activities addressed in the guiding state legislation, Health and Safety Code Section 130100-130155. For the purpose of this manual, “First 5” or “Commission” shall refer to the First 5 Alpine Commission and “State” shall refer to the California Children and Families Commission

Deleted: ;

Deleted: ; and “ACOE” shall refer to the Alpine County Office of Education.

Guiding principles for the development of specific Commission policies and procedures are:

1. Comply with the guiding legislation at the state and local level.
2. Safeguard the First 5 Alpine Commission assets.
3. Choose the procedure that develops a strong internal control.
4. Provide adequate documentation for transactions.
5. Provide for accuracy by self-checking and by using a review process.
6. Maintain timely and accurate records.
7. Provide relevant data for ongoing decision-making.

This Policy and Procedure Manual may be amended at any regularly noticed Commission meeting, after a public hearing, upon majority vote of the membership.

SECTION 1: ACCOUNTING AND BUDGETING

1. Incoming Checks and Cash

The purpose of this section is to describe how Commission staff will provide for adequate internal control of incoming checks and cash.

Receiving State Commission Disbursements:

Revenue received for the operation of the Commission is initiated and submitted from the State Children and Families Commission on a monthly basis, based on Proposition 10 tobacco tax funds collected by the State Board of Equalization. The revenue allocated and transferred to the Commission is based on the percentage of Alpine County live births to State live births. The funds are remitted directly to the Alpine County Treasurer's/Auditor's Office and are transferred at the end of each month to ACOE where they are placed in the Alpine County Children and Families Trust Fund.

The State submits a *Disbursement to Counties by Month* report which reflects births for the most current year for which data is available, and the percentage applicable to the County. Because the tax revenue is minimal, the County also receives a base amount to total \$275,000. The revenue remitted by the State is reviewed by Commission staff each month to determine the reasonableness of the revenue.

1. Incoming state disbursement checks are deposited with the Alpine County Treasurer's/Auditor's Office.
2. General Ledger reports documenting all deposits are forwarded to Commission staff on a monthly basis from the [Alpine County Finance Department](#),

Deleted: ACOE

Deleted: .

Receiving Cash or Checks from other Entities:

1. The authorized persons to accept incoming cash or checks shall be the Executive Director or [Alpine County Fiscal Staff](#). Cash or checks received directly by Commission staff are to be recorded following [Alpine County Finance Department procedures](#). If cash is received, it must be deposited [according to Alpine County](#), with the [immediately](#). [If checks are received, every reasonable effort](#) shall be made to deposit them with the [Alpine County Finance Department](#) within 5 working days of receipt. The deposits shall be made in conformance with the standard operating procedures of [Alpine County](#).
2. In the event that cash or checks are held by the Commission staff overnight, they will be stored in a locked place until they are ready for delivery to [Alpine County Health & Human Services Fiscal Staff](#).
3. Commission staff receive General Ledger reports monthly from the [Alpine County Finance Department](#) with all revenues recorded. These reports will be reconciled with internal records and made available for audits as necessary.

Deleted: the

Deleted: in a consecutively numbered receipt book. A receipt is provided to the payer. If cash is received,

Deleted: ACOE within 24 hours of receipt

Deleted:

Deleted: the ACOE.

Deleted: the ACOE.

Deleted:

Deleted: ACOE,

2. Procedure for Processing Claims, Invoices, & Payments

Verification and Authorization

There shall be different procedures for verifying claims and authorizing payments for various Commission transactions. The table below details these different procedures.

Type of Service or Invoice	Person Preparing Claim (warrant request)	Person verifying expenditure and authorizing payment	Back up documentation required
Office-related or meeting-related expenses	Executive Director or Alpine County staff	For expenses incurred by the Executive Director, the Commission Chair shall authorize payment. For all others, the Executive Director* shall authorize payment.	Original Invoice
Payment for professional services to Commission	Executive Director or Alpine County staff	Executive Director*	Original Invoice
Payment for travel and training expenses	Executive Director, Commissioners, or Alpine County staff	For expenses incurred by the Executive Director and/or the Commission Chair, the Commission shall authorize payment. For all others, the Executive Director* shall authorize payment.	Alpine County Travel Request Form, agendas and all associated travel documents (equivalent to HHS claim forms) and
Payments to Contractors	Executive Director or Alpine County staff	Commission	Expense Report from Contractor, and Original Invoice, signed by Executive Director. <i>(Contractor narrative and expense reports are reviewed prior to releasing payments.)</i>

Deleted: ACOE Business Manager

Deleted: ACOE Business Manager

Deleted: Director, Commissioners

Deleted: First 5 Travel Claim Forms as appropriate

Deleted: ACOE Business Manager

Deleted: ACOE

Deleted: ACOE Business Manager

**In the event that the Executive Director is not available to process claims in a timely manner, the Commission Chair may verify and authorize fund release, as long as the payments are consistent with the budgeted amount for that line item.*

Deleted:

Accounts Payable Claims (Warrants) for External Vendors/Contractors

Vendor/Contractor expense and narrative reports are received by the Executive Director. Where documentation is complete, the claims are processed (with originals of complete documentation attached) for forwarding to the [Alpine County Finance Department](#) within five working days. Before payment is authorized, the Executive Director, or other Commission designee, verifies that the service and/or product was received and approves the line-item from which payment should be made. A claim (warrant request) is prepared along with the original invoice, the information is verified as correct, approved by the Executive Director or Commission Chair and signed by the Alpine County Health & Human Services Director, as appropriate, and delivered to the Alpine County Finance

Deleted: ACOE Business Manager's office

Deleted: and signed

Department. A copy for internal record keeping, along with a copy of the invoice, is filed in the Commission’s financial records by project type and fiscal year. A copy of the claim, along with a copy of the invoice, is placed in the vendor/contractor file. The original claim, invoice, all backup documentation, and warrant copies will be filed in the Alpine County Finance Department files for annual external auditor’s review.

Deleted: ACOE Business Manager’s Office

Deleted: ACOE

Procedure for Processing Returned or Unused Checks

Commission staff will return checks to Alpine County Finance Department, in accordance with the Alpine County policies for returned checks.

Deleted: the ACOE Business Manager’s office

Deleted: their

Monitoring of Expenditures

Commission staff reconciles the monthly General Ledger and Project reports from the Alpine County Finance Department with internal records and ensures they are available for audits as necessary. All necessary adjustments and corrections are requested through written correspondence to the ACOE Business Manager’s office, including the rationale for the requested change, and authorized by the Executive Director.

Deleted: ACOE Business Manager’s office

General Ledger and Project Reports

The general ledger is the basis for financial record keeping.

1. General Ledger reports are prepared by the Alpine County Finance Department and forwarded to the Commission’s Executive Director to provide monthly reporting and for the yearly audit report.
2. The Executive Director reviews the reports monthly and provides written notification to the Finance Department of any corrections or problems.
3. The Executive Director is responsible for working with the Alpine County Finance Department to set up a system of coding projects/programs within the Alpine County Children and Families Trust Fund which will allow an outside auditor to meet the legislative requirements for audit reporting to the State Commission. The Executive Director reviews the system annually and adjusts, as necessary, to most effectively meet Staterequirements.
4. The Executive Director will provide to the Commission at their regular meeting, income and expense summary reports that reflect the figures found in the county reports. This report details expenditure and revenue categories, as well as fund balance and fund commitments, in a format consistent with Commission fundingpractices.

Deleted: Office of Education

Deleted: Department and

Deleted: ACOE

Deleted: Alpine County Office of Education

Deleted:

Deleted: Alpine County Office of Education

Deleted:

Deleted:

Petty Cash Disbursements

First 5 Alpine County does not have a petty cash fund.

Insurance Premiums and Allocation of Expenditures

The Commission will maintain insurance coverage for Liability, Directors and Officers Errors and Omissions, and Property. Individuals who use their personal automobiles for Commission business must maintain individual policies.

Formatted: Body Text, Left, Line spacing: single

3. Budgeting

Annual Budget

The Commission adopts an annual budget, in accordance with the strategic plan, prior to each fiscal year, at a regularly noticed public meeting. This budget serves as the Commission's commitment of resources for the current budget period, and is used to monitor expenses and revenues throughout the fiscal year. The budget clearly defines administrative, evaluation and program costs. The Executive Director is responsible for providing the Commission with a monthly financial report which compares actual expenditures against the budget.

Long-Term Financial Plan

The Commission will develop a long-term (3-5 year) financial plan. The plan will assess the long-term financial implications of current and proposed policies, programs, and assumptions. It will provide a long-term view of how resources will be allocated to the objectives in the strategic plan. The plan will be reviewed and updated every year in concert with budget preparation.

SECTION 2: CONTRACTING & PROCUREMENT

General Information

The purpose of this Chapter is to implement contracting and procurement policies for the Commission that are consistent with state law and which ensure that any contracts approved by the Commission are consistent with the Commission's strategic plan. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

Procurement

1. The term "procurement" for purposes of these policies refers to any purchase of goods or services for which no formal, written contract is customary or necessary in the ordinary course of business. Any purchase for which a formal, written contract is required shall be governed by the contracting policies described below.
 - a. The Executive Director has the authority to procure goods or services required by the Commission for its administrative functions and operations, without prior approval by the Commission, in an amount not to exceed \$1,000, if the purchase is consistent with the approved budget and strategic plan. The Commission Chair has the same authority identified above, for the amount of ~~\$1,500. Examples of such administrative goods and services include but are not limited to office supplies and equipment, utilities, subscriptions, travel expenses related to Commission business. Additional policies and procedures specifically related to travel expenses are discussed below under Travel Policies and Procedures.~~
2. Procurement of goods or services by the Executive Director in excess of \$1,000 or the Commission Chair in excess of \$1,500 must be approved by the Commission, either through pre-approval or ratification of the purchase.

Deleted: ¶

Unless otherwise directed by the Commission, the Executive Director shall be responsible for investigating, soliciting, or otherwise identifying purchase options, through whatever means appear reasonable and appropriate to the Executive Director under the circumstances, in order to facilitate purchases at the most favorable price available consistent with efficient operations. Some such items may be available through the County at the direct cost of those entities, and the Commission may find that such costs are generally below those available to the general public due to the procurement practices and high-volume purchasing of those larger governmental entities. Accordingly, for items available at cost from the County, the appropriate documentation shall be submitted to that governmental entity and no further investigative or soliciting activities shall be required. With respect to goods or services that are not available from the County, but which are readily available in the marketplace, the Executive Director should generally consider obtaining quotes or prices from multiple vendors. The use of local businesses is encouraged as a source of supplies and services, unless such use results in unreasonable costs or delays.

3. Before authorizing any proposed purchase, the Executive Director (or Commission, if applicable) shall first consider and determine the following: (1) whether the proposed purchase is consistent with the Commission's strategic plan and (2) whether the proposed purchase is consistent with the Commission's approved budget and (3) whether the proposed purchase is deemed "ordinary and necessary" in the course of doing business. The findings of the Executive Director (or Commission, if applicable) regarding said considerations shall be documented for Commission records.
4. Authority to sign documents authorizing payment for procurement is governed by a specific policy, set forth below in Section 3, entitled "Authorizing Signature."

Contracting

1. The following policies shall apply to all formal, written Commission contracts (which shall be deemed to include any grant awarded by the Commission) and no such contract shall be approved or entered except in conformity with these policies. Any expenditure not governed by the procurement policies discussed above shall be deemed to be governed by these contracting policies.
2. Only the Commission may approve a formal, written contract, regardless of the dollar amount. The Commission may, however, authorize the Director to sign and administer any contract that it has approved.
3. Before entering into any contract, or soliciting any proposal related thereto, the Commission shall first determine whether the subject matter of the proposed contract is consistent with the Commission's strategic plan and with the Commission's approved budget. Any determination or finding of consistency shall be made by a majority vote of the Commission and shall be reflected in the Commission's minutes. If a proposed contract is found not to be consistent, then the Commission shall take no further action with respect to the contract unless or until it is revised and submitted again to the Commission for reconsideration as to consistency.

Assuming the subject matter of a proposed contract has been found consistent with the Commission's strategic plan, as described above, the Commission shall then determine in its sole discretion whether to use competitive bidding, issue a request for proposals, or directly

Formatted: Justified, Indent: Left: 0.5"

Deleted: ACOE or the

Deleted: ACOE or the County

Formatted: Not Highlight

Deleted: entity,

Deleted: ACOE

Deleted: or

Deleted: ¶

negotiate with a potential contractor. The Commission shall make its determination based on a totality of the circumstances, including but not limited to any of the following factors: price or cost of services; desired quality; availability of potential contractors; nature of the work; urgency; special pricing opportunities; standardization; reputation, competence, and other qualifications of potential contractors; convenience; and efficiency. Any contracting process used by the Commission in a given circumstance shall not obligate the Commission to use that same process in the future. The specific details of any process involving formal competitive bidding or requests for proposals in a given circumstance shall be retained in a written document adopted by the Commission and made available to interested parties. The Commission shall determine the manner and extent to which notice of said process is provided to the public and potential contractors.

4. The Executive Director shall carry out the direction of the Commission with respect to the solicitation, drafting, negotiation, or other preparation of proposed contracts. In the event that the Commission elects to utilize a formal competitive process with sealed bids whereby the Commission intends to award a contract to the lowest responsible bidder, any bids timely submitted shall be opened and read aloud at a public meeting of the Commission. The Commission may reject any and all bids.
5. When the Commission states its intent to award funds in response to a specific proposal, the Executive Director shall work with the proposer to develop a contract that clearly defines the specific project activities, service benchmarks, budget, and outcome evaluation plan (with a clear link to the most recently updated strategic plan), as well as other contract elements that are part of every Commission contract and are consistent with Alpine County professional services contract language.
6. Any proposed contract shall be approved as to form by legal counsel. Any approved contract may be signed by the Commission Chair or the Executive Director, as determined by the Commission.
7. Authority to sign documents authorizing payment pursuant to contracts is governed by a specific policy, set forth below, in Section 3 entitled "Authorizing Signature."

Contract Compliance, Renewal, And Fund Balance Reporting

1. Contractors submit quarterly progress reports and financial reports, in a format designated by the Executive Director, which aligns with the stipulations in their contracts. The Executive Director reviews these reports for contract compliance in services and expenditures, and authorizes release of funds if there is evidence of compliance. If questions of compliance arise, the Executive Director contacts the contractor to get clarity on these questions. In general, payment is authorized if the contractor is demonstrating a good faith effort toward contract compliance. However, the Executive Director is expected to work concurrently with the contractor to explore alternative service strategies or to consider a contract amendment, if there is evidence of ongoing difficulty in contract compliance. All these issues must be brought before the Commission.
2. Payment is made on a reimbursement basis. Advance payments may be requested prior to the commencement of work, and should do so in writing specifying why the advancement of funds are needed. A cash advance payment shall not exceed 50 percent of the maximum amount allowed under the contract. Additional funds should not be released until 75 percent of previously released funds have been expended. If at the end of the contract period the provider has not utilized any

Deleted:

portion of the funds advanced, the provider shall return the amount to the commission. If the amount is not returned, the commission can withhold funds from the subsequent year's contract. All requests for advance funding are subject to approval of the Commission.

3. The Commission has the authority to extend the timeline of contracts beyond their ending date, or to renew them, based on consideration of: (1) the community need for the uninterrupted continuation of those specific services, in relation to the strategic plan; and (2) the unlikelihood of another service provider in the community participating in a full competitive bid for continuation ... of those services.

Deleted: unlikelihood

Deleted: competitive

4. In compliance with Chapter 2 (commencing with section 2000) of Part 1 of Division 2 of the Public Contract Code; the Commission is permitted to award contracts that meet the goals regarding minority owned businesses, women-owned business, disabled veteran-owned business, and small businesses, but they must do so according to rules set out in the noted chapter.

In compliance with Section 3410 of the Public Contracts Code; the commission is required to give preference to United States-grown produce and United States – processed foods when there is a choice and it is economically feasible to do so. The commission will make the determination what is “economically feasible,” considering the total cost, quantity, and the quality of the food and the budget.

Deleted: commission

Deleted: quantity

In compliance with Chapter 3.5 (commencing with Section 22150) Part 3 of Division 2 of the Public Contract Code; the commission is required to purchase recycled products, whenever recycled products are available at the same or lesser total cost than the non-recycled items. The Commission may give preference to suppliers of recycled products and may define the amount of this preference.

Deleted: recycled

Fund Balance:

The fund balance shall be reported, in the audited financial statements, using the following 5 categories, which are consistent with Statement 54 of the Government Accounting Standards Board (GASB):

1. Non spendable
2. Restricted
3. Committed
4. Assigned
5. Unassigned

The determination of how the fund balance is reported under these categories shall be consistent with the guidelines provided in the First 5 Financial Management Guide.

Non-spendable Fund Balance

This category includes elements of the fund balance that cannot be spent because of their form, or because they must be maintained intact. For example:

- Assets that will never convert to cash, such as prepaid items and inventories of supplies

Other assets that would be described under this category, but that are not applicable to First 5 Alpine at this time include:

- Assets that will not convert to cash soon enough to affect the current period, such as non-financial assets held for resale; or
- Resources that must be held intact pursuant to legal or contractual requirements, such as revolving loan fund capital or the principal of an endowment.

Restricted Fund Balance

This category includes resources that are subject to constraints that are externally enforceable legal restrictions. Examples include:

- Funding from the State Commission or foundations that are legally restricted to specific uses. For example, funds advanced by First 5 CA under specific agreements for services, or matching funds for specific initiatives would be reported as restricted funds.
- Funding that has been designated for legally enforceable contracts but not yet spent. This includes multi-year contracts.
- Funds legally restricted by county, state, or federal legislature, or a government's charter or constitution.
- Other assets that would be described under this category, but that are not applicable to First 5 Alpine at this time include:
 - Amounts collected from non-spendable items, such as the long term portion of loan outstanding, if those amounts are also subject to legal constraints.

Tobacco tax allocations to county commissions are not automatically categorized as restricted fund balance. This is because the purposes for which tobacco tax allocations may legally be used are no narrower than the purpose for which the commissions were created in Proposition 10 enabling legislation.

Committed Fund Balance

Two criteria determine the committed fund balance:

- Use of funds is constrained by limits imposed by the government's highest level of decision making (First 5 Alpine Commission).
- Removal or modification of the use of funds can be accomplished only by formal action of the authority (i.e., commission) that established the constraints. Both commitments and modification or removal must occur prior to the end of reporting period; that is, the fiscal year being reported upon. For First 5 organizations, resources in this category would include:

*Resources committed for a future initiative as long as commission action is also required to remove this commitment.

June 26, 2006
April 2, 2007
October 8, 2007

June 6, 2011
October 23 2012
December 12, 2017

*Resources that have been committed by a commission for specific agreements that have not yet been executed (such as an Intent to Award Decision), where commission action is also required to remove this commitment.

*Resources committed as the local match for a State Commission initiative.

Assigned Fund Balance

The assigned portion of the fund balance reflects a commission's intended use of resources, which is established either by the county First 5 Commission, a body created by the commission, such as a commission finance committee, or an official designated by the commission (e.g., an Executive Director). The "assigned" component is similar to the "committed" component, with two essential differences, shown in the following table:

Key Differences Between Committed and Assigned Fund Balance

	Committed	Assigned
A decision to use funds for a specific purpose requires action of the First 5 Commission	Yes	No
Formal action of Commission is necessary to impose, remove or modify this constraint and formal action has taken place before end of reporting period	Yes	No

Another key difference is that the purpose of the assignment must be narrower than the fund itself. Consequently, tobacco tax revenues would not automatically be placed in the "committed" component. Resources that fit into this category include:

- Appropriation of a portion of existing fund balance sufficient to eliminate a projected deficit in the subsequent year's budget, where the Executive Director may decide whether to use the entire amount.
- Resources assigned to a specific program or project or organization for which the commission has approved a plan or budget.
- Resources approved by a commission for a long-range financial plan where formal approval is not required to modify the amount.

Unassigned fund balance

Resources in the fund balance that cannot be classified into any of the other categories are included here.

Fund Balance Classification Assignment

The most commonly used planned expenditures at year-end will be assigned as follows:

Expenditure Type	Fund Balance Assignment
Payments on Contracts	Non spendable
Contracts, Funds advanced from First 5 CA (deferred revenue), Other grant fund advances	Restricted
Intent to Award decisions, Specific targeted program commitments reflected in the approved Financial Plan or approved budget	Committed
General granting commitments reflected in the approved Financial Plan.	Assigned

Due to the nature of Commission business, there is no foreseeable situation where an expenditure would be incurred for purposes for which amounts in any of the fund balance classifications could be used, therefore there is no need for a policy regarding whether restricted, committed, assigned or unassigned amount are considered to have been spent. The Executive Director will clearly identify the specific intended use of the fund balance at year-end, and will track the assignments accordingly.

Travel Policy and Procedures

Commission staff and Commissioners shall be eligible to have approved travel costs covered or reimbursed by the Commission. These shall include the cost of travel, lodging, meals and incidental travel costs, as well as the cost of training registration costs.

1. Travel will be reimbursed to Commissioners for travel to attend State Commission meetings, State Association meetings, Commission conferences, and to attend meetings relevant to First 5 Alpine business.
2. ~~.....~~
3. The Commission will abide by the Alpine County ~~travelpolicies~~
4. As all Commission staff are currently Alpine County employees, all staff will abide by Alpine County travel policies.

Deleted: All mileage reimbursements must be approved by the Commission prior to payment....

Deleted: ACOE

Deleted: ACOE

Deleted: ACOE

Deleted: <#>When it is cost effective for Commission staff or Commissioners to use a rental vehicle, a vehicle will be paid by the Commission prior to the day of travel or reimbursed after proper documentation has been submitted to the ACOE business office.¶

SECTION 3: AUTHORIZING SIGNATURE

Policies and Procedures

The Commission Chair and Executive Director are authorized to sign official Commission documents, such as invoices, letters and reports to the State Commission, letters to contractors, and other documents, as detailed below. The Commission Chair becomes authorized to sign documents as a condition of assuming this office. The Executive Director is responsible to ensure that all documents signed on behalf of the Commission bear an authorized signature.

General Guidelines

In order to facilitate smooth business operation, the Executive Director shall serve as the primary signatory on all documents, acting within the restrictions described below, or unless the document designates a specific signature, such as the Commission Chair.

All signatures on warrant requests, invoices, or any other document that results in a transfer of funds from the Alpine County Children and Families Trust Fund shall be undertaken only if the expenditure in question has been approved by an action of the Commission or is logically and clearly connected to a budget line item which has been approved by the Commission. The budget, in turn, is adopted each year in conformance with the Commission’s strategic plan.

Commission Chair and Vice Chair

The Commission Chair has authority to sign all official documents, if they are consistent with the Commission’s strategic plan and approved budget, with the exception of authorization for reimbursement for travel expenses for her or himself. Either the Executive Director or the Commission Vice-Chair/Secretary should authorize these claims. In the Chair’s absence, the Vice-Chair/Secretary has the authority to sign the documents listed above.

Executive Director

The Executive Director has authority to sign all official documents that are consistent with the strategic plan and the approved budget, with the exception of contracts and any invoices for contract payment or travel expense reimbursement claim for herself/himself. These invoices and claims must [be approved by the Health & Human Services Director or designee.](#)

Deleted: should be authorized by either the Commission Chair or Vice Chair...

SECTION 4: ADMINISTRATIVE, PROGRAM, and EVALUATION COSTS

Limit on the Percentage of the Annual Operating Budget That May Be Spent On Administrative Functions

The percentage of administrative costs that may be spent on administrative functions, as defined below, in a fiscal year, shall be no more than 30%.

The First 5 California Children and Families Commission awards Alpine County and other small population counties a yearly administrative/operations augmentation. The current state augmentations reflect recognition, at the state level, that small counties struggle with economy of scale issues in ensuring that the responsibilities associated with fulfilling the legislative requirements of Proposition 10 are met in a timely and professional fashion.

Definitions, Coding, and Monitoring of Administrative, Program and Evaluation Costs:

Definition of Administrative Costs and Function:

The Commission shall use the most recent definition in the First 5 Financial Management Guide to define administrative functions. This definition will be consistent with the guidelines issued by the First 5 California Children and Families Commission. At the time of this policy development and adoption, these guidelines state:

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

- Administrative costs support a county commission's basic mission rather than specific program goals.
- Staff costs may be assigned to program costs, as long as that time is limited to actual time spent on program-specific activities.
- Administrative costs do not include evaluation costs for funded programs.
- Typical administrative costs are for, but not limited to, the following functions:
 1. General accounting and financial reporting
 2. Local annual reporting activities (separate from evaluation activities for state reporting; includes public hearing requirements, etc.)
 3. Financial planning
 4. Commission or Association meetings/travel
 5. Payroll/Benefits
 6. Human resource services
 7. Legal services/Consulting
 8. Contract Compliance (for contracts benefiting more than one cost objective, such as vendors and administrative contracts; grantee contract compliance is a program cost)
 9. Audit
 10. Strategic planning
 11. Procurement
 12. Rent

13. Maintenance
14. Utilities
15. Insurance
16. Cleaning/Janitorial

The Commission shall adhere to this definition in its budgeting, accounting and financial reporting processes. Where there is a question of interpretation of how specific activities shall be coded, the definition of administrative costs benefiting more than one cost objective, or not being readily assignable to one cost objective will serve as the determining definition.

Definition of Program Costs and Function:

The Commission shall use the most recent guidelines issued in the First 5 Financial Management Guide to define program expenditures. At the time of this policy development and adoption, these guidelines state:

Program costs are defined as costs incurred by First 5 commissions readily assignable to a program or service provider (other than for evaluation activities) and/or in the execution of direct service provision.

At the time of this policy development and adoption, the guidelines delineate the following activities as program costs:

- Direct services
- Program outreach and education
- Program planning
- Program grants and contracts
- Program/Provider technical assistance and support
- Program database management

Definition of Evaluation Costs and Function:

The Commission shall use the most recent guidelines issued in the First 5 Financial Management Guide to define evaluation expenditures. At the time of this policy development and adoption, these guidelines state:

Evaluation costs are costs incurred by First 5 commissions in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.

At the time of this policy development and adoption, the guidelines delineate the following activities as evaluation costs:

- Evaluation - Includes conducting of focus groups and case studies, state evaluation report production, and presentation.
- Evaluation technical assistance
- Evaluation database

Cost Category delineation for all three cost categories is provided in the table below, for comparison across categories, as presented in the First 5 Financial Management Guide.

Cost Category Delineation		
Administrative Cost: Costs incurred in support of the general management and administration of a First 5 commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.	Program Cost: Costs incurred by local First 5 commissions readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision.	Evaluation Cost: Costs incurred by local First 5 commissions in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.
General accounting/Financial reporting	Direct services	Evaluation*
Local annual reporting activities	Program outreach and education	Evaluation technical assistance
Financial planning	Program planning	Evaluation database
Commission/Association meetings/travel	Program grants and contracts	
Payroll/Benefits	Program/Provider technical assistance and support (formerly Quality Assurance)	
Human resources services	Program database management	
Legal services/consulting		
Contract compliance		
Audit		
Strategic planning		
Procurement		
Rent		
Maintenance		
Utilities		
Insurance		
Cleaning/Janitorial		

**Includes conduct of focus groups & case studies, state evaluation report production, and presentation.*

Notes

¹ Cost objective is a function, contract, grant, or other activity requiring cost data and for which costs are incurred.

Expenditure Coding for Administrative, Program and Evaluation Costs:

The Executive Director will establish within the accounting and reporting system, a methodology for tracking and reporting on program, administrative, and evaluation costs, in compliance with the definitions adopted above. Financial reporting systems shall be created to differentiate these cost categories so that they will be clearly identifiable to an outside auditor, as well as to the Commission and the public. The methodology must be approved by the Commission.

Staff and contractor costs may be assigned to program or evaluation costs, as long as that time is limited to actual time spent on program or evaluation-specific activities and appropriate records are maintained for audit and review purposes. One individual's time may be divided into more than one category, as long as accurate records are maintained. The Executive Director shall use valid methodologies and tools for allocating costs. For a Commission the size of First 5 Alpine, a reasonable and valid methodology will be cost finding (a method for estimating costs based on observation, review of records, and interviews with employees), time studies, or functional timesheets.

Administrative, Program and Evaluation Cost Monitoring and Reporting:

The Alpine County Finance Department will be responsible for maintaining auditable records to ensure compliance with the administrative cost limit policy. The Executive Director shall be responsible for presenting to the Commission at regular Commission meetings, a breakdown of administrative, program and evaluation costs. This information will ensure compliance with the administrative cost limit policy, and will also be used to help guide future budgeting decisions. This information shall also be reported, on an annual basis, to the First 5 California Commission in the annual financial report, which is adopted, by the Commission, at a public hearing.

SECTION 5: CONFLICT OF INTEREST

Policies and Procedures:

Commissioners and other "designated employees" shall comply with the Commission's Conflict-of-Interest Code discussed more fully below, with Government Code section 1090 et seq., and with any other applicable state laws regarding conflicts of interest. This policy sets forth requirements to ensure that Commissioners and other "designated employees" avoid such conflicts of interest.

The Commission shall require all new Commissioners and staff to review the Commission's Conflict-of-Interest Code ("the Code") and other conflict-of-interest laws and/or to receive specific training regarding conflicts of interest from legal counsel. The Commission shall require all existing Commissioners and staff to review the Code and conflict of interest laws and/or receive continuing training at least once every two years. Finally, the Commission shall annually provide all Commissioners and other "designated employees" under the Code with information regarding their options for seeking advice regarding potential conflicts of interest from the Fair Political Practices Commission and/or the Commission's legal counsel. The Commission shall encourage all Commissioners and other "designated employees" under the Code to seek advice in any situation where they know or should know that a conflict may exist and to err on the side of caution by abstaining from participating in any decision making, contract, or other activity with respect to which they may have a conflict. The Executive Director shall report to the Commission any potential conflict of interest that she or he may know or suspect exists regarding any Commissioner or other "designated employee."

The Commission's Conflict-of-Interest Code:

June 26, 2006 June 6, 2011
April 2, 2007 October 23 2012
October 8, 2007 December 12, 2017

Deleted: ¶

Deleted:Section Break (Next Page).....

Deleted: and the ACOE Business Manager (or designee)

Deleted: ACOE Business Manager

Deleted:

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and constitute the Conflict of Interest Code of the First Five Alpine Commission, which is considered the “agency” within the purview of this Code.

Deleted: of Regs

With regard to conflict of interest of commission members; the county commission’s policies shall be consistent with: Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code; a) a commission is prohibited from entering into a contract or grant that directly relates to services to be provided by a commissioner or an entity the commissioner represents, or the contract or the grant financially benefits a commissioner or the entity he or she represents, and b) The commissioner fails to recuse himself or herself from making, participating in making, or attempting to influence a decision on the grant or grants.

Article 4.7 (commencing with section1125) of Chapter 1 of Division 4 of Title 1 of the Government code; Commissioners and staff are prohibited from engaging in employment of others compensated activities that are inconsistent, incompatible, or in conflict with their duties as commissioners or staff persons for the commission.

Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code; Commissioners are prohibited from making, participating in making, or in any way attempting to use their official position to influence a governmental decision in which they have a financial interest. Commissioners are required to file disclosure statements upon becoming a commissioner and annually thereafter.

Statements of Economic Interest; Filing Officer:

Designated employees shall file Statements of Economic Interests with the Vice Chair/Secretary of the First 5 Alpine Commission, who shall be and perform the duties of Filing Officer for the Commission.

List of Designated Employees

<u>Job Title</u>	<u>Disclosure Category</u>
Commissioner	1
Staff	1
Legal Counsel	1
Consultant	1*

**Legal Counsel may determine in writing that a particular consultant, although a “designated employee”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described above. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Commission Legal Counsel’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.*

Job Title Definitions:

“Commissioner” means a member of the First Five Alpine Commission.

“Staff” means any employee of the Commission, who makes or participates in the making of Commission decisions.

“Legal Counsel” means the Alpine County Counsel and/or such other legal counsel as the Commission may choose to utilize.

“Consultant” means any individual or entity meeting the definition of consultant promulgated in regulations of the Fair Political Practices Commission.

SECTION 6: SALARIES AND BENEFITS

Current Policy and Procedures:

At the time these policies are adopted, the Commission does not have any employees of its own and therefore does not establish salaries and benefits. Rather, all staff support services are provided under contract with [Alpine County](#). For more details, refer to the [Memorandum of Understanding between Alpine County and the Alpine County Children and Families Commission for the provision of administrative support services](#). The Alpine County [Health & Human Services Director](#) consults with the Commission regarding selection of the ACOE employee who serves as Executive Director, and compensation of that employee, as well as any other ACOE employees providing services to the Commission.

Deleted: the Alpine County Superintendent of Schools

Deleted:

Deleted: agreement between the Alpine County Superintendent of Schools and the Alpine County Children

Deleted: Superintendent of Schools

Future Policy and Procedures:

Notwithstanding the foregoing, in the event that the Commission ever were to employ its own staff in the future, the Commission does hereby state its intention to establish the salary and benefits of such employees without meeting and conferring or otherwise bargaining with said employees, unless or until it were required to do so by state law. The Commission further declares that it would base such determinations, in its sole discretion, on a variety of factors including but not limited to the following: salaries and benefits of First 5 employees in other counties deemed comparable by the Commission; ability to recruit and retain qualified employees; demands of the position; and the demonstrated competence and qualifications of employees or candidates for employment. Any final determinations would be made in open session during a public meeting of the Commission, but the Commission reserves the right to hold preliminary discussions regarding salaries and benefits in closed session to the extent permitted by the Ralph M. Brown Act and any other applicable state law.

SECTION 7: ADHERENCE TO THE COUNTY ORDINANCE

Policies and Procedures:

The Alpine County Children and Families Commission was established by Chapter 8.09 of the Alpine County Code, entitled Alpine County Children and Families Commission, originally adopted by the Alpine County Board of Supervisors on January 5, 1999, pursuant to paragraph (1) of subdivision (a) of Section 130140 of the California Health and Safety Code. It was amended on June 7, 2005 to clarify its legal status and to rename the Commission “First 5 Alpine Commission”

June 26, 2006
April 2, 2007
October 8, 2007

June 6, 2011
October 23 2012
December 12, 2017

(hereinafter “the County Ordinance”). It is the policy and practice of the Commission to strictly adhere to the County Ordinance.

To ensure such adherence, the Commission shall provide all new Commissioners with a copy of the then current County Ordinance and advise them of the Commission’s obligation, policy, and practice to adhere to the Ordinance. The Executive Director shall be responsible for ongoing monitoring of adherence to the Ordinance throughout the year and shall immediately report to the Commission any aspect of Commission operations that may not adhere. The Executive Director shall also annually review the County Ordinance, in consultation with legal counsel, to determine whether any amendments to the County Ordinance are necessary or desirable in order to comply with or better effectuate changes in legislation or local Commission practices. The Executive Director shall inform the Commission of any recommended changes and shall work with legal counsel to bring forward revisions for consideration by the Alpine County Board of Supervisors. The Commission shall also formally review and verify the Commission’s adherence to the then current County Ordinance at least once each year as part of a public meeting and its findings shall be reflected in the minutes of that meeting.

Adopted by the First 5 Alpine Commission on June 26, 2006.

Revised by the First 5 Alpine Commission on April 2, 2007.

Revised by the First 5 Alpine Commission on October 8, 2007.

Revised by the First 5 Alpine Commission on June 6, 2011.

Revised by the First 5 Alpine Commission on October 23,

2012 Revised by the First 5 Alpine Commission on December 12,
2017

June 26, 2006
April 2, 2007

October 8, 2007

December 12, 2017

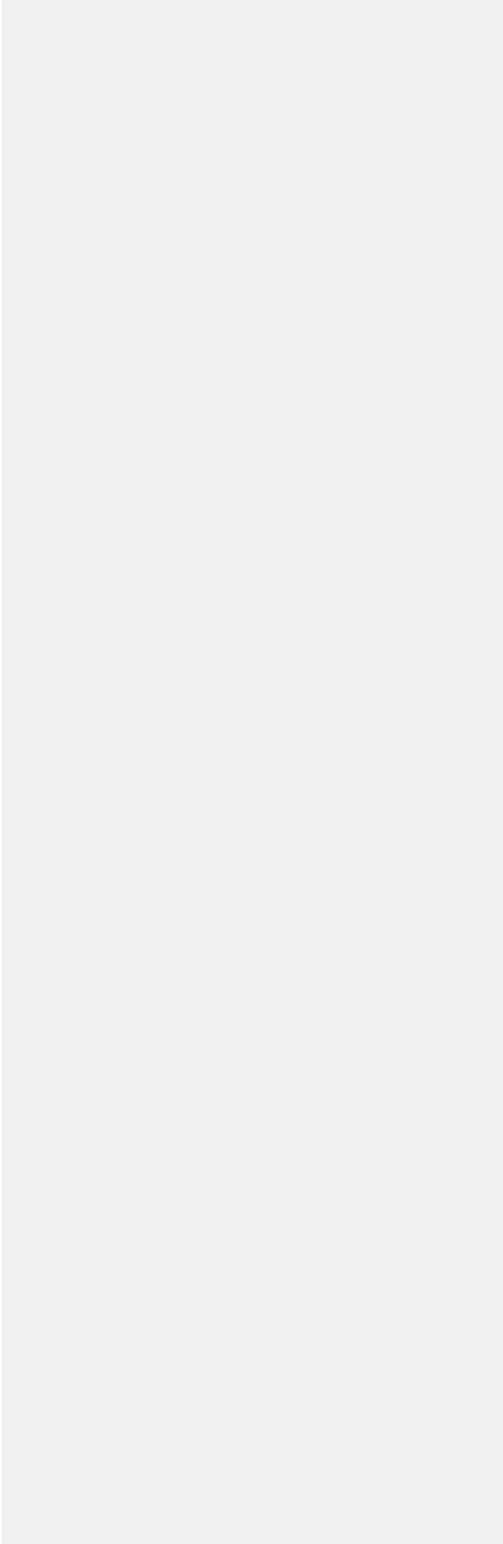
June 6, 2011
October 23
2012



Policy and Procedure Manual

Table of Contents

General Principles Guiding the Policy and Procedure Development for the First 5 Alpine Commission	2
Section 1: Accounting and Budgeting	3
Section 2: Contracting and Procurement	6
Section 3: Authorizing Signatures	13
Section 4: Administrative, Program, and Evaluation Costs	14
Section 5: Conflict of Interest	16
Section 6: Salaries and Benefits	19
Section 7: Adherence to the County Ordinance	19



General Principles Guiding the Policy and Procedure Development for the First 5 Alpine County Commission

The First 5 Alpine Commission operates as a separate agency independent of the County of Alpine, with authority over the strategic plan and the local Children and Families Trust Fund. The Alpine County Children and Families Trust Fund is held by the Alpine County Treasurer and is administered by Alpine County ~~as its fiscal agent. The Commission undergoes an annual outside financial audit. The guidelines for~~ the fiscal activities of First 5 Alpine are based on generally accepted accounting principles for governmental funded organizations.

Deleted: Superintendent of Schools

First 5 Alpine contracts with the Alpine County ~~to act as the fiscal agent for the First 5 Alpine Commission,~~ and to employ the Executive Director to the Commission per the Memorandum of Understanding currently in effect. All Commission personnel and administrative services contracted to Alpine County by the Commission are subject to all policies and procedures as outlined in Alpine County Policies and Procedures unless specified under the Commission’s Bylaws. The First 5 Alpine Commission housed within Alpine County Health & Human Services.

Deleted: Office of Education (ACOE)

Deleted: ACOE

Deleted: in the Alpine County Unified School District Board

The specific policies and procedures set forth in this manual, and adopted by the First 5 Alpine Commission, clarify how the Commission will operate with respect to specific activities addressed in the guiding state legislation, Health and Safety Code Section 130100-130155. For the purpose of this manual, “First 5” or “Commission” shall refer to the First 5 Alpine Commission and “State” shall refer to the California Children and Families Commission.

Deleted: ;

Deleted: ; and “ACOE” shall refer to the Alpine County Office of Education.

Guiding principles for the development of specific Commission policies and procedures are:

1. Comply with the guiding legislation at the state and local level.
2. Safeguard the First 5 Alpine Commission assets.
3. Choose the procedure that develops a strong internal control.
4. Provide adequate documentation for transactions.
5. Provide for accuracy by self-checking and by using a review process.
6. Maintain timely and accurate records.
7. Provide relevant data for ongoing decision-making.

This Policy and Procedure Manual may be amended at any regularly noticed Commission meeting, after a public hearing, upon majority vote of the membership.

SECTION 1: ACCOUNTING AND BUDGETING

1. Incoming Checks and Cash

The purpose of this section is to describe how Commission staff will provide for adequate internal control of incoming checks and cash.

Receiving State Commission Disbursements:

Revenue received for the operation of the Commission is initiated and submitted from the State Children and Families Commission on a monthly basis, based on Proposition 10 tobacco tax funds collected by the State Board of Equalization. The revenue allocated and transferred to the Commission is based on the percentage of Alpine County live births to State live births. The funds are remitted directly to the Alpine County Treasurer's/Auditor's Office and are transferred at the end of each month to ACOE where they are placed in the Alpine County Children and Families Trust Fund.

The State submits a *Disbursement to Counties by Month* report which reflects births for the most current year for which data is available, and the percentage applicable to the County. Because the tax revenue is minimal, the County also receives a base amount to total \$275,000. The revenue remitted by the State is reviewed by Commission staff each month to determine the reasonableness of the revenue.

1. Incoming state disbursement checks are deposited with the Alpine County Treasurer's/Auditor's Office.
2. General Ledger reports documenting all deposits are forwarded to Commission staff on a monthly basis from the [Alpine County Finance Department](#),

Deleted: ACOE

Deleted: .

Receiving Cash or Checks from other Entities:

1. The authorized persons to accept incoming cash or checks shall be the Executive Director or [Alpine County Fiscal Staff](#). Cash or checks received directly by Commission staff are to be recorded following [Alpine County Finance Department procedures](#). If cash is received, it must be deposited according to [Alpine County](#) with the [immediately](#). If checks are received, every reasonable effort shall be made to deposit them with the [Alpine County Finance Department](#) within 5 working days of receipt. The deposits shall be made in conformance with the standard operating procedures of [Alpine County](#).
2. In the event that cash or checks are held by the Commission staff overnight, they will be stored in a locked place until they are ready for delivery to [Alpine County Health & Human Services Fiscal Staff](#).
3. Commission staff receive General Ledger reports monthly from the [Alpine County Finance Department](#) with all revenues recorded. These reports will be reconciled with internal records and made available for audits as necessary.

Deleted: the

Deleted: in a consecutively numbered receipt book. A receipt is provided to the payer. If cash is received,

Deleted: ACOE within 24 hours of receipt

Deleted:

Deleted: the ACOE.

Deleted: the ACOE.

Deleted:

Deleted: ACOE,

2. Procedure for Processing Claims, Invoices, & Payments

Verification and Authorization

There shall be different procedures for verifying claims and authorizing payments for various Commission transactions. The table below details these different procedures.

Type of Service or Invoice	Person Preparing Claim (warrant request)	Person verifying expenditure and authorizing payment	Back up documentation required
Office-related or meeting-related expenses	Executive Director or Alpine County staff	For expenses incurred by the Executive Director, the Commission Chair shall authorize payment. For all others, the Executive Director* shall authorize payment.	Original Invoice
Payment for professional services to Commission	Executive Director or Alpine County staff	Executive Director*	Original Invoice
Payment for travel and training expenses	Executive Director, Commissioners, or Alpine County staff	For expenses incurred by the Executive Director and/or the Commission Chair, the Commission shall authorize payment. For all others, the Executive Director* shall authorize payment.	Alpine County Travel Request Form , agendas and all associated travel documents (equivalent to HHS claim forms) and
Payments to Contractors	Executive Director or Alpine County staff	Commission	Expense Report from Contractor, and Original Invoice, signed by Executive Director. <i>(Contractor narrative and expense reports are reviewed prior to releasing payments.)</i>

Deleted: ACOE Business Manager

Deleted: ACOE Business Manager

Deleted: Director, Commissioners

Deleted: First 5 Travel Claim Forms as appropriate

Deleted: ACOE Business Manager

Deleted: ACOE

Deleted: ACOE Business Manager

**In the event that the Executive Director is not available to process claims in a timely manner, the Commission Chair may verify and authorize fund release, as long as the payments are consistent with the budgeted amount for that line item.*

Deleted:

Accounts Payable Claims (Warrants) for External Vendors/Contractors

Vendor/Contractor expense and narrative reports are received by the Executive Director. Where documentation is complete, the claims are processed (with originals of complete documentation attached) for forwarding to the [Alpine County Finance Department](#) within five working days. Before payment is authorized, the Executive Director, or other Commission designee, verifies that the service and/or product was received and approves the line-item from which payment should be made. A claim (warrant request) is prepared along with the original invoice, the information is verified as correct, [approved](#) by the Executive Director or Commission Chair [and signed by the Alpine County Health & Human Services Director](#), as appropriate, and delivered to [the Alpine County Finance](#)

Deleted: ACOE Business Manager's office

Deleted: and signed

Department. A copy for internal record keeping, along with a copy of the invoice, is filed in the Commission’s financial records by project type and fiscal year. A copy of the claim, along with a copy of the invoice, is placed in the vendor/contractor file. The original claim, invoice, all backup documentation, and warrant copies will be filed in the Alpine County Finance Department files for annual external auditor’s review.

Deleted: ACOE Business Manager’s Office

Deleted: ACOE

Procedure for Processing Returned or Unused Checks

Commission staff will return checks to Alpine County Finance Department, in accordance with the Alpine County policies for returned checks.

Deleted: the ACOE Business Manager’s office

Deleted: their

Monitoring of Expenditures

Commission staff reconciles the monthly General Ledger and Project reports from the Alpine County Finance Department with internal records and ensures they are available for audits as necessary. All necessary adjustments and corrections are requested through written correspondence to the ACOE Business Manager’s office, including the rationale for the requested change, and authorized by the Executive Director.

Deleted: ACOE Business Manager’s office

General Ledger and Project Reports

The general ledger is the basis for financial record keeping.

1. General Ledger reports are prepared by the Alpine County Finance Department and forwarded to the Commission’s Executive Director to provide monthly reporting and for the yearly audit report.
2. The Executive Director reviews the reports monthly and provides written notification to the Finance Department of any corrections or problems.
3. The Executive Director is responsible for working with the Alpine County Finance Department to set up a system of coding projects/programs within the Alpine County Children and Families Trust Fund which will allow an outside auditor to meet the legislative requirements for audit reporting to the State Commission. The Executive Director reviews the system annually and adjusts, as necessary, to most effectively meet Staterequirements.
4. The Executive Director will provide to the Commission at their regular meeting, income and expense summary reports that reflect the figures found in the county reports. This report details expenditure and revenue categories, as well as fund balance and fund commitments, in a format consistent with Commission fundingpractices.

Deleted: Office of Education

Deleted: Department and

Deleted: ACOE

Deleted: Alpine County Office of Education

Deleted:

Deleted: Alpine County Office of Education

Deleted:

Deleted:

Petty Cash Disbursements

First 5 Alpine County does not have a petty cash fund.

Insurance Premiums and Allocation of Expenditures

The Commission will maintain insurance coverage for Liability, Directors and Officers Errors and Omissions, and Property. Individuals who use their personal automobiles for Commission business must maintain individual policies.

Formatted: Body Text, Left, Line spacing: single

3. Budgeting

Annual Budget

The Commission adopts an annual budget, in accordance with the strategic plan, prior to each fiscal year, at a regularly noticed public meeting. This budget serves as the Commission's commitment of resources for the current budget period, and is used to monitor expenses and revenues throughout the fiscal year. The budget clearly defines administrative, evaluation and program costs. The Executive Director is responsible for providing the Commission with a monthly financial report which compares actual expenditures against the budget.

Long-Term Financial Plan

The Commission will develop a long-term (3-5 year) financial plan. The plan will assess the long-term financial implications of current and proposed policies, programs, and assumptions. It will provide a long-term view of how resources will be allocated to the objectives in the strategic plan. The plan will be reviewed and updated every year in concert with budget preparation.

SECTION 2: CONTRACTING & PROCUREMENT

General Information

The purpose of this Chapter is to implement contracting and procurement policies for the Commission that are consistent with state law and which ensure that any contracts approved by the Commission are consistent with the Commission's strategic plan. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

Procurement

1. The term "procurement" for purposes of these policies refers to any purchase of goods or services for which no formal, written contract is customary or necessary in the ordinary course of business. Any purchase for which a formal, written contract is required shall be governed by the contracting policies described below.
 - a. The Executive Director has the authority to procure goods or services required by the Commission for its administrative functions and operations, without prior approval by the Commission, in an amount not to exceed \$1,000, if the purchase is consistent with the approved budget and strategic plan. The Commission Chair has the same authority identified above, for the amount of ~~\$1,500. Examples of such administrative goods and services include but are not limited to office supplies and equipment, utilities, subscriptions, travel expenses related to Commission business. Additional policies and procedures specifically related to travel expenses are discussed below under Travel Policies and Procedures.~~
2. Procurement of goods or services by the Executive Director in excess of \$1,000 or the Commission Chair in excess of \$1,500 must be approved by the Commission, either through pre-approval or ratification of the purchase.

Deleted: ¶

Unless otherwise directed by the Commission, the Executive Director shall be responsible for investigating, soliciting, or otherwise identifying purchase options, through whatever means appear reasonable and appropriate to the Executive Director under the circumstances, in order to facilitate purchases at the most favorable price available consistent with efficient operations. Some such items may be available through the County at the direct cost of those entities, and the Commission may find that such costs are generally below those available to the general public due to the procurement practices and high-volume purchasing of those larger governmental entities. Accordingly, for items available at cost from the County, the appropriate documentation shall be submitted to that governmental entity and no further investigative or soliciting activities shall be required. With respect to goods or services that are not available from the County, but which are readily available in the marketplace, the Executive Director should generally consider obtaining quotes or prices from multiple vendors. The use of local businesses is encouraged as a source of supplies and services, unless such use results in unreasonable costs or delays.

3. Before authorizing any proposed purchase, the Executive Director (or Commission, if applicable) shall first consider and determine the following: (1) whether the proposed purchase is consistent with the Commission's strategic plan and (2) whether the proposed purchase is consistent with the Commission's approved budget and (3) whether the proposed purchase is deemed "ordinary and necessary" in the course of doing business. The findings of the Executive Director (or Commission, if applicable) regarding said considerations shall be documented for Commission records.
4. Authority to sign documents authorizing payment for procurement is governed by a specific policy, set forth below in Section 3, entitled "Authorizing Signature."

Contracting

1. The following policies shall apply to all formal, written Commission contracts (which shall be deemed to include any grant awarded by the Commission) and no such contract shall be approved or entered except in conformity with these policies. Any expenditure not governed by the procurement policies discussed above shall be deemed to be governed by these contracting policies.
2. Only the Commission may approve a formal, written contract, regardless of the dollar amount. The Commission may, however, authorize the Director to sign and administer any contract that it has approved.
3. Before entering into any contract, or soliciting any proposal related thereto, the Commission shall first determine whether the subject matter of the proposed contract is consistent with the Commission's strategic plan and with the Commission's approved budget. Any determination or finding of consistency shall be made by a majority vote of the Commission and shall be reflected in the Commission's minutes. If a proposed contract is found not to be consistent, then the Commission shall take no further action with respect to the contract unless or until it is revised and submitted again to the Commission for reconsideration as to consistency.

Assuming the subject matter of a proposed contract has been found consistent with the Commission's strategic plan, as described above, the Commission shall then determine in its sole discretion whether to use competitive bidding, issue a request for proposals, or directly

Formatted: Justified, Indent: Left: 0.5"

Deleted: ACOE or the

Deleted: ACOE or the County

Formatted: Not Highlight

Deleted: entity,

Deleted: ACOE

Deleted: or

Deleted: ¶

negotiate with a potential contractor. The Commission shall make its determination based on a totality of the circumstances, including but not limited to any of the following factors: price or cost of services; desired quality; availability of potential contractors; nature of the work; urgency; special pricing opportunities; standardization; reputation, competence, and other qualifications of potential contractors; convenience; and efficiency. Any contracting process used by the Commission in a given circumstance shall not obligate the Commission to use that same process in the future. The specific details of any process involving formal competitive bidding or requests for proposals in a given circumstance shall be retained in a written document adopted by the Commission and made available to interested parties. The Commission shall determine the manner and extent to which notice of said process is provided to the public and potential contractors.

4. The Executive Director shall carry out the direction of the Commission with respect to the solicitation, drafting, negotiation, or other preparation of proposed contracts. In the event that the Commission elects to utilize a formal competitive process with sealed bids whereby the Commission intends to award a contract to the lowest responsible bidder, any bids timely submitted shall be opened and read aloud at a public meeting of the Commission. The Commission may reject any and all bids.
5. When the Commission states its intent to award funds in response to a specific proposal, the Executive Director shall work with the proposer to develop a contract that clearly defines the specific project activities, service benchmarks, budget, and outcome evaluation plan (with a clear link to the most recently updated strategic plan), as well as other contract elements that are part of every Commission contract and are consistent with Alpine County professional services contract language.
6. Any proposed contract shall be approved as to form by legal counsel. Any approved contract may be signed by the Commission Chair or the Executive Director, as determined by the Commission.
7. Authority to sign documents authorizing payment pursuant to contracts is governed by a specific policy, set forth below, in Section 3 entitled "Authorizing Signature."

Contract Compliance, Renewal, And Fund Balance Reporting

1. Contractors submit quarterly progress reports and financial reports, in a format designated by the Executive Director, which aligns with the stipulations in their contracts. The Executive Director reviews these reports for contract compliance in services and expenditures, and authorizes release of funds if there is evidence of compliance. If questions of compliance arise, the Executive Director contacts the contractor to get clarity on these questions. In general, payment is authorized if the contractor is demonstrating a good faith effort toward contract compliance. However, the Executive Director is expected to work concurrently with the contractor to explore alternative service strategies or to consider a contract amendment, if there is evidence of ongoing difficulty in contract compliance. All these issues must be brought before the Commission.
2. Payment is made on a reimbursement basis. Advance payments may be requested prior to the commencement of work, and should do so in writing specifying why the advancement of funds are needed. A cash advance payment shall not exceed 50 percent of the maximum amount allowed under the contract. Additional funds should not be released until 75 percent of previously released funds have been expended. If at the end of the contract period the provider has not utilized any

Deleted:

portion of the funds advanced, the provider shall return the amount to the commission. If the amount is not returned, the commission can withhold funds from the subsequent year's contract. All requests for advance funding are subject to approval of the Commission.

3. The Commission has the authority to extend the timeline of contracts beyond their ending date, or to renew them, based on consideration of: (1) the community need for the uninterrupted continuation of those specific services, in relation to the strategic plan; and (2) the unlikelihood of another service provider in the community participating in a full competitive bid for continuation ... of those services.

Deleted: unlikelihood

Deleted: competitive

4. In compliance with Chapter 2 (commencing with section 2000) of Part 1 of Division 2 of the Public Contract Code; the Commission is permitted to award contracts that meet the goals regarding minority owned businesses, women-owned business, disabled veteran-owned business, and small businesses, but they must do so according to rules set out in the noted chapter.

In compliance with Section 3410 of the Public Contracts Code; the commission is required to give preference to United States-grown produce and United States – processed foods when there is a choice and it is economically feasible to do so. The commission will make the determination what is “economically feasible,” considering the total cost, quantity, and the quality of the food and the budget.

Deleted: commission

Deleted: quantity

In compliance with Chapter 3.5 (commencing with Section 22150) Part 3 of Division 2 of the Public Contract Code; the commission is required to purchase recycled products, whenever recycled products are available at the same or lesser total cost than the non-recycled items. The Commission may give preference to suppliers of recycled products and may define the amount of this preference.

Deleted: recycled

Fund Balance:

The fund balance shall be reported, in the audited financial statements, using the following 5 categories, which are consistent with Statement 54 of the Government Accounting Standards Board (GASB):

1. Non spendable
2. Restricted
3. Committed
4. Assigned
5. Unassigned

The determination of how the fund balance is reported under these categories shall be consistent with the guidelines provided in the First 5 Financial Management Guide.

Non-spendable Fund Balance

This category includes elements of the fund balance that cannot be spent because of their form, or because they must be maintained intact. For example:

- Assets that will never convert to cash, such as prepaid items and inventories of supplies

Other assets that would be described under this category, but that are not applicable to First 5 Alpine at this time include:

- Assets that will not convert to cash soon enough to affect the current period, such as non-financial assets held for resale; or
- Resources that must be held intact pursuant to legal or contractual requirements, such as revolving loan fund capital or the principal of an endowment.

Restricted Fund Balance

This category includes resources that are subject to constraints that are externally enforceable legal restrictions. Examples include:

- Funding from the State Commission or foundations that are legally restricted to specific uses. For example, funds advanced by First 5 CA under specific agreements for services, or matching funds for specific initiatives would be reported as restricted funds.
- Funding that has been designated for legally enforceable contracts but not yet spent. This includes multi-year contracts.
- Funds legally restricted by county, state, or federal legislature, or a government's charter or constitution.
- Other assets that would be described under this category, but that are not applicable to First 5 Alpine at this time include:
 - Amounts collected from non-spendable items, such as the long term portion of loan outstanding, if those amounts are also subject to legal constraints.

Tobacco tax allocations to county commissions are not automatically categorized as restricted fund balance. This is because the purposes for which tobacco tax allocations may legally be used are no narrower than the purpose for which the commissions were created in Proposition 10 enabling legislation.

Committed Fund Balance

Two criteria determine the committed fund balance:

- Use of funds is constrained by limits imposed by the government's highest level of decision making (First 5 Alpine Commission).
- Removal or modification of the use of funds can be accomplished only by formal action of the authority (i.e., commission) that established the constraints. Both commitments and modification or removal must occur prior to the end of reporting period; that is, the fiscal year being reported upon. For First 5 organizations, resources in this category would include:

*Resources committed for a future initiative as long as commission action is also required to remove this commitment.

June 26, 2006
April 2, 2007
October 8, 2007

June 6, 2011
October 23 2012
December 12, 2017

*Resources that have been committed by a commission for specific agreements that have not yet been executed (such as an Intent to Award Decision), where commission action is also required to remove this commitment.

*Resources committed as the local match for a State Commission initiative.

Assigned Fund Balance

The assigned portion of the fund balance reflects a commission's intended use of resources, which is established either by the county First 5 Commission, a body created by the commission, such as a commission finance committee, or an official designated by the commission (e.g., an Executive Director). The "assigned" component is similar to the "committed" component, with two essential differences, shown in the following table:

Key Differences Between Committed and Assigned Fund Balance

	Committed	Assigned
A decision to use funds for a specific purpose requires action of the First 5 Commission	Yes	No
Formal action of Commission is necessary to impose, remove or modify this constraint and formal action has taken place before end of reporting period	Yes	No

Another key difference is that the purpose of the assignment must be narrower than the fund itself. Consequently, tobacco tax revenues would not automatically be placed in the "committed" component. Resources that fit into this category include:

- Appropriation of a portion of existing fund balance sufficient to eliminate a projected deficit in the subsequent year's budget, where the Executive Director may decide whether to use the entire amount.
- Resources assigned to a specific program or project or organization for which the commission has approved a plan or budget.
- Resources approved by a commission for a long-range financial plan where formal approval is not required to modify the amount.

Unassigned fund balance

Resources in the fund balance that cannot be classified into any of the other categories are included here.

Fund Balance Classification Assignment

The most commonly used planned expenditures at year-end will be assigned as follows:

Expenditure Type	Fund Balance Assignment
Payments on Contracts	Non spendable
Contracts, Funds advanced from First 5 CA (deferred revenue), Other grant fund advances	Restricted
Intent to Award decisions, Specific targeted program commitments reflected in the approved Financial Plan or approved budget	Committed
General granting commitments reflected in the approved Financial Plan.	Assigned

Due to the nature of Commission business, there is no foreseeable situation where an expenditure would be incurred for purposes for which amounts in any of the fund balance classifications could be used, therefore there is no need for a policy regarding whether restricted, committed, assigned or unassigned amount are considered to have been spent. The Executive Director will clearly identify the specific intended use of the fund balance at year-end, and will track the assignments accordingly.

Travel Policy and Procedures

Commission staff and Commissioners shall be eligible to have approved travel costs covered or reimbursed by the Commission. These shall include the cost of travel, lodging, meals and incidental travel costs, as well as the cost of training registration costs.

1. Travel will be reimbursed to Commissioners for travel to attend State Commission meetings, State Association meetings, Commission conferences, and to attend meetings relevant to First 5 Alpine business.
2. ~~.....~~
3. The Commission will abide by the Alpine County ~~travelpolicies~~
4. As all Commission staff are currently Alpine County employees, all staff will abide by Alpine County travel policies.

Deleted: All mileage reimbursements must be approved by the Commission prior to payment....

Deleted: ACOE

Deleted: ACOE

Deleted: ACOE

Deleted: <#>When it is cost effective for Commission staff or Commissioners to use a rental vehicle, a vehicle will be paid by the Commission prior to the day of travel or reimbursed after proper documentation has been submitted to the ACOE business office.¶

SECTION 3: AUTHORIZING SIGNATURE

Policies and Procedures

The Commission Chair and Executive Director are authorized to sign official Commission documents, such as invoices, letters and reports to the State Commission, letters to contractors, and other documents, as detailed below. The Commission Chair becomes authorized to sign documents as a condition of assuming this office. The Executive Director is responsible to ensure that all documents signed on behalf of the Commission bear an authorized signature.

General Guidelines

In order to facilitate smooth business operation, the Executive Director shall serve as the primary signatory on all documents, acting within the restrictions described below, or unless the document designates a specific signature, such as the Commission Chair.

All signatures on warrant requests, invoices, or any other document that results in a transfer of funds from the Alpine County Children and Families Trust Fund shall be undertaken only if the expenditure in question has been approved by an action of the Commission or is logically and clearly connected to a budget line item which has been approved by the Commission. The budget, in turn, is adopted each year in conformance with the Commission’s strategic plan.

Commission Chair and Vice Chair

The Commission Chair has authority to sign all official documents, if they are consistent with the Commission’s strategic plan and approved budget, with the exception of authorization for reimbursement for travel expenses for her or himself. Either the Executive Director or the Commission Vice-Chair/Secretary should authorize these claims. In the Chair’s absence, the Vice-Chair/Secretary has the authority to sign the documents listed above.

Executive Director

The Executive Director has authority to sign all official documents that are consistent with the strategic plan and the approved budget, with the exception of contracts and any invoices for contract payment or travel expense reimbursement claim for herself/himself. These invoices and claims must be approved by the Health & Human Services Director or designee.

Deleted: should be authorized by either the Commission Chair or Vice Chair...

SECTION 4: ADMINISTRATIVE, PROGRAM, and EVALUATION COSTS

Limit on the Percentage of the Annual Operating Budget That May Be Spent On Administrative Functions

The percentage of administrative costs that may be spent on administrative functions, as defined below, in a fiscal year, shall be no more than 30%.

The First 5 California Children and Families Commission awards Alpine County and other small population counties a yearly administrative/operations augmentation. The current state augmentations reflect recognition, at the state level, that small counties struggle with economy of scale issues in ensuring that the responsibilities associated with fulfilling the legislative requirements of Proposition 10 are met in a timely and professional fashion.

Definitions, Coding, and Monitoring of Administrative, Program and Evaluation Costs:

Definition of Administrative Costs and Function:

The Commission shall use the most recent definition in the First 5 Financial Management Guide to define administrative functions. This definition will be consistent with the guidelines issued by the First 5 California Children and Families Commission. At the time of this policy development and adoption, these guidelines state:

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

- Administrative costs support a county commission's basic mission rather than specific program goals.
- Staff costs may be assigned to program costs, as long as that time is limited to actual time spent on program-specific activities.
- Administrative costs do not include evaluation costs for funded programs.
- Typical administrative costs are for, but not limited to, the following functions:
 1. General accounting and financial reporting
 2. Local annual reporting activities (separate from evaluation activities for state reporting; includes public hearing requirements, etc.)
 3. Financial planning
 4. Commission or Association meetings/travel
 5. Payroll/Benefits
 6. Human resource services
 7. Legal services/Consulting
 8. Contract Compliance (for contracts benefiting more than one cost objective, such as vendors and administrative contracts; grantee contract compliance is a program cost)
 9. Audit
 10. Strategic planning
 11. Procurement
 12. Rent

13. Maintenance
14. Utilities
15. Insurance
16. Cleaning/Janitorial

The Commission shall adhere to this definition in its budgeting, accounting and financial reporting processes. Where there is a question of interpretation of how specific activities shall be coded, the definition of administrative costs benefiting more than one cost objective, or not being readily assignable to one cost objective will serve as the determining definition.

Definition of Program Costs and Function:

The Commission shall use the most recent guidelines issued in the First 5 Financial Management Guide to define program expenditures. At the time of this policy development and adoption, these guidelines state:

Program costs are defined as costs incurred by First 5 commissions readily assignable to a program or service provider (other than for evaluation activities) and/or in the execution of direct service provision.

At the time of this policy development and adoption, the guidelines delineate the following activities as program costs:

- Direct services
- Program outreach and education
- Program planning
- Program grants and contracts
- Program/Provider technical assistance and support
- Program database management

Definition of Evaluation Costs and Function:

The Commission shall use the most recent guidelines issued in the First 5 Financial Management Guide to define evaluation expenditures. At the time of this policy development and adoption, these guidelines state:

Evaluation costs are costs incurred by First 5 commissions in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.

At the time of this policy development and adoption, the guidelines delineate the following activities as evaluation costs:

- Evaluation - Includes conducting of focus groups and case studies, state evaluation report production, and presentation.
- Evaluation technical assistance
- Evaluation database

Cost Category delineation for all three cost categories is provided in the table below, for comparison across categories, as presented in the First 5 Financial Management Guide.

Cost Category Delineation		
Administrative Cost: Costs incurred in support of the general management and administration of a First 5 commission, for a common or joint purpose that benefits more than one cost objective (other than evaluation activities), and/or those costs not readily assignable to a specifically benefited cost objective.	Program Cost: Costs incurred by local First 5 commissions readily assignable to a program, grantee, contractor, or service provider (other than evaluation activities) and/or in the execution of direct service provision.	Evaluation Cost: Costs incurred by local First 5 commissions in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.
General accounting/Financial reporting	Direct services	Evaluation*
Local annual reporting activities	Program outreach and education	Evaluation technical assistance
Financial planning	Program planning	Evaluation database
Commission/Association meetings/travel	Program grants and contracts	
Payroll/Benefits	Program/Provider technical assistance and support (formerly Quality Assurance)	
Human resources services	Program database management	
Legal services/consulting		
Contract compliance		
Audit		
Strategic planning		
Procurement		
Rent		
Maintenance		
Utilities		
Insurance		
Cleaning/Janitorial		

**Includes conduct of focus groups & case studies, state evaluation report production, and presentation.*

Notes
¹ Cost objective is a function, contract, grant, or other activity requiring cost data and for which costs are incurred.

Expenditure Coding for Administrative, Program and Evaluation Costs:

The Executive Director will establish within the accounting and reporting system, a methodology for tracking and reporting on program, administrative, and evaluation costs, in compliance with the definitions adopted above. Financial reporting systems shall be created to differentiate these cost categories so that they will be clearly identifiable to an outside auditor, as well as to the Commission and the public. The methodology must be approved by the Commission.

Staff and contractor costs may be assigned to program or evaluation costs, as long as that time is limited to actual time spent on program or evaluation-specific activities and appropriate records are maintained for audit and review purposes. One individual's time may be divided into more than one category, as long as accurate records are maintained. The Executive Director shall use valid methodologies and tools for allocating costs. For a Commission the size of First 5 Alpine, a reasonable and valid methodology will be cost finding (a method for estimating costs based on observation, review of records, and interviews with employees), time studies, or functional timesheets.

Administrative, Program and Evaluation Cost Monitoring and Reporting:

The Alpine County Finance Department will be responsible for maintaining auditable records to ensure compliance with the administrative cost limit policy. The Executive Director shall be responsible for presenting to the Commission at regular Commission meetings, a breakdown of administrative, program and evaluation costs. This information will ensure compliance with the administrative cost limit policy, and will also be used to help guide future budgeting decisions. This information shall also be reported, on an annual basis, to the First 5 California Commission in the annual financial report, which is adopted, by the Commission, at a public hearing.

SECTION 5: CONFLICT OF INTEREST

Policies and Procedures:

Commissioners and other "designated employees" shall comply with the Commission's Conflict-of-Interest Code discussed more fully below, with Government Code section 1090 et seq., and with any other applicable state laws regarding conflicts of interest. This policy sets forth requirements to ensure that Commissioners and other "designated employees" avoid such conflicts of interest.

The Commission shall require all new Commissioners and staff to review the Commission's Conflict-of-Interest Code ("the Code") and other conflict-of-interest laws and/or to receive specific training regarding conflicts of interest from legal counsel. The Commission shall require all existing Commissioners and staff to review the Code and conflict of interest laws and/or receive continuing training at least once every two years. Finally, the Commission shall annually provide all Commissioners and other "designated employees" under the Code with information regarding their options for seeking advice regarding potential conflicts of interest from the Fair Political Practices Commission and/or the Commission's legal counsel. The Commission shall encourage all Commissioners and other "designated employees" under the Code to seek advice in any situation where they know or should know that a conflict may exist and to err on the side of caution by abstaining from participating in any decision making, contract, or other activity with respect to which they may have a conflict. The Executive Director shall report to the Commission any potential conflict of interest that she or he may know or suspect exists regarding any Commissioner or other "designated employee."

The Commission's Conflict-of-Interest Code:

June 26, 2006 June 6, 2011
April 2, 2007 October 23 2012
October 8, 2007 December 12, 2017

Deleted: ¶

Deleted:Section Break (Next Page).....

Deleted: and the ACOE Business Manager (or designee)

Deleted: ACOE Business Manager

Deleted:

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. Section 18730, which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and constitute the Conflict of Interest Code of the First Five Alpine Commission, which is considered the “agency” within the purview of this Code.

Deleted: of Regs

With regard to conflict of interest of commission members; the county commission’s policies shall be consistent with: Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code; a) a commission is prohibited from entering into a contract or grant that directly relates to services to be provided by a commissioner or an entity the commissioner represents, or the contract or the grant financially benefits a commissioner or the entity he or she represents, and b) The commissioner fails to recuse himself or herself from making, participating in making, or attempting to influence a decision on the grant or grants.

Article 4.7 (commencing with section1125) of Chapter 1 of Division 4 of Title 1 of the Government code; Commissioners and staff are prohibited from engaging in employment of others compensated activities that are inconsistent, incompatible, or in conflict with their duties as commissioners or staff persons for the commission.

Chapter 7 (commencing with Section 87100) of Title 9 of the Government Code; Commissioners are prohibited from making, participating in making, or in any way attempting to use their official position to influence a governmental decision in which they have a financial interest. Commissioners are required to file disclosure statements upon becoming a commissioner and annually thereafter.

Statements of Economic Interest; Filing Officer:

Designated employees shall file Statements of Economic Interests with the Vice Chair/Secretary of the First 5 Alpine Commission, who shall be and perform the duties of Filing Officer for the Commission.

List of Designated Employees

<u>Job Title</u>	<u>Disclosure Category</u>
Commissioner	1
Staff	1
Legal Counsel	1
Consultant	1*

**Legal Counsel may determine in writing that a particular consultant, although a “designated employee”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described above. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Commission Legal Counsel’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.*

Job Title Definitions:

“Commissioner” means a member of the First Five Alpine Commission.

“Staff” means any employee of the Commission, who makes or participates in the making of Commission decisions.

“Legal Counsel” means the Alpine County Counsel and/or such other legal counsel as the Commission may choose to utilize.

“Consultant” means any individual or entity meeting the definition of consultant promulgated in regulations of the Fair Political Practices Commission.

SECTION 6: SALARIES AND BENEFITS

Current Policy and Procedures:

At the time these policies are adopted, the Commission does not have any employees of its own and therefore does not establish salaries and benefits. Rather, all staff support services are provided under contract with [Alpine County](#). For more details, refer to the [Memorandum of Understanding between Alpine County and the Alpine County Children and Families Commission for the provision of administrative support services](#). The Alpine County [Health & Human Services Director](#) consults with the Commission regarding selection of the ACOE employee who serves as Executive Director, and compensation of that employee, as well as any other ACOE employees providing services to the Commission.

Deleted: the Alpine County Superintendent of Schools

Deleted:

Deleted: agreement between the Alpine County Superintendent of Schools and the Alpine County Children

Deleted: Superintendent of Schools

Future Policy and Procedures:

Notwithstanding the foregoing, in the event that the Commission ever were to employ its own staff in the future, the Commission does hereby state its intention to establish the salary and benefits of such employees without meeting and conferring or otherwise bargaining with said employees, unless or until it were required to do so by state law. The Commission further declares that it would base such determinations, in its sole discretion, on a variety of factors including but not limited to the following: salaries and benefits of First 5 employees in other counties deemed comparable by the Commission; ability to recruit and retain qualified employees; demands of the position; and the demonstrated competence and qualifications of employees or candidates for employment. Any final determinations would be made in open session during a public meeting of the Commission, but the Commission reserves the right to hold preliminary discussions regarding salaries and benefits in closed session to the extent permitted by the Ralph M. Brown Act and any other applicable state law.

SECTION 7: ADHERENCE TO THE COUNTY ORDINANCE

Policies and Procedures:

The Alpine County Children and Families Commission was established by Chapter 8.09 of the Alpine County Code, entitled Alpine County Children and Families Commission, originally adopted by the Alpine County Board of Supervisors on January 5, 1999, pursuant to paragraph (1) of subdivision (a) of Section 130140 of the California Health and Safety Code. It was amended on June 7, 2005 to clarify its legal status and to rename the Commission “First 5 Alpine Commission”

June 26, 2006
April 2, 2007
October 8, 2007

June 6, 2011
October 23 2012
December 12, 2017

(hereinafter “the County Ordinance”). It is the policy and practice of the Commission to strictly adhere to the County Ordinance.

To ensure such adherence, the Commission shall provide all new Commissioners with a copy of the then current County Ordinance and advise them of the Commission’s obligation, policy, and practice to adhere to the Ordinance. The Executive Director shall be responsible for ongoing monitoring of adherence to the Ordinance throughout the year and shall immediately report to the Commission any aspect of Commission operations that may not adhere. The Executive Director shall also annually review the County Ordinance, in consultation with legal counsel, to determine whether any amendments to the County Ordinance are necessary or desirable in order to comply with or better effectuate changes in legislation or local Commission practices. The Executive Director shall inform the Commission of any recommended changes and shall work with legal counsel to bring forward revisions for consideration by the Alpine County Board of Supervisors. The Commission shall also formally review and verify the Commission’s adherence to the then current County Ordinance at least once each year as part of a public meeting and its findings shall be reflected in the minutes of that meeting.

Adopted by the First 5 Alpine Commission on June 26, 2006.

Revised by the First 5 Alpine Commission on April 2 2007.

Revised by the First 5 Alpine Commission on October 8 2007.

Revised by the First 5 Alpine Commission on June 6 2011.

Revised by the First 5 Alpine Commission on October 23 2012

Revised by the First 5 Alpine Commission on December 12 2017



**Contract for Evaluation Services
by and between
Social Entrepreneurs Incorporated
and
The Alpine County Children and Families Commission (First 5 Alpine)**

A. Parties

THIS CONTRACT is made and entered into by and between **Social Entrepreneurs Incorporated** (hereinafter referred to as “SEI” or “CONTRACTOR”) and **The Alpine County Children and Families Commission (First 5 Alpine)** (hereinafter referred to as “COMMISSION”).

B. Recitals

WHEREAS, the Commission is authorized by the California Children and Families Act of 1998 (“the Act”) to expend moneys allocated to it for the purposes authorized by the Act and by the Commission’s 2014-2020 strategic plan for the support and improvement of early childhood development in Alpine County.

WHEREAS, the Commission has taken formal action authorizing a contract to be put in place with SEI in the amount of up to \$20,942.50, subject to the terms and conditions set forth in this Contract.

WHEREAS, the First 5 Alpine Commission 2020-2021 Strategic Plan money may only be used to expand or enhance existing programs or to initiate services or programs benefiting children prenatal to age five. The funds may not be used to supplant other funds. The 2014-2020 Strategic Plan was extended until December 31, 2020 and a new 2020-2023 Strategic Plan will be adopted; however, this contract is based on the 2014-2020 Strategic Plan.

C. Agreement

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

1. Term

The Contract term shall be from **July 1, 2020 – June 30, 2021**. This Contract is made with the understanding that the COMMISSION has no obligation to provide other or additional support or grants to the CONTRACTOR.

2. Fees

The fees for furnishing services under this Contract shall be based on the rate schedule detailed in **Attachment A (Scope of Work & Budget)** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of this Contract.

3. Use of Funds

The entire Contract shall be expended for the purpose(s) stated herein and in the grant proposal originally provided to the COMMISSION and in accordance with the submitted budget, except as may be modified with the prior consent of the COMMISSION. Unapproved line items of changes to the original budget will not be paid by the COMMISSION without written consent and approval.

4. Relationship

CONTRACTOR agrees to collaborate with the COMMISSION and staff on the implementation, monitoring and evaluation of this program and to comply with any and all reporting and evaluation requirements set forth in this contract. It is expressly understood that in the performances of the services herein, the CONTRACTOR, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the COMMISSION.

5. Services

The purpose of this contract is for the provision of Executive Director services to First Five Alpine. The CONTRACTOR shall provide the services set forth in **Attachment A (Scope of Work & Budget)**.

6. Devotion of Working Time

COMMISSION staff shall devote such of their working time and attention as is reasonably necessary in the performance of tasks assigned by COMMISSION. During the term of this Contract, Contractor shall not, without written consent of the COMMISSION, directly engage in any activities, which represent a conflict of interest with the business of the COMMISSION, whether alone, as a partner, or as an officer, director, employee or shareholder of any corporation, or as a trustee, fiduciary or other representative of any entity.

7. License, Insurance and Standards

CONTRACTOR shall be responsible for all licenses, insurance, permits, qualification and approvals of whatever nature that are legally required to implement the program.

8. Performance Accountability

Substandard performance, as determined by COMMISSION and COMMISSION staff, will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by CONTRACTOR within a reasonable period of time after notification by COMMISSION staff, the COMMISSION may initiate Agreement suspension or termination procedures.

9. No Acts Contrary to Law

Nothing contained in this contract shall be construed to require the COMMISSION to perform any act contrary to law and whenever there is any conflict between any provision of this contract and any statute, law, ordinance or regulation, contrary to which the parties have no legal right to contract, then the latter shall prevail. In such event, however, the provisions of this contract so affected shall be curtailed and limited only to the extent necessary to bring it within the pertinent legal requirements.

10. Confidentiality

All information and records obtained in the course of providing services under this agreement shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program. Both parties shall comply with State and Federal requirements regarding confidential information.

11. Non-Discrimination

In rendering the services contemplated by this contract, the CONTRACTOR will not discriminate against any employee or applicant for handicap, age, marital status, sexual orientation, or veteran status. The CONTRACTOR will comply with Title IV of the Civil Rights Act of 1964, and will provide such reports as may be required to carry out the intent of this section.

12. Notice

All notices pursuant to this Contract shall be sent to the parties by registered mail, return receipt requested, as follows:

CONTRACTOR: Social Entrepreneurs Incorporated
6548 S. McCarran Blvd, Suite B
Reno, NV 89509

COMMISSION: First 5 Alpine
75 Diamond Valley Road
Markleeville, CA 96120

13. Severability

If any provision of the contract is held by a court of competent jurisdiction to be invalid, illegal or unenforceable by reason of any rule of law or public policy, all other provisions of this Contract shall nevertheless remain in effect. No provision of this contract shall be deemed dependent upon the other provisions unless so expressed herein.

14. Entire Agreement

This Contract contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or contracts.

15. Amendment

Only a writing signed by both parties may modify or amend this Contract.

16. Assignment

The rights, responsibilities and duties under this contract are personal to the CONTRACTOR and may not be transferred or assigned without the express prior written consent of the COMMISSION.

17. Availability of Funds

This Contract is subject to the budget and fiscal provisions of the California Children and Families Commission. If for any reason the Children and Families Commission does not make sufficient tobacco tax funds available to the COMMISSION at the funding level provided in this Contract and /or there is a legal ruling that renders the California Children and Families Commission unable to disburse the funds in the COMMISSION's trust fund, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

This Contract will terminate without penalty, liability or expense of any kind to the COMMISSION at the end of the fiscal year in the event funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

The COMMISSION has no obligations to make appropriations for this Contract in lieu of appropriations for new or other agreements. The COMMISSION's budget decisions are subject to the discretion of the Commissioners. The COMMISSION shall make a good faith effort to fund this Contract. CONTRACTOR's assumption of risk of possible non-appropriation is part of the consideration for this agreement.

18. Insurance Requirements

CONTRACTOR shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the COMMISSION as may be required. The CONTRACTOR shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the COMMISSION by registered mail, return receipt requested, for all of the following insurance policies.

- A. Workers' Compensation – in compliance with the statutes of the State of California.
- B. General Liability – insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury \$100,000 for property damage. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to premises and operations and broad from contractual.
- C. Automotive Liability- insurance with a minimum limit of liability per occurrence of \$500,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned automobiles, and non-owned automobiles. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of the performances of this agreement and CONTRACTOR and COMMISSION both certify to this fact by initialing here: ___/____.

19. Hold Harmless

The CONTRACTOR shall hold the COMMISSION, its agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including reasonable attorney fees, arising directly or indirectly out of any act or omission of CONTRACTOR, their agents, officers, employees, or volunteers, during the performance of its obligations under this Contract.

The COMMISSION shall hold the CONTRACTOR, their agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses and damages for every cause, including reasonable attorney fees, arising directly or indirectly out of any act or omission of COMMISSION, its agents, COMMISSION member, employees or volunteers, during the performance of its obligations under this Contract.

20. Termination for Non-Payment

If COMMISSION fails to make any payment to CONTRACTOR hereunder within thirty (30) days following CONTRACTOR'S notice to COMMISSION of non-payment, CONTRACTOR, among other rights and remedies pursuant to this Contract or otherwise available at law or in equity, shall have the right to terminate this Contract immediately. Failure to terminate this Contract shall not waive any breach of this Contract. A waiver of any breach of this Contract shall not constitute a waiver of any future breaches of this Contract, whether of a similar or dissimilar nature.

21. Rights Upon Termination

In the event of the termination of this Contract, CONTRACTOR shall immediately be reimbursed for all project costs therefore for which reimbursement is required under the Contract and otherwise. The right to terminate this Contract and to receive payment of any amounts owing as of the effective date of termination shall be in addition to any other remedy available at law or in equity.

22. Duty to Cooperate

The parties acknowledge that their mutual cooperation is critical to the ability of the CONTRACTOR to perform its duties hereunder successfully and efficiently. Accordingly, each party agrees to cooperate with the other fully in formulating and implementing goals and objectives, which are in COMMISSION's best interest.

23. Governing Law and Venue

This contract shall be governed by, and construed, interpreted and enforced pursuant to, the laws of the State of California. The venue for any legal disputes or litigation shall be in the County of Alpine.

24. No Waiver

The failure to exercise any right to enforce any remedy contained in this Contract shall not operate as, or be construed to be, a waiver or relinquishment of such right or remedy, or of any other right or remedy herein contained.

25. Enforceability and Severability

The invalidity or enforceability of any term or provisions of this Contract shall not, unless otherwise specified, affect the validity or the enforceability of any other term or provision, which shall remain in full force and effect.

26. Headings and Gender

The headings and other captions contained in this Contract are for convenience of reference only and shall not be used in interpreting, construing or enforcing any provisions of this Contract. Whenever the context requires, the gender of all the words used herein shall include the masculine, feminine and neutral, and the number of all words shall include the singular and the plural. This Contract has been prepared through the efforts of all parties hereto and shall not be construed against any party as the draftsman.

27. Counterpart Signatures

This Contract may be executed in one or more counterparts (facsimile transmission or otherwise), each of which shall be original Contract, and all of which shall together constitute one Contract.

28. No Third-Party Beneficiary

None of the provisions contained in this Contract are intended by the parties, nor shall they be deemed to confer any benefit on any person not a party to this Contract.

29. Interpretation

It is the intent of the parties that this Contract be interpreted reasonably and so as to carry out its express terms. Therefore, no presumption shall arise from the identity of the drafter.

30. Termination

Either party may terminate this Contract for any reason upon providing the other party 30-days written

notice of its intent to terminate. Notice of termination shall be by written notice to the other party and shall be sent pursuant to the terms herein. In the event of early termination, CONTRACTOR will pass on all equipment purchased from COMMISSION funds to another organization or business selected by the COMMISSION.

31. Changes in Condition

CONTRACTOR agrees to provide immediate written notice to the COMMISSION if significant changes or events occur during the term of this award which could potentially impact the progress or outcome of the contract. Contract payments may be discontinued, modified, or withheld at the discretion of the COMMISSION pursuant to a change in law or a material adverse change in the CONTRACTOR's condition.

32. Reference to Rules and Laws

Any amendments to or changes of the laws, regulations, and policies applicable to this Contract shall be binding upon both the COMMISSION and the CONTRACTOR.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on June __, 2020.

**THE ALPINE COUNTY CHILDRENS
AND FAMILIES COMMISSION**

**SOCIAL ENTREPRENEURS
INCORPORATED**

(FIRST FIVE ALPINE)

By: _____
Dr. Richard O. Johnson, Chair
First 5 Alpine Commission

By: _____
Kelly Marshall, Principal

Approved as to Form:

By: _____
Margaret Long, Counsel

Attachment A

First 5 Alpine

Evaluation Services for FY 2020-2021

Scope of Work & Budget



A detailed work plan is provided below showing the individual tasks and targeted timeframes that are envisioned in order to fulfill all aspects of the evaluation project. Professional fees are based on estimated hours to accomplish all tasks at hourly rates of: \$145 for Project Manager (Lisa Watson), \$115 for Research and Evaluation Services Associate (Kim Hopkinson), \$115 for Client Services Associate (Marika Baren), and \$75 for Research Associates (Kathrynne Powell and Sierra Rich).

Hours and Resources									
Task #	Task	Start Date	End Date	Lisa Watson	Kim Hopkinson	Marika Baren	Kathrynne Powell	Sierra Rich	Notes/Description
PHASE 1: Data Collection									
FY 19-20: Quarter 4 Data Collection and TA									
1	Finalize end of year report templates and send to grantees.	7/1/2020	7/15/2020	1					
2	Collect year-end reports from grantees.	7/15/2020	7/20/2020	2					
3	Review reports from grantees, identifying any discrepancies or missing data. Follow up with grantees as needed until all data is received.	7/15/2020	8/1/2020	2					
4	Follow up with First 5 ED about number of children served for internally operated programs.	8/1/2020	8/15/2020	2					
5	Enter all data into Excel spreadsheets for report generation.	7/15/2020	8/15/2020	6					
FY 20-21: Quarter 1 Data Collection and TA									
6	Send out quarterly reminders about progress report and data submission requirements.	9/15/2020	10/1/2020			0.5			
7	Collect progress reports and follow up with grantees who have not submitted all reports and data necessary and aligned with evaluation plan.	10/15/2020	10/20/2020			2			

8	Review data on a quarterly basis to identify data deficiencies, outcomes data that is outstanding, and program challenges that may be impacting outcomes.	10/20/2020	10/30/2020		2	2			Busy Bears, AELC, Choices for Children
---	---	------------	------------	--	---	---	--	--	--

Task #	Task	Start Date	End Date	Hours and Resources					Notes/Description
				Lisa Watson	Kim Hopkinson	Marika Baren	Kathrynne Powell	Sierra Rich	
9	Establish progress report feedback forms for providers and schedule time to connect and review (if necessary).	11/1/2020	11/5/2020	1		3			
10	Connect with First 5 ED about questions/concerns related to quarterly report data.	11/5/2020	11/10/2020	1		1			
FY 20-21: Quarter 2 Data Collection and TA									
11	Send out quarterly reminders about progress report and data submission requirements.	12/15/2020	1/1/2021			0.5			
12	Collect progress reports and follow up with grantees who have not submitted all reports and data necessary and aligned with evaluation plan.	1/15/2021	1/20/2021			2			Busy Bears, AELC, Choices for Children
13	Review data on a quarterly basis to identify data deficiencies, outcomes data that is outstanding, and program challenges that may be impacting outcomes.	1/20/2021	1/30/2021		2	2			
14	Establish progress report feedback forms for providers and schedule time to connect and review (if necessary).	2/1/2021	2/5/2021	1		3			
15	Connect with First 5 ED about questions/concerns related to quarterly report data.	2/5/2021	2/10/2021	1		1			
FY 20-21: Quarter 3 Data Collection and TA									
16	Send out quarterly reminders about progress report and data submission requirements.	12/15/2020	1/1/2021			0.5			
17	Collect progress reports and follow up with grantees who have not submitted all reports and data necessary and aligned with evaluation plan.	1/15/2021	1/20/2021			2			Busy Bears, AELC, Choices for Children
18	Review data on a quarterly basis to identify data deficiencies, outcomes data that is outstanding, and program challenges that may be impacting outcomes.	1/20/2021	1/30/2021		2	2			
19	Establish progress report feedback forms for providers and schedule time to connect and review (if necessary).	2/1/2021	2/5/2021	1		3			
20	Connect with First 5 ED about questions/concerns related to quarterly report data.	2/5/2021	2/10/2021	1		1			

Task #	Task	Start Date	End Date	Hours and Resources					Notes/Description
				Lisa Watson	Kim Hopkinson	Marika Baren	Kathrynne Powell	Sierra Rich	
	Data Collection Tools								
21	Allowance to make adjustments to data collection forms and tools to support comprehensive data collection throughout term.	7/1/2020	6/30/2020	2	5	5			
	Subtotal for phase - billable hours			21	11	30.5	0	0	
	Subtotal for phase - professional fees			\$3,045.00	\$1,265.00	\$3,507.50	\$0.00	\$0.00	
PHASE 2: Technical Assistance									
	First 5 Alpine TA								
22	Allowance to support guidance, coaching, and TA to First 5 ED throughout term to build internal capacity to conduct evaluation efforts internally.	7/1/2020	6/30/2021	5	5	5			
	First 5 Alpine Grantee TA								
23	Allowance to support technical assistance for grantees in gathering and managing their data and submission of quarterly progress reports.	7/1/2020	6/30/2021	5	5	5			
	Subtotal for phase - billable hours			10	10	10	0	0	
	Subtotal for phase - professional fees			\$1,450.00	\$1,150.00	\$1,150.00	\$0.00	\$0.00	
PHASE 3: Evaluation Report									
	19-20 Local Evaluation Report								
24	Develop local evaluation report template and send to First 5 ED for review.	7/1/2020	7/15/2020	2					Template report will be populated with basic background information, evaluation pathway, and methods.
25	Meet with First 5 ED to identify any changes needed to local evaluation report template.	7/15/2020	7/20/2020	0.5					
26	Finalize report template following review by First 5 ED.	7/20/2020	7/25/2020	0.5					
27	Enter, download, review and/or clean data collected from First 5 grantees	8/1/2020	9/1/2020			2			Family Survey Data will be collected in raw format and entered by SEI. All other data components have been accounted for in quarterly reporting process.
28	Analyze raw data and develop tables and charts.	8/1/2020	9/1/2020		2	2			

Task #	Task	Start Date	End Date	Hours and Resources					Notes/Description
				Lisa Watson	Kim Hopkinson	Marika Baren	Kathrynanne Powell	Sierra Rich	
29	Populate report template with data collected for FY 19-20 activities. Develop narrative describing data presented in report.	9/1/2020	9/15/2020			8			
30	Internal meeting to review data results and identify conclusions and recommendations.	9/15/2020	9/20/2020	2	2	2			
31	Develop all remaining components of local evaluation report.	9/20/2020	9/25/2020	2		2			
32	Internal review of report to ensure it is high-quality and free from any deficiencies/discrepancies in report content (GSR).	9/25/2020	9/30/2020				2		
33	Correct issues identified through GSR.	9/25/2020	9/30/2020			1			
34	Send report to First 5 to review and identify any changes needed.	10/1/2020	10/2/2020			1			
35	Make changes to all reports and finalize, sending reports to grantees and First 5.	10/2/2020	10/9/2020			2			
Subtotal for phase - billable hours				7	4	20	2	0	
Subtotal for phase - professional fees				\$1,015.00	\$460.00	\$2,300.00	\$150.00	\$0.00	

PHASE 4: First 5 CA Annual Requirements									
SPCFA Annual Updates									
36	Review and Update SPCFA Forms and send to First 5 ED.	7/1/2020	7/30/2020	2					
19-20 First 5 CA Annual Report									
37	Review Annual Report Guidelines and participate in F5 CA Webinar to review updates to database and reporting framework.	7/1/2020	7/30/2020	1					
38	Hold meeting with First 5 ED to discuss planning and timing for First 5 CA Annual Report completion.	8/3/2020	8/7/2020	1					
39	Develop First 5 CA Annual Report template based on F5 guidelines and discussion with First 5 ED.	8/10/2020	8/15/2020	1					
40	Utilizing Annual Report template, populate First 5 CA Annual Report (AR2 Sections and County Highlights).	9/1/2020	9/15/2020	2					

Task #	Task	Start Date	End Date	Hours and Resources					Notes/Description
				Lisa Watson	Kim Hopkinson	Marika Baren	Kathrynanne Powell	Sierra Rich	
41	Internal review of Annual Report to ensure it is high-quality and free from any deficiencies/discrepancies in report content (GSR). Correct issues identified through GSR.	9/15/2020	9/25/2020	1		1			
42	Send Annual Report to First 5 and conduct meeting to review report and identify any changes needed.	9/28/2020	10/2/2020	1					
43	Make final changes and send Annual Report to First 5 for distribution prior to review/adoption by Commission.	10/5/2020	10/8/2020	1					
44	Allowance to enter data into First 5 CA database.	10/26/2020	10/30/2020	2					
Subtotal for phase - billable hours				12	0	1	0	0	
Subtotal for phase - professional fees				\$1,740.00	\$0.00	\$115.00	\$0.00	\$0.00	

PHASE 5: Project Management and Communications									
45	Set up internal systems necessary to manage project.	7/1/2020	7/3/2020	1			1	2	
46	Monthly billing and status report generation.	8/1/2020	6/30/2021	6			6		
47	Allowance for communication and coordination between SEI, First 5, and partner agencies.	7/1/2020	6/30/2021	3		3			
48	Allowance for SEI internal team meetings and communications, as well as ongoing project management.	7/1/2020	6/30/2021	3	3	3			
Subtotal for phase - billable hours				13	3	6	7	2	
Subtotal for phase - professional fees				\$1,885.00	\$345.00	\$690.00	\$525.00	\$150.00	

PROJECT TOTAL									
---------------	--	--	--	--	--	--	--	--	--

	Total	By Resource				
Hours - billable	169.5	63	28	67.5	9	2
Hours - non-billable	0	0	0	0	0	0
Professional fees	\$20,942.50	\$9,135.00	\$3,220.00	\$7,762.50	\$675.00	\$150.00

Budget Summary

Fees are based on the scope of the project and on the division of responsibilities as outlined in the scope of work. Changes to the project scope, such as the addition of other deliverables to be produced, may result in additional fees. SEI will notify the Commission if we believe that the scope has changed; additional fees cannot be charged unless agreed to by the Commission.

	<u>SEI Hours</u>	<u>Professional Fees</u>	<u>Expenses</u>	<u>Total Cost</u>
PHASE 1:				
Data Collection	62.5	\$7,817.50	\$0.00	\$7,817.50
PHASE 2:				
Technical Assistance	30	\$3,750.00	\$0.00	\$3,750.00
PHASE 3:				
Local Evaluation Report	33	\$3,925.00	\$0.00	\$3,925.00
PHASE 4:				
First 5 CA Annual Reporting Requirements	13	\$1,855.00	\$0.00	\$1,855.00
PHASE 5:				
<u>Project Management & Communications</u>	31	\$3,595.00	\$0.00	\$3,595.00
Totals	169.5	\$20,942.50	\$0.00	\$20,942.50

Agenda Item: 6.2

Request: Approve Executive Director Signature on California Family Resource Association MOU

Details: The First 5 Commission of Alpine County Executive Director, Jennifer Hawkins signed and MOU between First 5 of Alpine County and California Resource Association on June 10, 2020. Ms. Hawkins does not have authorization to contract for First 5 and is requesting the Board ratify her signature of the MOU after the fact so that the First 5 program can utilize the awarded funds in the amount of \$3,720.00 in support of at-risk families due to the COVID-19 Pandemic. A copy of the MOU is attached.

Fiscal Impact: \$3,720.00 awarded to First 5 if ratified. No fiscal impact if denied

Recommendation to Board: Approve the ratification of signature and allow First 5 to receive the funds. In the alternative, not ratifying the MOU will mean that First 5 returns the award as unused.



MEMORANDUM OF UNDERSTANDING

MOU#: COVID-413-68

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

OVERVIEW

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

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

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

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

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

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



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

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

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

TERMS OF MOU

I. FRC PROVISION OF SERVICES

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

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

II. ROLE of CFRA

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

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



III. PROVISIONS

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

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

IV. PAYMENT PROVISIONS

- A. The maximum amount payable under this Agreement shall not exceed \$3,720. Upon execution of this MOU, an initial advance payment will be issued to FRC in the amount equivalent to 75% of the FRC's total funding. The remaining 25% of the amount payable will be issued within 5 days of receiving and approval of a final invoice and reporting.

2019/20	\$2,790	Paid within 5 days of executed MOU
2019/20	\$930	Paid within 5 days of approved invoice and data submission

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

V. TERMS AND CONDITIONS

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

Lead Agency:	First 5 Alpine County
Primary Contact:	Jennifer Hawkins
Secondary Contact:	Donita Hudson
Phone:	(530) 721-6872
Email:	jhawkins@alpinecountyca.gov
Street Address:	75 Diamond Valley Road
City, State, Zip:	Markleeville, CA 96120

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

VI. GOAL SETTING AND REPORTING PROCEDURES

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

VII. PROHIBITED EXPENSES

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



VIII. MISCELLANEOUS

- A. FRC agrees to continue to maintain its eligibility for this project funding during the entire period covered by this Agreement. This includes, but is not limited to, maintaining its status as an organization qualified under 501 (c)(3) of the Internal Revenue Code, State of California Nonprofit registration, and maintaining its principal place of operation within California.

- B. CFRA cannot accept legal responsibility for the project. Accordingly, the FRC agrees to indemnify and hold harmless CFRA from any and all liability which may be incurred in connection with the FRC's participation in and administration of this project. The FRC shall obtain and keep in force for the term of this MOU, comprehensive general liability insurance in an amount not less than \$1 million per occurrence insuring against bodily injury, personal injury and property damage. The FRC shall name CFRA as an additional insured party for the comprehensive general liability insurance and is responsible for guaranteeing that a copy of the Certificate of Insurance is submitted to the CFRA with this MOU.

IX. CERTIFICATION

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



X. SIGNATORIES

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

A. *First 5 Alpine County*

Jennifer Hawkins

Printed Name

Executive Director

Title

Jennifer Hawkins

Signature

06/09/2020

Date

B. *California Family Resource Association*

Sheila Boxley

Printed Name

President & Chief Executive Officer

Title

Sheila Boxley

Signature

06/10/2020

Date



Signature Certificate

Folder Ref: d52bf80604ac4e30ac72d3d63088442266ebe3c7



Author: Kristine Dobson Creation Date: 20 May 2020, 15:57:32, PDT Completion Date: 10 Jun 2020, 14:59:13, PDT

Document Details:



Name: F5Alpine_CFRA COVID 19 MOU Final

Type:

Document Ref: 991057af211e075f5ec06017c943d3c09f376f1f4d9d34f13e2d177fc2e7f85d

Document Total Pages: 5



Name: MOU Standard Agreement

Type:

Document Ref: f99b4fbef5e2bfb0fed6f714939e5d7f0802249f602846951eaa386c2faf4533

Document Total Pages: 22

Document Signed By:

Name: Jennifer Hawkins
 Email: jhawkins@alpinecountyca.gov (1)
 IP: 71.92.162.240
 Location: SOUTH LAKE TAHOE, CA (US)
 Date: 09 Jun 2020, 13:45:37, PDT
 Consent: eSignature Consent Accepted
 Security Level: Email

Jennifer Hawkins

Name: Sheila Boxley
 Email: kdobson@thecapcenter.org (1)
 IP: 2601:204:d600:1050:dc5e:ebad:39d7:1bd5
 Location: SACRAMENTO, CA (US)
 Date: 10 Jun 2020, 14:59:12, PDT
 Consent: eSignature Consent Accepted
 Security Level: Email

Sheila Boxley

Document History:

Folder Created Kristine Dobson created this folder on 20 May 2020, 15:57:32, PDT
 Invitation Sent Invitation sent to Jennifer Hawkins on 20 May 2020, 16:00:50, PDT
 Invitation Accepted Invitation accepted by Jennifer Hawkins on 09 Jun 2020, 13:43:02, PDT



Signed By Jennifer Hawkins	Jennifer Hawkins signed this folder on 09 Jun 2020, 13:45:37, PDT
Invitation Sent	Invitation sent to Sheila Boxley on 09 Jun 2020, 13:45:37, PDT
Invitation Accepted	Invitation accepted by Sheila Boxley on 10 Jun 2020, 14:58:57, PDT
Signed By Sheila Boxley	Sheila Boxley signed this folder on 10 Jun 2020, 14:59:12, PDT
Executed	Document(s) successfully executed on 10 Jun 2020, 14:59:13, PDT





**Contract for Administering the Alpine Parent Education Series
by and between**

**Alpine County Office of Education
and**

The Alpine County Children and Families Commission (First 5 Alpine)

A. Parties

THIS CONTRACT is made and entered into by and between **Alpine County Office of Education**, hereinafter referred to as “GRANTEE”, and **The Alpine County Children and Families Commission (First 5 Alpine)**, hereinafter referred to as “COMMISSION”.

B. Recitals

This Contract is made with reference to the following facts:

1. WHEREAS, THE COMMISSION developed the 2014-2020 Strategic Plan consistent with the First 5 California guidelines on funding local child development programs and services with public input to meet local needs.
2. WHEREAS, THE COMMISSION has allocated funds under the Strategic Plan Goal #1 Increase School Readiness for Children.
3. WHEREAS, THE COMMISSION at their August 2020 regular meeting voted to allocate the amount of \$63,000 from the 2020-21 budget to the GRANTEE to support Increase School Readiness for Children throughout the 2020-2021 fiscal year.
4. WHEREAS, the COMMISSION is authorized by the California Children and Families Act of 1998 (“the Act”) to expend moneys allocated to it for the purposes authorized by the Act and by the Commission’s 2014-2020 strategic plan for the support and improvement of early childhood development in Alpine County.
5. WHEREAS, the COMMISSION has taken formal action authorizing a contract to GRANTEE in the amount of \$63,000 subject to the terms and conditions set forth in this Contract.
6. WHEREAS, this First 5 Alpine Commission 2020-2021 Strategic Plan money may only be used to expand or enhance existing programs or to initiate services or programs benefiting children prenatal to age five. The funds may not be used to supplant other funds. The 2014-2020 Strategic Plan will expire on December 31, 2020 and a new 2020-2023 Strategic Plan will be adopted; however, this Contract is based on the 2014-2020 Strategic Plan.

C. Agreement

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

1. Term

The Contract period shall be from **July 1, 2020 through June 30, 2021**. This Contract is made with the understanding that the COMMISSION has no obligation to provide other or additional support or grants to the GRANTEE.

2. Relationship

GRANTEE agrees to collaborate with the COMMISSION and staff on the implementation, monitoring and evaluation of this program and to comply with any and all reporting and evaluation requirements set forth in this Contract. It is expressly understood that in the performances of the services herein, the GRANTEE, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the COMMISSION.

3. Services

The purpose of this Contract is for the provision of child development services to the County of Alpine with a priority for services given to “Essential Workers” during a declared local, state or federal emergency. GRANTEE shall provide the services set forth in the **Project Summary**, attached hereto. GRANTEE shall perform all duties and functions as submitted by the COMMISSION and as stated in the more detailed **Project Summary** as specified in **Attachment A**, attached hereto and incorporated herein, approved for each funding year.

GRANTEE shall manage and account for funds as outlined in section 5 of this Contract and shall include a **Budget** as detailed in **Attachment B**, attached hereto and incorporated herein, for the 2020-2021 fiscal year.

4. Devotion of Working Time

COMMISSION staff shall devote such of their working time and attention as is reasonably necessary in the performance of tasks assigned by COMMISSION. During the term of this Contract, GRANTEE shall not, without written consent of the COMMISSION, directly engage in any activities, which represent a conflict of interest with the business of the COMMISSION, whether alone, as a partner, or as an officer, director, employee or shareholder of any corporation, or as a trustee, fiduciary or other representative of any entity.

5. License, insurance and standards

GRANTEE shall be responsible for all licenses, insurance, permits, qualification and approvals of whatever nature that are legally required to implement the program.

6. Performance Accountability

Evaluation Reporting: Reports will be required as outlined in the Payment Schedule below (page 5), using reporting methods and formats developed and approved in the **Commission’s Evaluation Plan**. In addition, COMMISSION may require GRANTEE to complete additional evaluation

reporting requirements approved and required by the COMMISSION or by the California State Children and Families COMMISSION during the Contract period. Program evaluation components may be modified by GRANTEE with prior consultation and approval by COMMISSION staff.

Substandard performance, as determined by COMMISSION and COMMISSION staff, will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by GRANTEE within a reasonable period of time after notification by COMMISSION staff, the COMMISSION may initiate Contract suspension or termination procedures.

Budget Reporting and Audits: GRANTEE shall use funds derived from this Contract as outlined in the approved **Budget** for each funding year. Amendments to the proposed budget may be made with prior written approval of the COMMISSION. Funds provided by the COMMISSION shall be accounted for separately in the GRANTEE's books and records. A systematic accounting record shall be kept by the GRANTEE of the receipt and disbursement of funds. The GRANTEE shall retain original substantiating documents related to grant expenditures and make these records available for the COMMISSION's review upon request. These documents and records shall be retained for at least three years from the completion of this Contract. The COMMISSION, or a designated representative, reserves the right, upon written notice, to audit the GRANTEE's books and records relating to the expenditure of any funds provided by the COMMISSION. GRANTEE shall provide all books and records within a minimum of fifteen (15) days upon receipt of written notice from the COMMISSION. If COMMISSION requires an audit due to errors on the part of the GRANTEE, GRANTEE shall be liable for the costs of the audit in addition to any other penalty imposed.

7. No Acts Contrary to Law

Nothing contained in this Contract shall be construed to require the COMMISSION of any act contrary to law and whenever there is any conflict between any provision of this Contract and any statute, law, ordinance or regulation, contrary to which the parties have no legal right to contract, then the latter shall prevail. In such event, however, the provisions of this Contract so affected shall be curtailed and limited only to the extent necessary to bring it within the pertinent legal requirements.

8. Confidentiality

All information and records obtained in the course of providing services under this agreement shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program. Both parties shall comply with State and Federal requirements regarding confidential information.

9. Non-discrimination

In rendering the services contemplated by this Contract, the GRANTEE will not discriminate against any employee or applicant for handicap, age, marital status, sexual orientation, or veteran status. The GRANTEE will comply with Title IV of the Civil Rights Act of 1964 and will provide such reports as may be required to carry out the intent of this section.

10. Notice

All notices pursuant to this Contract shall be sent to the parties by registered mail, return receipt requested, as follows:

GRANTEE: Alpine County
Office of Education
43 Hawkside Dr.
Markleeville, CA
96120

COMMISSION: First 5 Alpine
75A Diamond Valley
Road Markleeville, CA
96120

10. Severability

If any provision of the Contract is held by a court of competent jurisdiction to be invalid, illegal or unenforceable by reason of any rule of law or public policy, all other provisions of this Contract shall nevertheless remain in effect. No provision of this Contract shall be deemed dependent upon the other provisions unless so expressed herein.

11. Entire Agreement

This Contract contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or contracts.

12. Availability of Funds

This Contract is subject to the budget and fiscal provisions of the California Children and Families COMMISSION. If for any reason the Children and Families COMMISSION does not make sufficient

tobacco tax funds available to the COMMISSION at the funding level provided in this Contract and /or there is a legal ruling that renders the COMMISSION unable to disburse the funds in the COMMISSION's trust fund, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

This Contract will terminate without penalty, liability or expense of any kind to the COMMISSION at the end of the fiscal year in the event funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

The COMMISSION has no obligations to make appropriations for this Contract in lieu of appropriations for new or other agreements. The COMMISSION's budget decisions are subject to the discretion of the Commissioners. The COMMISSION shall make a good faith effort to fund this Contract. GRANTEE's assumption of risk of possible non-appropriation is part of the consideration for this Contract.

13. Insurance Requirements

GRANTEE shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the COMMISSION as may be required. The GRANTEE shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the COMMISSION by registered mail, return receipt requested, for all of the following insurance policies.

- A. Worker's Compensation – in compliance with the statutes of the State of California.
- B. General Liability – insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury \$100,000 for property damage. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to premises and operations and broad from contractual.
- C. Automotive Liability- insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned automobiles, and non-owned automobiles. This insurance coverage shall not be required if vehicle use by GRANTEE is not a material part of the performances of this Contract and GRANTEE and COMMISSION both certify to this fact by initialing here.

_____/_____

14. Hold Harmless

The GRANTEE shall hold the COMMISSION, its agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including reasonable attorney fees, arising directly or indirectly out of any act or omission of GRANTEE, their agents, officers, employees, or volunteers, during the performance of its obligations under this Contract.

The COMMISSION shall hold the GRANTEE, their agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses and damages for every cause, including reasonable attorney fees, arising directly or indirectly out of any act or omission of COMMISSION, its agents, COMMISSION member, employees or volunteers, during the performance of its obligations under this Contract.

15. Termination for Non-payment

If COMMISSION fails to make any payment to GRANTEE hereunder within thirty (30) days following GRANTEE's notice to COMMISSION of non-payment, GRANTEE, among other rights and remedies pursuant to this Contract or otherwise available at law or in equity, shall have the right to terminate this Contract immediately. Failure to terminate this Contract shall not waive any breach of this Contract. A waiver of any breach of this Contract shall not constitute a waiver of any future breaches of this Contract, whether of a similar or dissimilar nature.

16. Rights upon termination

In the event of the termination of this Contract, GRANTEE shall immediately be reimbursed for all project costs therefore for which reimbursement is required under the Contract and otherwise. The right to terminate this Contract and to receive payment of any amounts owing as of the effective date of termination shall be in addition to any other remedy available at law or in equity.

17. Duty to cooperate

The parties acknowledge that their mutual cooperation is critical to the ability of the GRANTEE to perform its duties hereunder successfully and efficiently. Accordingly, each party agrees to cooperate with the other fully in formulating and implementing goals and objectives, which are in COMMISSION's best interest.

18. Amendment

Only a writing signed by both parties may modify or amend this Contract.

19. Assignment

The rights, responsibilities and duties under this contract are personal to the GRANTEE and may not be transferred or assigned without the express prior written consent of the COMMISSION. This Contract shall be binding upon, enforceable by, and shall inure to the benefit of the parties and their successors, assigns, and or subtenants.

20. Governing Law and Venue

This Contract shall be governed by and construed, interpreted and enforced pursuant to the laws of the state of California venue on County of Alpine. The venue for any legal disputes or litigation shall be in the County of Alpine.

21. No Waiver

The failure to exercise any right to enforce any remedy contained in this Contract shall not operate as to be construed to be a waiver or relinquishment of such right or remedy, or of any other right or remedy herein contained.

22. Enforceability and Severability

The invalidity or enforceability of any term or provisions of this Contract shall not, unless otherwise specified, affect the validity or the enforceability of any other term or provision, which shall remain in full force and effect.

23. Headings and Gender

The headings and other captions contained in this Contract are for convenience of reference only and shall not be used in interpreting, construing or enforcing of any provisions in this Contract. Whenever the context requires, the gender of all the words used herein shall include the masculine, feminine and neutral, and the number of all words shall include the singular and the plural. This Contract has been prepared through the efforts of all parties hereto and shall not be construed against any party as the draftsman.

23. Counterpart Signatures

This Contract may be executed in one or more counterparts (facsimile transmission or otherwise), each of which shall be original Contract, and all of which shall together constitute but one Contract.

24. No Third-Party Beneficiary

None of the provisions contained in this Contract are intended by the parties nor shall they be deemed to confer any benefit on any person not a party to this Contract.

25. Interpretation

It is the intent of the parties that this Contract be interpreted reasonably and so as to carry out its express terms. Therefore, no presumption shall arise from the identity of the drafter.

26. Termination

Either party on 60-days written notice of intention may terminate this Contract. Notice of termination shall be by written notice to the other parties and be sent by registered mail. In the event of early termination, GRANTEE will pass on all equipment purchased from COMMISSION funds to another organization or business selected by the COMMISSION.

27. Changes in Condition

GRANTEE agrees to provide immediate written notice to the COMMISSION if significant changes or events occur during the term of this award which could potentially impact the progress or outcome of the contract. Contract payments may be discontinued, modified, or withheld at the discretion of the COMMISSION pursuant to a change in law or a material adverse change in the GRANTEE's condition.

28. Reference to Rules and Laws

Any amendments to or changes of the laws, regulations, and policies applicable to this Contract shall be binding upon both the COMMISSION and the GRANTEE.

29. Use of Funds

The entire Contract shall be expended for the purpose(s) stated above and in the grant proposal originally provided to the COMMISSION and in accordance with the submitted budget, except as may be modified with the prior consent of the COMMISSION. Unapproved line items of changes to the original budget will not be paid by the COMMISSION without written consent and approval.

30. Payment Schedule

GRANTEE agrees that all funds awarded to GRANTEE shall remain on deposit with the First 5 Alpine fiscal agent and that all payments of funds to the GRANTEE shall be made by and through the First 5 Alpine fiscal agent, upon approval by the COMMISSION Chair and the COMMISSION Executive Director, according to the following schedule:

Funds Allocation and Timeline	August 2020– June 2021
2020/2021 Scope of Work & Evaluation Plans completed and approved	June 2020
Contract Signed	August 2020
Payments to be made upon each invoice received during the service period	August 2020-June 2021
Final Evaluation Report and invoices due	July 31, 2021
Contract period ends	June 30, 2021

GRANTEE agrees to spend funds as outlined in the approved budget for each funding year. The COMMISSION will not pay for unauthorized services rendered by the GRANTEE, nor for claimed services which COMMISSION grant monitoring shows have not been provided as authorized. If COMMISSION has advanced funds for services later determined to have not been provided, GRANTEE shall refund requested amounts within five days of demand by COMMISSION. The COMMISSION has the option of offsetting such amounts against future payments due to GRANTEE.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on _____.

GRANTEE

COMMISSION

 Mathew Strahl, Superintendent
 Alpine County Office of Education

 Dr. Richard Johnson, M.D., Chairperson
 Alpine County Children and Families
 Commission (First 5 Alpine)

Date: _____

Date: _____

Approved as to Form:

By: _____
 Margaret Long, County Counsel

Attachment A
Fiscal Year 2020-2021 AELC Program Description

The Alpine Early Learning Center (AELC) is the only licensed child care center serving families in Alpine County. It provides early care and education to the children as young as 6 weeks old, and continues to serve them until they enter transitional or traditional kindergarten through the following programs:

Infant program

The infant program is offered to the youngest of children, 6 week old, and toddlers who have not reached 2 years of age. The program operates year-round, and provides services using the CLASS Observation Tool. This describes two broad domains of effective teacher-child interactions: Emotional and Behavior Support and Engaged Support for Learning ; meeting infants individual developmental needs.

California State Preschool Program (CSPP)

The California State Preschool Program is offered to all income-eligible families. The program utilizes a curriculum that is based on the California Preschool learning Foundations and Frameworks to ensure that children are ready to enter kindergarten Breakfast and lunch is provided by the County Office of Education in partnership with the National Food Program. Healthy snacks are also provided in the afternoon.

Preschool/Toddler Program

Families, who don't qualify for State Preschool, can enroll their children into the AELC preschool program. The preschool program is provided to young children getting ready to enter kindergarten. AELC focuses on social/emotional development. Additionally, we promote math, literacy and writing skills. The program operates on the traditional school calendar year of Diamond Valley Elementary School. The District offers bus transportation to and from school.

Use of Best Practice Elements Description

Environmental Rating Scales (ECERS/ITERS)

Environmental Rating Scales are designed to assess process quality in an early childhood setting. Process quality consists of the various interactions that go on in a classroom between; staff and children; staff, parents, and other adults; among the children themselves; and the interactions children have with the many materials and activities in the environment. Process quality also consists of features such as space, schedule, and materials that support these interactions. Process quality is assessed primarily through rater observations.

The AELC utilizes the Infant Environmental Rating Scales (ITERS) and the Early Childhood Environmental Rating Scales (ECERS) tools in their programs.

Desired Results Developmental Profile

The DRDP (2015) assessment instruments are designed for teachers to observe, document, and reflect on the learning, development, and progress of children birth through 12 years of age who are enrolled in early care, and education programs, and before-and-after-school programs. The assessment results are intended to be used by the teacher to plan curriculum for individual children and groups of children

and to guide continuous program improvement.

Kindergarten Readiness Assessment

Readiness at kindergarten entry is an important indicator for later success, being linked to third-grade reading scores and beyond. Through DRDPR assessments, a child's entry readiness can be determined. The teacher is then able to align lesson plans to the domain a child may need additional support.

Developmental Screenings

The implementation of well-performed screening can be useful in the early identification of children with possible developmental delays. AELC utilizes the Ages and Stages Questionnaire (ASQ). The ASQ is a general developmental screening tool which is used with parents to assess age-specific development in the following domains: communication, gross motor, fine motor, problem-solving, and personal adaptive skills.

Proposed Budget

AELC Operations

Attachment B

First 5 Alpine FY 2020-2021

Expenditures	Budget
Preschool/Toddler/ Infant Teachers 2 Teachers (1 Infant and 1 Preschool) (Classified employees)	23,850
Preschool/ Infant Aides 2 Preschool Aides/ 2 Infant Aides (Classified employees)	14,324
Preschool/ Infant Administrator 1 Director for AELC Center	16,164
Benefits Pers (Classified employees) Anthem Blue Cross/Blue Shield health insurance	5,918
Supplies	
AELC Maintenance/ Paper towels, toilet paper, cleaning supplies, bleach, soap	1,550
Equipment/ Office Rent/ utilities, copy paper, printer ink, folders	290
Training/Travel Mileage, per diem, hotel	904
Total Expenses	\$63,000



**Contract for Administering the Child Care Program
by and between
Bear Valley Parents Group
and
The Alpine County Children and Families Commission (First 5 Alpine)**

A. Parties

THIS CONTRACT is made and entered into by and between **Bear Valley Parents Group**, hereinafter referred to as “GRANTEE”, and **The Alpine County Children and Families Commission (First 5 Alpine)**, hereinafter referred to as “COMMISSION”.

B. Recitals

This Contract is made with reference to the following facts:

1. WHEREAS, THE COMMISSION developed the 2014-2020 Strategic Plan consistent with the First 5 California guidelines on funding local child development programs and services with public input to meet local needs.
2. WHEREAS, THE COMMISSION has allocated funds under the Strategic Plan Goal #1 Increase School Readiness for Children.
3. WHEREAS, THE COMMISSION at their August 2020 regular meeting voted to allocate the amount of \$37,800 from the 2020-21 budget to the GRANTEE to support Increase School Readiness for Children throughout the 2020-2021 fiscal year.
4. WHEREAS, the COMMISSION is authorized by the California Children and Families Act of 1998 (“the Act”) to expend moneys allocated to it for the purposes authorized by the Act and by the Commission’s 2014-2020 strategic plan for the support and improvement of early childhood development in Alpine County.
5. WHEREAS, the COMMISSION has taken formal action authorizing a contract to GRANTEE in the amount of \$37,800 subject to the terms and conditions set forth in this Contract.
6. WHEREAS, this First 5 Alpine Commission 2020-2021 Strategic Plan money may only be used to expand or enhance existing programs or to initiate services or programs benefiting children prenatal to age five. The funds may not be used to supplant other funds. The 2014-2020 Strategic Plan will expire on December 31, 2020 and a new 2020-2023 Strategic Plan will be adopted; however, this Contract is based on the 2014-2020 Strategic Plan.

C. Agreement

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

1. Term

The Contract period shall be from **July 1, 2020 through June 30, 2021**. This Contract is made with the understanding that the COMMISSION has no obligation to provide other or additional support or grants to the GRANTEE.

2. Relationship

GRANTEE agrees to collaborate with the COMMISSION and staff on the implementation, monitoring and evaluation of this program and to comply with any and all reporting and evaluation requirements set forth in this Contract. It is expressly understood that in the performances of the services herein, the GRANTEE, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the COMMISSION.

3. Services

The purpose of this Contract is for the provision of child development services to the County of Alpine with a priority for services given to “Essential Workers” during a declared local, state or federal emergency. GRANTEE shall provide the services set forth in the **Project Summary**, attached hereto. GRANTEE shall perform all duties and functions as submitted by the COMMISSION and as stated in the more detailed **Project Summary** as specified in **Attachment A**, attached hereto and incorporated herein, approved for each funding year.

GRANTEE shall manage and account for funds as outlined in section 5 of this Contract and shall include a **Budget** as detailed in **Attachment B**, attached hereto and incorporated herein, for the 2020-2021 fiscal year.

4. Devotion of Working Time

COMMISSION staff shall devote such of their working time and attention as is reasonably necessary in the performance of tasks assigned by COMMISSION. During the term of this Contract, GRANTEE shall not, without written consent of the COMMISSION, directly engage in any activities, which represent a conflict of interest with the business of the COMMISSION, whether alone, as a partner, or as an officer, director, employee or shareholder of any corporation, or as a trustee, fiduciary or other representative of any entity.

5. License, insurance and standards

GRANTEE shall be responsible for all licenses, insurance, permits, qualification and approvals of whatever nature that are legally required to implement the program.

6. Performance Accountability

Evaluation Reporting: Reports will be required as outlined in the Payment Schedule below (page 5), using reporting methods and formats developed and approved in the **Commission’s Evaluation Plan**. In addition, COMMISSION may require GRANTEE to complete additional evaluation reporting requirements approved and required by the COMMISSION or by the California State Children and Families COMMISSION during the Contract period. Program evaluation components may be modified by GRANTEE with prior consultation and approval by COMMISSION staff.

Substandard performance, as determined by COMMISSION and COMMISSION staff, will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by GRANTEE within a reasonable period of time after notification by COMMISSION staff, the COMMISSION may initiate Contract suspension or termination procedures.

Budget Reporting and Audits: GRANTEE shall use funds derived from this Contract as outlined in the approved **Budget** for each funding year. Amendments to the proposed budget may be made with prior written approval of the COMMISSION. Funds provided by the COMMISSION shall be accounted for separately in the GRANTEE's books and records. A systematic accounting record shall be kept by the GRANTEE of the receipt and disbursement of funds. The GRANTEE shall retain original substantiating documents related to grant expenditures and make these records available for the COMMISSION's review upon request. These documents and records shall be retained for at least three years from the completion of this Contract. The COMMISSION, or a designated representative, reserves the right, upon written notice, to audit the GRANTEE's books and records relating to the expenditure of any funds provided by the COMMISSION. GRANTEE shall provide all books and records within a minimum of fifteen (15) days upon receipt of written notice from the COMMISSION. If COMMISSION requires an audit due to errors on the part of the GRANTEE, GRANTEE shall be liable for the costs of the audit in addition to any other penalty imposed.

7. No Acts Contrary to Law

Nothing contained in this Contract shall be construed to require the COMMISSION of any act contrary to law and whenever there is any conflict between any provision of this Contract and any statute, law, ordinance or regulation, contrary to which the parties have no legal right to contract, then the latter shall prevail. In such event, however, the provisions of this Contract so affected shall be curtailed and limited only to the extent necessary to bring it within the pertinent legal requirements.

8. Confidentiality

All information and records obtained in the course of providing services under this agreement shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program. Both parties shall comply with State and Federal requirements regarding confidential information.

9. Non-discrimination

In rendering the services contemplated by this Contract, the GRANTEE will not discriminate against any employee or applicant for handicap, age, marital status, sexual orientation, or veteran status. The GRANTEE will comply with Title IV of the Civil Rights Act of 1964 and will provide such reports as may be required to carry out the intent of this section.

10. Notice

All notices pursuant to this Contract shall be sent to the parties by registered mail, return receipt requested, as follows:

GRANTEE: Bear Valley Parents Group
P.O. Box 5186
Bear Valley, CA 95223

COMMISSION: First 5 Alpine
75A Diamond Valley Road
Markleeville, CA 96120

10. Severability

If any provision of the Contract is held by a court of competent jurisdiction to be invalid, illegal or unenforceable by reason of any rule of law or public policy, all other provisions of this Contract shall nevertheless remain in effect. No provision of this Contract shall be deemed dependent upon the other provisions unless so expressed herein.

11. Entire Agreement

This Contract contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or contracts.

12. Availability of Funds

This Contract is subject to the budget and fiscal provisions of the California Children and Families COMMISSION. If for any reason the Children and Families COMMISSION does not make sufficient tobacco tax funds available to the COMMISSION at the funding level provided in this Contract and /or there is a legal ruling that renders the COMMISSION unable to disburse the funds in the COMMISSION's trust fund, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

This Contract will terminate without penalty, liability or expense of any kind to the COMMISSION at the end of the fiscal year in the event funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

The COMMISSION has no obligations to make appropriations for this Contract in lieu of appropriations for new or other agreements. The COMMISSION's budget decisions are subject to the discretion of the Commissioners. The COMMISSION shall make a good faith effort to fund this Contract. GRANTEE's assumption of risk of possible non-appropriation is part of the consideration for this Contract.

13. Insurance Requirements

GRANTEE shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the COMMISSION as may be required. The GRANTEE shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the COMMISSION by registered mail, return receipt requested, for all of the following insurance policies.

- A. Worker's Compensation – in compliance with the statutes of the State of California.

- B. General Liability – insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury \$100,000 for property damage. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to premises and operations and broad from contractual.
- C. Automotive Liability- insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned automobiles, and non-owned automobiles. This insurance coverage shall not be required if vehicle use by GRANTEE is not a material part of the performances of this Contract and GRANTEE and COMMISSION both certify to this fact by initialing here.

_____/_____

14. Hold Harmless

The GRANTEE shall hold the COMMISSION, its agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including reasonable attorney fees, arising directly or indirectly out of any act or omission of GRANTEE, their agents, officers, employees, or volunteers, during the performance of its obligations under this Contract.

The COMMISSION shall hold the GRANTEE, their agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses and damages for every cause, including reasonable attorney fees, arising directly or indirectly out of any act or omission of COMMISSION, its agents, COMMISSION member, employees or volunteers, during the performance of its obligations under this Contract.

15. Termination for Non-payment

If COMMISSION fails to make any payment to GRANTEE hereunder within thirty (30) days following GRANTEE's notice to COMMISSION of non-payment, GRANTEE, among other rights and remedies pursuant to this Contract or otherwise available at law or in equity, shall have the right to terminate this Contract immediately. Failure to terminate this Contract shall not waive any breach of this Contract. A waiver of any breach of this Contract shall not constitute a waiver of any future breaches of this Contract, whether of a similar or dissimilar nature.

16. Rights upon termination

In the event of the termination of this Contract, GRANTEE shall immediately be reimbursed for all project costs therefore for which reimbursement is required under the Contract and otherwise. The right to terminate this Contract and to receive payment of any amounts owing as of the effective date of termination shall be in addition to any other remedy available at law or in equity.

17. Duty to cooperate

The parties acknowledge that their mutual cooperation is critical to the ability of the GRANTEE to perform its duties hereunder successfully and efficiently. Accordingly, each party agrees to cooperate with the other fully in formulating and implementing goals and objectives, which are in COMMISSION's best interest.

18. Amendment

Only a writing signed by both parties may modify or amend this Contract.

19. Assignment

The rights, responsibilities and duties under this contract are personal to the GRANTEE and may not be transferred or assigned without the express prior written consent of the COMMISSION. This Contract shall be binding upon, enforceable by, and shall inure to the benefit of the parties and their successors, assigns, and or subtenants.

20. Governing Law and Venue

This Contract shall be governed by and construed, interpreted and enforced pursuant to the laws of the state of California venue on County of Alpine. The venue for any legal disputes or litigation shall be in the County of Alpine.

21. No Waiver

The failure to exercise any right to enforce any remedy contained in this Contract shall not operate as to be construed to be a waiver or relinquishment of such right or remedy, or of any other right or remedy herein contained.

22. Enforceability and Severability

The invalidity or enforceability of any term or provisions of this Contract shall not, unless otherwise specified, affect the validity or the enforceability of any other term or provision, which shall remain in full force and effect.

23. Headings and Gender

The headings and other captions contained in this Contract are for convenience of reference only and shall not be used in interpreting, construing or enforcing of any provisions in this Contract. Whenever the context requires, the gender of all the words used herein shall include the masculine, feminine and neutral, and the number of all words shall include the singular and the plural. This Contract has been prepared through the efforts of all parties hereto and shall not be construed against any party as the draftsman.

23. Counterpart Signatures

This Contract may be executed in one or more counterparts (facsimile transmission or otherwise), each of which shall be original Contract, and all of which shall together constitute but one Contract.

24. No Third-Party Beneficiary

None of the provisions contained in this Contract are intended by the parties nor shall they be deemed to confer any benefit on any person not a party to this Contract.

25. Interpretation

It is the intent of the parties that this Contract be interpreted reasonably and so as to carry out its express terms. Therefore, no presumption shall arise from the identity of the drafter.

26. Termination

Either party on 60-days written notice of intention may terminate this Contract. Notice of termination shall be by written notice to the other parties and be sent by registered mail. In the event of early termination,

GRANTEE will pass on all equipment purchased from COMMISSION funds to another organization or business selected by the COMMISSION.

27. Changes in Condition

GRANTEE agrees to provide immediate written notice to the COMMISSION if significant changes or events occur during the term of this award which could potentially impact the progress or outcome of the contract. Contract payments may be discontinued, modified, or withheld at the discretion of the COMMISSION pursuant to a change in law or a material adverse change in the GRANTEE’s condition.

28. Reference to Rules and Laws

Any amendments to or changes of the laws, regulations, and policies applicable to this Contract shall be binding upon both the COMMISSION and the GRANTEE.

29. Use of Funds

The entire Contract shall be expended for the purpose(s) stated above and in the grant proposal originally provided to the COMMISSION and in accordance with the submitted budget, except as may be modified with the prior consent of the COMMISSION. Unapproved line items of changes to the original budget will not be paid by the COMMISSION without written consent and approval.

30. Payment Schedule

GRANTEE agrees that all funds awarded to GRANTEE shall remain on deposit with the First 5 Alpine fiscal agent and that all payments of funds to the GRANTEE shall be made by and through the First 5 Alpine fiscal agent, upon approval by the COMMISSION Chair and the COMMISSION Executive Director, according to the following schedule:

Funds Allocation and Timeline	August 2020– June 2021
2020/2021 Scope of Work & Evaluation Plans completed and approved	June 2020
Contract Signed	August 2020
Payments to be made upon each invoice received during the service period	August 2020-June 2021
Final Evaluation Report and invoices due	July 31, 2021
Contract period ends	June 30, 2021

GRANTEE agrees to spend funds as outlined in the approved budget for each funding year. The COMMISSION will not pay for unauthorized services rendered by the GRANTEE, nor for claimed services which COMMISSION grant monitoring shows have not been provided as authorized. If COMMISSION has advanced funds for services later determined to have not been provided, GRANTEE shall refund requested amounts within five days of demand by COMMISSION. The COMMISSION has the option of offsetting such amounts against future payments due to GRANTEE.

[signature page to follow]

IN WITNESS WHEREOF, the parties hereto have executed this Contract on _____.

GRANTEE

COMMISSION

Amber Samons, President
Bear Valley Parents Group

Dr. Richard O. Johnson
Chair, First 5 Alpine Commission

Date: _____

Date: _____

Approved as to Form:

By: _____
Margaret Long, Counsel

Attachment A

During the 2020-2021 school year, Busy Bears Playschool will continue to operate during the existing hours, serving the community on Mondays, Tuesdays, Thursdays and Fridays from 9 am to 5 pm. We will be operating out of our current space in the village center due to storm damage to the Perry Walther Building. We anticipate our enrollment to be around 10 students (which is our maximum enrollment for our current space). We will be serving 8 families that live and work in our community. We are anticipating enrollment as follows, 5-3year olds, 2- 5year olds (after school), 2-1year olds, and 1- 4year old for the coming year.

We sent out ASQs in the spring and will send them out again in the fall. For the time being, we are continuing to use curriculum materials from Sing, Spell, Read and Write as well as supplemental materials. We will continue our daily schedule which includes circle time, crafts, as well as dance and movement activities and outdoor play (weather permitting). We hope to continue working with Alpine County Behavioral Health Services to host Parent Child craft and activity nights. We have done (and will do again) community clean-up with the kids to help teach recycling and environmental stewardship. We continue to utilize our access to the outdoors as much as weather will permit. Additionally, we have several seasonal field trips planned, as in years past, such as the fall field trip to Cover's Apple Ranch.

Attachment B

Busy Bears Teachers - 2 Full teachers (\$19/hr) 1 part time (\$15/hr) - Total 80 hours/week	\$72,800.00	\$21,720.40
--	-------------	-------------

Total Salaries

TOTAL PERSONNEL	\$21,720.40
------------------------	-------------

General Operating Expenses- Payroll service & Bank Fees	\$1,300.00
Insurance/Workers Comp, Property & Liability	\$7,059.60
Office supplies for program operations, Cleaning Supplies, Paper, Ink, COVID compliance, Quickbooks	\$1,600.00
Educational Materials - Funshine Express, Crafts supplies	\$1,800.00
Trainings/Field Trips	\$800.00
Travel/Training Mileage based on a rate of .575/mile	\$275.00
Snacks	\$300.00
Other Expenses - Accountant & Taxes	\$545.00
Rent \$200/mo includes PG&E	\$2,400.00

TOTAL Operating Expenses	\$16,079.60
---------------------------------	-------------

TOTAL ALL EXPENSES	\$37,800.00
---------------------------	--------------------



**Contract for Administering the Alpine Parent Education Series
by and between
Choices for Children
and
The Alpine County Children and Families Commission (First 5 Alpine)**

A. Parties

THIS CONTRACT is made and entered into by and between **Choices for Children**, hereinafter referred to as “GRANTEE”, and **The Alpine County Children and Families Commission (First 5 Alpine)**, hereinafter referred to as “COMMISSION”.

B. Recitals

This Contract is made with reference to the following facts:

1. WHEREAS, THE COMMISSION developed the 2014-2020 Strategic Plan consistent with the First 5 California guidelines on funding local child development programs and services with public input to meet local needs.
2. WHEREAS, THE COMMISSION has allocated funds under the Strategic Plan Goal Improved Family Functioning.
3. WHEREAS, THE COMMISSION at their June 2020 regular meeting voted to allocate the amount of \$2,577 from the 2020-21 budget to the GRANTEE to support family engagement and education throughout the 2020-2021 fiscal year.
4. WHEREAS, the COMMISSION is authorized by the California Children and Families Act of 1998 (“the Act”) to expend moneys allocated to it for the purposes authorized by the Act and by the Commission’s 2014-2020 strategic plan for the support and improvement of early childhood development in Alpine County.
5. WHEREAS, the COMMISSION has taken formal action authorizing a contract to GRANTEE in the amount of \$2,577 subject to the terms and conditions set forth in this Contract.
6. WHEREAS, this First 5 Alpine Commission 2020-2021 Strategic Plan money may only be used to expand or enhance existing programs or to initiate services or programs benefiting children prenatal to age five. The funds may not be used to supplant other funds. The 2014-2020 Strategic Plan will expire on December 31, 2020 and a new 2020-2023 Strategic Plan will be adopted; however, this Contract is based on the 2014-2020 Strategic Plan.

C. Agreement

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed as follows:

1. Term

The Contract period shall be from **July 1, 2020 through June 30, 2021**. This Contract is made with the understanding that the COMMISSION has no obligation to provide other or additional support or grants to the GRANTEE.

2. Relationship

GRANTEE agrees to collaborate with the COMMISSION and staff on the implementation, monitoring and evaluation of this program and to comply with any and all reporting and evaluation requirements set forth in this Contract. It is expressly understood that in the performances of the services herein, the GRANTEE, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the COMMISSION.

3. Services

The purpose of this Contract is for the provision of Preschool services to the County of Alpine. GRANTEE shall provide the services set forth in the **Project Summary**, attached hereto. GRANTEE shall perform all duties and functions as submitted by the COMMISSION and as stated in the more detailed **Project Summary** as specified in **Attachment A**, attached hereto and incorporated herein, approved for each funding year.

GRANTEE shall prepare and deliver an **Evaluation Plan/Report** as specified in **Attachment B**, attached hereto and incorporated herein, as outlined in this Contract for each funding year.

GRANTEE shall manage and account for funds as outlined in section 5 of this Contract and shall include a **Budget** as detailed in **Attachment C**, attached hereto and incorporated herein, for the 2020-2021 fiscal year.

4. Devotion of Working Time

COMMISSION staff shall devote such of their working time and attention as is reasonably necessary in the performance of tasks assigned by COMMISSION. During the term of this Contract, GRANTEE shall not, without written consent of the COMMISSION, directly engage in any activities, which represent a conflict of interest with the business of the COMMISSION, whether alone, as a partner, or as an officer, director, employee or shareholder of any corporation, or as a trustee, fiduciary or other representative of any entity.

5. License, insurance and standards

GRANTEE shall be responsible for all licenses, insurance, permits, qualification and approvals of whatever nature that are legally required to implement the program.

6. Performance Accountability

Evaluation Reporting: Reports will be required as outlined in the Payment Schedule below (page 5), using reporting methods and formats developed and approved in the **Commission's Evaluation Plan**.

In addition, COMMISSION may require GRANTEE to complete additional evaluation reporting requirements approved and required by the COMMISSION or by the California State Children and Families COMMISSION during the Contract period. Program evaluation components may be modified by GRANTEE with prior consultation and approval by COMMISSION staff.

Substandard performance, as determined by COMMISSION and COMMISSION staff, will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by GRANTEE within a reasonable period of time after notification by COMMISSION staff, the COMMISSION may initiate Contract suspension or termination procedures.

Budget Reporting and Audits: GRANTEE shall use funds derived from this Contract as outlined in the approved **Budget** for each funding year. Amendments to the proposed budget may be made with prior written approval of the COMMISSION. Funds provided by the COMMISSION shall be accounted for separately in the GRANTEE's books and records. A systematic accounting record shall be kept by the GRANTEE of the receipt and disbursement of funds. The GRANTEE shall retain original substantiating documents related to grant expenditures and make these records available for the COMMISSION's review upon request. These documents and records shall be retained for at least three years from the completion of this Contract. The COMMISSION, or a designated representative, reserves the right, upon written notice, to audit the GRANTEE's books and records relating to the expenditure of any funds provided by the COMMISSION. GRANTEE shall provide all books and records within a minimum of fifteen (15) days upon receipt of written notice from the COMMISSION. If COMMISSION requires an audit due to errors on the part of the GRANTEE, GRANTEE shall be liable for the costs of the audit in addition to any other penalty imposed.

7. No Acts Contrary to Law

Nothing contained in this Contract shall be construed to require the COMMISSION of any act contrary to law and whenever there is any conflict between any provision of this Contract and any statute, law, ordinance or regulation, contrary to which the parties have no legal right to contract, then the latter shall prevail. In such event, however, the provisions of this Contract so affected shall be curtailed and limited only to the extent necessary to bring it within the pertinent legal requirements.

8. Confidentiality

All information and records obtained in the course of providing services under this agreement shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program. Both parties shall comply with State and Federal requirements regarding confidential information.

9. Non-discrimination

In rendering the services contemplated by this Contract, the GRANTEE will not discriminate against any employee or applicant for handicap, age, marital status, sexual orientation, or veteran status. The GRANTEE will comply with Title IV of the Civil Rights Act of 1964 and will provide such reports as may be required to carry out the intent of this section.

10. Notice

All notices pursuant to this Contract shall be sent to the parties by registered mail, return receipt requested, as follows:

GRANTEE: Choices for Children
1029 Takela Drive #1
South Lake Tahoe, CA 96150

COMMISSION: First 5 Alpine
75A Diamond Valley
Road Markleeville, CA
96120

10. Severability

If any provision of the Contract is held by a court of competent jurisdiction to be invalid, illegal or unenforceable by reason of any rule of law or public policy, all other provisions of this Contract shall nevertheless remain in effect. No provision of this Contract shall be deemed dependent upon the other provisions unless so expressed herein.

11. Entire Agreement

This Contract contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or contracts.

12. Availability of Funds

This Contract is subject to the budget and fiscal provisions of the California Children and Families COMMISSION. If for any reason the Children and Families COMMISSION does not make sufficient tobacco tax funds available to the COMMISSION at the funding level provided in this Contract and /or there is a legal ruling that renders the COMMISSION unable to disburse the funds in the COMMISSION's trust fund, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

This Contract will terminate without penalty, liability or expense of any kind to the COMMISSION at the end of the fiscal year in the event funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

The COMMISSION has no obligations to make appropriations for this Contract in lieu of appropriations for new or other agreements. The COMMISSION's budget decisions are subject to the discretion of the Commissioners. The COMMISSION shall make a good faith effort to fund this Contract. GRANTEE's assumption of risk of possible non-appropriation is part of the consideration for this Contract.

13. Insurance Requirements

GRANTEE shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the COMMISSION as may be required. The GRANTEE shall provide that, thirty (30) days prior to cancellation or material change in the policy, notices of same shall be given to the COMMISSION by registered mail, return receipt requested, for all of the following insurance policies.

- A. Worker's Compensation – in compliance with the statutes of the State of California.
- B. General Liability – insurance with a minimum limit of liability per occurrence of

\$1,000,000 for bodily injury \$100,000 for property damage. This insurance shall indicate on the certificate of insurance the following coverages and indicate the policy aggregate limit applying to premises and operations and broad from contractual.

- C. Automotive Liability- insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned automobiles, and non-owned automobiles. This insurance coverage shall not be required if vehicle use by GRANTEE is not a material part of the performances of this Contract and GRANTEE and COMMISSION both certify to this fact by initialing here.

_____/_____

14. Hold Harmless

The GRANTEE shall hold the COMMISSION, its agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses, and damages for every cause, including but not limited to injury to person or property, and related costs and expenses, including reasonable attorney fees, arising directly or indirectly out of any act or omission of GRANTEE, their agents, officers, employees, or volunteers, during the performance of its obligations under this Contract.

The COMMISSION shall hold the GRANTEE, their agents, officers, employees, and volunteers, harmless from, save, defend and indemnify the same against, any and all claims, losses and damages for every cause, including reasonable attorney fees, arising directly or indirectly out of any act or omission of COMMISSION, its agents, COMMISSION member, employees or volunteers, during the performance of its obligations under this Contract.

15. Termination for Non-payment

If COMMISSION fails to make any payment to GRANTEE hereunder within thirty (30) days following GRANTEE's notice to COMMISSION of non-payment, GRANTEE, among other rights and remedies pursuant to this Contract or otherwise available at law or in equity, shall have the right to terminate this Contract immediately. Failure to terminate this Contract shall not waive any breach of this Contract. A waiver of any breach of this Contract shall not constitute a waiver of any future breaches of this Contract, whether of a similar or dissimilar nature.

16. Rights upon termination

In the event of the termination of this Contract, GRANTEE shall immediately be reimbursed for all project costs therefore for which reimbursement is required under the Contract and otherwise. The right to terminate this Contract and to receive payment of any amounts owing as of the effective date of termination shall be in addition to any other remedy available at law or in equity.

17. Duty to cooperate

The parties acknowledge that their mutual cooperation is critical to the ability of the GRANTEE to perform its duties hereunder successfully and efficiently. Accordingly, each party agrees to cooperate with the other fully in formulating and implementing goals and objectives, which are in COMMISSION's best interest.

18. Amendment

Only a writing signed by both parties may modify or amend this Contract.

19. Assignment

The rights, responsibilities and duties under this contract are personal to the GRANTEE and may not be transferred or assigned without the express prior written consent of the COMMISSION. This Contract shall be binding upon, enforceable by, and shall inure to the benefit of the parties and their successors, assigns, and or subtenants.

20. Governing Law and Venue

This Contract shall be governed by and construed, interpreted and enforced pursuant to the laws of the state of California venue on County of Alpine. The venue for any legal disputes or litigation shall be in the County of Alpine.

21. No Waiver

The failure to exercise any right to enforce any remedy contained in this Contract shall not operate as to be construed to be a waiver or relinquishment of such right or remedy, or of any other right or remedy herein contained.

22. Enforceability and Severability

The invalidity or enforceability of any term or provisions of this Contract shall not, unless otherwise specified, affect the validity or the enforceability of any other term or provision, which shall remain in full force and effect.

23. Headings and Gender

The headings and other captions contained in this Contract are for convenience of reference only and shall not be used in interpreting, construing or enforcing of any provisions in this Contract. Whenever the context requires, the gender of all the words used herein shall include the masculine, feminine and neutral, and the number of all words shall include the singular and the plural. This Contract has been prepared through the efforts of all parties hereto and shall not be construed against any party as the draftsman.

23. Counterpart Signatures

This Contract may be executed in one or more counterparts (facsimile transmission or otherwise), each of which shall be original Contract, and all of which shall together constitute but one Contract.

24. No Third-Party Beneficiary

None of the provisions contained in this Contract are intended by the parties nor shall they be deemed to confer any benefit on any person not a party to this Contract.

25. Interpretation

It is the intent of the parties that this Contract be interpreted reasonably and so as to carry out its express terms. Therefore, no presumption shall arise from the identity of the drafter.

26. Termination

Either party on 60-days written notice of intention may terminate this Contract. Notice of termination shall be by written notice to the other parties and be sent by registered mail. In the event of early termination, GRANTEE will pass on all equipment purchased from COMMISSION funds to another organization or business selected by the COMMISSION.

27. Changes in Condition

GRANTEE agrees to provide immediate written notice to the COMMISSION if significant changes or events occur during the term of this award which could potentially impact the progress or outcome of the contract. Contract payments may be discontinued, modified, or withheld at the discretion of the COMMISSION pursuant to a change in law or a material adverse change in the GRANTEE's condition.

28. Reference to Rules and Laws

Any amendments to or changes of the laws, regulations, and policies applicable to this Contract shall be binding upon both the COMMISSION and the GRANTEE.

29. Use of Funds

The entire Contract shall be expended for the purpose(s) stated above and in the grant proposal originally provided to the COMMISSION and in accordance with the submitted budget, except as may be modified with the prior consent of the COMMISSION. Unapproved line items of changes to the original budget will not be paid by the COMMISSION without written consent and approval.

30. Payment Schedule

GRANTEE agrees that all funds awarded to GRANTEE shall remain on deposit with the First 5 Alpine fiscal agent and that all payments of funds to the GRANTEE shall be made by and through the First 5 Alpine fiscal agent, upon approval by the COMMISSION Chair and the COMMISSION Executive Director, according to the following schedule:

Funds Allocation and Timeline	August 2020– June 2021
2020/2021 Scope of Work & Evaluation Plans completed and approved	June 2020
Contract Signed	July 2020
Payments to be made upon each invoice received during the service period	August 2020-June 2021
Final Evaluation Report and invoices due	July 31, 2021 20201
Contract period ends	June 30, 2021

GRANTEE agrees to spend funds as outlined in the approved budget for each funding year. The COMMISSION will not pay for unauthorized services rendered by the GRANTEE, nor for claimed services which COMMISSION grant monitoring shows have not been provided as authorized. If COMMISSION has advanced funds for services later determined to have not been provided, GRANTEE shall refund requested amounts within five days of demand by COMMISSION. The COMMISSION has the option of offsetting such amounts against future payments due to GRANTEE.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on _____.

GRANTEE

COMMISSION

Christina Barna, Senior Director
Agency Director, Choices for Children

Dr. Richard O. Johnson
Chair, First 5 Alpine Commission

Date: _____

Date: _____

Approved as to Form:

By: _____
Margaret Long, Counsel

Attachment A

PROJECT SUMMARY

Parenting Education courses/Presentations to be facilitated by Choices for Children,

The project expands parent and caregiver parenting education through a series of 3 workshops (2 in Markleeville and 1 in Bear Valley) developed with reliance on research-based knowledge and relying on learner-centered education principles and practices. The focus of the series will be on helping parents and caregivers of children ages 0-8 years to expand their parenting knowledge/education base, adding to their communication skills and mindfulness around parenting and decisions that impact their family's wellness and mental health, as well as connecting them with First 5 Alpine, other community resources/agencies, and other parents.

Ancillary impacts would include, fostering a better understanding of and relationship with the Alpine Early Learning (AELC) and Bear Valley centers, and developing potential interest in becoming Family Child Care providers.

Choices for Children (CfC) will facilitate the workshops using their Parent Educator Carol Ledesma. Additionally, CfC will provide a meal/snack for each workshop.

The class schedule for 2020-2021 program year is as follows:

Alpine Early Learning Center Classes will be held at the ELC or Play Group on 2 dates and times as yet to be determined, starting as early as fall 2020 and concluding no later than spring of 2021. The classes will each be 1.5 - 2 hours in length.

The Bear Valley class will be held at a date/time as yet to be determined, in the summer or fall of 2020 or the spring of 2021.

Topics to be covered in the series will draw upon broad-based topic categories and may include:

- Guiding Children's Behavior
- Ages & Stages of Child Development
- Children's Social-Emotional Development, including trauma-informed practice
- (Child, Family & Community) Health, Safety and Nutrition
- Child (& Adult) Self-Care
- Additional Emerging Topics (as influenced by parent/center/community concerns)

Topics, approach, and titling of the series offerings will be sensitive to the potential stigma attached to needing parenting help.

The specific topics are yet to be determined and will focus on those topics which have the most resonance with the target populations based on past knowledge of Alpine parent concerns and/or requests from funder or Center Directors and will be divided between the above mentioned dates. The Five Protective Factors will be woven into the classes as well.

Attachment B**EVALUATION PLAN¹**

For both Bear Valley and Early Learning Center (ELC) presentations, each participant will be given hand-outs and support materials which will supplement and further clarify the topic of the particular meeting/training. Participants will be encouraged to adopt or put into practice something learned in class at home (Bear Valley) or at home and/or in their relationship with the Centers. Assessment of the understanding of the concepts presented will be by collection of an evaluation piece to be completed by participants. Participants will be encouraged to read the hand-outs/supplemental materials after each class meeting to reinforce concepts.

The overall goal is to provide participants with research-based knowledge and curriculum to improve and enhance their parenting skills. Areas of knowledge to be shared may include ages and stages of child development, guiding children's behavior, children's social-emotional development, child (family and community) health, safety and nutrition, child (AND adult) self-care, and additional emerging topics as influenced by parent concerns. Specific knowledge, encouragement and assistance will be shared with parents/caregivers about the possibilities and benefits of pursuing a career in family child care.

Outcomes are an anticipated increase in parents' application of the experiences and knowledge from the education events to their home setting; thereby improving that environment and enriching the child/caregiver relationship.

Additionally, parents' further understanding will extend to their increased knowledge of center operations and policies and enhance their communication with the same, all of which will reflect in better outcomes for their child/children who attend (or could potentially attend) the programs.

In all training locations, the parenting-specific competencies are expected to assist parents and caregivers in making healthy connections with their children, families and community that build a foundation for wellbeing and success in life.

¹ Completed evaluations and sign-in sheets will be turned over to First 5 at the completion of the course series.

Attachment C

Parent Education Workshop Budget

7/1/20 -6/30/21

Class costs*

Bear Valley	1 class	
Alpine ELC	2 classes	886
		1,472

Project in kind

Parenting materials & hand-outs	Choices for Children	
		0

Child Care	Bear Valley	
	Alpine Early Learning Center	0
		0

Roomuse:	Bear Valley	
	Alpine Early Learning Center	0
		0

Meals	Choices for Children	219
-------	----------------------	-----

Project Total 2,577

*NOTE: First 5 is responsible for the full cost of any class that is cancelled less than 12 hours before the class is scheduled.



2019-2023

STRATEGIC PLAN



BACKGROUND AND PURPOSE

The First 5 Alpine Children and Families Commission was formed following the passage of Proposition 10, a statewide ballot initiative that added a tax on cigarette and other tobacco products to fund programs promoting early childhood development, health, and education for children birth through five and their families. Beginning in 1999, the Act required that all 58 counties establish, by local ordinance, Children and Families Commissions, appointed by the County Board of Supervisors. The intent is for each Commission to exercise local control of the funds by developing a strategic plan that best serves the individual needs of each county related to the strategic results derived directly from the Act:

- **IMPROVED CHILD HEALTH: HEALTHY CHILDREN**
- **IMPROVED FAMILY FUNCTIONING: STRONG FAMILIES**
- **IMPROVED CHILD DEVELOPMENT: CHILDREN LEARNING AND READY FOR SCHOOL**
- **IMPROVED SYSTEMS: INTEGRATED, CONSUMER-ORIENTED, ACCESSIBLE SERVICES**

This strategic plan provides an overview of Alpine County and a planned approach for First 5 Alpine in activities and investments from 2019-2023, including an overview of how the Commission intends to measure outcomes to ensure that investments are producing meaningful results.

The 2019-2023 Strategic Plan seeks to:

- 1. ADDRESS THE MOST PRESSING NEEDS OF CHILDREN PRENATAL THROUGH AGE FIVE AND THEIR FAMILIES IN ALPINE COUNTY**
- 2. ENHANCE LOCAL AND REGIONAL PARTNERSHIPS TO ELEVATE COLLECTIVE IMPACT AND SUPPORT FOR CHILDREN AND FAMILIES**
- 3. ESTABLISH THE INFRASTRUCTURE FOR FUTURE CAPACITY AND SUSTAINABILITY BY LEVERAGING FUNDS AND INCREASING AND DIVERSIFYING REVENUE STREAMS**

ALPINE COUNTY PROFILE



1,100



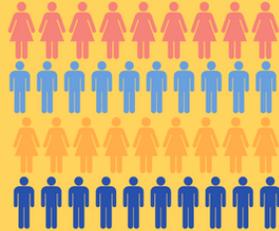
RESIDENTS

The Washoe Native American community comprises **20%** of the total population, the **largest % in the State**. The County has **NO** incorporated cities, the major population centers are Markleeville, the County seat; Hung-a-lel-ti, Woodfords, Kirkwood and Bear Valley with approximately 200 people each

40

approx. **40** children ages **0-5** with only **ONE** licensed child care provider in the County, **NO** licensed provider in Bear Valley, and **NO** in-home child care providers

CHILDREN



LIMITED ACCESS

within the county, there are **ZERO** stop lights, grocery stores, pharmacies, dental providers, banks, or EBT vendors for community members to utilize necessary services



25 MILES

to the **closest hospital that accepts Medi-cal**. Barton Hospital, in South Lake Tahoe, also operates as a Federally Qualified Health Center where Medi-cal recipients must travel for specialty medical services. There is often a 2-month waiting time for specialty medical services

HEALTH CARE



94% PUBLIC LAND

GEOGRAPHY

with **Highway 4** separating the eastern and western slopes of the Sierras, seasonal closures due to snow divide the county by a **3.5 hour drive** from Markleeville to Bear Valley



With less than 10 births per year, First 5 Alpine has the unique advantage of consistently serving all children 0-5 in the County. Alpine County is the smallest county in California, comprised of over 94% public land and less than 2,000 full-time residents. Although there is a surplus of a natural environment, families face limited access to businesses, services, and transportation. In Alpine County, we truly embrace the proverb, “it takes a village to raise a child” – bringing together all agencies and supports to uplift and help families to thrive.

The landscape of Alpine County is vastly different from most California counties and First 5 Alpine embraces the challenge to address emerging local needs while using regional and statewide best practices to inform our strategic investments. Based on community feedback, including surveys and stakeholder groups, the top three issues were identified as:

- 1. ACCESS TO EARLY IDENTIFICATION OF DEVELOPMENTAL NEEDS AND INTERVENTION**
- 2. PARENTAL KNOWLEDGE OF EARLY CHILDHOOD DEVELOPMENT AND SCHOOL READINESS**
- 3. ACCESS TO TRANSPORTATION AND EMPLOYMENT**

WHO WE ARE

VISION

All of Alpine’s children will thrive from birth and are provided a foundation for life long success.

MISSION

Serve as a leader and partner to provide 0-5 children and families of Alpine County an environment which fosters a foundation for physical and emotional health that enhances learning and success.

CORE VALUES

A commitment to *creating equal opportunities* for all children to develop, learn, and thrive

A commitment to *honoring families* as the most powerful influence and first teacher for babies and young children

A commitment to *integrity* in our investments, programs, and partnerships

A commitment to *collaboration* to leverage collective power

A commitment to being courageous and open to continuous improvement

A commitment to *building strong communities*

METHODOLOGY

DEFINE



ALIGN



FACILITATE



SUPPORT

Outline desired outcomes and goals to maximize localized and statewide work

Expand collaboration and key partnerships to enhance community capacity to service families and children 0-5

Be the convener and catalyst for community and family engagement and education specific to prevention and early intervention in Alpine County

Promote, advocate for, and strengthen programs, services, and policies that optimize child development

STRATEGIC PRIORITY AREAS



Goal: Resilient Families

PROMOTE PARENT RESILIENCE, SOCIAL CONNECTIONS, CONCRETE SUPPORT IN TIMES OF CRISIS, AND KNOWLEDGE OF PARENTING AND CHILD DEVELOPMENT

Strategy 1: Expand access to family strengthening models and home visiting programs to optimize child development and reduce child maltreatment

OUTCOMES:

- Outcome 1: Increase exposure and frequency of visits for families enrolled
- Outcome 2: Secure additional and sustainable dollars for Home Visiting programming

ACTIONS:

- Action 1: Utilize Parents As Teachers framework for home visiting and group connection in Alpine County
- Action 2: Strengthen collaboration with Alpine County Public Health
- Action 3: Work with regional county partners to leverage Home Visiting Initiative (HVI) grant funds (option?)

Strategy 2: Promote social connections and safe systems of support for families

OUTCOMES:

- Outcome 1: Parents understand the components of school readiness
- Outcome 2: Increase parent agency and capacity to successfully advocate for their child(ren)
- Outcome 3: Parents and practitioners have a stronger understanding and increase capacity to integrate Adverse Childhood Experiences (ACEs) and Protective Factors Frameworks

ACTIONS:

- Action 1: Collaborate with community agencies to host 0-5 playgroup
- Action 2: Provide educational opportunities for parents, caregivers, and the community at-large focused on early childhood development and school readiness
- Action 3: Create pathways for parents and caregivers to access leadership and resiliency skill-building
- Action 4: Educate parents and practitioners on healthy habits that cultivate positive learned behaviors for children and families

Goal: Comprehensive Health & Development

BUILD A FAMILY-CENTERED HEALTH SYSTEM THAT PRIORITIZES PREVENTION AND EARLY INTERVENTION

Strategy 1: Facilitate family-centered coordination of services, screening, care and referrals for young children from prenatal through kindergarten

OUTCOMES:

- Outcome 1: Increase number of early interventions across agencies
- Outcome 2: 95% of all Alpine County children receive routine developmental screen via the Ages and Stages Questionnaire (ASQ)

ACTIONS:

- Action 1: Develop and activate Help Me Grow system
- Action 2: Convene local partners to advance developmental screening protocols
- Action 3: Organize ASQ trainings to support providers and parents in effectively utilizing the tool

Strategy 2: Improve nutrition and oral health education to maximize child development and early learning

OUTCOMES:

- Outcome 1: Increase number of families visiting oral health providers
- Outcome 2: Increase nutrition and oral health prevention education to expectant mothers
- Possible Outcome 3: Tooth brushing or water drinking, a measure of a healthy habit

ACTIONS:

- Action 1: Partner with Alpine County Department of Health and Human Services to leverage Proposition 56 funding



Goal: Quality Early Learning

ENSURE CHILDREN ARE HEALTHY AND HAVE THE SOCIAL-EMOTIONAL AND COGNITIVE SKILLS TO ENTER KINDERGARTEN READY TO LEARN



Strategy 1: Promote high quality early learning programs

OUTCOMES:

- Outcome 1: Maintain quality ratings at participating Quality Improvement Rating System (QRIS) sites
- Outcome 2: Increase kindergarten readiness measured by the Kindergarten Observation Form (KOF) assessment tool

ACTIONS:

- Action 1: Continue to support and strengthen QRIS for local child care sites
- Action 2: Coordinate annual implementation of KOF to measure school readiness (and identify areas of need and success?)

Strategy 2: Support early childhood education workforce stability

OUTCOMES:

- Outcome 1: Increase staff and retention rates at early learning sites

ACTIONS:

- Action 1: Participate in existing local workforce development and education network
- Action 2: Advocate for early childhood professionals locally and statewide

Strategy 3: Increase training and technical assistance in evidence-based and trauma-informed programs for service providers

OUTCOMES:

- Outcome 1: 90% of service providers receive training in trauma-informed care and implicit bias
- Outcome 2: Increase number of agencies using ACEs model to support interventions and referrals

ACTIONS:

- Action 1: Coordinate with local agencies and regional partners to provide meaningful learning opportunities
- Action 2: Collaborate with Alpine County Health & Human Services to align ACEs assessment practices
- Action 3: Integrate ACEs into early learning sites assessment protocol (possibility?)

Goal: Capacity Building and Systems Integration

CREATE A COMPREHENSIVE AND INTEGRATED DELIVERY SYSTEM OF INFORMATION AND SERVICES TO PROMOTE EARLY CHILDHOOD DEVELOPMENT AND WELL-BEING

Strategy 1: Leverage local and regional relationships to maximize funding and resources to continuously strengthen the quality of supports for families with children 0-5 in Alpine County

OUTCOMES:

- Outcome 1: Increase commitment of funding, resources, and attention paid by county agencies and partners to addressing the needs of families with children 0-5

ACTIONS:

- Action 1: Support collaboration among service providers to elevate collective impact for the well-being of children 0-5
- Action 2: Engage in committees and projects that address community-wide issues
- Action 3: Play an active role in contributing to new or established initiatives that benefit children 0-5

Strategy 2: Improve data systems to evaluate child outcomes

OUTCOMES:

- Outcome 1: Valuable data to share with funders, elected officials, and legislators
- Outcome 2: Increase participation from First 5 Alpine in Proposition 10 sustainability advocacy and policy work

ACTIONS:

- Action 1: Strengthen evaluation practices utilizing regional and statewide supports



IMPLEMENTATION PLAN

Commissioners:

Nichole Williamson, Chair
Amy Broadhurst, Vice Chair
Dr. Richard Johnson
Kati Krayk
Katherine Rakow
Terry Woodrow

Special Thanks to our Partners:



100 Foothill Road
Markleeville, CA 96120
530.830.2845
www.first5alpine.com

First 5 Alpine LRF

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
BEGINNING FUND BALANCE	\$ 310,527.02	\$ 357,664.95	\$ 375,270.42	\$ 400,213.40	\$ 424,971.37
REVENUES					
State Based Allocations	\$ 269,681.00	\$ 269,681.00	\$ 269,681.00	\$ 269,681.00	\$ 269,681.00
Interest	\$ 3,524.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Tobacco Funds (Prop 10)	\$ 4,448.00	\$ 4,000.00	\$ 2,000.00	\$ 1,800.00	\$ 1,300.00
CAP Funds	\$ -	\$ 17,606.00	\$ 17,606.00	\$ 17,606.00	\$ 17,606.00
Prop 56 Funds (OHP)	\$ 1,398.00	\$ -	\$ -	\$ -	\$ -
Prop 56	\$ 2,790.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00
Total Revenues	\$ 281,841.00	\$ 295,787.00	\$ 293,287.00	\$ 293,087.00	\$ 292,587.00
EXPENDITURES Program and Initiatives Grants					
CHILD DEVELOPMENT	\$ 107,800.00	\$ 107,800.00	\$ 107,800.00	\$ 107,800.00	\$ 107,800.00
CHILD HEALTH	\$ -	\$ -	\$ -	\$ -	\$ -
FAMILY SUPPORT	\$ 5,550.00	\$ 4,127.00	\$ 4,127.00	\$ 4,127.00	\$ 4,127.00
SYSTEMS OF CARE	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
Subtotal Program Expenditures	\$ 114,350.00	\$ 111,927.00	\$ 111,927.00	\$ 111,927.00	\$ 111,927.00
% of Grant Fund Expenditures/Total Rev	41%	38%	38%	38%	33%
Executive Director Salary	\$ 49,939.00	\$ 66,641.00	\$ 66,641.00	\$ 66,641.00	\$ 66,641.00
Executive Director Benefits	\$ 12,249.00	\$ 17,437.00	\$ 17,437.00	\$ 17,437.00	\$ 17,437.00
EDD Unemployment Ins.	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
Workers Comp. Insurance	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Operations and supplies	\$ 4,683.00	\$ 7,825.00	\$ 8,475.00	\$ 8,475.00	\$ 8,475.00
Travel and Conference	\$ 6,651.00	\$ 3,000.00	\$ 7,700.00	\$ 7,700.00	\$ 7,700.00
Insurance	\$ 385.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Rent	\$ 3,883.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
Audit	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00	\$ 6,225.00
Evaluation Services	\$ 13,200.00	\$ 20,942.50	\$ 20,942.50	\$ 20,942.50	\$ 20,942.50
Comm. Legal Fees	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Fiscal Agent	\$ 21,138.08	\$ 22,184.03	\$ 21,996.53	\$ 21,981.53	\$ 23,204.00
Subtotal Operating Expenditures	\$ 120,353.08	\$ 166,254.53	\$ 156,417.03	\$ 156,402.03	\$ 143,362.00
TOTAL	\$ 234,703.08	\$ 278,181.53	\$ 268,344.03	\$ 268,329.03	\$ 246,662.00
ENDING FUND BALANCE	\$ 357,664.95	\$ 375,270.42	\$ 400,213.40	\$ 424,971.37	\$ 470,896.37
Change in Fund Balance	\$ 357,664.95	\$ 17,605.48	\$ 24,942.98	\$ 24,757.98	\$ 45,925.00

	2019-20	2020-21	2021-22	2022-23	2023-02024
IMPROVED CHILD DEVELOPMENT					
1.1 Support Early Care and Education					
Early Learning Center	\$ 63,000.00	\$ 63,000.00	\$ 63,000.00	\$ 63,000.00	\$ 63,000.00
Bear Valley Parents Group	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00	\$ 37,800.00
Tuition support	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Goal Subtotal	\$ 107,800.00				
IMPROVED CHILD HEALTH					
1.1 Provide access to families with children 0-5 for preventative health screenings					
Help Me Grow	\$ -	\$ -	\$ -	\$ -	\$ -
IMPROVED FAMILY FUNCTIONIING					
1.1 Provide educational information programs for families with children ages 0-5 and the Five Protective Factors.					
Parenting Support Playgroups	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
Choices for Children Parent Ed	\$ 2,300.00	\$ 2,577.00	\$ 2,577.00	\$ 2,577.00	\$ 2,577.00
Wellness Kits	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Outreach materials and supplies	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
Parents As Teachers Training	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
Goal Subtotal	\$ 5,550.00	\$ 4,127.00	\$ 4,127.00	\$ 4,127.00	\$ 4,127.00
IMPROVED SYSTEMS OF CARE					
1.1 Increase number of trainings available to professionals and service providers for families and children ages 0-5.					
	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAM EXPENDITURES	\$ 114,350.00	\$ 111,927.00	\$ 111,927.00	\$ 111,927.00	\$ 111,927.00