



# FIRST 5

## NAPA COUNTY

**MEETING ADDRESS: 1303 JEFFERSON ST #100A NAPA CA 94559**

**AGENDA**  
**September 25, 2023**  
**3:00 PM-5:00 PM**

<b>Agenda Item</b>	<b>Facilitator</b>
1) Call to Order	J. Ocon
2) Public Comment	J. Ocon
3) Mission and Vision Moment	L. Duran
<b>First 5 Napa County Vision</b> Napa County is a strong and healthy community because families c set down roots, grow, and thrive.	
<b>First 5 Napa County Mission</b> First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community's young children, their families, and the providers who serve them.	
4) Approval of Commission Meeting Notes <i>August 28, 2023</i>	J. Ocon <b>*ACTION</b>
5) Commission Business a) Commissioner Matrix Presentation and Discussion b) Commissioner Orientation Binder	J. Ocon



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## NAPA COUNTY

### 6) Staff Updates

L. Duran

- a) Executive Director Updates
- b) Programs Updates

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### 7) Contracts and MOU

J. Ocon

**\*ACTION**

- a) Review and possible approval of amendment to Contract 501-24 with Community Resources for Children in the amount of \$141,500 for local quality counts implementation during FY23-24. Funding allocation from 54805 IMPACT/QCC Grant in FY23-24 Budget.
- b) Review and possible approval of amendment to MOU 589-24 with Del Norte County Office of Education in the amount of \$60,111.50 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- c) Review and possible approval of amendment to MOU 590-24 with First 5 Humboldt County Children and Families Commission in the amount of \$102,713 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- d) Review and possible approval of amendment to MOU 591-24 with First 5 Sonoma County Children and Families Commission in the amount of \$297,024.43 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- e) Review and possible approval of amendment to MOU 592-24 with Mendocino County Office of Education in the amount of \$104,831 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- f) Review and possible approval of amendment to MOU 593-24 with Solano County Office of Education in the amount of \$199,262.00 for IMPACT Legacy related county



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## NAPA COUNTY

- reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- g) Review and possible approval of amendment to MOU 594-24 with Marin County Office of Education in the amount of \$242,987 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
  - h) Review and possible approval of amendment to MOU 595-24 with Lake County Office of Education in the amount of \$153,920 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
  - i) Review and possible approval of amendment to MOU 597-24 with Solano County Office of Education in the amount of \$362,416.00 for IMPACT Legacy grant for HUB Regional Capacity Building related regional reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency and Data System requirement for HUB Region 1.

8) Review and possible vote to grant funding approval of staff recommendations to (5) First 5 Napa County Request for Applications - Advocacy and Capacity Building Grant Submissions. Funding allocation from 54805 Prop 10 Grant in FY 23-24 Budget.	J. Ocon	<b>*ACTION</b>
9) Items for next commission meeting	J. Ocon	
10) Announcements First 5 Advocacy Day: February 7 at Children's Endowment in Sacramento	J. Ocon	
11) Closed Session a) Discussion of development of evaluation process for Executive Director	J. Ocon	



# FIRST 5

## NAPA COUNTY

Next Commission Meeting: October 23, 2023 from 3-5PM

# Commissioner Orientation Materials

[\(with clickable Table of Contents\)](#)



# About First 5 Napa County

## VISION

Napa County is a strong and healthy community because families can set down roots, grow, and thrive.

## MISSION

First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community's young children, their families, and the providers who serve them.



## VALUES

<b>Justice for all</b>	All families and children deserve equal economic, political and educational opportunities. We work to dismantle unjust systems of care and rebuild better systems so that Black, Indigenous, Latine, and LGBTQ children and families can thrive.
<b>Anti-racism</b>	We bravely and visibly oppose racism of all forms — interpersonal, structural, systemic — in Napa County.
<b>Empathy</b>	Empathy is essential if we are to realize our interdependence and step into a different future together. We work to create spaces in Napa County that prioritize human connection, truth telling, and learning from each other.
<b>Creativity</b>	We work to be innovative and unconventional while we lean into what is possible for our community.
<b>Collaboration</b>	We build strong, collaborative, trusting relationships in Napa County across sectors, races, genders, sexual orientations, ages, and faiths. By working together, we can help young children, families, and the providers who serve them thrive.

# Our Story

In November 1998, California voters passed a statewide ballot initiative (Proposition 10) to tax tobacco products, with the revenue going to support a comprehensive, integrated system of early childhood development services. The following year, the Napa County Board of Supervisors established the Napa County Children and Families Commission (now First 5 Napa County) to distribute funding from California's Proposition 10 and provide resources to support a comprehensive system of services that ensures children ages prenatal to 5 in Napa County enter school healthy and ready to learn. Since its inception, First 5 Napa County has invested more than \$25 million in the community.

As described in our Manifesto (see Appendix 1), we accomplish our work by building the capacity of the community to use authentic collaborative relationships and human-centered design to create the family and community environments necessary for the optimal health and development of young children. First 5 Napa County centers equity and embraces the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) in all of our work.

In recent years, First 5 Napa County has made great strides in adopting a human-centered design approach to our work, serving as a convener in the community, and leading the way in using systems change to support children prenatal to five, their families, and the providers who serve them. Below are some of our notable accomplishments:

- **Convened the Napa County Quality Counts Consortium**, bringing together over 20 county agencies that aim to support early childhood care and education providers, community resource agencies, and friends, families, and neighbors who care for young children.
- **Built the First 5 Napa Network**, a 55-member network of emerging Napa County leaders from government, education, faith communities, healthcare, business, and family sectors. We trained network members on systems thinking and human-centered design, building capacity to problem solve and co-create with young children, their families, and the providers who serve them.



# First 5 Napa County

## STRATEGIC PLAN

2023-2026



**FIRST 5**  
NAPA COUNTY

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- **Supported and expanded the implementation of Rainbow Kits and Rainbow Family League**, two projects that support LGBTQ and BIPOC families in feeling safe, visible, and connected in the community and support parents and caregivers in talking about race, racism, identity, and belonging with children.
- **Served as the lead for our First 5 IMPACT Regional Coordination and Training and Technical Assistance Hubs.** As the lead, we convened an eight-county region to build capacity and share resources around early childhood care and education quality improvement. This role also enabled us to expand the Rainbow Kits and other programs to our neighboring counties.
- **Launched 9 Latina and Asian American high school students on a path towards careers in early childhood care and education through the Florecer program.** Through this program, we provided participants, most of whom were of the first generation in their families to pursue a college education, with student internships in a variety of early childhood field professions (such as pediatric physical therapist, speech language pathologist, child care center directors, and family child care homes), access to college-level coursework in child and family studies, and financial assistance for this coursework.
- Adopted a **climate change action resolution** recognizing the impact of climate change on Napa County children and families and committing to climate education and advocacy (Appendix 2).

## We asked...

What hopes do you have for your children?

## We heard...

For them to be good citizens. For them to be hard working and compassionate people. I want them to be happy with themselves.

Que sean buenos ciudadanos. Que sean trabajadores y compasivos. Felices con si mismos.



# Key Demographic Data

Overall, the County population has declined 2.6 percent since 2017 to a total of 136,207 people in 2021 (Table 1).

In the same time period, **the population of children under the age of five has declined by 10 percent** to 6,348 children (Table 2). The overall birth rate in Napa County in the same time frame declined by eight percent (Table 3). **Nearly half of all births in the County in 2021 were to Latine mothers (Table 4).**<sup>1</sup> Birth rate data demonstrate that Napa County’s total population is declining in number, especially among young children, while the proportion of Latine births is growing.

TABLE 1: NAPA COUNTY POPULATION		
Year	Total population	% change from previous year
2021	136,207	-1.3%
2020	138,019	+0.2%
2019	137,744	-0.8%
2018	138,789	-0.8%
2017	139,878	--

Source: [data.census.gov](https://data.census.gov)

TABLE 2: NAPA COUNTY CHILDREN AGES 0-4		
Year	Population under age 5	% change from previous year
2021	6,348	-7%
2020	6,842	+5%
2019	6,537	-6%
2018	6,967	-1%
2017	7,035	--

Source: [data.census.gov](https://data.census.gov)

<sup>1</sup>Data sources use the term “Hispanic or Latino.” First 5 Napa County is committed to LGBTQ inclusion and the inclusion of the full spectrum of gender identities in our work. Communication from our organization has moved away from using language that reinforces cisnormativity and the gender binary. Consistent with experts in the field, we use Latine to refer to individuals whose cultural background originated in Latin America. In U.S. academic circles, Latinx is being used as a gender-inclusive term to refer to people from Latin American backgrounds, but Spanish-speakers find that Latinx is unpronounceable in Spanish. With consideration to the inclusive language options being used by Spanish speakers, whether the inclusive ending has the ability to be pronounced, and whether the ending includes identities beyond the gender binary, First 5 Napa County uses of the inclusive “e” ending to communicate inclusively in Spanish (examples: todes, niñe, bienvenides).

**TABLE 3: NAPA COUNTY BIRTH RATE PER 1,000 WOMEN**

Year	Birth rate	% change from previous year
2021	46.6	-1%
2020	47.1	-5%
2019	49.8	+6%
2018	46.8	-4%
2017	50.4	--

Source: [kidsdata.org](https://kidsdata.org)

**TABLE 4: NAPA COUNTY RACE/ETHNICITY & BIRTHS**

Race/ethnicity	% of total County population	% of mothers giving birth
American Indian/Alaska Native	4%	--
Asian	11%	8%
Black/African American	3%	2%
Latine	36%	48%
Native Hawaiian/Other Pacific Islander	0.5%	--
Other race	28%	--
White	73%	36%

Sources: [data.census.gov](https://data.census.gov); [kidsdata.org](https://kidsdata.org)



The total number of licensed child care spaces has increased slightly since 2017, but **infant spaces in child care centers have declined by 30 percent** in the same timeframe. The percentage of children ages 0-5 who could be served by licensed child care spaces has increased, but this is more the result of the declining number of children in the County than a substantial increase in child care supply (Table 5). The **cost of full-time care in a licensed child care center has increased by approximately 30 percent for both infants and preschoolers in the last five years**, with costs increasing by an average of 14 percent in just the last two years. These data illustrate the challenges of finding and affording child care in the County (Table 6).

TABLE 5: LICENSED CHILD CARE SUPPLY IN NAPA COUNTY			
Type of provider	2017	2019	2021
Center - Infant (0-23 months)	247	200	174
Center - Preschool (2-5 years)	1,791	2,006	2,066
Family home (not broken down by age)	822	798	846
<b>TOTAL SPACES</b>	<b>2,860</b>	<b>3,004</b>	<b>3,086</b>
Total children ages 0-5	8,696	8,126	7,587
% of children served by spaces	33%	37%	41%

Source: California Child Care Resources & Referral Network and Kids Data

TABLE 6: ANNUAL CHILD CARE COSTS IN NAPA COUNTY			
Annual full-time cost of care at a licensed child care center	2017	2019	2021
Infant (0-23 months)	\$14,839	\$16,659 (+12%)	\$19,140 (+14%)
Preschool (2-5 years)	\$10,016	\$11,705 (+17%)	\$13,056 (+12%)

Source: California Child Care Resources & Referral Network

# Strategic Planning Process

The strategic planning process began with a current state assessment in which the consultant team, Onside Partners and Somerville Consulting Firm, interviewed the organization's four staff members, nine Commissioners, and four of 55 members of the First 5 Napa Network. The consultant team also reviewed key documents, including the previous strategic plan and recent evaluation reports and data. Through the current state assessment, the consultants documented the strengths and opportunities for improvement, as seen through the eyes of internal stakeholders.

For the strategic planning process, staff and the Commission sought to engage those in the community who, they knew from past work and data collection, often did not have the resources they needed to thrive as families in the County:

- Latine families
- Families who are monolingual speakers of Spanish and other non-English languages
- Families living in UpValley and American Canyon
- Families of children with special needs
- Direct service providers in general and informal child care providers specifically

The consultant team, worked with five partner organizations of First 5 Napa County to design and implement an external stakeholder engagement process that would allow families in these priority populations to directly share with First 5 Napa County their needs.

The consultant team designed a process with these characteristics:

- **Prioritized ease of data collection for the partner organizations:** The consultant team asked partner organizations what would be the easiest way to collect the data and gave them the resources and support that they needed to do so.
- **Recognized the labor of partner organizations:** All organizations that could accept a stipend received one and all staff who supported the data collection received a \$25 gift card, when allowed by the partner organization.
- **Implemented by trusted messengers:** With the assumption that families would feel more comfortable participating if invited by someone they know, partner organizations, rather than the consultant team, were intentionally set up to collect data.
- **Respectful of families' time and wisdom:** Every family who provided data received a \$25 gift card, recognizing that their time and the information they provided had great value.
- **Strengths-based framing:** The questions invited families to share their hopes for their children; what made it easier and harder to raise a family in the County; and what they needed to thrive in the community.

## We asked...

**What has made life in Napa County harder for your family or families like yours?**

## We heard...

Napa is way too expensive to live in so we have to work more and as a result we spend less time with our families.

Napa es demasiado caro para vivir así que temenos que trabajar mas tiempo y como resultado estamos menos tiempo en familia.

In addition to gathering input from families, the consultant team, Commission, and staff conducted interviews with community leaders who represented diverse sectors in Napa County to understand their perspectives on Napa County’s assets, challenges, and future. In addition to contributing valuable perspectives to the strategic planning process, the interview process also allowed Commissioners and staff to begin and strengthen relationships with potential key partners in the County.

The consultant team analyzed the external stakeholder data and discussed it with Commissioners at a day-long Commission retreat in March 2023, where the Commissioners reflected on the data and used it as a tool to help set a direction for First 5 Napa County’s next few years. Through several rounds of iteration, the consultant team worked with staff and Commissioners to refine the organization’s vision and mission and to develop a theory of change, which formed the foundation of the strategic plan.



## We asked...

**If you could have three wishes for your family and this community, what would they be?**

## We heard...

For us to always be together as a family with health, that is the most important, and that the community continues to be safe so that our children can be free of any fear of experiencing insecurity (hate, discrimination).

Que siempre estemos Unidos como familia, llenos de salud lo que mas importa y que la comunidad sea Segura para que nuestros hijos sean libres sin miedo a la inseguridad (odio, discriminacion)

*Credit: Nick Otto, Napa Valley Register*

# What First 5 Napa County Learned

Through the strategic planning process, First 5 Napa County heard from more than 200 community members, including families, direct service providers, and community leaders. Collectively, they painted a picture of a beautiful, close-knit community in which to raise a family with abundant resources to support residents, excellent schools, a robust economy, and a small-town feel. At the same time, many saw a community that is hard to live in due to the high cost of living in general, with housing being the most significant challenge. Community leaders described the County as being at a crossroads. The County could follow one path toward a diverse and inclusive future by addressing the high cost of living, lack of affordable housing, limited and expensive child care options, disaster preparedness, and other issues that affect livability for families. Or it could face a future with a declining workforce, fewer young children and families, and less diversity.

Below the themes from external stakeholder engagement are summarized. More detailed data is available on the First 5 Napa County website.

## **Families overwhelmingly hope that their children get a good education.**

Two-thirds of families expressed a hope for a good education. In addition to education, families hope that their children grow up to be good people, achieve their potential, have a good quality of life and health, and gain the skills that they need to be independent.

## **Families appreciate the sense of safety, tranquility, and abundant resources in the County.**

The good schools, natural beauty, and small-town feel also make Napa County a great place to raise a family, according to the families engaged in this process. Community leaders echo these sentiments, adding that the County's cultural diversity, a strong nonprofit sector that provides quality services, and a booming economy are also assets. Further, community leaders noted that there's a willingness to come together and solve problems.

## **Economic factors, including the overall cost of living, the cost of housing, and inflation, primarily made life in Napa County harder for families.**

Besides these factors, some pointed to limited access to medical care, traffic congestion, and a general lack of housing as additional challenges. Community leaders similarly noted that the County faces challenges related to poverty, inequity, lack of affordable housing, lack of child care, and natural disasters (which are exacerbated by the climate crisis).

## **Despite these challenges, approximately 70% of families see a future for themselves in the County.**

Ten percent of families did not see a future in the County, most citing affordability as the primary reason, and nearly 20 percent had mixed feelings about their future in the County, also citing economic factors as the driver of their uncertainty.

## **Families want education for their children, good health, affordable and stable housing, and jobs.**

Notably many families, particularly those who responded to outreach in Spanish, specifically said that they wanted to own a home, which they likely see as a path to stability in the County.

# Where First 5 Napa County Is Headed

Based on the challenges and needs identified by families and other community stakeholders, First 5 Napa County established the following priorities.

## Priority populations

For the next three fiscal years, First 5 Napa County plans to prioritize the following underrepresented populations who are also experiencing inequities as direct recipients of its work and impact:

- Latine families, a historically marginalized group in the County
- Families who are monolingual speakers of Spanish and other non-English languages, who often do not have access to resources and support in their primary language
- Families living in American Canyon and UpValley communities, who are often overlooked due to a disproportionate focus in Napa County on the city of Napa
- Families of children with special needs, who often do not have access to the full set of resources and support that they and their children may need
- Early childhood care and education providers, with particular focus on informal child care providers (unlicensed providers who are family members, friends, or neighbors), who are typically more susceptible to burnout, housing insecurity, and financial insecurity than those who work in higher-paid sectors.



*Credit:  
Nick Otto  
Napa Valley Register*

## Needs of priority populations

Based on the data collected through the strategic planning process, as well as Commissioners' and Staff insights, the following needs were identified:

- **Greater consideration by public and private sector decision-makers of families with limited resources who have children prenatal to age five**

Families and caregivers said that the cost of housing and overall cost of living made it hard for them to live in Napa County. They shared that due to the high cost of living, Napa County does not feel like a welcoming place to live and work for families with limited resources. Many feel that decision-makers prioritize tourist dollars to the exclusion of the workers with limited resources who are instrumental in generating tourist dollars. There is also a sense that decision-makers don't recognize the importance and value of early childhood care and education providers in supporting the workforce of the County. As the birth rate declines in Napa County and families relocate to more affordable communities, there is a greater need for decision-makers to recognize the value of having families living and working in Napa County.

- **Full access to responsive care and education for children 0-5 whose families and caregivers have limited resources**

Overwhelmingly, families want their children to have a good education. Full access means that families have care and education that they can afford, in the location and for the hours that they need. Responsive means that the care and education addresses the individual needs of the families with limited resources and their children, including children with special education needs, preferred language, and other aspects of how families identify.

- **Greater capacity of nonprofit and government organizations serving families and children prenatal to age five to address their complex needs**

The Commission and staff see a need for more organizations in the County to take family-centered, systems-based approaches to addressing the needs of families and children prenatal to age five. Organizations and their decision-makers need to recognize how the success of Napa County interconnects with addressing family needs, like affordable housing and affordable, high-quality early childhood care and education.

### Long-term organizational goals

In response to the above needs, First 5 Napa County identified the following long-term goals for the organization to work towards:

- Families have access to high-quality, inclusive, responsive early care and education
- Families and providers are valued and included in Napa County
- Organizations that serve families and children prenatal to age five take an inclusive, systems-based approach to their work

### 2023 – 2026 strategic priorities

In order to work towards these goals in the next three years, First 5 Napa County’s strategic priorities will be to:

- Ensure that the needs of young children, their families, and the providers who serve them are recognized and addressed by decision-makers throughout the County
- Support First 5 Napa County’s network of partners and allies in advocating for and meeting the needs of young children, their families, and the providers who serve them
- Build the capacity of individuals and organizations to center and meet the needs of young children, their families, and the providers who serve them
- Develop an organizational structure that can carry out the strategic plan
- Create paths to more sustainable funding sources for the organization

### We asked...

**Do you see a future for your family in Napa County?**

### We heard...

Yes, I agree. Mostly because of the safety and because it is a place surrounded by mountains and is peaceful.

Si, estoy de acuerdo. Mas que nada por la seguridad y es un lugar lleno de montanas y es tranquilo.

# How First 5 Napa County Will Get There

Based on the strengths and assets of First 5 Napa County and the needs and challenges identified by families and community leaders, the consultant team worked with the Commission and staff to develop a theory of change. A theory of change is a simple diagram that shows how the core approaches of an organization lead to intended outcomes and ultimately to the organization's vision. Appendix 3 is a glossary that defines how First 5 Napa County uses key terms.



## We asked...

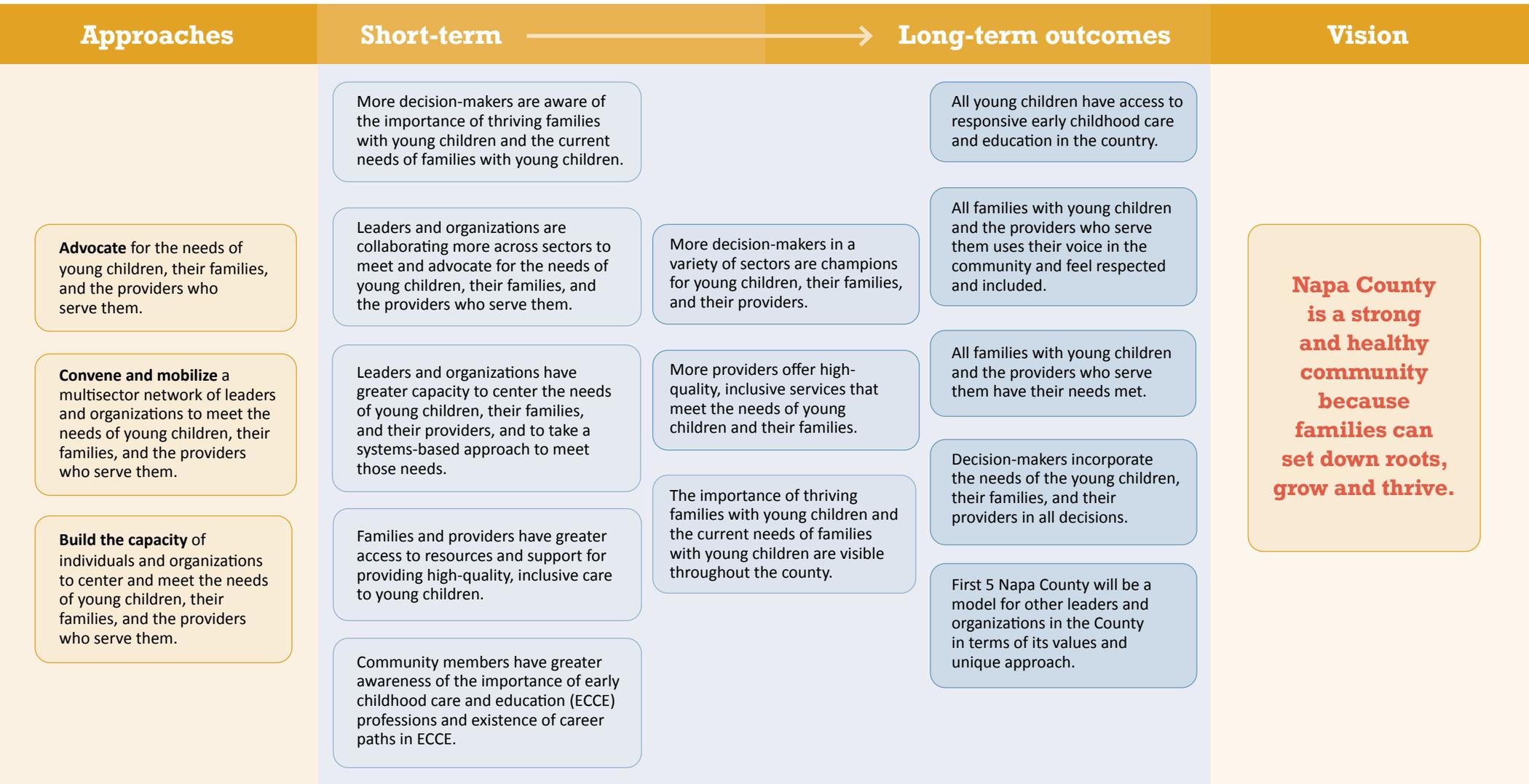
**What do you like about raising a family in Napa County?**

## We heard...

I've liked to live here because it's a beautiful and peaceful county with lots of jobs due to the fact that we have vineyards.

Me a gustado vivir aquí por que es un condado muy bonito y tranquilo y con muchos trabajos por ele beneficio de lost viñedos

# First 5 Napa County Theory of Change



# Sample Metrics

A formal evaluation plan is an important guide to tracking impact. As an initial step towards having a full evaluation plan, below are sample metrics for tracking outputs of First 5 Napa County’s three approaches and short-term outcomes during the three-year term of the strategic plan.<sup>2</sup> These metrics will be refined to align with planned activities. Metrics for medium- and long-term outcomes can be developed in a focused evaluation planning process.

APPROACHES	SAMPLE OUTPUT METRICS
<p>Advocate for the needs of young children, their families, and the providers who serve them.</p>	<ul style="list-style-type: none"> <li>• # and types of meetings attended in which First 5 Napa County staff or Commissioners advocated</li> <li>• #, types and intended audience of advocacy communications created by First 5 Napa County</li> <li>• Issues on which First 5 Napa County advocated (e.g. child care, housing and climate change)</li> </ul>
<p>Convene and mobilize a multisector network of leaders and organizations to meet the needs of young children, their families, and the providers who serve them.</p>	<ul style="list-style-type: none"> <li>• # of network members</li> <li>• # and types of sectors represented</li> <li>• # and types of actions taken by network members</li> <li>• # of new partnerships</li> </ul>
<p>Build the capacity of individuals and organizations to center and meet the needs of young children, their families, and the providers who serve them.</p>	<ul style="list-style-type: none"> <li>• # of individuals and organizations trained</li> <li>• Topics of capacity building events</li> <li>• Programs that First 5 Napa County funds partners to implement</li> </ul>

<sup>2</sup> Sample metrics drawn from Harvard Family Research Project. (2009). [A User’s Guide to Advocacy Evaluation Planning](#).

SHORT-TERM OUTCOMES	SAMPLE OUTCOME METRICS
<p>More decision-makers are aware of the importance of thriving families with young children and the current needs of families with young children.</p>	<ul style="list-style-type: none"> <li>• # of decision-makers engaged through one-on-one meetings and educational events hosted by First 5 Napa County</li> <li>• # of decision-makers reporting awareness</li> </ul>
<p>Leaders and organizations are collaborating more across sectors to meet and advocate for the needs of young children, their families, and the providers who serve them.</p>	<ul style="list-style-type: none"> <li>• # of sectors of collaborators of First 5 Napa County</li> <li>• Collaborative actions and associated results related to the needs of young children, families, and providers in partnership with First 5 Napa County and independent of First 5 Napa County</li> </ul>
<p>Leaders and organizations have greater capacity to center the needs of young children, their families, and their providers, and to take a systems-based approach to meet those needs.</p>	<ul style="list-style-type: none"> <li>• Knowledge of how to center the needs of young children, families, and providers and how to take a systems-based approach</li> <li>• Actions taken to center the needs of young children, families, and providers and use a systems-based approach</li> </ul>
<p>Community members have greater awareness of the importance of early childhood care and education (ECCE) professions and existence of career paths in ECCE.</p>	<ul style="list-style-type: none"> <li>• % of high school seniors in Napa County who are aware of ECCE career paths</li> <li>• Increased enrollment in Napa Valley College Child and Family Studies and Education program</li> </ul>
<p>Families and providers have greater access to resources and support for providing high-quality, inclusive care to young children.</p>	<ul style="list-style-type: none"> <li>• # of providers participating in Quality Counts for the first time</li> <li>• Knowledge about providing high-quality and inclusive care among family and providers</li> <li>• Confidence about providing high-quality and inclusive care among family and providers</li> </ul>

# Appendix 1: First 5 Napa County Manifesto

<p><b>SYSTEMS LEVEL PREVENTION</b></p> <p>When children and families flourish, so do entire communities. We work with all systems (government, business, education, healthcare, etc.) to build supportive home and community environments for children living in Napa County.</p>	<p><b>EMPATHY</b></p> <p>Empathy is essential if we are to realize our interdependence and step into a different future together. We work to create spaces in Napa that prioritize human connection, truth telling, and learning from each other</p>
<p><b>JUSTICE FOR ALL</b></p> <p>All families and children deserve equal economic, political and educational opportunities. We work to create just systems of care and rebuild better systems so that Black, Indigenous, Latine and LGBTQ children and families can thrive.</p>	<p><b>CREATIVITY</b></p> <p>Solving intractable community challenges demands and deserves bold ingenuity. We work to be innovative and unconventional while we lean into what is possible for our community.</p>
<p><b>EQUITY BY DESIGN</b></p> <p>Those most impacted by the inequities of systems must be on the frontline of redesigning them. We work to engage and amplify the voices of Black, Latine, BIPOC, and LGBTQ community members in an effort to make early childhood systems equitable for all Napa County families.</p>	<p><b>STRONG RELATIONSHIPS + COLLABORATION</b></p> <p>Strong relationships build trust and open the door to meaningful change. We are committed to building and growing strong relationships in Napa County across sectors, races, genders, life experience, sexual orientations, ages, and faiths.</p>
<p><b>EDUCATION</b></p> <p>Children who start kindergarten ready to learn thrive later in life. A successful start for ALL children requires access to quality early childhood education and strong family supports (beginning prenatally) – particularly for Black, Latine, and LGBTQ families.</p>	<p><b>EMPOWERED FAMILIES</b></p> <p>Parents/guardians and other caregivers are our children’s first teachers and advocates. We work to educate and empower families to support their children’s physical, social, and emotional development; to have conversations about inclusion and diversity; and to seek opportunities</p>

# Appendix 2: First 5 Napa County Climate Resolution

## RESOLUTION OF THE NAPA COUNTY FIRST 5 CHILDREN AND FAMILIES COMMISSION AUTHORIZING THE CALL TO CLIMATE CHANGE ACTION ON BEHALF OF ALL NAPA COUNTY'S CHILDREN

**WHEREAS**, children are our precious future and what happens to our children today will impact us all tomorrow; and

**WHEREAS**, the success of Napa County is measured by the well-being of its children, whose biological and cognitive development occurs within the context of nurturing and stable families, schools, neighborhoods and communities; and

**WHEREAS**, climate change poses threats to human health, safety and security and children are uniquely vulnerable to these threats; and

**WHEREAS**, the effects of climate change on children's wellbeing are direct and vast, including mental health impacts, worsening pregnancy outcomes, food insecurity, hotter and longer heat waves leading to less outdoor play and heat-related illness, an increase in extreme weather events disrupting lives and uprooting families, and health effects brought about by poorer air quality and the spread of infectious diseases; and

**WHEREAS**, the social foundations of children's mental and physical health are threatened by the far-reaching consequences of unchecked climate change including depletion of basic resources such as food and clean water, ecological loss, population displacement and mass migration, climate refugees, failing communities, resulting tensions, and increased risk of conflict; and

**WHEREAS**, climate change is a social justice and equity issue impacting all people but particularly young people and future generations, and it disproportionately affects people of color and those in poverty, thereby exacerbating existing inequities and limiting equality of opportunity which is a foundational aspiration of our community and America; and

**WHEREAS**, we are in a climate and ecological emergency of existential proportions, and we must act urgently; and

**WHEREAS**, rising global temperatures due to human activity are causing major physical, chemical, and ecological changes in the planet; and

**WHEREAS**, megafires, drought, extreme weather events, disrupted harvests, and mass extinction of animal and plant species are already part of our lives; and

**WHEREAS**, the most recent Intergovernmental Panel on Climate Change released in August 2021 again asserts that "limiting global warming to 1.5 degrees Celsius would require rapid, far-reaching and unprecedented changes in all aspects of society" and projected that the Earth could reach and exceed this temperature threshold as early as 2030, far earlier than previously anticipated; and

**WHEREAS**, without a massive effort to reverse the rising global temperatures, life as we know it will continue to collapse, threatening humanity and the natural world; and

**WHEREAS**, given this knowledge, failure to take prompt, substantive action would be an act of injustice to all children with profound negative impact throughout their lives, as well as the lives of future generations; and

**WHEREAS**, to preserve the health and longevity of Earth for generations to come, it is the responsibility of the Napa County community to take collective action to help stabilize global temperatures and prevent disproportionate impacts by holding those in positions of power accountable for responding to the climate crisis; and

**WHEREAS**, the urgency and magnitude of the challenge of addressing climate change calls for courageous leadership in all sectors of society by acknowledging that a climate emergency threatens the children and people of Napa County and responding with the necessary emergency measures

**LET IT THEREFORE BE RESOLVED**, that the Napa County First 5 Children and Families Commission supports and promotes local, state and federal policies and practices that mitigate the impacts of climate change, and protect the health, safety and well-being of Napa county's current and future residents and workforce.

**BE IT FURTHER RESOLVED**, that the Napa County First 5 Children and Families Commission will adopt climate education and advocacy as part of its next 3-year strategic plan, which will include an annual workplan defining goals, objectives and implementation strategies.

**PASSED AND ADOPTED** by the Napa County First 5 Children and Families Commission, this 27<sup>th</sup> day of June, 2022.

## Appendix 3: Theory of Change Glossary

- Decision-makers:** Individuals within organizations who make decisions that affect young children and families. This might be, for example, a business owner, a public agency manager, or an elected official.
- Families:** Anyone who is close to and cares for a young child, whether they are a biological or adoptive parent, step-parent, grandparent, or close family friend. Our definition also encompasses the concept of the caregiver.
- Leaders:** Someone who guides or directs an organization or group of people. A leader may also be an individual in a perceived leadership role, but who does not have formal authority, such as a respected person within a community.
- Organizations:** This is any formal or incorporated institution in any sector, such as a public agency, for-profit business, or non-profit organization.
- Provider:** People and organizations who provide services to young children and families, including informal and formal ECCE providers, healthcare providers, and other social service providers.
- Thrive:** This means that an individual or family has everything that they need to achieve their greatest potential. We will use the protective factors framework (Appendix 4) to further define what's needed to thrive.
- Young children:** Children from the prenatal stage to age five.

# Appendix 4: How We'll Know We're Achieving Our Community Goals

HOW WE'LL KNOW WE ARE ACHIEVING OUR COMMUNITY GOALS	
<b>Capabilities</b>	<p><b>Every baby has an optimal start</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Prenatal care, first trimester initiation</li> <li>• No family violence during pregnancy</li> <li>• Gestational age at birth and/or birth weight</li> <li>• Rate of drug affected babies</li> </ul>
	<p><b>People are as healthy as possible</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Mental health status (index)</li> <li>• Physical health status</li> <li>• # days/month can do usual activities</li> <li>• Oral health: untreated decay or needing urgent/emergent care</li> </ul>
	<p><b>People have good self-regulation</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Kindergarten assessment of self-regulation</li> <li>• Discipline for behavioral problems at school</li> <li>• DUII rate (under influence of intoxicants)</li> <li>• Rate of getting enough sleep</li> </ul>
	<p><b>People are engaged in learning and skill building</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• K-assessment numbers, operations, letter names &amp; sounds</li> <li>• Reading @ 3rd grade</li> <li>• Cohort high school graduation rate</li> <li>• Percent reporting not able to work</li> </ul>
<b>Belonging</b>	<p><b>People are protected from negative effects of adversity</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Proxy ACE Score 0-2 years</li> <li>• Proxy ACE Score adolescents</li> <li>• Suicide ideation</li> <li>• Crisis services use among people with &gt;= ACE-attributable problems</li> </ul>

# Appendix 4: How We'll Know We're Achieving Our Community Goals

HOW WE'LL KNOW WE ARE ACHIEVING OUR COMMUNITY GOALS	
<b>Belonging</b>	<p><b>People feel safe, and are safe</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Did not go to school because feeling unsafe</li> <li>• Accident/injury hospitalizations of women and children</li> <li>• Court protection actions; protection orders, out of home placements</li> <li>• Workplace injury or illness</li> </ul>
	<p><b>People feel welcomed and respected in community</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Pre-school suspensions and expulsions</li> <li>• Teachers treat students with respect</li> <li>• Disproportionate interdiction (e.g., justice, child welfare) services</li> <li>• Feel that life has purpose</li> </ul>
<b>Community, Culture, Spirituality</b>	<p><b>People have equitable, sufficient, and predictable resources</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Food insecurity</li> <li>• Childhood poverty</li> <li>• Underemployment</li> <li>• ALICE (Asset Limited, Income Constrained, Employed)</li> </ul>
	<p><b>People take care of community &amp; natural resources</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Participation in faith, arts, clubs, or sports</li> <li>• Voting rates</li> <li>• Water quality</li> <li>• Recycling participation</li> </ul>
	<p><b>All communities are places of wellbeing &amp; vitality</b>                      Example indicators:</p> <ul style="list-style-type: none"> <li>• Median home value</li> <li>• Household income distribution</li> <li>• Ratio of business start-ups to business closures</li> <li>• Growth in appraised value of commercial/industrial properties</li> </ul>

*Proposed by Laura Porter (ACE Interface, LLC)*



Thank you to First 5 Napa County's staff, Commission, partners, and the community for contributing your vision and voices to this plan.

PREPARED IN PARTNERSHIP WITH:



Special thanks to Dalila Hernández-Ramírez of Español in the Valley for language translation and Lisa Hoffman of LeCause Design for graphic design services.



## Rainbow Kits

Rainbow Kits provide early childhood education settings with resources, training, and materials to promote LGBTQ, diverse family and gender inclusion in their early childhood spaces.

**Rainbow Kits** are LGBTQ and gender inclusive toolkits for preschools in Napa County. Kit materials align with the [NAEYC Anti-Bias Goals](#) for early childhood education.

Since 2020, over 500 providers in Napa, Solano, Sonoma, Humboldt, Mendocino, Marin, and Lake counties have received Rainbow Kits and training and 570 kits have been distributed.

This was accomplished through a partnership with the First 5 HUB Region 1 and with Napa Valley Unified School district to develop kits and resources that would serve Tk-6<sup>th</sup> grade students.



Some of the materials included in these bilingual kits:

- LGBTQ, diverse family and gender inclusive books with discussion bookmarks
- LGBTQ and gender inclusive toys
- Gender Inclusive Language Magnet
- Lessons Plans and Activities
- Suggested Toy Invitations
- Policy and Statement Recommendations
- Family Engagement Materials
- Rainbow School Checklist
- Multicultural Art Supplies for Activities

Providers requesting a Rainbow Kit must first attend a (2) part training series: Safe Space Training for Early Childhood Educators: Making Early Childhood Settings more LGBTQ and Gender Inclusive. These trainings are currently offered through Napa Valley College's CFSE 223 Practicum Course.



## Florencer

### PROGRAM STORY

Florencer is a youth mentorship program developed through First 5 Napa County's First 5 Napa Network (F5NN) in 2022. Network members were tasked to find ways to support diversifying our early childhood workforce and to help individuals in finding sustainable and lucrative positions in this vital field.

The word *florencer* means *to bloom* in Spanish. It is our hope that in creating a supportive early childhood mentorship network we will help future professionals in the field bloom as they find their own path.



## PROGRAM SCOPE

Our mentorship network begins with a 6-month long cohort experience where junior and senior high school students are paired with mentors from a variety of early childhood field professions such as pediatric physical therapist, speech language pathologist, childcare center directors, and providers operating family childcare homes. During this period students are able to complete student internships at the mentor's site, develop career and education goals, and be exposed to a variety of child and family serving organizations in our community.

Students participating in the Florecer program have access to college-level coursework in child and family studies and education (CFSE) through Napa Valley College and financial assistance provided by First 5 Napa County to complete their first 12 units in CFSE courses.

Mentors and mentees are encouraged to develop career and education goals, complete reflective journal prompts, and create a plan to stay connected beyond the 6-month experience.

## EVALUATION

During the 2022-2023 school year, the Floreecer program had 7 mentors and 9 mentees participate. Mentees were juniors and seniors in high school from Napa, New Tech, Vintage, Camile Creek, and American Canyon high schools. All mentees participated in the Napa County Office of Education's Mariposa program.

Evaluation Highlights:

The mentorship network helped me feel part of a community: 92% of Participants responded very or extremely helpful

The mentorship network helped me connect with resources: 85% of Participants responded very or extremely helpful

**ALL** mentees are considering employment opportunities in Early Childhood Field based on mentorship experience

**ALL** mentors and mentees have made a plan to stay connected after this experience



## Rainbow Family League

### PROGRAM STORY

First 5 Napa County is committed to strengthening our community, parents, and caregivers with a lens of equity, respect, and social inclusion so that ALL our children are happy, healthy, and grow up with a sense of belonging.

Rainbow Family League (RFL) is a bilingual parent/caregiver education program that supports families in talking about:

- Self and family identity
- Recognizing similarities and differences
- Understanding fairness
- Understanding advocacy and allyship

Our facilitators support each “team” of families for a 6 month season through providing:

- Equipment (including diverse children’s books with discussion prompts and family activities)
- Coaching and practice opportunities
- Community building (teammates will have the opportunity to gather virtually and in person to work on a variety of projects around our league’s themes)

## **PROGRAM SCOPE**

Rainbow Family League teams embark on a 6 month long “season” that includes up to 4 virtual “team practice sessions” and 2 in person practice sessions.

Participating families receive monthly “equipment bags” delivered to their home to practice the skills our team is learning with their families. Each equipment bag includes 2 diverse children’s books, a packet of family activities, and craft materials/supplies to complete the activities.

The practice session presentations and discussions paired with the children’s books and family activities aim to support parents/caregivers in becoming more confident and courageous when talking about race, racism, LGBTQ inclusion, and advocacy with their children.

Ultimately, we aim for these families to become actively anti-racist and join First 5 Napa County in creating a more inclusive community for all.

During the 2023-24 school year, First 5 Napa County is partnering with Napa Valley Unified School district to bring RFL to the district’s TK families!

## **EVALUATION**

During the 2022-23 school year, Rainbow Family League had 21 participating families from the City of Napa, Angwin, and American Canyon. First 5 Napa County distributed 294 diverse and inclusive children’s books to the families through the monthly “equipment bags.”

Because of their participation in Rainbow Family League 2022-23 participants reported:

90% Feel a sense of belonging in their community

80% Feel more civically engaged

### **Grown Up Impact**

ALL Grown Ups saw growth in confidence in:

- Talking about diverse families with their child

- Talking about race/racism with their child
- Talking about race/racism with other adults
- Speaking up against unfairness and discrimination

**ALL** Grown Ups felt they have fewer biases around race after RFL

90% of Grown Ups reported a growth in their own knowledge around race/racism and understanding of LGBTQ and gender diverse children & adults.

### **Child Impact**

88% of Families report after participating in RFL their child is:

- More empathetic
- Using accurate language to describe human differences
- Recognizing unfairness and has language to describe it
- Able to stand up for others in the face of discrimination

### **WHAT FAMILIES ARE SAYING...**

"Talking to my kids about race is important to me, but I didn't know how to do it without passing [on] my personal negative experiences. RFL really helped me navigate through this journey with great reading materials for the whole family and a cohort community to educate me constantly on how we cannot just learn about racism but how to be anti-racist" - Yuen

"RFL is a rare gift. There are few opportunities for caregivers to come together and not only acknowledge we live in a highly racialized society with loads of accompanying injustices, but also enter into age-appropriate conversations with our children about how unfairness shows up in the world" - Kate

"On a personal level, it allowed me to reflect in much more detail on how much privilege I inherit and how much I take for granted. It forced me to reflect in much more detail on the perceptions of others."-Tim

"I can't speak highly enough about this program. The zoom sessions led by Dr. Lori A Watson and Lilea Duran are top notch; informative as well as interactive and enjoyable. The books and activities are so well done, complete with age appropriate discussion questions and activities for all ages to easily engage. The best part is our family learned more ways to embrace diversity, speak up, and connect with like minded families locally. "- Tessa



## The First 5 Napa Network (F5NN)

### PROGRAM STORY

Developed in 2018 the First 5 Napa Network (F5NN) brings together a cross sector network of community members to learn about the needs of and challenges facing Napa County's children, families, and providers. The network uses a systems-level, human centered design approach to increase collective capacity, integrate systems, and identify and implement creative solutions to the challenges that continue to face Napa County's children.

The F5NN program model and alumni engagement has evolved over time, in large part due to the ongoing COVID-19 pandemic and the burgeoning movement for racial justice.

### **F5NN Commitment to Equity**

First 5 Napa Network is centering equity in all our work and embracing the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) to heal the many issues that face Napa County's children and families. We are asking ourselves: How can we re-create our

community so that equity is at its center? How do we need to change as leaders to do this? What does this issue have to do with equity, power, and systemic bias? First 5 Napa Network is intentionally recruiting leaders so the Network has balanced representation of gender, race, sexual orientation, and geography within Napa County. We are giving leaders opportunities to have tough conversations about race, power, gender, and other issues of equity because we believe real community change requires this.

## **PROGRAM SCOPE**

The First 5 Napa Network (F5NN) exists to activate cross-sector leaders to be key agents of change, focused on improving outcomes for children ages 0-5 and their families in Napa County. Members take part in the core F5NN program (9-days over 3 multi-day retreats/experiences), and then engage as desired in the alumni network and periodic F5NN events/offerings. Three cohorts have now completed F5NN and make up the cross-cohort, cross-sector alumni network.

### **Co-creating a better future for Napa County's children and families.**

Throughout the program, First 5 Napa Network members co-create solutions to local challenges that face children, families, and providers. These solutions do not emerge without structure and support, especially given that these leaders come from different fields, faiths, political beliefs, racial and ethnic backgrounds, and cultural traditions.

F5NN harnesses diversity and leverages systems thinking, design thinking, and equity frameworks to help members co-create a more inclusive future for Napa County children and families.

To learn more about the frameworks, curriculum, and design of another network similar to the First 5 Napa Network program, download a free copy of [Leading Systems Change: A Workbook for Community Practitioners and Funders](#) by Heather McLeod Grant, Adene Sacks, and Jenny Johnston (2019). This book was published by Open Impact and the With/In Collaborative.

## **EVALUATION**

### **Our Impact**

By design, F5NN is focused on impacting whole systems that affect children and families in Napa County. Using both survey data and network mapping, we track the impact of the program on the leadership trajectory of individuals, the health of the network, and the

subsequent projects and systemic shifts that result in the community. These collaborative projects are used as a proxy to assess the growing capacity of the system to improve itself.



Impact for F5NN is tracked and measured across four primary outcomes:

1. Individuals become better “system” leaders (“I”). F5NN members will become better collaborators, facilitators and systems-level problem solvers.
2. Leaders develop a stronger professional network (“We”). Members will develop a diverse peer group of support, both professional and personal, to make change happen.
3. Local/systems-level innovations will emerge (“It”). The network will support problem-solving, collective thinking and projects/partnerships in Napa County.

Larger aspirations for collective impact will develop (“It”). F5NN aims to seed issue-based collaborations and broader initiatives that better the systems serving children and families throughout Napa County.

### **Summary of key findings from 2022 Evaluation:**

**Since joining F5NN, alumni report substantial growth in their leadership/professional development and capacities to lead community change (“I”).** Many alumni are initiating/engaging in collaborations both in and outside of F5NN, exercising more influence in professional and community roles, and engaging in anti-racist activities. Additionally, most alumni report more energy, connection and understanding of their roles and abilities to effect change for children 0-5 and families in Napa County.

**Alumni say the F5NN cross-cohort network is robust and is meaningfully impacting the lives of children and families (“We” and “It”).** Alumni point to the network’s collective insights, value and community achievements so far (e.g., rainbow kits, progress on anti-racism and mental health, ARPA funding). The key strengths of the network are its diversity and members’ commitments to connection, collaboration and shared values/mindsets for community change.

**Alumni note that there are several stories to be told about the network and its impacts** as F5NN pursues case studies and other means of communicating about this work. Several members indicate that the F5NN connections and lessons are part of their everyday work, and they see themselves as part of systems change efforts that must continue.

# COMMUNITY RESOURCES FOR CHILDREN

## Quality Counts Brief and 2023 Plan

### What is Quality Counts?\*

Quality Counts California (QCC) is a statewide effort to strengthen California's early learning and care system to support young children and their families, including:

- Provides access to tools and resources for **quality partners** like QRIS administrators, coaches, trainers, and higher education faculty.
- Links child care **providers** to resources and support to assist them in their commitment to quality early learning and care.
- Informs **parents and families** about the importance of quality early learning, and helps them identify quality early learning and care environments (i.e. family child care home or child care centers).
- Offers information and research to help **policymakers** communicate the value and importance of quality early learning and care.



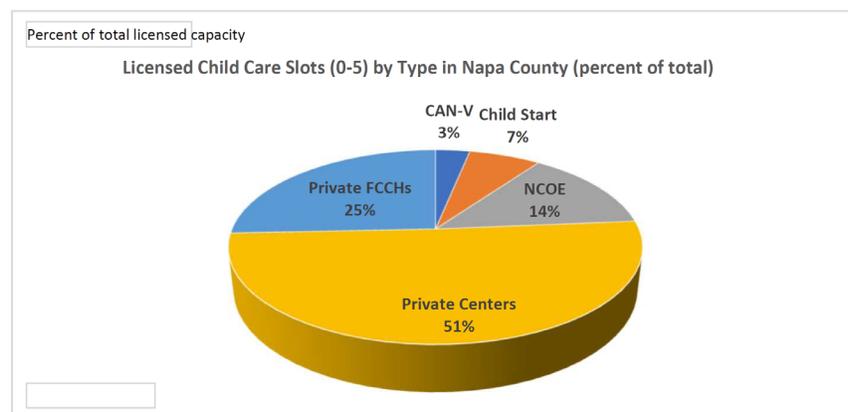
\*Source: <https://qualitycountsca.net>

### What are CRC's goals in Quality Counts?

- Support early education settings through coaching and training/technical assistance. CRC efforts are mostly centered around private child care. This was a conscious choice made by the QC Consortium at the beginning of the QC implementation, recognizing that these sites had little access to quality resources. **Note that private child care (centers and home-based child care) represents 77% of total licensed child care slots in Napa County.**

	Percent of total capacity
CAN-V	3%
Child Start	7%
NCOE	14%
Private Centers	51%
Private FCCHs	26%
<b>Grand Total</b>	<b>100%</b>

	Capacity (slots)
CAN-V	92
Child Start	192
NCOE	396
Private Centers	1457
Private FCCHs	738
<b>Grand Total</b>	<b>2875</b>



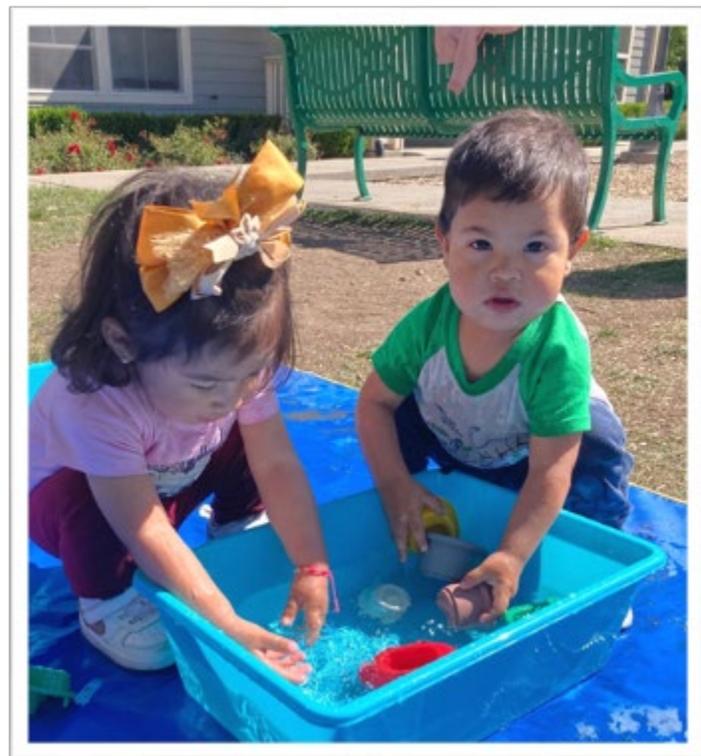
- Strengthen partnerships with individuals and agencies who serve children and their families (participate in various collaboratives such as the Quality Counts Consortium and the Home Visiting Collaborative).

# COMMUNITY RESOURCES FOR CHILDREN

- Provide anti-bias training(s) for Quality Counts providers.
- Incorporate Whole Child/Family Engagement by providing resources and support for families (ASQ screenings, Active Minds, etc.)
- Increase outreach to and engagement with Family, Friend and Neighbor (FFN) Providers. **Note that FFN care is often overlooked in childcare funding and policy.** According to research conducted by the Packard Foundation, in California, 80% of young children ages birth to 2, and approximately 40% of children ages birth to 5, are cared for by a FFN or license-exempt caregiver. Additionally, FFN caregivers have flexible schedules that meet the needs of parents who work non-traditional hours (often low wage workers), they speak languages other than English, and can provide culturally relevant care. Despite taking care of the most vulnerable children in our community, the FFN sector has very limited opportunities to expand knowledge of quality early care and education or access early learning resources.

## *How does CRC implement Quality Counts?*

CRC has a team of culturally competent coaches who have extensive expertise in various early care settings (former 0-5 teachers, preschool Director, Director of a parent participation program) and relevant education and training (B.A. in Child Development & Master's in Educational Leadership & Policy Studies - Workforce Development; Preschool-Kinder Montessori Diploma; B.A. Organizational Communication Studies; B.A. Psychology/Child Development; Certified Infant, Toddler, PreK CLASS Observers, ASQ Trainer, FCC Fundamentals Trainers.) These Coaches act as Case Managers/Navigators, meeting child care providers where they are and supporting them holistically (early care coaching/professional development, running/starting a child care business, navigating regulations, accessing resources for the children under their care, accessing resources to support their businesses and more). CRC coaches support child care providers to develop their early care knowledge and skills, and also connect them to resources in our community such as: food distribution, housing, healthcare, mental health support; etc. CRC coaches utilized evidence-based tools to guide their work (ECERS, FCCERS, CLASS, observation and reflective practices).



Quality Counts/Impact funding allows CRC to dive deeper with specific sites as it relates to quality care. Some examples of specific activities that First 5/Impact funding covers include:

- Current QC Participants: 11 Private Centers, 25 Family Child Care, 3 FFNs, 8 Alternative Sites. These sites provide early care and education to 563 children in the licensed care settings plus 3

# COMMUNITY RESOURCES FOR CHILDREN

in the FFN setting and more than 1,000 in Alternative site settings. CRC is currently working on the enrollment of 1 FFN, 1 FCC, and 1 Alternative Site.

- Ongoing opportunities for QC Participants:
  - Monthly Director's Roundtable - Topics that are addressed include Community Care Licensing regulations and updates, Universal Preschool and Transitional Kindergarten, hiring and retaining early learning staff and its impacts on program enrollment. During the COVID pandemic, this forum was critical to help Center Directors navigate the real-life application of health and safety protocols.
  - CRC also offers professional development workshops that take place monthly. These workshops are conducted in English and Spanish, in-person and virtually. Training topics include: Learning Environment and Activities, Caring for Infants and Toddlers, Tools and Strategies for Supporting Children with Autism, Supporting Dual Language Learners, Business Fundamentals (Contract and Policies, Tax Workshop, Communicating with Families), Working with Multiple Age Groups (Special guests: Physical therapist and Speech and Language Pathologist), 2-part Trauma Informed Care Training, Supporting Brain Development through Responsive Relationships.
- Anti-Bias Education – In 2019-2020, CRC launched a 2-part bilingual workshop in Anti-Bias Education in ECE, followed by a continuation of a 2-part bilingual workshop in 2020-2021 and a bilingual Equity Literacy and Allie Behavior workshop in 2021-2022. This year, CRC is coordinating an Anti-Bias Community of Practice which is intended to be a monthly series, for 18 months (pending the upcoming IMPACT grant and funding).
- CRC offers ongoing ASQ screenings, as requested by child care providers. This service is available to any parent/caregiver in our community.

## *What complements Quality Counts?*

Other programs related to Quality Counts (funded through other funds) that CRC offers to support providers and families include Active Minds, Caregiver Cafes, Playgroups, Toy Library and Early Learning Center, Alternative Payment Program (child care subsidies for more than 550 children), Resources and Referral (linking parents to available child care, 500+ referrals each year).

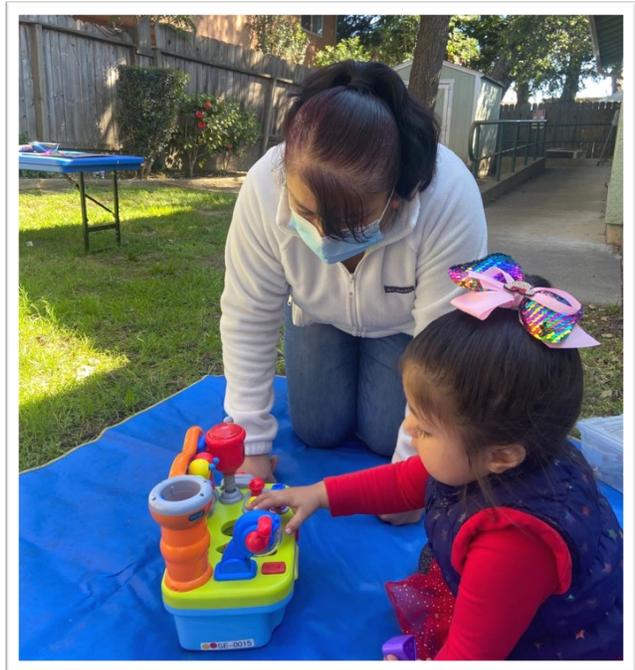
In addition to the Impact/First 5 Prop 10 support, the work that CRC does to support the child care provider community (which goes beyond quality), is supported by a variety of funders: State of California, Napa Valley Community Foundation, AHEAD, Kaiser, Trincher Foundation, and others.

This year, CRC invested additional resources to increase child care capacity which is desperately needed in our community. Only 1 in 3 children (ages 0-5) have access to a licensed slot and 1 in 9 infants (0-2) have access to a licensed slot. With funding from the Napa Valley Community Foundation and the State of California, we have been able to accomplish the following:

- Hire a Bilingual Child Care Business Specialist to hand hold prospective providers through the licensing process. This staff member act as a Coach and Navigator for all things related to starting a child care facility. The journey starts with an information session to discuss the process, walk providers through the required trainings (find available classes, help with registration, process stipends to help pay for trainings), provide TA in completing the licensing application, offer pre and post licensing visits.

# COMMUNITY RESOURCES FOR CHILDREN

- To date, CRC has supported 10 family child care providers through the licensing process and 5 family child care providers to expand their license from small to large. **102 new licensed slots have been created!**
- Currently there are 6 providers with pending licenses and 7 prospective providers working on their licensing application. This translates to a potential of 78-104 new licensed slots.
- Total of 42 prospective providers have attended info sessions on how to become a licensed child care provider since August 2022.
- The opportunity to form relationships with prospective providers from the beginning has served as a pipeline to QC and the Alternative Payments program. All 3 of the QC FFN participants are now going through the licensing process and are eager to serve families in the child care subsidy program.
- The support that CRC provides includes providing prospective providers with tools and resources to overcome the barriers they face. This includes support like making a computer available to them to take required online classes, connecting them with resources to apply to an ITIN number, brokering conversations with Licensing, helping them sign-up for trainings or arrange transportation to a training out of town; etc.



In addition to providing workshops and coaching related to business management, CRC has been able to partner with other organizations and work with the City of Napa/County of Napa and other entities to make grants and other funding available to child care providers. Child care is being recognized as an important engine of our economy and a part of our small/medium size business sector!

- Child Care and Development Infrastructure Grant Program from CDSS – Minor and Major Renovation Grants. We conducted multiple outreach initiatives to share the opportunity and spent many hours of technical assistance helping providers fill out the online application and answering questions. At least 7 providers in Napa County were awarded the minor infrastructure grant (\$13,000-\$90,000). One of the awardees was planning to retire and decided to stay in business for another 2 years. This was a provider in American Canyon site, an area that lacks child care. The awards for the major infrastructure grant are yet to be released by the State.
- Grant opportunity through the Solano-Napa Small Business Development Center (SBDC) - we partnered with the SBDC to conduct specific outreach to child care businesses. With our support, the child care sector was the sector with most representation in this grant opportunity. 18 out of 55 grants of \$2,500 were awarded to child care businesses.

# COMMUNITY RESOURCES FOR CHILDREN

- ARPA Community Recover Bank opportunity from City of Napa - We shared the opportunity with all licensed providers and requested Spanish language support for our Spanish speaking providers. 5 providers/sites were granted \$15K each.
- We are eagerly waiting for the County of Napa to release the ARPA Napa County Forgivable Loan program which we advocated for with support from the CLC (Community Leaders Coalition). We are ready to support providers as they apply for this funding and utilize the funds to create additional child care slots.

## *What are some of the additional activities that CRC will be taking on from March-June 2023?*

As First 5 Napa goes through its own re-organization, CRC will be leading the work that relates to the following activities:

- Local Quality Counts Implementation
  - Ensure that required data is collected, entered, updated and accurate across multiple systems: Hubbe/iPinwheel and the CA ECE Workforce Registry. This also includes ensuring that trainings offered are published in the Workforce Registry.
  - Ensure that data is complete for the Common Data File Submission.
  - Planning and convening NCOE/CRC coaches meeting to foster collaboration across entities and to provide support to coaches as needed.
  - Re-convene Napa County Quality Counts Consortium meeting for early learning partners with the anticipated release of IMPACT Legacy application.
  - Ensure that the annual provider survey is conducted, compiled, and that results are summarized. This also gives us insight to the changes that we should make going forward.
  - Completion of the annual performance report (convene First 5, NCOE, CRC)
  - Manage relationship and coordination with Anti-Bias consultants/facilitators.
  - Coordination and partnership with home visiting programs: CRC coaches may assist in implementing supports for families in home visiting programs as well as FFNs.
  - Support, coordinate and facilitate preparation of IMPACT/QCC fiscal and programmatic reports.
- Regional HUB
  - Attend HUB lead and partner meetings.
  - Ensure that local HUB Budget is fully utilized.
  - Keep track of IMPACT Legacy and understand implications for Napa County.

## *What are the budget implications?*

- In the IMPACT budget (First 5 Napa allocation), there are \$38,800 that are projected to sunset in June 30, 2023. Thus, we are proposing to move these funds to CRC to continue the local QC work and to cover the work related to the additional activities absorbed by CRC. The funding will be utilized to cover staffing costs and to fund additional provider incentives.

Contact information at CRC

Judy Nielsen at [jnielsen@crnapa.org](mailto:jnielsen@crnapa.org) or (707) 346-6981

Erika Lubensky at [elubensky@crnapa.org](mailto:elubensky@crnapa.org) or (707) 603-3298



Proposal Number: HHSa 060

707 Randolph Street  
Napa, CA 94559

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FAX 707.256.3175

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www.copefamilycenter.org

**Proposal Components**

THE PROPOSAL MUST INCLUDE THE FOLLOWING COMPONENTS	
1. Attachment A – Proposal Checklist	✓
2. Attachment B – Pre-Award Risk Assessment	✓
3. Attachment C – Proposal Cover Sheet for Agency/Applicant	✓
4. Letter on agency letterhead which includes a brief executive summary of proposed project and partners.	✓
5. Response to Required Proposal Elements including Prevention and Early Intervention (PEI) Program Description, Evaluation and Reporting, Implementation Timeline, Budget Narrative and Budget (Attachment E), and Documentation of Qualifications	✓
6. A minimum of three (3) references (see REFERENCES below).	✓
7. Other information: Provide any other items or information that may assist us in evaluating your proposal (e.g., awards, letters of recommendation, MOUs, or sample reports).	✓
8. A written statement indicating acceptance of, or exceptions to, the County’s standard PSA; and a written statement indicating willingness and ability to meet the County’s insurance requirements, found in the Attachment H: Professional Services Agreement, Section 2.7.	✓
9. A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents. Failure to comply with the terms of this provision may disqualify any proposal. The County of Napa reserves the right to reject any proposal based upon the Proposer’s prior history with the County of Napa or with any other party, which documents, without limitation, unsatisfactory performance, significant failures to meet contract milestones or other contractual failures.	✓

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**2. Pre-Award Risk Assessment (Attachment B)**

<p><b>Organization Name:</b> COPE FAMILY CENTER  <b>Address:</b> 707 RANDOLPH STREET, NAPA CA 94559  <b>Phone:</b> 707-252-1123  <b>Email:</b> cchakerian@copefamilycenter.org  <b>Fax:</b> 707-256-3175  <b>Incorporated in:</b> NAPA, 1972  <b>Number of Employees:</b> 24  <b>Name of CEO:</b> MICHELE GRUPE  <b>URL:</b> www.copefamilycenter.org  <b>Date:</b> 11/4/2022  <b>Fiscal year dates (month and year):</b>                  July 1, 2022 – June 30, 2023</p>	<p><b>Type of organization:</b></p> <p><input type="checkbox"/> US Government Entity</p> <p><input type="checkbox"/> US entity that did not expend \$750,000 or more in US federal funds in the latest fiscal year</p> <p><input type="checkbox"/> For profit organization</p> <p><input checked="" type="checkbox"/> <b>Non-profit organization</b></p> <p><input type="checkbox"/> University</p> <p><input type="checkbox"/> Foundation</p>
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<b>Napa County Health and Human Services Agency Attachment B: Pre-Award Risk Assessment</b>	<b>Yes</b>	<b>No</b>
Have you completed an annual audit in accordance with Uniform Guidance Single Audit requirements a single audit?		N/A NO
Have your annual financial statements been audited by an independent audit firm?	YES	
Does your organization have a financial management system that records the source and application of funds for award-supported activities?	YES	
Are all cash disbursements within the organization fully documented with evidence of receipt of goods or performance of services?	YES	
Does organization have an effective system or procedure to control paid time charged to awarded funds?	YES	
Does organization have an effective system or procedure for authorization and approval of:		
Capital equipment expenditures?	YES	
Travel expenditures?	YES	
Vendor and subcontractor expenditures?	YES	
Is Government property inventory maintained that identifies purchase date, cost, vendor, description, serial number, location, and ultimate disposition data?	YES	

## 2. Pre-Award Risk Assessment (Attachment B)

Do you have written policies that address:		
Pay Rates and Benefits?	YES	
Time and Attendance?	YES	
Leave?	YES	
Discrimination?	YES	
Privacy and confidentiality?	YES	
Conflicts of Interest?	YES	
Purchasing?	YES	
Record retention?	YES	
Petty Cash?	YES	
Accounts Payable?	YES	
Accounts Receivable?	YES	
IT?	YES	
Credit cards?	YES	
Do you subcontract to perform duties under this contract?		NO
Does your organization have appropriate insurance documents?	YES	
Has there been a change in your senior management team in the past year?		NO
Have any key program staff started with the organization in the past year?		NO
Has your agency been placed on a corrective action plan within the past 12 months by any agency?		NO

### 3. Proposal Cover Sheet (Attachment C)

Agency Name: COPE FAMILY CENTER (LEAD)	
Address: 707 Randolph Street Napa CA 94559	Phone: 707-252-1123
	Fax: 707-256-3175
	Web: www.copefamilycenter.org
Contact Person: Caryl Chakerian	Contact Phone: 707-252-1123
	Contact E-mail: cchakerian@copefamilycenter.org
	Contact Fax: 707-256-3175
Project Title/Service: Infant-Parent/Maternal Mental Health: <i>Ready, Set, Grow! Napa (RSG!)</i>	
Sub-contractors (if applicable): Child Start, Community Resources for Children, MomSquad Napa Valley, Napa County Office of Education, Napa County Public Health, OLE Health, ParentsCAN, Partnership Health Plan and UpValley Family Centers.	
Amount of Funding Request: \$120,000 x 3 years  <i>Respectfully, if funding permits, full cost of this phase of program is \$205,400.</i>	Total Amount Requested: \$120,000 x 3 years = \$360,000
Matching Funds: \$75,000 - pending	In-Kind Amount: \$12,503 Cash Amount: \$75,000 Total Amount of Matching Funds: \$87,503
Authorization: <i>I declare under penalty of perjury under the laws of the State of California that the information provided in this Proposal is true and correct.</i>	
Signature of Authorized Agency Official:	Title:  Executive Director
Printed Name of Authorized Agency Official:  Michele Grupe	Date:  11/4/2022

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#### 4. Executive Summary

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Napa, CA 94559

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The First 5 Napa Family Support and Home Visiting (FSHV) Collaborative’s Infant-Parent Mental Health Support Project, *Ready, Set, Grow! Napa (RSG!)*, will enhance and expand prevention and early intervention mental health services across Napa County for families with children 0-5 by addressing gaps in screening capacity, navigating barriers to resource access, and increasing the range of mental health supports for parents with young children. Over the past year and half, the FSHV Collaborative has laid the groundwork for *our next phase of work*, as outlined in this application. Building on multiple countywide programs, *RSG!* will boost our collective capacity to:

1. Provide **evidence-based mental health screenings** for parents and children through evidence-based certification training for professionals and implementation of additional child and adult mental health screeners.
2. Successfully **connect isolated families with young children to screening and services** with the addition of an *RSG!* Navigator housed at Cope Family Center.
3. Create **new pathways to infant-parent mental health** through a range of science-driven interventions, including evidence-based home visiting, parent education and coaching, therapeutic services with Napa Infant-Parent Mental Health Fellows, and expanded prevention and early intervention programs at partner sites.

With multi-year Napa County PEI support, to complement investments by First 5 Napa and CA, the Collaborative, consisting of Cope, Child Start, Community Resources for Children, MomSquad Napa Valley, Napa County Office of Education, Napa County Public Health, OLE Health, ParentsCAN, Partnership Health Plan and UpValley Family Centers, will ensure that all Napa County families with young children have access to the screening, information, services and specialized mental health support they need to overcome the impacts of trauma and thrive.

We project the future phases of this project to carry into 2024. I am happy to answer questions about the Collaborative’s plans for upcoming activities to better understand this request.

Michele Grupe, Executive Director  
Cope Family Center

## 5. Program Narrative & Logic Model

The First 5 Napa Family Support and Home Visiting (FSHV) Collaborative's Infant-Parent Mental Health Support (IPMH) Project, *Ready, Set, Grow! Napa*, (*RSG! Napa*) will enhance and expand prevention and early intervention mental health services across Napa County for families with children 0-5. Building on multiple countywide programs, ***RSG! Napa will boost our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to screening and services, and create new pathways to infant-parent mental health through a range of science-driven interventions.***

*RSG! Napa will directly address state and local PEI priorities, including childhood trauma prevention and early intervention; culturally competent and linguistically appropriate prevention and intervention; early identification/mental health screening; in-home early intervention services for children and families; and, services and supports for children and families prenatal through high school.*

The negative impact of highly traumatic and relationally impoverished experiences, particularly when occurring during the first few years of life, can be enduring. Conversely, relationally rich contexts at any point in a child's life, especially in the early years, may serve as a buffer. From either perspective, the potential for prevention and early intervention to address risk, reduce future morbidity, and enhance the lives of children is unmistakable.<sup>1</sup>

Over the last year, the FSHV Collaborative has leveraged First 5 California funding to engage in an extensive planning process to better coordinate evidence-based home visiting programs across the County, facilitate cross-agency learning and identify gaps in resources and supports, all with the goal of creating a seamless, highly effective system for ensuring that all children have

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<sup>1</sup> EP Hambrick, et al. Beyond the ACE score: Examining relationships between timing of developmental adversity, relational health and We developmental outcomes in children. Archives of Psychiatric Nursing, Volume 33, Issue 3, June 2019.

## 5. Program Narrative & Logic Model

consistent, patterned, nurturing experiences with caregivers. Through their collaborative work, FSHV partners have identified three key issues that must be addressed to create a comprehensive, countywide approach to IPMH:

**Gaps in Screening Capacity:** Across Napa County, primary care, public health, child welfare, family strengthening, and early childhood professionals have engaged in certification trainings to be able to administer evidence-based mental health and childhood development screeners. Collectively, FSHV Collaborative members administer a range of screeners, including the Ages & Stages Questionnaires (ASQ-3, ASQ-SE2) for children and the Edinburgh Maternal Depression Screen, Healthy Families Parenting Index (HFPI), Strengths and Difficulties Questionnaire (SDQ), Patient Health Questionnaire (PHQ-9), General Anxiety Disorder (GAD-7), Relationship Assessment Tool, 4Ps Plus, the Adverse Childhood Experiences (ACEs) Questionnaire and the Depression, Anxiety and Stress Subscales (DASS-21) for adults to better understand families' mental health needs. However, there are still wide gaps in the availability of screeners in communities outside of the City of Napa, and in overall consistency across providers in how the screeners are administered and applied. More training opportunities are needed to certify additional community professionals, to expand the range of child-focused screeners available in the County, and to increase professionals' skills and knowledge.

**Barriers to Access:** Unfortunately, it is much easier to identify families in need than it is to connect them to the programs and resources that can help. Parents and caregivers who are already overwhelmed by the difficult tasks of making ends meet, managing their own anxiety or depression and attempting to respond to their young children's needs are hard pressed to overcome the knowledge, cultural, language, geographic, income and scheduling barriers that often get in the way of accessing resources. Without a centralized, cross-agency system for

## 5. Program Narrative & Logic Model

coordinating referrals, assessing individual needs, and connecting families to appropriate and accessible services, many parents and caregivers give up and never get the help they need.

**Limited Pathways to Mental Health:** A “one size fits all” intervention is not appropriate for addressing IPMH; multiple program evaluations have found that flexible, tailored, resource-oriented intervention programs that are multi-faceted and use a variety of methods to engage parents provide the best results.<sup>2</sup> In Napa County, it is critical that we develop and deliver multi-level mental health supports that fit families’ cultural backgrounds, needs, learning styles, willingness and preferences in locations that are easily accessible and family-friendly.

**To address these critical needs, RSG! Napa will boost countywide capacity to expertly facilitate a range of mental health and child development screeners** through training and targeted outreach to community professionals; create a centralized intake and navigation point for all families with children 0-5 who are seeking mental health support; and expand multi-level mental health interventions for parents and young children. All Napa County families with young children will be welcomed to services, although outreach will target low-income, Latino, isolated caregivers and children. Program services will be delivered bilingually by accredited, cross-trained and culturally competent providers and coordinated by the new *RSG! Napa* Navigator (*RSG! Navigator*). Cope Family Center will recruit, hire, and equip a bilingual family strengthening professional who will serve as the *RSG! Navigator* for the Family Support and Home Visitation Collaborative, supporting the accomplishment of three key strategies for this second phase of the project:

**Implementation Strategy 1: Increase Countywide Capacity for Behavioral Health and Developmental Screenings for Young Children.** First 5 Napa, with the support of the *RSG!*

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<sup>2</sup> H Stolper, etal. How to Support Parents of Infants and Young Children in Mental Health Care: A Narrative Review. *Frontiers in Psychology*, November 16, 2021.

## 5. Program Narrative & Logic Model

Navigator will continue to map existing screening and service resources across the County, identify gaps, create targeted training recruitment strategies and work with Collaborative partners to research, select and adopt additional screening tools that fill specific needs in the County.

- *ASQ Training for Family Strengthening & Early Childhood Professionals:* Two staff from FSHV Collaborative agencies will complete an ASQ Train-the-Trainer program and engage partner staff, especially those that reach into American Canyon, Calistoga, Angwin and Pope Valley and those who work directly with children in childcare settings, in training to become ASQ-3 and ASQ-SE2 certified, and to gain skills to help families use their learnings to improve their interactions with their children. **To support full implementation** of the ASQs across the County, *Ready, Set, Grow! Napa* will provide Collaborative partners access to the ASQ Online data system to support data management, online questionnaire completion, and reporting.
- *Advanced Training for Early Childhood Experts.* Home visitors, mental health clinicians, pediatricians, family strengthening staff and childcare providers who have reached proficiency in administering the ASQ-3, ASQ-SE2, Edinburgh or other evidence-based screeners will be provided advanced training and peer learning opportunities to gain certification in additional screeners, and to increase their abilities to use screening data along with their years of training and experience to build relationships with families and to gain deep insights into the wellbeing and mental health of parents and young children.
- *Adoption of Additional Mental Health Screeners:* Working alongside Napa County Public Health staff, the *RSG!* Navigator will review the full menu of child and parent-focused screeners currently being used across the County; determine gaps and areas for expansion; research appropriate, culturally competent, and effective screening tools using the *Birth to 5: Watch Me*

## 5. Program Narrative & Logic Model

*Thrive!* database<sup>3</sup>; and recommend adoption of additional tools that will help the Collaborative to better identify families in need of mental health support.

### **Implementation Strategy 2: Improve Systems Navigation for Families with Children Ages**

**0-5.** To best leverage available resources and increase family engagement, the *RSG!* Navigator will field all referrals from primary care providers, public health nurses, child welfare professionals, family support organizations and early childhood educators. Through a series of conversations, the *RSG!* Navigator and families will determine screening and service needs and then connect families to the right organization(s) and navigate barriers to access. The *RSG!* Navigator will track all referral, screening, and follow-up data to ensure that families have their needs met.

### **Implementation Strategy 3: Expand Infant-Parent Mental Health Interventions for**

**Families with Children Ages 0-5.** To meet child and caregiver needs at every level, the Collaborative has adopted a two-generation approach that provides a full continuum of interventions that create multiple pathways to mental health, including:

- *Parents As Teachers (PAT) Home Visiting* serves parents with children aged prenatal to kindergarten entry, pairing each family with a Family Support Specialist for three to five years. PAT serves both adults and children with in-person and COVID-inspired virtual visits, with each family receiving 4-10 hours of service each month, including health checks, screenings, goal setting, problem solving, and monthly social gatherings to build communication skills and a social network. PAT Home Visiting is currently partially funded with Napa County PEI dollars.
- *Evidence-Based Coaching Tools* will help to better meet needs identified through child and adult screeners. Currently, Cope and Public Health Home Visitors offer a variety of IPMH

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<sup>3</sup> US Administration for Children & Families, Office of Early Childhood Development. Birth to 5: Watch Me Thrive!, <https://www.acf.hhs.gov/archive/ecd/child-health-development/watch-me-thrive>

## 5. Program Narrative & Logic Model

coaching tools and frameworks to families during their one-on-one, family-led work. *RSG! Napa* intends to adopt 1-2 additional evidence-based parent coaching tools that will be used as part of all Home Visiting programs. For example, *Baby Cues* is an innovative intervention tool that help parents and other caregivers be more “tuned in” to their infant and young child’s needs by learning to understand and respond to their behavioral cues. Another tool under consideration is the *Newborn Behavioral Observations (NBO)* system, a relationship-based tool that offers individualized information to parents about their baby’s communication strategies and overall development, with a view to strengthening the parent-infant relationship.

- *Triple P*® *Positive Parenting Program, Levels 4 and 5*, serves our highest need parents, helping to reduce the probability of children’s exposure to ACEs by engaging a multi-level range of delivery systems in an educational approach to parenting interventions. Triple P Levels 4 and 5 is delivered by Cope Family Center through group experiences, one-on-one consultations and tailored discussion groups and is currently partially funded with Napa County PEI dollars.

- *Family Therapy with IPMH Fellows* will target families in need of intensive therapeutic support. Of the 70 IPMH Fellows program graduates from Napa, 20-25 work in Napa County, but only a small handful of Fellows serve young children and their families. To boost Fellows’ capacity to work with young children and their families, First 5 Napa will establish an IPMH Fellows Community of Practice that will support these professionals to identify and address issues that have limited their abilities to serve young children, such as navigating insurance systems (including access to COVID services), forming case conferencing groups, delivering services via telehealth or in group settings, etc., and increase opportunities for peer collaboration. In addition, the FSHV Collaborative will leverage funding from First 5 Napa to provide financial resources to behavioral health providers to apply for the IPMH Fellowship.

## 5. Program Narrative & Logic Model

- *Capacity Building to Increase Behavioral Health Services:* FSHV Collaborative partners are strongly aligned in their collective desire to increase their organizational capacity to deliver evidence-based prevention and early intervention mental health services to young children and their families. *RSG! Napa*, partners will engage in peer-to-peer and expert-led training to enhance, expand, or adopt home visiting programs and peer support frameworks. All training will be coordinated by the *RSG! Navigator*.

**I.2 Service Delivery Adaptations for COVID-19 Conditions.** FSHV Collaborative members have adapted program strategies to meet the unique challenges of the pandemic. First, to support families' wellbeing and remove barriers to participation, some families are provided flex funds through Cope's CalWORKs contract. COVID-adjusted virtual program delivery and remote services have increased enrollment for families in outlying areas by 28% as travel and childcare issues became moot. All parent participants are now screened for mental health concerns using 4Ps Plus, SDQ and/or DASS-21 screeners. Finally, the Collaborative is working alongside the Child Abuse Prevention Council to launch a bilingual community outreach campaign focused on the Protective Factors that will engage parents through social media, radio, newspaper, and physical locations. Combined, all these different engagement strategies will continue to support families' full participation in services.

**I.3 Unique, Creative, Non-Duplicative Services.** The First 5 Napa FSHV Collaborative's mission is to promote data sharing, referrals, program development, and unified messaging among the agencies that support parents and caregivers in Napa County. The *RSG! Napa* program exemplifies the Collaborative's work to develop and deliver unique, creative, non-duplicative services by continually identifying and addressing gaps in resources and supports, encouraging referrals between programs, coordinating efforts to develop, fund and implement a

## 5. Program Narrative & Logic Model

variety of family support and home visiting programs, offering consistent and reliable information to parents and caregivers on children's physical health, development, behavior, safety, learning, and emotional wellbeing.

**II. EVALUATION & REPORTING:** As shown in the attached Logic Model, regular analysis of data/reports/assessments are used by Collaborative members to ensure model fidelity and evaluate program delivery and outcomes, guide individual program design and frequency of staff interactions for the benefit of our families. Comprehensive, evidence-based program reports are shared regularly with investing partners and agencies and follow RFP expectations.

**III. IMPLEMENTATION TIMELINE:** Cope is a reliable partner delivering evidence-based programs, having demonstrated results in alignment with the PEI Strategies identified in SB1004. With a history of successfully scaling programs, our team is poised to implement the expanded service projections as of April 3, 2023.

**IV. BUDGET AND BUDGET NARRATIVE:** Costs are based on current actuals for staffing and operating expenses allocated to this program. Source documents include audited financials, current year Income Statement and Balance Sheet.

**A1a. Personnel Costs:** *Program Director* manages the strategic growth of the program in partnership with Collaborative. *Program Manager* oversees activities related to the project. *Systems Navigator* manages a directory of services by Collaborative partners, connects parents and referring agencies to services, and coordinates training. *Finance and Data staff* manage duties related to fiscal oversight and data collection and evaluation. **A1b. Employee Benefits** are averaged at 30% and are in alignment with allowable benefits listed in RFP.

**A2. Operating Expenditures:** Shared costs include facility, mortgage, technology, postage/copying, office/program supplies, utilities, and equipment. To provide necessary

## 5. Program Narrative & Logic Model

resources for service delivery to families, program specific expenses include ASQ/ASQ-SE kits, ASQ/ASQ-SE online platform, training costs for screenings.

**A3. Subcontractor/Professional Fees:** Two scholarships for IPMH Fellowship Program; compensation for a minimum of ten Infant/Parent Mental Health Fellows to establish a Community of Practice and identify sustainable brief interventions to complement the family counseling and brief interventions currently offered. Funds will be used for delivery of new interventions; funding for 75 Newborn Behavioral Observations by providers and four bi-lingual peer support groups offered by MomSquad Napa Valley.

**A5. Indirect/Administrative Overhead:** Administrative Overhead includes mortgage, utilities, technology, professional fees, and administrative staff. Administrative percentage is derived by dividing the organization's management/fundraising expenses by the program expenses and is 22%. Cope will match the difference (7%) for this project.

**B. REVENUES/Leveraged Costs:** First 5 Napa has invested \$100,00 in the planning phase of this multi-year project, while the Collaborative partners leveraged their funding to cover staff time for planning meetings and training. The established Infant/Parent Mental Health services offered by the partners (home visiting, brief interventions, screenings) provide a substantial investment from diverse funding. In addition to the planned Implementation Grant from First 5 CA, the First 5 Napa Commission has committed funds to the development of this application and will request a multi-year investment in the program on the December 5<sup>th</sup> Commission agenda as a match to the PEI funds. If additional funds not secured, *RSG! Napa* will be scaled back to match the \$120,000 maximum request. In-kind support includes 7% administrative costs from Cope. Cope's long-term sustainability and relationships with funders illustrates our readiness to implement the program.

### 5. Program Narrative & Logic Model

Total Proposed Program Budget	Max	Annual Budget
<b>1. Personnel (list classifications, credentials, and FTEs)</b>		
a. Salaries, Wages		
Systems Navigator	1 FTE	\$57,400
Program Director	0.1 FTE	\$8,800
FRC Program Manager	0.05 FTE	\$3,500
Data Manager	.15 FTE	\$7,500
Finance Staff	0.05 FTE	\$2,500
b. Benefits and Taxes @ 30%		\$23,910
<b>c. Total Personnel Expenditures</b>		<b>\$103,610</b>
<b>2. Operating Expenditures</b>		
a. Shared Facility Cost & Operating Expenses		\$3,000
b. Direct Program Expenses (program supplies, ASQ/ASQ-SE materials and trainings)		\$14,600
<b>c. Total Operating Expenses</b>		<b>\$17,600</b>
<b>3. Subcontracts/Professional Services (list all subcontracts)</b>		
Mom Squad - Brief Intervention Groups		\$5,000
IPMH Fellows Community of Practice		\$19,000
Newborn Behavioral Observations		\$15,000
Napa - Infant/Parent Mental Health Fellowship		\$18,400
<b>a. Total Subcontracts</b>		<b>\$57,400</b>
<b>4. Subtotal Proposed Program Budget</b>		<b>\$178,610</b>
<b>5. Indirect/Administrative Overhead Attributable to the Project/Program</b>		
<b>a. Total Indirect/Administrative Overhead (15% maximum)</b>	<b>15%</b>	<b>\$26,792</b>
<b>6. TOTAL PROPOSED PROGRAM BUDGET</b>		<b>\$205,400</b>
<b>B. REVENUES (list/itemize by fund source)</b>		
First 5 Napa County - pending		\$75,000
<b>1. Total Revenue</b>		<b>\$75,000</b>
<b>C. TOTAL FUNDS REQUESTED</b>		<b>\$120,000</b>
D. Total In-Kind Contributions		\$12,503



**Napa County Family Support and Home Visitation Collaborative: FY 22-23 Infant-Parent Mental Health Support Prevention Program LOGIC MODEL**

Year 2 of the First 5 Napa County FSHV Collaborative’s Infant-Parent Mental Health Support (IMPH) Project, *Ready, Set, Grow! (RSG!)*, will enhance and expand prevention and early intervention mental health services and supports across Napa County for families with children 0-5. Building on multiple countywide programs and initiatives *RSG!* will grow our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to needed screening and services, and create new pathways to infant parent mental health through a range of science-driven interventions.

Needs	Activities	Outputs	Outcomes	Impact
<p>Robust mental health and child development screening is not readily available to families with young children in the communities where they live.</p>	<p><b>Training &amp; Capacity Building for Screening</b>            Ages and Stages Questionnaire (ASQ-3 and ASQ-SE@) certification training for family strengthening, primary care and early childhood professionals with a focus on those who serve outlying areas.            Expanded access to the ASQ Online data systems for all Collaborative partners to support data management, online questionnaire completion and reporting.            Advanced training and peer learning opportunities for early childhood professionals who hold certifications in ASQs and other evidence-based screening tools</p> <p><b>Robust Screening Tools</b>            Research, adopt and build countywide implementation capacity around additional screening tools that will create a comprehensive screening program to identify parents and children with mental health needs.</p>	<p>15 professionals will complete ASQ certification training</p> <p>A minimum of 5 additional partner agencies will gain access to the ASQ Online data system (total of 8).</p> <p>10 professionals will complete advanced training to increase skills and gain additional screening certifications.</p> <p>2 screening tools will be adopted and piloted throughout Napa County.</p>	<p>80% of professionals who participate in training will achieve certification or improve their skills to administer mental health or child development screening tools</p> <p>25% more young children and their caregivers will be screened for mental health and developmental concerns</p>	<p>Early identification of mental health issues in caregivers and children will allow our communities to intervene earlier in order to prevent trauma and buffer its impact on children’s development and mental health.</p>
<p>Families with young children are not able to connect with the mental resources and services they need to thrive.</p>	<p><b>Service Navigation</b>            RSG! Navigator will coordinate referrals for mental health services for young children and their caregivers, assess family needs and connect them to the appropriate and accessible resources.</p>	<p>100 families with young children will be connected to appropriate and accessible mental health resources.</p>	<p>25% of families referred to the RSG! Navigator will participate in mental health services.</p>	<p>Effective systems navigation will lead to high levels of parent child-engagement in mental health supports.</p>
<p>Mental health support for young children and caregivers must be multifaceted in order to meet families’ specific needs, willingness to engage and preferences.</p>	<p><b>Expanded Pathways to Mental Health</b>            Enhance and expand existing evidence-based Home Visitation and Triple P Levels 4/5 mental health interventions with the addition of new evidence-based parent coaching tools, the engagement of IPMH Fellows in providing family counseling through a Community of Practice and financial resources, and extensive training to support partners’ work to enhance, expand or adopt home visiting programs and peer support frameworks.</p>	<p>2 mental health professionals will receive financial support to participate in the IPMH Fellowship Program</p> <p>8 IPMH Fellows will participate in a Community of Practice</p> <p>4 staff from Collaborative partner agencies will engage in training focused on evidence-based home visiting and peer support group frameworks</p>	<p>25% more mental health practitioners will increase their involvement with children ages 0-5 and their caregivers</p> <p>25% more families with young children will engage in appropriate, accessible mental health supports</p>	<p>Young children will have consistent, nurturing relationships with their caregivers that promote optimal mental health and development.</p>

## 5. Program Narrative & Logic Model (Continued)

**V. DOCUMENTATION OF QUALIFICATIONS:** The First 5 Napa Family Support and Home Visiting Collaborative has quickly established effective, efficient, and successful systems for mapping resources, communication, sharing information and data and leveraging resources. Having completed its planning objectives, the Collaborative intends to apply for a second First 5 California grant to support implementation of the priorities and strategies described herein, in addition to First 5 Napa funding.

Cope Family Center brings extensive experience operating as lead agency in numerous countywide collaboratives and has received full support from Collaborative members to lead the *Ready, Set, Grow! Napa* initiative. Cope staff delivering frontline services have all earned a minimum BA level degree in applicable skills pertinent to their duties and participate in extensive training for the evidence-based programs.

Additionally, they receive over 40 hours of training annually on topics including DEI, subsidy program guidelines, and leadership development. Cope devotes extraordinary time and attention to staff training and retention in recognition that the heart of our mission lies in the staff delivering services, resulting in a low turnover rate. Cope uses data-driven decision-making. Goals and outcomes (fiscal and programmatic) are tracked through an annual review of our multi-year business plan, with revisions made based on evaluation results, community needs and funding projections.

With a foundation of healthy reserves, our goal each year is passing a balanced budget that aligns with our values of integrity and sustainability and moves us toward the successful achievement of our strategic goals set for meeting our clients' needs. This requires vigilant tracking of our financial status, offering the opportunity to pivot when opportunities for growth present themselves as well as when disasters strike. Reserves are used for several purposes: capital for innovative growth of services, capital improvements to our facility, and organizational sustainability in the event of a disaster or economic downturn. To inform the PEI judging panel of our qualifications, we have attached the following:

- FY21.22 Reviewed Financials
- Key Staff Qualifications
- Cope Organizational Chart
- Cope Board of Directors list
- *RSG!* Partner List

## 6. Cope Family Center References

**Dr. Kristie Brandt, CNM, MSN, DNP**

Parent-Infant & Child Institute Director  
P.O. Box 2555, Napa, CA 94558  
707-227-8900

[dr.kristiebrandt@sbcglobal.net](mailto:dr.kristiebrandt@sbcglobal.net)

Credentials:

IMH-E® I(IV-C) Infant Mental Health Mentor - Clinical  
CA-CIFECMH Endorsed Infant-Family & Early Childhood Mental Health Specialist & Reflective Mentor  
Director of the University of California Davis CPE Infant-Parent Mental Health Fellowship Program, Napa, CA  
Assistant Clinical Professor of Pediatrics VF, UC Davis School of Medicine  
NBO Trainer Brazelton Institute Division of Developmental Medicine, Boston Children's Hospital, Boston, MA

**Dr. Joseph Carrillo, MD**

**Harvest Pediatrics**

1100 Trancas Street  
Suite 270  
Napa, CA 94558  
(707) 252-1076

[joseph\\_carrillo@sbcglobal.net](mailto:joseph_carrillo@sbcglobal.net)

**Cope “Parents As Teachers” Program, Parent Graduate:**

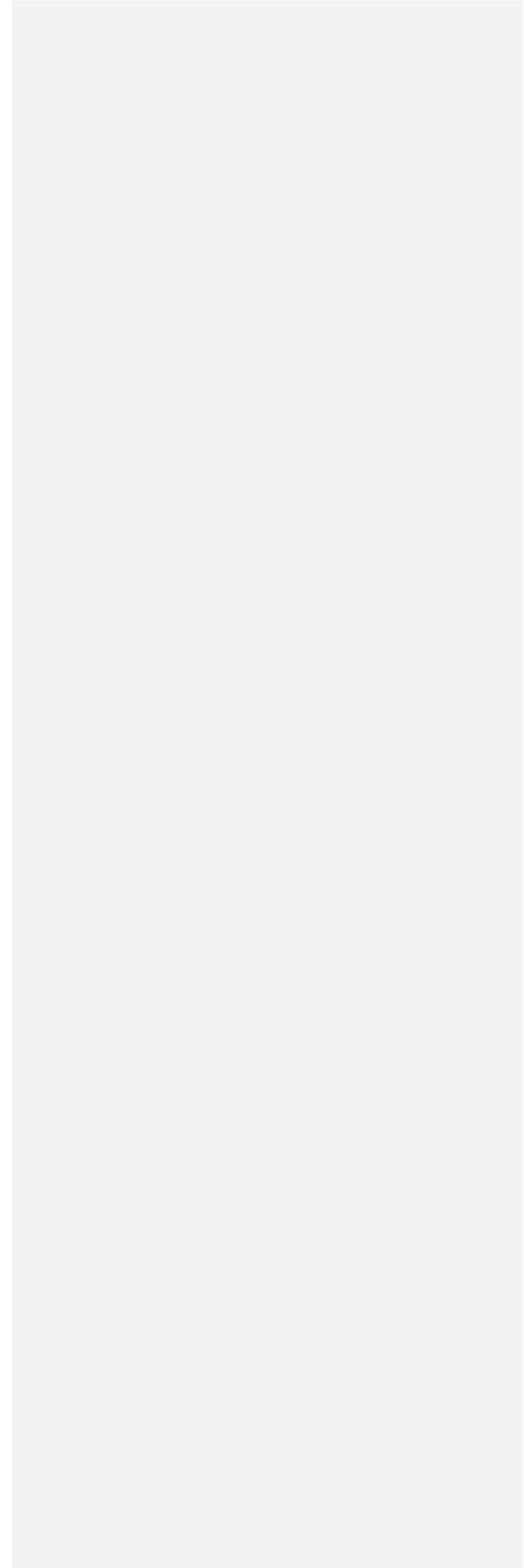
**Ashley Milbridge Crocker**

2212 Berks St.  
Napa, CA 94558  
Phone: 415-858-5460  
Email: [ashmill22@gmail.com](mailto:ashmill22@gmail.com)

## **7. Other Information**

(e.g., awards, letters of recommendation, MOUs, or sample reports).

We have included attachments at the bottom of this document.



**8. Acceptance, and 9. Disclosures**

Cope Family Center accepts the County's standard PSA; and is willing and able to meet the County's insurance requirements, found in the Attachment H: Professional Services Agreement, Section 2.7.

We have NO significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents.



# FIRST 5

## NAPA COUNTY

### Request for Applications

First 5 Napa County is proud to help sponsor local events, training, and activities that support Napa County's young children, families, and providers and that align with First 5 Napa's Strategic Plan and Priorities. We will consider requests **between \$1,000 and \$30,000** that meet the following guidelines:

1. Project aims to ensure:
  - that families have access to high-quality, inclusive, responsive early care and education;
  - that families and providers are valued and included in Napa County; or
  - that organizations that serve families and children prenatal to age five take an inclusive, systems-based approach to their work.
2. Project *advocates for or builds capacity locally* to meet the needs of young children, families and the providers who serve them.

#### *Examples of eligible projects include:*

- **Community Events:** Gatherings or events that involve children 0-5 and their families and/or community members in support of children and families. Events must be open to the public and provide a safe environment of learning, developmentally appropriate play and connection, or other public awareness activities connected to young children and families.
- **Professional Development/Trainings:** Opportunities to enhance the abilities and skill sets of those who work with or for children 0-5 and their families, including, but not limited to, early childhood educators, other professionals and caregivers.
- **Family Education Events:** Opportunities for families of children 0-5 to improve their parenting skills. For example, workshops on a variety of topics related to early childhood such as those pertaining to physical health, education, and social/emotional development.
- **Capacity Building:** Including operational costs, staff salaries, and one-time purchases for groups or organizations serving children 0-5, their families and/or their providers. Show us how this funding will help you develop a system to increase capacity for your group or organization moving forward.

*Required reporting:* Within 30 days after the project ends, share a brief story (Reporting options include: 1-2 written paragraphs, short video, or photo story) demonstrating how the funding was used and how it benefited young children, families or the providers who serve them.



# FIRST 5

## NAPA COUNTY

### Who We Are

#### First 5 Napa County Vision

Napa County is a strong and healthy community because families can set down roots, grow, and thrive.

#### First 5 Napa County Mission

First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community's young children, their families, and the providers who serve them.

### Our Values

<b>Justice for all</b>	All families and children deserve equal economic, political and educational opportunities. We work to dismantle unjust systems of care and rebuild better systems so that Black, Indigenous, Latine, and LGBTQ children and families can thrive.
<b>Anti-racism</b>	We bravely and visibly oppose racism of all forms — interpersonal, structural, systemic — in Napa County.
<b>Empathy</b>	Empathy is essential if we are to realize our interdependence and step into a different future together. We work to create spaces in Napa County that prioritize human connection, truth telling, and learning from each other.
<b>Creativity</b>	We work to be innovative and unconventional while we lean into what is possible for our community.
<b>Collaboration</b>	We build strong, collaborative, trusting relationships in Napa County across sectors, races, genders, sexual orientations, ages, and faiths. By working together, we can help young children, families, and the providers who serve them thrive.



# FIRST 5

## NAPA COUNTY

### **Who is eligible to apply?**

- Local organizations operating in and serving Napa County's young children, families, and providers who serve them.
- Groups launching eligible projects to support Napa County's young children, families, and providers who serve them.

The following will not qualify for sponsorship: those that do not specifically address the needs of children ages 0-5, their families, or providers; are not in alignment with the mission and strategic priorities of First 5 Napa County, or that conflict with First 5 Napa County values and vision. The project may not be used for or include advancing a religious purpose, to benefit an individual, or promote a candidate for political office.

### ***Instructions to apply:***

Complete the attached application form and submit to First 5 Napa County, by: Tuesday, September 19, 2023, at 5:00 PM.

- By email to: [Admin@first5napa.org](mailto:Admin@first5napa.org)
- By mail or in person at:  
1303 Jefferson St. Suite 100a, Napa, CA 94559

*Application review process:* Sponsorship review decisions will be based on 1) connection to First 5 Napa County Mission and Priority Areas, 2) availability of funds, 3) impact or unique quality of event or initiative, and 4) distribution of sponsorships to a variety of organizations/groups. The Executive Director and staff will review all submitted applications and make funding recommendations to the First 5 Napa County Commission, who will review and vote on funding recommendations at the September 25, 2023 meeting. All approved sponsorships will be reported to the Commission as consent agenda items. *Applicants will be notified by Wednesday, October 4th.*

*Recognition:* All approved sponsorships must visually reflect First 5 Napa County via logo on all promotional materials, as well as give verbal recognition if the event offers such an opportunity. In addition, First 5 Napa County welcomes and encourages the distribution of First 5 Napa County informational brochures or materials describing First 5 Napa County funded programs and services.



1. **Date of Application:** \_\_\_\_\_

2. **Contact Information**

Agency (organization): \_\_\_\_\_

Primary contact name for Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. **Amount Requested (up to \$30,000)** \_\_\_\_\_

4. **Type of Project:**

Community Event: gatherings or events that involve children 0-5 and their families

Professional Development/Trainings: Opportunities to enhance the abilities and skill sets of those who work with of for children age 0-5 and their families

Family Education event: Opportunities for families of children ages 0-5 to improve their parenting skills

Capacity Building: Including operational costs, staff salaries, and one-time purchases

Other \_\_\_\_\_

5. **Event Information (If applicable)**

Name of Event: \_\_\_\_\_

Event Date/Times: \_\_\_\_\_

Event Location: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

Total expected attendance of children 0-5: \_\_\_\_\_

Any unique aspects of event: \_\_\_\_\_

6. **Connection to First 5 Napa County Priority Area/s (check at least one of the following)**

Project aims to ensure:

that families have access to high-quality, inclusive, responsive early care and education;

that families and providers are valued and included in Napa County; or

that organizations that serve families and children prenatal to age five take an inclusive, systems-based approach to their work.

Project advocates for or builds capacity locally to meet the needs of young children, families, and the providers who serve them.

7. **Services provided for event participants (note: note a requirement for consideration); check any that apply:**

Translation/Interpretation

Child care

Continuing Education Credits (for Professional Development Events)

Other: \_\_\_\_\_

**8. Project Description** – Briefly respond to the following questions on this form or attach a separate sheet:

- Purpose and Target Audience (include how project relates to children 0-5 and their families)
- Advertising or Access Plan:
- Other groups/agencies involved in planning the project and their roles (if relevant):
- If Professional Development or Parent Education – Agenda Draft, subject matter, Speaker names/bios (Include in text box below or attach materials to application)

**Signature**

Please sign and date the application below (electronic signature acceptable). The signing of this application indicates that you have read and agree to First 5 Napa County's Sponsorship Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name(printed) and Title

Questions?

Contact the First 5 Napa County office at 707-257-1410

Or via email: [admin@first5napa.org](mailto:admin@first5napa.org)





# FIRST 5

## NAPA COUNTY

### Solicitud

First 5 Napa County se enorgullece de ayudar a patrocinar eventos, capacitaciones y actividades locales que apoyan a los niños pequeños, las familias y los proveedores del condado de Napa y que se alinean con el plan estratégico y las prioridades de First 5 Napa. Consideraremos las solicitudes **entre \$1.000 y \$30.000** que cumplan con las siguientes pautas:

1. El proyecto tiene como objetivo garantizar:
  - que las familias tengan acceso a una atención y educación temprana inclusivas, receptivas y de alta calidad;
  - que las familias y los proveedores sean valorados e incluidos en el condado de Napa; o
  - que las organizaciones que atienden a familias y niños desde la etapa prenatal hasta los cinco años adopten en su trabajo un enfoque inclusivo y basado en sistemas.
2. Proyecto de defensores de o construye capacidad localmente para satisfacer las necesidades de los niños pequeños, las familias y los proveedores que les atienden.

### *Ejemplos de proyectos elegibles incluyen:*

- Eventos comunitarios: reuniones o eventos que involucren a niños de 0 a 5 años y sus familias y/o miembros de la comunidad en apoyo de los niños y las familias. Los eventos deben estar abiertos al público y proporcionar un ambiente seguro de aprendizaje, juego y conexión apropiados para el desarrollo u otras actividades de concientización pública relacionadas con niños pequeños y familias.
- Capacitación/desarrollo profesional: Oportunidades para mejorar las capacidades y conjuntos de destrezas de quienes trabajan con o para niños de 0 a 5 años y sus familias, incluidos, entre otros, educadores de la primera infancia, otros profesionales y cuidadores.
- Eventos de educación familiar: Oportunidades para que las familias de niños de 0 a 5 años mejoren sus habilidades de crianza. Por ejemplo, talleres sobre una variedad de temas relacionados con la primera infancia, como los relacionados con la salud física, la educación y el desarrollo social/emocional.
- Desarrollo de capacidades: Incluye costos operativos, salarios del personal y compras únicas para grupos u organizaciones que atienden a niños de 0 a 5 años, sus familias y/o sus proveedores. Muéstranos cómo esta financiación le ayudará a desarrollar un sistema para aumentar la capacidad de su grupo u organización en el futuro.

*Informes requeridos:* Dentro de los 30 días posteriores a la finalización del proyecto, comparta una breve historia (las opciones de informe incluyen: 1 o 2 párrafos escritos, un video corto o una historia fotográfica) que demuestre cómo se utilizaron los fondos y cómo benefició a los niños pequeños, las familias o los proveedores que los atienden. .



# FIRST 5

## NAPA COUNTY

### ¿Quiénes somos?

#### Visión de First 5 Napa County

El condado de Napa es una comunidad fuerte y saludable porque las familias pueden desarrollar raíces, crecer y prosperar.

#### Misión de First 5 Napa County

First 5 Napa County convoca y moviliza a la comunidad para utilizar sistemas y pensamiento de diseño para centrar y elevar a los niños pequeños de nuestra comunidad, sus familias y los proveedores que los atienden.

### Nuestros valores

Justicia para todos	Todas las familias y los niños merecen las mismas oportunidades económicas, políticas y educativas. Trabajamos para derribar los sistemas injustos de atención y reconstruir mejores sistemas para que los niños, las familias de las comunidades Negras, Indígenas, Latine y LGBTQ puedan mejorar.
Antirracismo	Nos oponemos valiente y visiblemente, al racismo en todas sus formas (interpersonal, estructural y sistémico) en el condado de Napa.
Empatía	La empatía es esencial si queremos darnos cuenta de nuestra interdependencia y avanzar juntas hacia un futuro distinto. Trabajamos para crear espacios en el condado de Napa que tengan como prioridad la conexión humana, la verdad y el mutuo aprendizaje.
Creatividad	Trabajamos para ser innovadores y poco tradicionales, mientras, nos apoyamos en lo que es posible para nuestra comunidad.
Colaboración	Construimos relaciones sólidas, colaborativas y de confianza en el condado de Napa, en todos los sectores, razas, géneros, orientaciones sexuales, edades y religiones. Al trabajar juntas, podemos ayudar a los niños, a familias y a proveedores que les atienden, para que juntas prosperemos.

### ¿Quién es elegible para solicitar ayuda?



# FIRST 5

## NAPA COUNTY

- Organizaciones locales que operan y prestan servicios a los niños pequeños, las familias y los proveedores que los atienden del condado de Napa.
- Grupos que lanzan proyectos elegibles para apoyar a los niños pequeños, las familias y los proveedores que los atienden del condado de Napa.

Lo siguiente no calificará para el patrocinio: aquellos que no aborden específicamente las necesidades de niños de 0 a 5 años, sus familias o proveedores que; no están alineados con la misión y las prioridades estratégicas de First 5 Napa County, o que entran en conflicto con los valores y la visión de First 5 Napa County. El proyecto no puede utilizarse ni incluir la promoción de un propósito religioso, el beneficio de una persona o la promoción de un candidato a un cargo político.

### ***Instrucciones para solicitar:***

Complete el formulario de solicitud adjunto y entregarlo a First 5 Napa County antes del: Martes, 19 de septiembre de 2023 a las 17:00 horas.

- Por correo electrónico a: [Admin@first5napa.org](mailto:Admin@first5napa.org)
- Por correo o personalmente en:  
1303 Jefferson St. Suite 100a, Napa, CA 94559

*Proceso de revisión de la solicitud:* Las decisiones de revisión de patrocinio se basarán en 1) la conexión con la misión y las áreas prioritarias de First 5 Napa County, 2) la disponibilidad de fondos, 3) el impacto o la calidad única del evento o iniciativa, y 4) la distribución de patrocinios a una variedad de organizaciones/grupos. La Directora Ejecutiva y el personal revisarán todas las solicitudes presentadas y harán recomendaciones de financiamiento a La Comisión de los First 5 Napa County, quien revisará y votará sobre las recomendaciones de financiamiento en la reunión del 25 de septiembre de 2023. Todos los patrocinios aprobados se informarán a la Comisión como puntos de la agenda de consentimiento. *Los solicitantes serán notificados antes del miércoles 4 de octubre.*

*Reconocimiento:* Todos los patrocinios aprobados deben reflejar visualmente a First 5 Napa County mediante el logotipo en todos los materiales promocionales, así como dar reconocimiento verbal si el evento ofrece esa oportunidad. Además, First 5 Napa County da la bienvenida y fomenta la distribución de folletos o materiales informativos de First 5 Napa County que describen los programas y servicios financiados por First 5 Napa County.



1. **Fecha de aplicación:** \_\_\_\_\_

2. **Información de contacto**

Agencia (organización): \_\_\_\_\_

Nombre de contacto principal de la agencia:

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

3. **Total solicitado (hasta \$30,000)** \_\_\_\_\_

4. **Tipo de proyecto:**

Evento comunitario: reuniones o eventos que involucran a niños de 0 a 5 años y sus familias

Desarrollo profesional / Capacitaciones: Oportunidades para mejorar las habilidades y conjuntos de habilidades de aquellos que work with of for children age 0-5 and their families

Evento de educación familiar: Oportunidades para que las familias de niños de 0 a 5 años mejoren sus habilidades de crianza

Desarrollo de capacidades: incluidos los costos operativos, los salarios del personal y las compras únicas

Otro \_\_\_\_\_

5. **Información del evento (si corresponde)**

Nombre del evento: \_\_\_\_\_

Fecha/Hora del evento: \_\_\_\_\_

Ubicación del evento: \_\_\_\_\_

Asistencia total prevista: \_\_\_\_\_ Asistencia

Asistencia total prevista de niños de 0 a 5 años: \_\_\_\_\_

Cualquier aspecto único del evento: \_\_\_\_\_

6. **Conexión a las Primeras 5 Áreas Prioritarias del Condado de Napa (verifique al menos una de las**

**siguientes):**El proyecto tiene como objetivo garantizar:

Que las familias tengan acceso a una educación temprana de alta calidad, inclusiva y receptiva

Que las familias y los proveedores son valorados e incluidos en el condado de Napa; o

Que las organizaciones que atienden a familias y niños prenatales hasta los cinco años adopten un enfoque inclusivo y basado en sistemas para su trabajo.

El proyecto aboga o desarrolla la capacidad local para satisfacer las necesidades de los niños pequeños, las familias y los proveedores que los atienden.

7. **Servicios proveído a los participantes del evento (nota: tenga en cuenta que es un requisito para su consideración); Marque cualquiera que corresponda:**

Traducción/Interpretación

Cuidado de niños

Créditos de educación continua (para eventos de desarrollo profesional)

Otro: \_\_\_\_\_

**8. Descripción del proyecto:** responda brevemente a las siguientes preguntas en este formulario o adjunte una hoja separada:

- Propósito y público objetivo (incluya cómo el proyecto se relaciona con los niños de 0 a 5 años y sus familias)
- Plan de publicidad o acceso:
- Otros grupos/agencias involucrados en la planificación del proyecto y sus roles (si corresponde):
- Si Desarrollo profesional o Educación de los padres: borrador de la agenda, tema, nombres / biografías de los oradores (incluya en el cuadro de texto a continuación o adjunte materiales a la solicitud)

**Firma**

Por favor, firme y ponga la fecha en la solicitud a continuación (se acepta firma electrónica). La firma de esta solicitud indica que ha leído y acepta las Pautas de patrocinio de First 5 Napa County.

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Nombre (impreso) y título

¿Preguntas?

Comuníquese con la oficina de First 5 Napa County al

707-257-1410 O por correo electrónico:

[admin@first5napa.org](mailto:admin@first5napa.org)





## Overview

Californians believe that our state's children are a top priority. That's why in 1998 voters passed [Proposition 10](#), adding a 50-cent tax to each pack of cigarettes sold to create First 5 California, also known as the California Children and Families Commission. First 5 California is dedicated to improving the lives of California's young children and their families through a comprehensive system of education, health services, childcare, and other crucial programs. Since its creation, First 5 California has brought these critical services to millions of parents, caregivers, and children ages 0 to 5, and we're striving to reach thousands more every day.

First 5 California distributes funds to local communities through the state's 58 individual counties, all of which have created their own local First 5 county commissions. Eighty percent of the annual revenues are allocated to the 58 county commissions, while the remaining 20 percent fund the state's overall guiding programs and administrative costs. The amount of funding provided to each First 5 county commission is based upon the area's birth rate. Funds are used to address the local needs of communities statewide.

## Mission Statement

Convene, partner in, support, and help lead the movement to create and implement a comprehensive, integrated, and coordinated system for California's children prenatal through 5 and their families. Promote, support, and optimize early childhood development.

## Vision Statement

California's children receive the best possible start in life and thrive.

# Our Focus, Our Future

## 2022-2024 Strategic Plan

**FIRST5**  
ASSOCIATION OF CALIFORNIA

CALIFORNIA  
**CHILDREN & FAMILIES**  
FOUNDATION

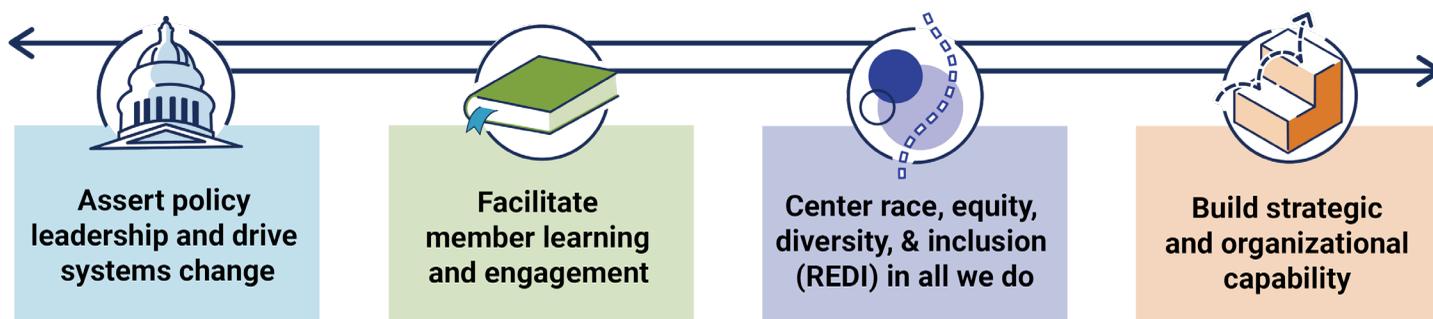


California's success must be measured by the well-being of its youngest children. To advance the early childhood systems needed so all of California's young children are able to thrive, local First 5 leaders, early childhood policy and field leaders, partner organizations, and the First 5 Association's board, executive committee, and staff team contributed to a 3-year strategic roadmap for the First 5 Association.

The 58 First 5 county members have a long history of impact as systems change leaders and backbone organizations in local communities. The First 5 Association aims to unify the collective First 5 work at the state level and amplify the diverse First 5 county voices to create systemic change across California.

Through the 2022-2024 Strategic Plan, the First 5 Association will deepen its statewide policy leadership and influence and support the learning and development of First 5 members as we move into a future that is inclusive, impactful, and innovatively improving outcomes for our state's diverse children and families.

## LEADERSHIP, SYSTEMS CHANGE, LOCAL IMPACT



### OUR PRINCIPLES

**Whole Child, Whole Family Framework**

**Cross-Sector Systems Integration**

**Center Race, Equity, Diversity, and Inclusion**

**Prevention**

### CENTERING REDI

As the First 5 Association advocates and advances change for California's children, it must work to change the systems and structures that perpetuate inequity and barriers to opportunity for young children and their families. Centering race, equity, diversity and inclusion (REDI) is both a guiding principle and a priority area of strategic focus. In addition to focused attention, REDI principles will be embedded throughout the Association's work, with the goal of supporting families through a targeted universalism approach.

# Our Focus, Our Future

## 2022-2024 Strategic Plan | Strategic Priorities

### PRIORITY I: ASSERT POLICY LEADERSHIP AND DRIVE SYSTEMS CHANGE

The Association will advance statewide policies that promote an integrated, whole child and family system of care, and ensure a continued focus on the well-being of young children and their families.

#### We will do that by:

- Providing leadership on three policy and systems change priorities:
  - » Universal home visiting and family strengthening
  - » Early childhood mental health
  - » Early identification and intervention systems development
- Supporting others and working in partnership to advance a broad, holistic early childhood policy platform centered around resilient families, comprehensive health and development, quality early learning, and overall sustainability and scale

#### OBJECTIVES

1. **Policy and Systems Change Priorities.** Advance policies to improve outcomes for young children and promote integrated systems
2. **Statewide Leadership.** Grow the First 5 Association role and influence in statewide policy
3. **Sustainability and Scale.** Make the case to sustain and scale critical early childhood systems, including the essential role of local First 5 commissions

### PRIORITY II: FACILITATE MEMBER LEARNING AND ENGAGEMENT

The Association will support the strengthening of local First 5 systems by investing in the learning and growth of current and future generations of First 5 members.

#### OBJECTIVES

1. **Next Generation Leadership.** Develop the next generation of diverse First 5 leaders
2. **Member Networking and Exchange.** Facilitate member networking and best practices exchange
3. **In-Depth Member Learning.** Coordinate in-depth *member* learning that aligns with strategic priorities

### PRIORITY III: CENTER RACE, EQUITY, DIVERSITY, AND INCLUSION (REDI) IN ALL WE DO

We will authentically center our statewide policy and local practice around the principles of race, equity, diversity and inclusion (REDI), using a targeted universalism framework. We will elevate the role of parents and families as leaders and drivers of change.

#### OBJECTIVES

1. **Policy Alignment.** Center race, equity, diversity and inclusion in our policy agenda
2. **Build Local First 5 Capacity to Advance REDI Locally.** Facilitate member training and support to advance REDI goals locally
3. **Family Voice and Leadership.** Elevate the role and influence of family voices in advocacy & shaping services and systems
4. **Internal Capacity to Advance REDI.** Ensure internal Association capacity to advance REDI including family voice goals

### PRIORITY IV: BUILD STRATEGIC CAPACITY AND ORGANIZATIONAL CAPABILITY

We will develop new organizational skill sets, practices, and capacity to reinforce collective identity and advance shared strategic goals.

#### OBJECTIVES

1. **Association Capacity.** Build and adapt Association expertise and infrastructure
2. **Resources.** Secure and align resources with strategic priorities
3. **Governance Structure.** Evolve governance structure and strengthen internal systems

First 5 Napa County									
Budget Projection for FY 2023-24 through 2026-27									
(See detail in tab)									
	2020-21	2021-22	2022-23	2023-24	Notes	2024-25	2025-26	2026-27	
	Audited	Audited	Projected	Projected		Projected	Projected	Projected	
	Actuals	Actuals	Actuals	Budget		Budget	Budget	Budget	
<b>Revenues</b>									
45100	Interest Income	\$8,083	\$5,210	\$5,710	\$ 5,000	County estimate	\$5,000	\$5,000	\$5,000
43605	State: Prop 10 - Children & Families First	663,284	668,435	621,051	706,007		706,007	679,230	685,731
43790	State: Prop 56	199,928	224,173	196,382	-		-	-	-
43790	State: Impact Grant	93,010	240,447	157,332	168,599	IMPACT includes Local \$283,199 Total 2 year allocation and \$54000 2 year allocation for Fiscal Lead Agency (FLA) role Funding from July 1, 2023-June 30, 2024	168599	168599	168599
43790	State: QCC QRIS Grant	13,169	74,621	68,068	43,153	Grant ended Dec 2022	-	-	-
43790	State  PDG-R Grant	-	17,625	7,589	-		-	-	-
43790	State: ELO Grant	22,809	-	-	-		-	-	-
43790	State:  HV Coordination	-	88,573	-	56,926	\$134139 Total 2 year allocation. Local HV (RSG) and Regional Work	56,926	-	-
43950	Other Governmental Agencies (HUB)	-	289,751	402,685	-	HUB Funds will be rolled into IMPACT	-	-	-
45300	Rent - Bldg/Land	4,900	-	-	-		-	-	-
47150	Other Grants	38,103	5,425	8,949	5,000	\$15000 Total 3 year allocation from NCOE for Floreecer	5,000	5,000	0
47500	Donations and Contributions	11,044	3,535	-	-		-	-	-
<b>Total Revenues</b>		<b>\$1,054,330</b>	<b>\$1,617,795</b>	<b>\$1,467,766</b>	<b>\$ 984,685</b>		<b>\$963,132</b>	<b>\$893,202</b>	<b>\$840,731</b>
<b>Expenditures</b>									
51100	Salaries and Employee Benefits	\$427,660	\$421,932	\$380,997	\$ 515,422	Includes budget for 5 staff (3 new hires)	\$526,253	\$545,724	\$565,915
52125	Accounting and Auditing Services	24,569	26,597	25,000	30,000		25,000	25,000	25,000
52140	Legal Services	750	1,688	-	2,000		2,000	2,000	2,000
52305	Training Services	-1,704	72,057	10,850	10,850	F5NN Training (Room rentals, food) Program; MSH; Hele/Kumu; LWatson; NVC cohorts, Design work coaches	-	-	-
52310	Consulting Services	76,385	341,751	323,360	100,000		100,000	100,000	100,000
52320	Translation/Interpreting Services	4,777	4,820	500	5,000		5,000	5,000	5,000
52345	Janitorial Services	3,425	3,600	3,900	3,600		3,600	3,600	3,600
52490	Other Professional Services	19,732	176,169	168,000	30,000	IT; Camaleo (website redesign); Handyperson; Xtra help	25,000	25,000	25,000
52600	Rents/Leases - Equipment	3,745	4,401	3,754	4,056	Kyocera and TIAA	4,000	4,000	4,000
52605	Rents/Leases - Building & Improvements	49,693	53,843	55,478	57,778	1303 Jefferson plus storage unit	59,000	61,000	63,000
52705	Insurance - Premiums	9,197	11,795	12,699	9,270		9,270	9,270	9,270
52800	Communications	4,582	4,601	4,436	4,500	Comcast internet and Ring Central program marketing/recruit	4,500	4,500	4,500
52810	Advertising/Marketing	154	320	2,000	2,000		300	300	300
52830	Publications/Legal Notices	-	-	-	250		250	250	250
52900	Training/Conference Expenses	826	3,600	8,500	5,000	All F5 Assoc/CA/F5LN conferences; staff training - \$1000 LGBTQ Connection	10,000	10,000	10,000
52905	Transportation & Travel	-	-	200	3,500		3,500	3,500	3,500
53100	Office Expense	4,042	2,650	1,200	5,000	office supplies	2,000	2,000	2,000
53105	Office Expenses-Furn & Fixture	3,033	1,223	500	2,000		500	500	500
53110	Freight/Postage	-	39	100	250		100	100	100
53115	Books/Media/Periodicals/Subscriptions	75	58	-	60		60	60	60
53120	Memberships/Certifications	4,865	4,995	7,775	4,975	F5 Assoc member dues; policy work; NAEYC	5,000	5,000	5,000
53410	Computer Equipment/Accessories	-	614	-	5,000	hardware replacement - New Computers	1,000	1,000	1,000
# 53415	Computer Software/Licensing	2,263	6,984	7,420	4,119	renewals, software and platform purchases	4500	4500	4500
53600	Special Department Expense	3,033	1,223	500	14,750	Supplies: Rainbow Kits, RFL.	15000	15000	15000
53635	Staff and Volunteer Relations	675	-	-	1,000		1,000	1,000	1,000
53650	Business Related Meals & Supplies	814	4,998	2,000	3,000	53650 - Program food, not staff/travel	3,000	3,000	3,000
54805	Prop 10 Grant	187,085	180,221	107,600	100,000	Community Grants, Event	100,000	100,000	100,000
54805	IMPACT/QCC Grants	208,338	148,838	146,985	141,500	CRC - Local QC, IMPACT Work	135,000	135,000	135,000
54805	HUB expenditures	-	-	141,722	-	Note: 54805 - Use for all pass through funds	0	0	0
54805	HV Expenditures	-	-	-	75,000	COPE - Ready Set Grow	75000	-	-
54810	Sponsorship Grants	\$1,000	-	-	-		-	-	-
58100	Contingency	-	-	-	-		-	0	-
<b>Total Expenditures</b>		<b>\$1,035,981</b>	<b>\$1,477,094</b>	<b>\$1,426,976</b>	<b>\$ 1,139,880</b>		<b>\$1,119,833</b>	<b>\$801,644</b>	<b>\$1,088,495</b>
FY21	deferred revenues received in FY22	\$ -	\$ -	\$ 2,205	\$ -		\$ -	\$ -	\$ -
<b>Net Surplus (Deficit)</b>		<b>\$18,349</b>	<b>\$140,701</b>	<b>\$42,996</b>	<b>\$ (155,195)</b>		<b>(\$156,701)</b>	<b>\$91,558</b>	<b>(\$247,764)</b>
	Beginning Fund Balance (Est)	\$746,860	\$765,209	\$905,910	\$ 948,906		\$810,395	\$ 745,694	\$ 837,252
	Surplus (Deficit)	18,349	140,701	42,996	(155,195)		-156,701	91,558	-247,764
	Ending Fund Balance	<b>\$765,209</b>	<b>\$905,910</b>	<b>\$948,906</b>	<b>\$ 793,711</b>	Prudent reserve should not go below \$150,000 based on Prop 10 guide, Napa County Auditor Controller Recommendation \$500,000	<b>\$ 745,694</b>	<b>\$ 837,252</b>	<b>\$ 589,488</b>
						Fund balance includes \$285,000 safety net as First 5 California/Association explore sustainable revenue plan.			

**Projected Budget for FY 2023-24**

	Prop 10		Quality Counts			Total
	Prog/Eval 2023-24 Budget	Admin 2023-24 Budget	State Impact 2023-24 Budget	QCC Block Grt 2023-24 Budget	HUB Reimbursement 2023-24 Budget	2023-24 Budget
<b>Revenues</b>						
45100 Interest Income	\$ -	\$5,000	\$ -	\$ -	\$ -	\$5,000
43605 State: Prop 10 Children & Families First	551,422	154,585	-	-	-	706,007
43790 State: Prop 56	0	-	-	-	-	-
43790 State: Impact Grant	-	-	168,599	-	-	168,599
43790 State: QCC Block Grant	-	-	-	43,153	-	43,153
43790 State: PDG-R	-	-	-	0	-	0
43790 State: ELO Grant	-	-	-	-	-	0
43790 State: HV Coordination	-	-	-	56,926	-	56,926
47150 Other Governmental (HUB)	-	-	-	-	-	0
47150 Other Grants	-	-	8,949	-	5000	13,949
47500 Donations	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$551,422</b>	<b>\$159,585</b>	<b>\$186,497</b>	<b>\$100,079</b>	<b>5000</b>	<b>\$1,002,583</b>
<b>Expenditures</b>						
51100 Salaries/Benefits	\$345,333	\$170,089	\$ -	\$ -	\$ -	515,422.00
52125 Accounting and Auditing Services	-	30,000	-	-	-	30,000
52140 Legal Services	-	2,000	-	-	-	2,000
52305 Training Services	10,850	-	-	-	-	10,850
52310 Consulting Services	100,000	-	-	-	-	100,000
52320 Interpreting Services	5,000	-	-	-	-	5,000
52345 Janitorial Services	2,625	975	-	-	-	3,600
52490 Other Professional Services	26,000	4,000	-	-	-	30,000
52600 Rents/Leases - Equipment	2,817	1,239	-	-	-	4,056
52605 Rents/Leases - Building & Improvements	39,470	18,308	-	-	-	57,778
52705 Insurance - Premiums	5,079	4,191	-	-	-	9,270
52800 Communications	3,391	1,109	-	-	-	4,500
52810 Advertising/Marketing	1,780	220	-	-	-	2,000
52830 Publications/Legal Notices	250	-	-	-	-	250
52900 Training/Conference Expenses	5,000	1275	-	-	-	6,275
52905 Transportation & Travel	3,500	66	-	-	-	3,566
53100 Office Expense	4,250	750	-	-	-	5,000
53105 Office Expenses-Furn & Fixture	2,000	125	-	-	-	2,125
53110 Freight/Postage	217	33	-	-	-	250
53115 Books/Media/Periodicals/Subscriptions	60	-	-	-	-	60
53120 Memberships/Certifications	3,809	1,166	-	-	-	4,975
53410 Computer Equipment/Accessories	5,000	-	-	-	-	5,000
53415 Computer Software/Licensing	3,006	1,113	-	-	-	4,119
53635 Staff and Volunteer Relations	1,000	-	-	-	-	1,000
53650 Business Related Meals & Supplies	3,000	0	-	-	-	3,000
54805 Prop 10 Grant	100,000	-	-	-	-	100,000
54805 Quality Counts (Impact & QRIS) Grants	-	-	114,814	32,171	-	146,985
54805 HUB Expenditures	-	-	-	-	0	0
54805 HV Stipends	-	-	-	-	-	0
54810 Sponsorship Grants	-	-	-	-	-	0
58100 Contingency	-	-	-	-	-	-
Indirect Cost Allocation	-	-	-	-	-	0
<b>Total Expenditures</b>	<b>673,437.26</b>	<b>\$236,659</b>	<b>\$114,814</b>	<b>\$32,171</b>	<b>\$0 #</b>	<b>1,057,081.00</b>
<b>Net Surplus (Deficit)</b>	<b>(\$122,015)</b>	<b>(\$40,443)</b>	<b>\$71,683</b>	<b>\$67,908</b>	<b>\$5,000 #</b>	<b>(\$54,498)</b>
Beginning Fund Balance	\$749,636	\$199,270	0	0	0	\$948,906
Surplus/(Deficit) current Year	(\$122,015)	(\$40,443)	\$71,683	\$67,908	\$5,000	(\$54,498)
Ending Fund Balance	\$627,620	\$158,827	\$71,683	\$67,908	\$5,000	\$894,408
<b>Total Admin</b>	<b>236,659</b>					
<b>Total Expenditures</b>	<b>1,057,081</b>					
<b>Percentage of admin</b>	<b>22%</b>					

Account Code (Funding Source)	Type	Budget Roll Up Code	Project Code	Activity	Budgeted Amount	Notes	Total Project Budget	Revenue Notes
43790			Active Programs (F5AP)	Floreceer	\$10,000	Floreceer - Mentor Stipends - 10 Mentors/ \$1000 each	<b>Floreceer Mentorship Program</b>	\$39532 from Prop 10
43790		53650	Active Programs (F5AP)	Floreceer	\$3,000	Floreceer - Food Budget - 6 Convenings/\$500 each	<b>\$44,532</b>	\$5000 from NCOE (OJJDP Enhancing School Capacity to Address Youth Violence Grant)
43790		53600	Active Programs (F5AP)	Floreceer	\$2,000	Floreceer - Supplies		
43790		52310	Active Programs (F5AP)	Floreceer	\$19,688	Floreceer - NVC Contract -Cohort 1 Courses - 2EA at \$9844 each		
43790		52310	Active Programs (F5AP)	Floreceer	\$9,844	Floreceer - NVC Contract - Cohort 2 Course - 1EA at \$9844		
43790		52310	Active Programs (F5AP)	RFL	\$15,500	RFL - Dr. Lori A Watson Contract	<b>Rainbow Family League</b>	\$23,000 from IMPACT
43790		53600	Active Programs (F5AP)	RFL	\$14000 (was approved for 7000)	RFL - Books and Materials - 40 (was approved for 20 Families/\$350 each)		\$10,000 Match NVUSD
43790		52810	Active Programs (F5AP)	RFL	\$500	RFL - Marketing		
43790		53600	Active Programs (F5AP)	RBK	\$6,000	Rainbow Kit - Materials - 15 Kits/\$400 each (NVC to reimburse)	<b>Rainbow Kits</b>	\$750 from IMPACT
43790		53600	Active Programs (F5AP)	RBK	\$750	Rainbow Kit - Materials - 15 "Mini Kits"/\$50 each	<b>\$6,750</b>	\$6000 from NVC reimbursement
<b>Pass through Funds</b>								
43790		54810			\$35,000	Community Connections Grants (Awards up to \$5000 for community members). Total of \$35,000 Available per year for Community Connections Grants Applications for Sponsorship	<b>Funding Opportunities \$100,000</b>	\$100000 From Prop 10
					\$65,000	(Awards for local events, trainings, and organizations that align with First 5 Napa funding philosophy). Total of \$65,000 Available per year for Sponsorship		
43790		54805	Quality Counts (QCIMPACT, QCBG)	QCPROG, QCEVAL, QCCONTRACTUAL	\$40,000	Quality Counts - (Contract with CRC)	<b>Quality Counts</b>	Quality Counts \$40,000 REVENUE QCC BG
43790		54805	IMPACT	IMPROG, IMEVAL, IMCONTRACTUAL	\$101,500	IMPACT Implementation - Local coaching and provider training (Contract with CRC)		IMPACT \$101500 IMPACT Legacy
43790		54805	Home Visitation (HVCG, HVPDGR)	HVEVAL, HVPROG, HVCONTRACTUAL	\$75,000	Home Visitation - Ready Set Grow (Contract with COPE)	<b>Home Visitation</b>	Home Visitation \$56926 REVENUE HV \$18074 from Prop 10
							<b>\$75,000</b>	

Additional Revenue Acquired after June 2023 approval

As of 4/12/23

		2022-23	2022-23	2022-23
		Final Budget	Actual YTD (rounded)	Projected Year End Actuals
43605	State - Prop 10	808,323	368,057	621,051
43790	State-Other Funding			
	-prop 56	-	196,382	196,382
	-Impact	157,332	49,677	157,332
	-QCC Block Grant/QRIS	52,589	63,689	68,068
	-HV Coordination Grant	-	-	-
	-HUB reimbursement	402,685	110,891	402,685
	-PDGR Grant	-	7,589	7,589
45100	Interest	5,000	2,855	5,710
47150	Other Grants	8,600	8,949	8,949
47500	Donations and Contributions	-	-	-
47900	Miscellaneous	-	-	-
	<b>Total Revenues</b>	<b>1,434,529</b>	<b>808,089</b>	<b>1,467,766</b>
<b>Expenses</b>				
51100	Salaries and Wages	457,639	257,966	302,621
51105	Extended Hours	-	-	-
51110	Extra Help	-	1,116	1,116
51130	Vacation Payout	-	8,365	8,365
51200	401A Employer Contribution	-	1,000	1,000
51205	Cell Phone Allowance	-	3,345	4,320
51300	Medicare	-	4,311	5,065
51305	FICA	-	17,767	20,998
51400	Employee Insurance-Premiums	-	28,566	35,040
51405	Workers Compensation	-	1,581	1,851
	<b>Total for: Salaries and Benefits</b>	<b>457,639</b>	<b>324,483</b>	<b>380,997</b>
52125	Accounting/Auditing Services	25,000	19,879	25,000
52140	Legal Services	2,000	-	-
52305	Training Services	10,850	119	10,850
52310	Consulting Services	323,360	157,403	323,360
52320	Interpreting Services	4,200	56	500
52345	Janitorial Services	3,600	2,850	3,900
52490	Other Professional Services	168,000	73,000	168,000
52600	Rents and Leases - Equipment	4,056	2,820	3,754
52605	Rents and Leases - Bldg/Land	55,478	50,806	55,478
52705	Insurance - Premiums	9,270	12,699	12,699
52800	Communications/Telephone	4,500	4,084	4,436
52810	Advertising/Marketing	2,000	1,630	2,000
52830	Publications & Legal Notices	250	-	-
52900	Training/Conference Expenses	5,000	7,107	8,500
52905	Business Travel/Mileage	3,500	-	200
53100	Office Supplies	29,210	1,024	1,200
53105	Office Supplies-Furn & Fixture	2,000	57	500
53110	Freight/Postage	250	9	100
53115	Books/Media/Periodicals/Subscr	60	-	-
53120	Memberships/Certifications	4,975	7,775	7,775
53410	Computer Equipment/Accessories	2,000	-	-
53415	Computer Software/Licensing Fe	4,119	6,162	7,420
53600	Special Dept Expense	-	8,741	12,000
53635	Service Awards	1,000	-	-
53650	Business Related Meal/Supplies	2,000	712	2,000
	<b>Total for: Services and Supplies</b>	<b>666,678</b>	<b>356,933</b>	<b>649,672</b>
54805	Community Grants	-	-	-
	-prop10	107,600	59,184	107,600
	-Impact and QRIS	146,985	73,329	146,985
	-Hub	141,722	27,655	141,722
	-HV Stipends	-	-	-
54810	Sponsorship Grants	-	-	-
	<b>Total for: Other Expenses</b>	<b>396,307</b>	<b>160,168</b>	<b>396,307</b>
	FY22 deferred revenues received in FY23	-	2,205	2,205
	<b>Total Expenditures</b>	<b>1,520,624</b>	<b>841,584</b>	<b>1,426,976</b>
	<b>Net Surplus (Deficit)</b>	<b>-86,095</b>	<b>-31,290</b>	<b>42,996</b>
	<b>33100 - Available Fund Balance plus imprest cash</b>		<b>905,910</b>	<b>905,910</b>
	<b>Net Surplus (Deficit)</b>		<b>-31,290</b>	<b>42,996</b>



**Notice of Regular Meeting Schedule for 2023**

Notice is hereby given that First 5 Napa County Children and Families Commission will meet on the following dates at 3:00 PM to 5:00 PM; Address: 1303 Jefferson St. Suite 100A Napa CA. 94559  
*Meetings are open to the public.*

<b>Meeting Date</b>	<b>Additional Information</b>
Monday, January 23, 2023	
Monday, February 27, 2023	
Monday, March 27, 2023	
Monday, April 24, 2023	
Monday, May 22, 2023	
Monday, June 26, 2023	
July 2023	<i>Per Resolution 2021-2 July Commission Meetings have been eliminated.</i>
Monday, August 21, 2023	
Monday, September 25, 2023	
Monday, October 23, 2023	
Monday, December 4, 2023	<i>Per Resolution #2 Nov/Dec Meetings will be combined</i>

**For additional information please contact:  
 First 5 Napa County Children and Families Commission at (707) 257-1410**

## First 5 Napa County Commission Governance Calendar

Month	Content	Planned Closed Session	Executive Committee	ED Responsibilities
January	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Financials</li> <li>- Quality Counts update presentation</li> <li>- Home Visitation update presentation</li> </ul>			Draft Budget
February	<ul style="list-style-type: none"> <li>- Form 700 Reminder</li> </ul>		Draft Budget Presentation	
March	<ul style="list-style-type: none"> <li>- Form 700 Reminder</li> <li>- Budget proposal for next fiscal year</li> </ul>		Formal ED evaluation and goal review  Report staff progress on goals	Formal staff evaluation and goal review
April	<ul style="list-style-type: none"> <li>- Form 700 Check in (if any have not been submitted)</li> <li>- Conflict of Interest Updates</li> <li>- 3<sup>rd</sup> Quarter Financials</li> </ul>	Discussion of budget proposal  Discussion ED evaluation and goal review		<b>Note: First 5 Advocacy Day generally held in April</b>
May	<ul style="list-style-type: none"> <li>- <b>Compliance Item:</b> First 5 CA Annual Report</li> <li>- <b>Compliance Item:</b> ASD-035 Strategic Plan Review/Update/Adoption (Public Hearing)</li> <li>- Budget adoption for next FY (Public Hearing)</li> </ul>			
June	<ul style="list-style-type: none"> <li>- Contract approvals to start July 1<sup>st</sup> (professional services, quality counts,</li> </ul>			Stop using petty cash June 15. Reconcile

	<p>any other standing contracts or rollover funds)</p> <ul style="list-style-type: none"> <li>- Outcome Presentations from Programs Department</li> </ul>			
<b>July</b>	<ul style="list-style-type: none"> <li>- No Meeting</li> </ul>			<p>Staff and department goals developed</p> <p>Petty cash usable July 1</p>
<b>August</b>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Quarter Financials</li> <li>- Outcomes Presentation Quality Counts</li> <li>- Outcomes Presentation Home Visitation</li> </ul>	Discussion of ED Goals and Evaluation Process	Review ED Goals	
<b>September</b>		Discussion of ED Goals and Evaluation Process		
<b>October</b>	<ul style="list-style-type: none"> <li>- <b>Compliance item:</b> Presentation and accept of annual audit</li> <li>- <b>Compliance item:</b> Presentation and acceptance of First 5 Napa County Annual Report for FSCA</li> <li>- 1<sup>st</sup> Quarter Financials</li> <li>- Deferred Compensation Resolution</li> <li>- Meeting Schedule for next calendar year</li> </ul>			
<b>November</b>	<ul style="list-style-type: none"> <li>- No Meeting</li> </ul>			Informal evaluation and goal review

<b>December</b>	<ul style="list-style-type: none"><li>- Employee cash in lieu rates</li><li>- Policy Platform</li><li>- First 5 Local Evaluation Report</li><li>- Election of new officers</li><li>- Update Presentations from Programs Department</li></ul>		Informal ED evaluation and goal review  Report staff progress on goals	
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**1. Purpose and Intent:**

The Commission’s intent is to facilitate **the** creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. It is further the intent to integrate the Commission's planning and programs with existing service delivery systems for children from prenatal to age five and their families.

**2. Powers and Duties**

The powers and duties of the Commission shall include, but are not limited to, the following:

- (a) Perform any and all duties imposed on them collectively or individually by law or by these Bylaws;
- (b) Prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the commission;
- (c) Supervise all officers, agents, employees, and advisory committees of the Commission to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these Bylaws;
- (e) Approve the annual strategic plan for the support and improvement of early childhood development within the county, after conducting at least one public hearing on the proposed county strategic plan;
- (f) On at least an annual basis, review the county strategic plan and revise as necessary and appropriate after conducting a public hearing to consider proposed revisions;
- (g) Submit the county strategic plan and any revisions to it to the State Commission;
- (h) Approve an annual budget;
- (i) Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150 (b) and conduct public hearings;
- (j) Elect the Officers of the Commission;
- (k) Apply for those grants determined to be consistent with the purpose and intent of the Commission from a person, corporation, foundation, or other entity, or from the state or an agency or political subdivision thereof, or from the federal government or any agency instrumentality thereof, in furtherance of a program of early childhood development;
- (l) Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the Children and Families First Act;
- (m) Conduct at least one public hearing on each annual report prepared by the State Commission pursuant to Health and Safety Code Section 130150 (b);



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- (n) Consider the State Commission's findings and research and apply them to the county strategic plan as deemed appropriate;
- (o) Solicit technical assistance from the State Commission as deemed necessary and appropriate;
- (p) Provide input to the State Commission regarding guidelines and other matters as the Commission deems necessary and appropriate;

**3. Officers**

**A. Chairperson and Vice-Chairperson.**

- 1. Time of Election.** At its first meeting each calendar year, the Commission shall elect a Chairperson and Vice-Chairperson from among the members.
- 2. Term.** Each Chairperson and Vice-Chairperson who is elected shall serve until his or her successor is elected and assumes the office of Chairperson or Vice-Chairperson. In no event shall the Chairperson or Vice-Chairperson serve more than two terms in that office.
- 3. Duties of the Chairperson and Vice-Chairperson.** The Chairperson of the Commission or, in his or her absence, the Vice-Chairperson, shall act as the presiding officer of the Commission and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote of the Commission, and perform such other duties as are required by law. The Chairperson shall in addition have all the rights and duties enjoyed by any other member.
- 4. Participation of the Chairperson.** The Chairperson of the Commission, or in his or her absence the Vice-Chairperson, may make or second any motion and present and discuss any matter on the agenda in the same manner as any other member without having to step down from the Chair.

**B. Secretary.** The Commission shall appoint a Secretary, who need not be a member of the Commission.

**C. Executive Committee.** There shall be an Executive Committee comprised of the Chairperson, the Vice-Chairperson, the immediate past Chairperson and a member-at-large appointed by the Chairperson. In the event that a single Commissioner fills more than one of these positions, then the Chairperson shall appoint two members-at-large.

**4 Meetings of the Commission**



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- A. **Date of Regular Meetings.** The day of the Regular meetings of the Commission shall be established by resolution. All dates of regular meetings of the Commission shall be shown on a calendar which the Commission shall adopt at its first meeting each calendar year. Notwithstanding any of the foregoing, any regular meeting of the Commission may be canceled by majority vote of the Commission or, at any time, by the Chairperson (or in his or her absence, the Vice-Chairperson) or the Secretary for lack of business or by the Secretary for lack of a quorum.
- B. **Time of Regular Meetings.** The time of the Regular meetings of the Commission shall be established by resolution and shall continue until all agenda business is, concluded unless adjourned earlier on motion of the Commission for any reason or by the Secretary for lack of a quorum.
- C. **Location of Regular Meetings.** The location of regular meetings of the Commission shall be established by resolution.
- D. **Emergency and Special Meetings.** Emergency or special meetings shall be called in conformance with the provisions of the Brown Act (Government Code section 54950 and following) and may be canceled in the same manner as provided in these Bylaws for cancellation of regular meetings.
- E. **Conduct of Meetings.** All meetings of the Commission shall be conducted in conformance with the provisions of the Brown Act (Government Code section 54950 and following).

**5. Agendas**

- A. **Posting.** The Secretary shall prepare, post, and otherwise give notice of the agenda for each meeting of the Commission in accordance with the requirements of the Brown Act.
- B. **Inclusion on Agenda Required for Discussion or Action.** No matter may be considered or acted upon unless it is included on the posted agenda or a supplemental agenda.
- C. **Supplemental Agenda.** A supplemental agenda will be prepared and considered by the Commission only under the following conditions:
  - 1. **Emergencies.** Upon a determination by the Commission that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
  - 2. **Need Arising after Posting.** Upon a determination by a two-thirds vote of the Commission, or, if less than two-thirds of the potential votes are present, a unanimous vote of those members present, that there is a need to



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take immediate action and the need to take action came to the attention of the Commission subsequent to the regular agenda being posted.

- 3. **Recently Continued Item.** The item was properly posted for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

D. The Secretary shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet to any individual that requests it. The Secretary shall comply with all other mailing requirements found in the Brown Act.

**6. Conduct of Meetings**

A. **Order of Business.** The regular order of business of the Commission shall be:

- 1. Call to order.
- 2. Approval of the minutes of the previous meeting.
- 3. Agenda of the Commission.
- 4. Adjournment.

B. **Parliamentary Procedure.** Unless otherwise provided by these Bylaws, all proceedings before the Commission shall be conducted in accordance with and pursuant to the parliamentary procedure prescribed in “Robert’s Rules of Order.” If strict compliance with the procedures described therein hinder the efficient functioning of the Commission on a particular item of business, the Chairperson, with the consent of the Commission, may suspend the Rules for that particular item of business.

C. **Preservation of Order.** The Chairperson shall preserve order at all public hearings and shall decide business questions of order subject to being overruled by a two-thirds vote of the Commission. Persons who become disruptive or abusive may be ejected from the hearing.

D. **Recording of Meetings.** Any meeting of the Commission, other than a closed session permitted under the Brown Act, may be recorded by any person, unless the Commission determines that such recording could constitute a disruption of the proceedings.

7. **Resolution.** All resolutions of the Commission shall be adopted by the Commission and attested to by the Secretary.



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**8. Presentations to the Commission**

- A. Identification of Speaker.** Any person desiring to address the Commission shall, when recognized by the Chairperson, give his or her name.
- B. Limitations on Time.** The Chairperson may, in the interest of facilitating the business of the Commission, set in advance of the presentation of testimony reasonable time limits for oral presentations. Persons may be required to submit written testimony in lieu of oral testimony if the Chairperson determines that a reasonable opportunity for oral presentations has been provided, and in such a case, the hearing will be continued to a later date to allow a reasonable time for such submittals to occur.
- C. No Testimony after Close of Hearing.** No testimony shall be accepted after the close of the public hearing, except that Legal Counsel may be consulted on legal issues without reopening the public hearing.

**9. Effect of Failure to Comply with Bylaws**

Failure to comply with any of these Bylaws shall invalidate an action only if it prejudices the substantial rights of the person alleging the error or if invalidation is required by statute. Persons alleging procedural error shall have the burden of proof as to whether the error occurred and whether the error has prejudiced the person's substantial rights.

**10. Recordation of Commission Actions**

All official actions or decisions by the Commission shall be entered in the minutes of the Commission. The vote or votes of each member on every question shall be recorded.

**11. Voting and Quorum**

- A. Roll Call Vote.** A roll call vote may be required in voting upon any motion of the Commission at the discretion of the Chairperson.
- B. Quorum.** A quorum for the transaction of business shall exist only as long as a majority of the members of the Commission are present.
- C. Voting Affected by Conflict of Interest.** As a general rule, no member with a conflict of interest as defined by the Political Reform Act (Government Code sections 81000 and following) shall participate in any discussion or voting. The Commission may adopt procedures to minimize the perception of bias even when



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a Commissioner does not have a disqualifying conflict of interest pursuant to the Political Reform Act.

**12. Budget**

The annual budget shall appropriate all funds for expenditure. .

**13. Independent Public Entity**

As provided in Health and Safety Code §130140.1(a), the Commission is an independent public entity separate from the County of Napa, as defined by Section 53050 of the Government Code.

**14. Changes to Bylaws**

The provisions of these Bylaws may be altered, amended, or repealed only by resolution of the Commission.

**15. Subcommittees**

The Commission may establish, by resolution, one or more subcommittees to facilitate the goals and purposes of the Commission.

## Memorandum

**To: First 5 Commissioners**  
**From: Betsy Strauss**  
**Re: Conflict of Interest Laws**

Conflict of interest laws and restrictions protect against both actual impropriety and the appearance of impropriety. For that reason, these restrictions may seem to go farther than strictly necessary to prevent improper considerations from entering into public agency decision-making. However, the goal of conflict of interest laws is to promote public confidence in public agencies by assuring that official conduct is above reproach. For this reason, the prudent approach is usually to err on the side of caution and avoid even the appearance of impropriety in any given situation.

### **The Duty to Publicly Disclose Personal Economic Interests**

The State's Political Reform Act requires Commissioners to disclose their personal economic interests annually on April 1. New commissioners are required to file a "Statement of Economic Interests" within thirty days of being appointed. Retiring commissioners are required to file within thirty days of the effective date of their retirement. The purpose of these requirements is to alert both public officials and the public to any personal economic interests that may be affected during the official performance of your duties. The kinds of economic interests that must be disclosed are:

- Interests in real property;
- Investments;
- Business positions;
- Sources of Income;
- Gifts

Only those economic interests located within the County of Napa must be disclosed unless it is foreseeable that a Commission decision may have a financial impact on an interest outside the County of Napa. The source of a spouse's income must be disclosed since the community property laws attribute that income to both spouses. Stocks held in a mutual fund over which you do not have control need not be disclosed. The Statements are filed with the Commission staff who thereafter transmit them to the County of Napa.

### **The Duty to Disqualify Oneself from Participating in Commission Decisions under the Political Reform Act**

Public officials and public employees are not allowed to have a "conflict of interest" in the decisions they make. Public officials and employees have a "conflict of interest"

when they have a financial interest in the decision. Two state laws define when a public official/employee has a financial interest in a decision:

Political Reform Act of 1974

Basic Rule: A public official may not make, participate in making, or use his/her position to influence a decision if it is reasonably foreseeable that the decision could have a financial effect on any of that official's economic interests.

- *When do you make, participate in making, or influence a decision?* Typical activities are deliberating, voting, making recommendations or even communicating to someone who will be involved in the decision-making. Other activities include researching materials relating to the decision whether or not done in the context of a public meeting. The issue is whether you are using your official position to influence or attempt to influence a governmental decision.
- *Do you have an economic interest in the decision?* Your economic interests include the interests of your spouse and your dependent children. Economic interests are:
  - ✓ *Source of income:* Receiving \$500 or more in income from a single source in the 12 months prior to the decision. Additionally, if an official has been promised \$500 or more from any one source within the twelve months prior to the decision, the person or entity is a source of income. (Note: Salary from a governmental entity is not a "source of income.")
  - ✓ *Gifts:* The receipt of gifts of \$420 or more received in the 12 months prior to the decision from any one person regardless of that person or organization is in Napa County. For example, tickets to the theatre, ballgame, lunch, dinner or fundraiser.
  - ✓ *Business investment:* Business investment of \$2,000 or more. For example, stock worth \$2,000 (but not a \$2,000 investment in a mutual fund when the official does not control the stocks that are bought and sold)
  - ✓ *Real property:* Investing \$2,000 or more in real property, including your home.
  - ✓ *Business employment or management:* A business entity in which the public official is a director, officer, partner, trustee, employee or manager including a member of the board of directors of a for-profit or non-profit corporation.

- ✓ *Personal financial effect:* You have an economic interest in your own expenses, income, assets or liabilities and those of your immediate family. If the Commission's decision would affect you personally by causing any expenses, income, assets or liabilities to change, the decision has a personal financial effect on you.
- *What are the standards for determining whether your economic interests are considered important (material) enough to trigger a conflict of interest?* For each economic interest, you must determine whether the impact of the decision is important enough – a concept the law calls “material” – that it presents a problem under the Political Reform Act. The standard for materiality varies for each type of economic interest. The rules in this area are complicated. If you have reached this step in the analysis, you should consult the Commission counsel. Note: It does not matter if the financial impact is positive or negative.
- *How do you determine whether you might have a conflict of interest?*
  - ✓ First identify your economic interests by considering the following information: your source(s) of income (including your spouse's source(s) of income); for-profit and non-profit corporation boards of directors on which you serve; real property that you own in Napa Valley; investments worth more than \$2,000
  - ✓ Next, consider whether the decision will have a financial impact on one of these economic interests – either positive or negative.
  - ✓ Finally, consider, with the advice of the Commission counsel, whether the decision will have a “material” financial impact on one of these economic interests – either positive or negative.
- *What happens if you have a conflict of interest?* If a Commissioner has a “conflict of interest,” s/he must announce the conflict of interest on the record of the meeting at which the decision is made and then leave the meeting during the discussion of the subject.

Violations of the Political Reform Act are punishable by both criminal and civil sanctions, depending upon the severity of the violation. If a Commissioner prefers to discuss a possible conflict of interest with someone other than the Commission counsel, the Fair Political Practices Commission in Sacramento provides technical advice by telephone ([www.fppc.ca.gov](http://www.fppc.ca.gov); 1-866-ASK-FPPC).

### **The Prohibition against Self-Dealing**

A special category of conflicts of interest exists with respect to Commission contracts. The law strictly forbids the Commission from entering into a contract if a Commissioner has a financial interest in the person or the entity with whom the Commission is contracting. You are not allowed to be on both side of a contract. Recusing oneself is not an option under the general rule. This is, in essence, a prohibition against self-dealing. It is generally referred to as a contractual conflict of interest.

The Legislature enacted an exception to the general rule that applies to all Families and Children's Commissions. The exception states that the general rule does not apply to a contract or grant which relates to services provided by a member of the Commission; or the entity the member represents; or to a contract or grant which financially benefits a member of the Commission or his/her entity. However, the Commissioner to which the exception applies may not participate in the decision.

### **The Duty to Disqualify based upon Common Law Bias**

Although California statutes largely determine when public officials must disqualify themselves from participating in decisions, common law (judge-made) principles still require a public official to exercise his or her powers free from personal bias. This is a judicial expression of the public policy against public officials using their official positions for private benefit. Under the common law doctrine, an official has a fiduciary duty to exercise the powers of office for the benefit of the public and is not permitted to use those powers for the benefit of a private interest. The private interest need not be economic.

This rule does not preclude holding opinions, philosophies or strong feelings about issues or specific projects; it also does not proscribe expression of views about matters of importance in the community. It would, however, preclude participation by a decision-making who has pre-judged a matter and has a completely closed mind, with a preconceived and unalterable view of the outcome without regard to the information presented.

The conflicts of interest laws are highly technical. If you have any questions, please call the Commission's legal counsel, Betsy Strauss at (707) 290-8772.

**Conflict of Interest Disclosure**

**Section 4 of Commission Resolution No. 2012 – 2 states:**

Because a perception of bias may damage the public’s confidence in the impartiality and fairness of the Commission’s decisions, Commissioners shall perform their duties in an impartial manner, free from bias caused by financial or personal interest. In order to enhance the public’s confidence in the impartiality and fairness of the Commission’s decisions, the following practice shall be followed:

A. When assuming office, a Commissioner shall disclose in writing their activities that relate to the 0 – 5 population. For Commissioners in office as of the date of adoption of this resolution, disclosure shall occur on or before September 30, 2012.

B. A Commissioner shall amend the written disclosure described in paragraph A to add or subtract activities from the statement. The amendment shall occur in conjunction with the filing of Form 700 in April.

C. A Commissioner shall explain verbally why they are choosing to participate in the deliberation of an agenda item that involves an interest or activity that has been disclosed pursuant to paragraph A.

D. After a disclosure pursuant to paragraph C, other Commissioners may ask questions or make comments.

Name of Commissioner: \_\_\_\_\_

Date of Disclosure: \_\_\_\_\_

Activities relating to the 0-5 population involving personal or financial interest:

Name of Organization	Activity
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Commissioner: \_\_\_\_\_

**Proposition 10**  
**State and County Early Childhood Development Programs. Additional Tobacco Surtax. Initiative Constitutional Amendment and Statute.**

This initiative measure is submitted to the people in accordance with the provisions of Article II, Section 8 of the California Constitution.

This initiative measure expressly amends the California Constitution by adding sections thereto, and adds sections to the Health and Safety Code and the Revenue and Taxation Code. New provisions proposed to be added are printed in *italic type* to indicate they are new.

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**PROPOSED LAW**

**CALIFORNIA CHILDREN AND FAMILIES  
FIRST INITIATIVE**

**SECTION 1. Title.** This measure shall be known and may be cited as the "California Children and Families First Act of 1998."

**SEC. 2. Findings and Declarations.** The people find and declare as follows:

(a) There is a compelling need in California to create and implement a comprehensive, collaborative, and integrated system of information and services to promote, support, and optimize early childhood development from the prenatal stage to five years of age.

(b) There is a further compelling need in California to ensure that early childhood development programs and services are universally and continuously available for children until the beginning of kindergarten. Proper parenting, nurturing, and health care during these early years will provide the means for California's children to enter school in good health, ready and able to learn, and emotionally well developed.

(c) It has been determined that a child's first three years are the most critical in brain development, yet these crucial years have inadvertently been neglected. Experiences that fill the child's first three years have a direct and substantial impact not only on brain development but on subsequent intellectual, social, emotional, and physical growth.

(d) The seminal Starting Points report by the Carnegie Corporation of New York concludes that "how children function from the preschool years all the way through adolescence, and even adulthood, hinges in large part on their experiences before the age of three."

(e) New research from many sources, including the Carnegie Corporation, the Baylor College of Medicine, and the White House Conference on Early Childhood Development, demonstrates that the capacity of a child's brain grows more during the first three years than at any other time.

(f) The Education Commission of the States' report on the results of neuroscience research associated with early childhood development states: "Too many infants are born with problems that hinder their start in life. Damage that occurs to the embryo during critical growth times may lead to irreversible disabilities."

(g) California taxpayers spend billions of dollars on public education each year, yet there are few programs designed specifically to help prepare children to enter school in good health, ready and able to learn, and emotionally well developed. Children who succeed in

school are far more likely to engage in meaningful social, economic, and civic participation as adults and to avoid the use of tobacco and other addictive substances.

(h) Dollars spent now on well-coordinated programs that enable children to begin school healthy, ready and able to learn, and emotionally well developed will save billions of dollars in remedial programs, treatment services, social services, and our criminal justice system.

(i) The well-being of California's infants and children is endangered. Each year, tens of thousands of children are born exposed to tobacco, drugs, and alcohol. Cigarette smoking and other tobacco use by pregnant women and new parents represent a significant threat to the healthy development of infants and young children. Smoking is the leading preventable cause of death and disease in California.

(j) Studies published by the American Lung Association state: "Smoking during pregnancy accounts for an estimated 20 to 30 percent of low birth weight babies, up to 14 percent of preterm deliveries, and some 10 percent of all infant deaths. Maternal smoking has been linked to asthma among infants and young children."

(k) Research and studies demonstrate that low birth weight infants are particularly at risk for severe physical and developmental complications.

(l) Studies by the federal Environmental Protection Agency demonstrate an increased risk of sudden infant death syndrome (SIDS) in infants of mothers who smoke. The federal Environmental Protection Agency also estimates that secondhand smoke is responsible for between 150,000 and 300,000 lower respiratory tract infections in infants and children under 18 months of age annually, resulting in between 7,500 and 15,000 hospitalizations each year.

(m) The California Children and Families First Act of 1998 addresses these issues by facilitating the creation of a seamless system of integrated and comprehensive programs and services, and a funding base for the system with program and financial accountability, that will:

(1) Establish community-based programs to provide parental education and family support services relevant to effective childhood development. These services shall include education and skills training in nurturing and in avoidance of tobacco, drugs, and alcohol during pregnancy. Emphasis will be on services not provided by existing programs and on the consolidation of existing programs and new services provided pursuant to this act into an integrated system from the consumer's perspective.

(2) Educate the public, using mass media, on the importance and the benefits of nurturing, health care, family support, and child care; and inform involved professionals and the general public about programs that focus on early childhood development.

(3) Educate the public, using mass media, on the dangers caused by smoking and other tobacco use by pregnant women to themselves and to infants and young children, and the dangers of secondhand smoke to all children.

(4) Encourage pregnant women and parents of young children to quit smoking.

(n) A 50-cent-per-pack increase in the state surtax on cigarettes and an equivalent increase in the state surtax on tobacco products to fund anti-smoking and early childhood development programs is necessary, appropriate, and in the public interest.

SEC. 3. Section 7 is added to Article XIII A of the Constitution, to read:

*SEC. 7. Section 3 of this article does not apply to the California Children and Families First Act of 1998.*

SEC. 4. Section 13 is added to Article XIII B of the Constitution, to read:

*SEC. 13. "Appropriations subject to limitation" of each entity of government shall not include appropriations of revenue from the California Children and Families First Trust Fund created by the California Children and Families First Act of 1998. No adjustment in the appropriations limit of any entity of government shall be required pursuant to Section 3 as a result of revenue being deposited in or appropriated from the California Children and Families First Trust Fund. The surtax created by the California Children and Families First Act of 1998 shall not be considered General Fund revenues for the purposes of Section 8 of Article XVI.*

SEC. 5. Division 108 (commencing with Section 130100) is added to the Health and Safety Code, to read:

**DIVISION 108. CALIFORNIA CHILDREN AND  
FAMILIES FIRST PROGRAM**

*130100. There is hereby created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care, and research.*

*(a) It is the intent of this act to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. This system should function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the intent of this act to emphasize local decisionmaking, to provide for greater local flexibility in designing delivery systems, and to eliminate duplicate administrative systems.*

*(b) The programs authorized by this act shall be administered by the California Children and Families First Commission and by county children and families first commissions. In administering this act, the state and county commissions shall use outcome-based accountability to determine future expenditures.*

*(c) This division shall be known and may be cited as the "California Children and Families First Act of 1998."*

*130105. The California Children and Families First Trust Fund is hereby created in the State Treasury.*

*(a) The California Children and Families First Trust Fund shall consist of moneys collected pursuant to the taxes imposed by Section 30131.2 of the Revenue and Taxation Code.*

*(b) All costs to implement this act shall be paid from moneys deposited in the California Children and Families First Trust Fund.*

*(c) The State Board of Equalization shall determine within one year of the passage of this act the effect that additional taxes imposed on cigarettes and tobacco products by this act has on the consumption of cigarettes and tobacco products in this state. To the extent that a decrease in consumption is determined by the State Board of Equalization to be the direct result of additional taxes imposed by this act, the State Board of Equalization shall determine the fiscal effect the decrease in consumption has on the funding of any Proposition 99 (the Tobacco Tax and Health Protection Act of 1988) state health-related education or research programs in effect as of November 1, 1998, and the Breast Cancer Fund programs that are funded by excise taxes on cigarettes and tobacco products. Funds shall be transferred from the California Children and Families First Trust Fund to those affected programs as necessary to offset the revenue decrease directly resulting from the imposition of additional taxes by this act. Such reimbursements shall occur, and at such times, as determined necessary to further the intent of this subdivision.*

*(d) Moneys shall be allocated and appropriated from the California Children and Families First Trust Fund as follows:*

*(1) Twenty percent shall be allocated and appropriated to separate accounts of the state commission for expenditure according to the following formula:*

*(A) Six percent shall be deposited in a Mass Media Communications Account for expenditures for communications to the general public utilizing television, radio, newspapers, and other mass media on subjects relating to and furthering the goals and purposes of this act, including, but not limited to, methods of nurturing and parenting that encourage proper childhood development, the informed selection of child care, information regarding health and social services, the prevention of tobacco, alcohol, and drug use by pregnant women, and the detrimental effects of secondhand smoke on early childhood development.*

*(B) Five percent shall be deposited in an Education Account for expenditures for programs relating to education, including, but not limited to, the development of educational materials, professional and parental education and training, and technical support for county commissions in the areas described in subparagraph (A) of paragraph (1) of subdivision (b) of Section 130125.*

*(C) Three percent shall be deposited in a Child Care Account for expenditures for programs relating to child care, including, but not limited to, the education and training of child care providers, the development of educational materials and guidelines for child care workers, and other areas described in subparagraph (B) of paragraph (1) of subdivision (b) of Section 130125.*

*(D) Three percent shall be deposited in a Research and Development Account for expenditures for the research and development of best practices and standards for all*

*programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of such programs and services.*

*(E) One percent shall be deposited in an Administration Account for expenditures for the administrative functions of the state commission.*

*(F) Two percent shall be deposited in an Unallocated Account for expenditure by the state commission for any of the purposes of this act described in Section 130100 provided that none of these moneys shall be expended for the administrative functions of the state commission.*

*(G) In the event that, for whatever reason, the expenditure of any moneys allocated and appropriated for the purposes specified in subparagraphs (A) to (F), inclusive, is enjoined by a final judgment of a court of competent jurisdiction, then those moneys shall be available for expenditure by the state commission for mass media communication emphasizing the need to eliminate smoking and other tobacco use by pregnant women, the need to eliminate smoking and other tobacco use by persons under 18 years of age, and the need to eliminate exposure to secondhand smoke.*

*(H) Any moneys allocated and appropriated to any of the accounts described in subparagraphs (A) to (F), inclusive, that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same account for the next fiscal period.*

*(2) Eighty percent shall be allocated and appropriated to county commissions in accordance with Section 130140.*

*(A) The moneys allocated and appropriated to county commissions shall be deposited in each local Children and Families First Trust Fund administered by each county commission, and shall be expended only for the purposes authorized by this act and in accordance with the county strategic plan approved by each county commission.*

*(B) Any moneys allocated and appropriated to any of the county commissions that are not encumbered or expended within any applicable period prescribed by law shall (together with the accrued interest on the amount) revert to and remain in the same local Children and Families First Trust Fund for the next fiscal period under the same conditions as set forth in subparagraph (A).*

*(e) All grants, gifts, or bequests of money made to or for the benefit of the state commission from public or private sources to be used for early childhood development programs shall be deposited in the California Children and Families First Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the amount allocated and appropriated to the state commission pursuant to paragraph (1) of subdivision (d).*

*(f) All grants, gifts, or bequests of money made to or for the benefit of any county commission from public or private sources to be used for early childhood development programs shall be deposited in the local Children and Families First Trust Fund and expended for the specific purpose for which the grant, gift, or bequest was made. The amount of any such grant, gift, or bequest shall not be considered in computing the*

*amount allocated and appropriated to the county commissions pursuant to paragraph (2) of subdivision (d).*

*130110. There is hereby established a California Children and Families First Commission composed of seven voting members and two ex officio members.*

*(a) The voting members shall be selected, pursuant to Section 130115, from persons with knowledge, experience, and expertise in early child development, child care, education, social services, public health, the prevention and treatment of tobacco and other substance abuse, behavioral health, and medicine (including, but not limited to, representatives of statewide medical and pediatric associations or societies), upon consultation with public and private sector associations, organizations, and conferences composed of professionals in these fields.*

*(b) The Secretary of Health and Welfare and the Secretary of Child Development and Education, or their designees, shall serve as ex officio nonvoting members of the state commission.*

*130115. The Governor shall appoint three members of the state commission, one of whom shall be designated as chairperson. One of the Governor's appointees shall be either a county health officer or a county health executive. The Speaker of the Assembly and the Senate Rules Committee shall each appoint two members of the state commission. Of the members first appointed by the Governor, one shall serve for a term of four years, and two for a term of two years. Of the members appointed by the Speaker of the Assembly and the Senate Rules Committee, one appointed by the Speaker of the Assembly and the Senate Rules Committee shall serve for a period of four years with the other appointees to serve for a period of three years. Thereafter, all appointments shall be for four-year terms. No appointee shall serve as a member of the state commission for more than two four-year terms.*

*130120. The state commission shall, within three months after a majority of its voting members have been appointed, hire an executive director. The state commission shall thereafter hire such other staff as necessary or appropriate. The executive director and staff shall be compensated as determined by the state commission, consistent with moneys available for appropriation in the Administration Account. All professional staff employees of the state commission shall be exempt from civil service. The executive director shall act under the authority of, and in accordance with the direction of, the state commission.*

*130125. The powers and duties of the state commission shall include, but are not limited to, the following:*

*(a) Providing for statewide dissemination of public information and educational materials to members of the general public and to professionals for the purpose of developing appropriate awareness and knowledge regarding the promotion, support, and improvement of early childhood development.*

*(b) Adopting guidelines for an integrated and comprehensive statewide program of promoting, supporting, and improving early childhood development that enhances the intellectual, social, emotional, and physical development of children in California.*

*(1) The state commission's guidelines shall, at a minimum, address the following matters:*

*(A) Parental education and support services in all areas required for, and relevant to, informed and healthy parenting. Examples of parental education shall include, but are not limited to, prenatal and postnatal infant and maternal nutrition, education and training in newborn and infant care and nurturing for optimal early childhood development, parenting and other necessary skills, child abuse prevention, and avoidance of tobacco, drugs, and alcohol during pregnancy. Examples of parental support services shall include, but are not limited to, family support centers offering an integrated system of services required for the development and maintenance of self-sufficiency, domestic violence prevention and treatment, tobacco and other substance abuse control and treatment, voluntary intervention for families at risk, and such other prevention and family services and counseling critical to successful early childhood development.*

*(B) The availability and provision of high quality, accessible, and affordable child care, both in-home and at child care facilities, that emphasizes education, training and qualifications of care providers, increased availability and access to child care facilities, resource and referral services, technical assistance for caregivers, and financial and other assistance to ensure appropriate child care for all households.*

*(C) The provision of child health care services that emphasize prevention, diagnostic screenings, and treatment not covered by other programs; and the provision of prenatal and postnatal maternal health care services that emphasize prevention, immunizations, nutrition, treatment of tobacco and other substance abuse, general health screenings, and treatment services not covered by other programs.*

*(2) The state commission shall conduct at least one public hearing on its proposed guidelines before they are adopted.*

*(3) The state commission shall, on at least an annual basis, periodically review its adopted guidelines and revise them as may be necessary or appropriate.*

*(c) Defining the results to be achieved by the adopted guidelines, and collecting and analyzing data to measure progress toward attaining such results.*

*(d) Providing for independent research, including the evaluation of any relevant programs, to identify the best standards and practices for optimal early childhood development, and establishing and monitoring demonstration projects.*

*(e) Soliciting input regarding program policy and direction from individuals and entities with experience in early childhood development, facilitating the exchange of information between such individuals and entities, and assisting in the coordination of the services of public and private agencies to deal more effectively with early childhood development.*

*(f) Providing technical assistance to county commissions in adopting and implementing county strategic plans for early childhood development.*

*(g) Reviewing and considering the annual audits and reports transmitted by the county commissions and, following a public hearing, adopting a written report that consolidates, summarizes, analyzes, and comments on those annual audits and reports.*

*(h) Applying for gifts, grants, donations, or contributions of money, property, facilities, or services from any person, corporation, foundation, or other entity, or from the state or*

*any agency or political subdivision thereof, or from the federal government or any agency or instrumentality thereof, in furtherance of a statewide program of early childhood development.*

*(i) Entering into such contracts as necessary or appropriate to carry out the provisions and purposes of this act.*

*(j) Making recommendations to the Governor and the Legislature for changes in state laws, regulations, and services necessary or appropriate to carry out an integrated and comprehensive program of early childhood development in an effective and cost-efficient manner.*

*130130. Procedures for the conduct of business by the state commission not specified in this act shall be contained in bylaws adopted by the state commission. A majority of the voting members of the state commission shall constitute a quorum. All decisions of the state commission, including the hiring of the executive director, shall be by a majority of four votes.*

*130135. Voting members of the state commission shall not be compensated for their services, except that they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the state commission.*

*130140. Any county or counties developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals and objectives of this act shall receive moneys pursuant to paragraph (2) of subdivision (d) of Section 130105 in accordance with the following provisions:*

*(a) For the period between January 1, 1999 and*

*June 30, 2000, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the entire number of births recorded in California (for the same period), provided that each of the following requirements has first been satisfied:*

*(1) The county's board of supervisors has adopted an ordinance containing the following minimum provisions:*

*(A) The establishment of a county children and families first commission. The county commission shall be appointed by the board of supervisors and shall consist of at least five but not more than nine members.*

*(i) Two members of the county commission shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.*

*(ii) One member of the county commission shall be a member of the board of supervisors.*

*(iii) The remaining members of the county commission shall be from among the persons described in clause (i) and persons from the following categories: recipients of project*

*services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.*

*(B) The manner of appointment, selection, or removal of members of the county commission, the duration and number of terms county commission members shall serve, and any other matters that the board of supervisors deems necessary or convenient for the conduct of the county commission's activities, provided that members of the county commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the county commission.*

*(C) The requirement that the county commission adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.*

*(i) The county strategic plan shall be consistent with, and in furtherance of the purposes of, this act and any guidelines adopted by the state commission pursuant to subdivision (b) of Section 130125 that are in effect at the time the plan is adopted.*

*(ii) The county strategic plan shall, at a minimum, include the following: a description of the goals and objectives proposed to be attained; a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete until and unless the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.*

*(iii) The county commission shall, on at least an annual basis, be required to periodically review its county strategic plan and to revise the plan as may be necessary or appropriate.*

*(D) The requirement that the county commission conduct at least one public hearing on its proposed county strategic plan before the plan is adopted.*

*(E) The requirement that the county commission conduct at least one public hearing on its periodic review of the county strategic plan before any revisions to the plan are adopted.*

*(F) The requirement that the county commission submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission.*

*(G) The requirement that the county commission prepare and adopt an annual audit and report pursuant to Section 130150. The county commission shall conduct at least one public hearing prior to adopting any annual audit and report.*

*(H) The requirement that the county commission conduct at least one public hearing on each annual report by the state commission prepared pursuant to subdivision (b) of Section 130150.*

*(I) Two or more counties may form a joint county commission, adopt a joint county strategic plan, or implement joint programs, services, or projects.*

*(2) The county's board of supervisors has established a county commission and has appointed a majority of its members.*

*(3) The county has established a local Children and Families First Trust Fund pursuant to subparagraph (A) of paragraph (2) of subdivision (d) of Section 130105.*

*(b) Notwithstanding any provision of this act to the contrary, no moneys made available to county commissions under subdivision (a) shall be expended to provide, sponsor, or facilitate any programs, services, or projects for early childhood development until and unless the county commission has first adopted an adequate and complete county strategic plan that contains the provisions required by clause (ii) of subparagraph (C) of paragraph (1) of subdivision (a).*

*(c) In the event that any county elects not to participate in the California Children and Families First Program, the moneys remaining in the California Children and Families First Trust Fund shall be reallocated and reappropriated to participating counties in the following fiscal year.*

*(d) For the fiscal year commencing on July 1, 2000, and for each fiscal year thereafter, county commissions shall receive the portion of the total moneys available to all county commissions equal to the percentage of the number of births recorded in the relevant county (for the most recent reporting period) in proportion to the number of births recorded in all of the counties participating in the California Children and Families First Program (for the same period), provided that each of the following requirements has first been satisfied:*

*(1) The county commission has, after the required public hearings, adopted an adequate and complete county strategic plan conforming to the requirements of subparagraph (C) of paragraph (1) of subdivision (a), and has submitted the plan to the state commission.*

*(2) The county commission has conducted the required public hearings, and has prepared and submitted all audits and reports required pursuant to Section 130150.*

*(3) The county commission has conducted the required public hearings on the state commission annual reports prepared pursuant to subdivision (b) of Section 130150.*

*(e) In the event that any county elects not to continue participation in the California Children and Families First Program, any unencumbered and unexpended moneys remaining in the local Children and Families First Trust Fund shall be returned to the California Children and Families First Trust Fund for reallocation and reappropriation to participating counties in the following fiscal year.*

*130145. The state commission and each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of this act. Each advisory*

*committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.*

*130150. On or before October 15 of each year, the state commission and each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, their respective functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and the measurement of specific outcomes through appropriate reliable indicators.*

*(a) The audits and reports of each county commission shall be transmitted to the state commission.*

*(b) The state commission shall, on or before January 31 of each year, prepare a written report that consolidates, summarizes, analyzes, and comments on the annual audits and reports submitted by all of the county commissions for the preceding fiscal year. This report by the state commission shall be transmitted to the Governor, the Legislature, and each county commission.*

*(c) The state commission shall make copies of each of its annual audits and reports available to members of the general public on request and at no cost. The state commission shall furnish each county commission with copies of those documents in a number sufficient for local distribution by the county commission to members of the general public on request and at no cost.*

*(d) Each county commission shall make copies of its annual audits and reports available to members of the general public on request and at no cost.*

*130155. The following definitions apply for purposes of this act:*

*(a) "Act" means the California Children and Families First Act of 1998.*

*(b) "County commission" means each county children and families first commission established in accordance with Section 130140.*

*(c) "County strategic plan" means the plan adopted by each county children and families first commission and submitted to the California Children and Families First Commission pursuant to Section 130140.*

*(d) "State commission" means the California Children and Families First Commission established in accordance with Section 130110.*

SEC. 6. Article 3 (commencing with Section 30131) is added to Chapter 2 of Part 13 of Division 2 of the Revenue and Taxation Code, to read:

*Article 3. California Children and Families First Trust Fund Account*

*30131. Notwithstanding Section 30122, the California Children and Families First Trust Fund is hereby created in the State Treasury for the exclusive purpose of funding those provisions of the California Children and Families First Act of 1998 that are set forth in Division 108 (commencing with Section 130100) of the Health and Safety Code.*

*30131.1. The following definitions apply for purposes of this article:*

*(a) "Cigarette" has the same meaning as in Section 30003, as it read on January 1, 1997.*

*(b) "Tobacco products" includes, but is not limited to, all forms of cigars, smoking tobacco, chewing tobacco, snuff, and any other articles or products made of, or containing at least 50 percent, tobacco, but does not include cigarettes.*

*30131.2. (a) In addition to the taxes imposed upon the distribution of cigarettes by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121) and any other taxes in this chapter, there shall be imposed an additional surtax upon every distributor of cigarettes at the rate of twenty-five mills (\$0.025) for each cigarette distributed.*

*(b) In addition to the taxes imposed upon the distribution of tobacco products by Article 1 (commencing with Section 30101) and Article 2 (commencing with Section 30121), and any other taxes in this chapter, there shall be imposed an additional tax upon every distributor of tobacco products, based on the wholesale cost of these products, at a tax rate, as determined annually by the State Board of Equalization, which is equivalent to the rate of tax imposed on cigarettes by subdivision (a).*

*30131.3. Except for payments of refunds made pursuant to Article 1 (commencing with Section 30361) of Chapter 6, reimbursement of the State Board of Equalization for expenses incurred in the administration and collection of the taxes imposed by Section 30131.2, and transfers of funds in accordance with subdivision (c) of Section 130105 of the Health and Safety Code, all moneys raised pursuant to the taxes imposed by Section 30131.2 shall be deposited in the California Children and Families First Trust Fund and are continuously appropriated for the exclusive purpose of the California Children and Families First Program established by Division 108 (commencing with Section 130100) of the Health and Safety Code.*

*30131.4. All moneys raised pursuant to taxes imposed by Section 30131.2 shall be appropriated and expended only for the purposes expressed in the California Children and Families First Act, and shall be used only to supplement existing levels of service and not to fund existing levels of service. No moneys in the California Children and Families First Trust Fund shall be used to supplant state or local General Fund money for any purpose.*

*30131.5. The annual determination required of the State Board of Equalization pursuant to subdivision (b) of Section 30131.2 shall be made based on the wholesale cost of tobacco products as of March 1, and shall be effective during the state's next fiscal year.*

*30131.6. The taxes imposed by Section 30131.2 shall be imposed on every cigarette and on tobacco products in the possession or under the control of every dealer and distributor on and after 12:01 a.m. on January 1, 1999, pursuant to rules and regulations promulgated by the State Board of Equalization.*

**SEC. 7. Effective date.** Notwithstanding the imposition of the taxes authorized by Section 30131.2 of the Revenue and Taxation Code as of January 1, 1999, this act shall take effect and become operative on the date that the Secretary of State certifies the results of the election at which this act was approved.

SEC. 8. Amendment. This act may be amended only by a vote of two-thirds of the membership of both houses of the Legislature. All amendments to this act shall be to further the act and must be consistent with its purposes.

SEC. 9. Liberal construction. The provisions of this act shall be liberally construed to effectuate its purposes of promoting, supporting, and improving early childhood development from the prenatal stage to five years of age.

SEC. 10. No conflict with other laws. The provisions of this act are intended to be in addition to and not in conflict with any other initiative measure that may be adopted by the people at the November 1998 election, and the provisions of this act shall be interpreted and construed so as to avoid conflicts with any such measure whenever possible.

SEC. 11. Severability. If any provision of this act, or part thereof, is for any reason held to be invalid or unconstitutional, the remaining provisions shall not be affected, but shall remain in full force and effect, and to this end the provisions of this act are severable.

ORDINANCE NO. 1151

**AN URGENCY ORDINANCE OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF NAPA ADDING A NEW CHAPTER 2.71 TO  
THE NAPA COUNTY CODE TO ESTABLISH A CHILDREN AND  
FAMILIES FIRST COMMISSION AND TRUST FUND IN  
ACCORDANCE WITH THE CALIFORNIA CHILDREN AND  
FAMILIES FIRST ACT OF 1998.**

The Board of Supervisors of the County of Napa ordains as follows:

SECTION 1. A new Chapter 2.71, entitled "Children and Families First Commission",

is hereby added to the Napa County Code to read in full as follows:

**Chapter 2.71**

**CHILDREN AND FAMILIES FIRST COMMISSION**

**Sections:**

- 2.71.010 Findings.**
- 2.71.020 Establishment of commission.**
- 2.71.030 Establishment of trust fund.**
- 2.71.040 Purpose of the commission.**
- 2.71.050 Powers and duties.**
- 2.71.060 Membership of the commission.**
- 2.71.070 Terms of office for members, removal, and vacancy in office.**
- 2.71.080 Compensation and expenses.**
- 2.71.090 Procedures for conduct of business.**
- 2.71.100 County strategic plan.**
- 2.71.110 Annual audits and reports.**

**2.71.010 Findings.**

The Board of Supervisors of the County of Napa finds as follows:

A. The voters of the State of California, on November 3, 1998, passed the California Children and Families First Act of 1998. The act recognizes that there is a compelling need in California to create and implement a comprehensive, collaborative, and integrated system of information and services to promote, support, and optimize early childhood development from the prenatal stage to five years of age.

B. The act further recognizes that there is a compelling need in California to ensure that early childhood development programs and services are universally and continuously available for children until the beginning of kindergarten. Proper parenting, nurturing, and health care during these early years will provide the means for California's children to enter school in good health, ready and able to learn, and emotionally well developed.

C. It is the intent of this ordinance to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance

optimal early childhood development. This system should function as a network that promotes access to all information and services from any entry point into the system. It is further the intent of this ordinance to emphasize local decision making, to provide for greater flexibility in designing delivery systems, and to eliminate duplicate administrative systems.

D. The California Children and Families First Act of 1998 provides for funding through an excise tax on tobacco products in order to implement the goals and objectives which are outlined in the act itself. It is the further intent of this ordinance to create Napa County's children and families first commission and Napa County's children and families first trust fund in order to receive funding through the act and to implement the goals and objectives outlined in the California Children and Families First Act of 1998.

**2.71.020 Establishment of commission.**

Pursuant to the provisions of Health and Safety Code section 130140, there is established in the county a children and families first commission consisting of five members.

**2.71.030 Establishment of trust fund.**

Pursuant to California Health and Safety Code section 130105, there is established a trust fund to be known as the children and families first trust fund.

**2.71.040 Purpose of commission.**

The purpose of the commission is to develop, adopt, promote and implement a county strategic plan for local early childhood development programs consistent with the goals and objectives of the California Children and Families First Act of 1998 as set forth in Division 108 of the Health and Safety Code, commencing with section 103100.

**2.71.050 Powers and duties.**

The commission shall have all the powers and duties provided by law to accomplish its purpose.

**2.71.060 Membership of the commission.**

The commission shall consist of five members, appointed by the board of supervisors as follows:

A. Two members of the commission shall be selected from among the county health officer and those persons responsible for management of county functions pertaining to children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.

B. One member of the commission shall be a member of the board of supervisors.

C. The remaining members of the commission shall be selected from among the persons described in subsection (A) and persons from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

**2.71.070 Terms of office for members, removal, and vacancy in office.**

A. The terms of office for each of the members of the commission shall be four years. Nothing herein shall prohibit a person from serving more than one term. Each commission member shall remain in office at the conclusion of that member's term until a successor member has been appointed by the board of supervisors and installed into office. Terms of office of commission members shall be staggered. To establish staggered terms, at the first full meeting of the commission, members shall classify themselves by lot so that one member shall have a term of office one year, one member shall have a term of office of two years, one member shall have a term of office of three years, and two members shall have a term of office of four years.

B. Commissioners serve at the will and pleasure of the board of supervisors, and may be removed from the commission prior to the expiration of the term established by subsection (A) of this section by a majority vote of the board of supervisors.

C. An office shall become vacant if a commission member resigns, is removed pursuant to subsection (B) of this section, discontinues to function in the area or office from which appointed, or fails to attend three consecutive meetings of the commission. The board of supervisors shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission. The board of supervisors shall endeavor to fill all vacancies within 90 days.

**2.71.080 Compensation and expenses.**

Members of the commission shall not be compensated for their services, except they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the commission.

**2.71.090 Procedures for conduct of business.**

Procedures for the conduct of business of the commission not specified in this chapter shall be contained in bylaws adopted by the commission.

**2.71.100 County strategic plan.**

A. The commission shall adopt an adequate and complete county strategic plan for the support and improvement of early childhood development within the county.

1. The county strategic plan shall be consistent with and in furtherance of the purposes of the California Children and Families First Act of 1998 and any guidelines adopted by the state children and families first commission pursuant to subdivision (b) of Health and Safety Code Section 130125 that are in effect at the time the plan is adopted.

2. The county strategic plan shall, at a minimum, include the following: a description of the goals and objectives proposed to be attained; a description of the programs, services, and projects proposed to be provided, sponsored, or facilitated; and a description of how measurable outcomes of such programs, services, and projects will be determined by the commission using appropriate reliable indicators. No county strategic plan shall be deemed adequate or complete unless and until the plan describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.

B. The commission shall conduct at least one public hearing on the proposed county strategic plan before the plan is adopted.

C. The commission shall periodically review, on annual or more frequent basis, the county strategic plan and revise the plan as may be necessary or appropriate. The commission shall conduct at least one public hearing on such periodic reviews of the county strategic plan before any revisions to the plan are adopted.

D. The commission shall submit the adopted county strategic plan and any subsequent revisions thereto to the state children and families first commission and the board of supervisors.

**2.71.110 Annual audits and reports.**

A. The commission shall have prepared and shall adopt an annual audit and report pursuant to Health and Safety Code Section 130150. The commission shall conduct at least one public hearing prior to adopting any annual audit and report.

B. The commission shall conduct at least one public hearing on each annual report by the state children and families first commission prepared pursuant to subdivision (b) of Health and Safety Code Section 130150.

SECTION 2. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Supervisors of the County of Napa hereby declares it would have passed and adopted this ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

SECTION 3. DECLARATION OF URGENCY. The impact of the use of tobacco products upon the residents of Napa County, and particularly the use by minors and pregnant women, and the exposure to minors and others to tobacco products, is a significant health problem. It is thus critical to address this problem as soon as possible and to obtain the funds to do so as soon as possible. Absent passage of this ordinance as an urgency matter, Napa County will be unable to obtain its share of funds allocated by the Act in a timely manner and may forfeit all or a portion of said funds, and thus would be unable to immediately address this health concern. Accordingly, it is urgent and in the best interests of the people of the State of California and the citizens of County of Napa that this ordinance take effect immediately.

SECTION 4. This ordinance shall take effect immediately upon adoption.

SECTION 5. In the event Section 3 and Section 4 of this ordinance are hereafter declared invalid by a court of competent jurisdiction, it is the intent of the Board that this ordinance shall take effect thirty (30) days from and after the date of its passage.

SECTION 6. This ordinance shall be published before the expiration of 15 days after its adoption, in the Napa Valley Register, a newspaper of general circulation published in the County of Napa, together with the names of members voting for and against the same.

The foregoing ordinance was introduced, the title read and the balance of the reading waived at a regular meeting of the Board of Supervisors of the County of Napa, State of California, held on the 8th day of December, 1998, and was thereafter passed at a regular meeting of the Board of Supervisors of the County of Napa, State of California, held on the 15th day of December, 1998, by the following vote of the Board:

AYES:	SUPERVISORS	<u>VARRELMAN, WINTER, RIPPEY,</u> <u>LUCE and FERRIOLE</u>
NOES:	SUPERVISORS	<u>NONE</u>
ABSTAIN:	SUPERVISORS	<u>NONE</u>
ABSENT:	SUPERVISORS	<u>NONE</u>

Vince Ferriole  
VINCE FERRIOLE, CHAIRMAN  
Board of Supervisors

ATTEST:

MARY JEAN McLAUGHLIN  
Clerk of the Board

By: Teri Sisson  
Deputy

<b>APPROVED AS TO FORM</b> Office of County Counsel By: <u>F. Ferriole</u> Date: <u>12-9-98</u>
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## **Ralph M. Brown Act Summary for First 5 Commissioners**

**Intent of the Law:** Public commissions, boards and other public agencies exist to aid in the conduct of the *people's business*. The intent of the law is that their deliberations be conducted openly and their actions be taken openly so that the people may remain informed and may participate in the conduct of their business. The Napa County First 5 Commission is required to follow the Brown Act. The Brown Act requires:

### **All meetings of the Commission to be properly noticed**

- The time and place of “regular” meetings must be established by ordinance, resolution, or in the bylaws
- The Commission may hold a “special” meeting, on a different day and/or time, with twenty-four hours’ notice.
- The agenda for the meeting must be posted at least 72 hours before the meeting
- The agenda must describe what will be discussed at the meeting in sufficient detail to allow a member of the public to know whether they want to attend the meeting
- Only items on the posted agenda may be discussed at the meeting unless the need to discuss a particular item arose after the agenda was posted and a decision of the Commission is required prior to the next regular meeting.

### **All meetings of the Commission must be open to the public**

- The public must be allowed to speak at each meeting of the Commission on any item that is on the agenda.
- Each agenda must include an item called “Public Comment” at which time members of the public may address the Commission on items that are not on the agenda.
- Copies of all written information that is given to the Commission must be made available to the public.

### **What is a meeting?**

- A “meeting” occurs any time a majority of the Commission (5 members) discusses a subject that is within its subject matter jurisdiction. A “meeting” occurs if a majority of the Commission is at a third-party’s meeting the subject of which involves funding for programs for 0 – 5 year old children. A “meeting” does not occur if a majority of the Commission finds itself at a social or ceremonial event; but those Commissioners should not discuss Commission business among themselves at the event.
- A “serial” meeting is a violation of the Brown Act. A “serial” meeting occurs when a majority of the Commission comes to a decision outside a properly noticed public meeting, either by (1) Member A speaking to Member B speaking to Member C, etc. until a quorum and collective concurrence has been established; or (2) a third party speaking to 5 members of the Commission for the purpose of coming to a consensus decision on an issue.

- Meetings of standing subcommittees with ongoing responsibility are required to be properly noticed and must be open to the public even if the subcommittee does not include a quorum of the Commission. For example, the Commission’s Executive Committee is a standing subcommittee under the Brown Act.
- The Commission may hold “closed” (non-public) meetings on certain subjects. Of most relevance to the Commission is the closed session which may be held to evaluate personnel but note that salaries may not be discussed or established in closed session.
- The Commission may not vote by secret ballot.

### **Meeting by Teleconference/Zoom**

- The Commission may conduct a meeting by teleconference/Zoom if at least a majority (5) Commissioners participate in person from the same location and that location is open to the public.
- The Commission must provide a way for the public to connect to the meeting and must allow the public to participate in the meeting through a call-in option or via in internet-based service option and at the in-person location
- A Commission member may only participate in the meeting remotely because of (a) “emergency circumstances;”<sup>1</sup> or (b) “just cause.”<sup>2</sup>
  - If for “emergency circumstances,” the member must request the Commission to allow them to participate remotely. The Commission must take action on the request. If for “just cause,” the member must notify the Commission of the general circumstances relating to their need to appear remotely.
  - A Commission member may not use “just cause” to join remotely more than two times per calendar year.
  - A Commission may not use “emergency circumstances” to join remotely for a period of more than 3 consecutive months or 20% of the regular meetings in a calendar year.

There are both civil and criminal penalties for violating the Brown Act.

Please contact Betsy Strauss at [betsy.strauss@gmail.com](mailto:betsy.strauss@gmail.com) or (707) 290-8772 if you have questions.

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<sup>1</sup> “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

<sup>2</sup> “Just cause” means (a) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner; (b) a contagious illness; (c) a need related to a physical or mental disability; or (d) travel while on official business for the Commission or another state or local agency

## **Form 700 – When to file**

### **Assuming Office**

Upon assuming office, please file your assuming office statement within your first 30 days of serving on the First 5 Napa County Commission. Your assuming office date is the date you were sworn in or otherwise authorized to serve in the position.

### **Annually**

This form needs to be filed annually during the month of April. Reminders will be issued during commission meetings in February and March.

### **Leaving Office**

Upon leaving the commission a leaving office statement needs to be filed. The date you are leaving your position and the period covered must be specified.

## **Form 700 - Where to file**

Commissioners will need to file their Form 700 with the Napa County Elections Division located at 1127 1st St Ste E, Napa, CA 94559

# 2022-2023 Statement of Economic Interests



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## Form 700

A Public Document

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### ***Helpful Resources***

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

## California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2022

## Quick Start Guide

Detailed instructions begin on page 3.

### WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

### WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

### ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

### NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, cryptocurrency, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

**Note:** Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

### QUESTIONS?

- [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

### E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).

## What's New

### Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

#### Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

**Members of Newly Created Boards and Commissions:** File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

**Employees in Newly Created Positions of Existing Agencies:** File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

#### Candidates file as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

### When to file:

#### Annual Statements

##### ⇒ March 1, 2023

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ⇒ April 3, 2023

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

#### Exception:

If you assumed office between October 1, 2022, and December 31, 2022, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2024, or April 1, 2024, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2023. (See Reference Pamphlet, page 6, for additional exceptions.)

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

#### Late Statements

**There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)**

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Types of Statements

### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

### Annual Statement:

Generally, the period covered is January 1, 2022, through December 31, 2022. If the period covered by the statement is different than January 1, 2022, through December 31, 2022, (for example, you assumed office between October 1, 2021, and December 31, 2021 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2022.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

### Leaving Office Statement:

Generally, the period covered is January 1, 2022, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2022, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2021, and December 31, 2021, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2022.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Note:** Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

### Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

**STATEMENT OF ECONOMIC INTERESTS  
COVER PAGE  
A PUBLIC DOCUMENT**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)

Multi-County County of

City of Other

**3. Type of Statement (Check at least one box)**

Annual: The period covered is January 1, 2022, through December 31, 2022.

-or- The period covered is / / , through December 31, 2022.

Assuming Office: Date assumed / /

Candidate: Date of Election and office sought, if different than Part 1:

Leaving Office: Date Left / / (Check one circle.)

The period covered is January 1, 2022, through the date of leaving office.

-or- The period covered is / / , through the date of leaving office.

**4. Schedule Summary (required)**

► Total number of pages including this cover page: \_\_\_\_\_

**Schedules attached**

Schedule A-1 - Investments – schedule attached

Schedule A-2 - Investments – schedule attached

Schedule B - Real Property – schedule attached

Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule D - Income – Gifts – schedule attached

Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- None - No reportable interests on any schedule

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

# Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

## Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
  - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

### Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

## Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

<b>1. Office, Agency, or Court</b>	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position: _____
<b>2. Jurisdiction of Office (Check at least one box)</b>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

## Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2022 annual statement, **do not** change the pre-printed dates to reflect 2023. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2023, through December 31, 2023, will be disclosed on your statement filed in 2024. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

## Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

## Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

**When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

# SCHEDULE A-1

## Investments

### Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

Name

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED                  DISPOSED

▶ NAME OF BUSINESS ENTITY \_\_\_\_\_

GENERAL DESCRIPTION OF THIS BUSINESS \_\_\_\_\_

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED                  DISPOSED

Comments: \_\_\_\_\_

## Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

### Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity. Do not use acronyms for the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by Frank’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

# SCHEDULE A-2

## Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one  
 Trust, go to 2       Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:

\$0 - \$1,999			
\$2,000 - \$10,000	____/____/22	____/____/22	
\$10,001 - \$100,000	ACQUIRED	DISPOSED	
\$100,001 - \$1,000,000			
Over \$1,000,000			

NATURE OF INVESTMENT  
 Partnership     Sole Proprietorship    \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or    Names listed below \_\_\_\_\_

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
 INVESTMENT       REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:		
\$2,000 - \$10,000			
\$10,001 - \$100,000	____/____/22	____/____/22	
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED	
Over \$1,000,000			

NATURE OF INTEREST  
 Property Ownership/Deed of Trust       Stock       Partnership

Leasehold \_\_\_\_\_ Other \_\_\_\_\_  
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one  
 Trust, go to 2       Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:

\$0 - \$1,999			
\$2,000 - \$10,000	____/____/22	____/____/22	
\$10,001 - \$100,000	ACQUIRED	DISPOSED	
\$100,001 - \$1,000,000			
Over \$1,000,000			

NATURE OF INVESTMENT  
 Partnership     Sole Proprietorship    \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

None    or    Names listed below \_\_\_\_\_

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:  
 INVESTMENT       REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property \_\_\_\_\_

Description of Business Activity or City or Other Precise Location of Real Property \_\_\_\_\_

FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:		
\$2,000 - \$10,000			
\$10,001 - \$100,000	____/____/22	____/____/22	
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED	
Over \$1,000,000			

NATURE OF INTEREST  
 Property Ownership/Deed of Trust       Stock       Partnership

Leasehold \_\_\_\_\_ Other \_\_\_\_\_  
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

Comments: \_\_\_\_\_

## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

---

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

**Part 2.** Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

**SCHEDULE B**  
**Interests in Real Property**  
 (Including Rental Income)

Name \_\_\_\_\_

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/22	____/____/22
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

---

FAIR MARKET VALUE      IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/22	____/____/22
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

\* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\* \_\_\_\_\_

ADDRESS (Business Address Acceptable) \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable \_\_\_\_\_

NAME OF LENDER\* \_\_\_\_\_

ADDRESS (Business Address Acceptable) \_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF LENDER \_\_\_\_\_

INTEREST RATE      TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable \_\_\_\_\_

Comments: \_\_\_\_\_

## Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

### Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

### You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
  - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

### To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

### Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

### Example:

Allison Gande is a city planning commissioner. During the reporting period, Allison received rental income of \$12,000, from a single tenant who rented property owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS <b>4600 24th Street</b>	
CITY <b>Sacramento</b>	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	<input type="checkbox"/> / / XX / XX
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> ACQUIRED <input type="checkbox"/> DISPOSED
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
Yes remaining	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
<input type="checkbox"/> None	
<b>Henry Wells</b>	
NAME OF LENDER*	
<b>Sophia Petroillo</b>	
ADDRESS (Business Address Acceptable)	
<b>2121 Blue Sky Parkway, Sacramento</b>	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
<b>Restaurant Owner</b>	
INTEREST RATE	TERM (Months/Years)
<b>8</b> % <input type="checkbox"/> None	<b>15</b> Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

# SCHEDULE C

## Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED												
<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">GROSS INCOME RECEIVED</td> <td style="width: 50%; border: none;">No Income - Business Position Only</td> </tr> <tr> <td style="border: none;">\$500 - \$1,000</td> <td style="border: none;">\$1,001 - \$10,000</td> </tr> <tr> <td style="border: none;">\$10,001 - \$100,000</td> <td style="border: none;">OVER \$100,000</td> </tr> </table> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p>Salary      Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p>Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p>Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p>Loan repayment</p> <p>Commission or      Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p>Other _____ <i>(Describe)</i></p>	GROSS INCOME RECEIVED	No Income - Business Position Only	\$500 - \$1,000	\$1,001 - \$10,000	\$10,001 - \$100,000	OVER \$100,000	<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">GROSS INCOME RECEIVED</td> <td style="width: 50%; border: none;">No Income - Business Position Only</td> </tr> <tr> <td style="border: none;">\$500 - \$1,000</td> <td style="border: none;">\$1,001 - \$10,000</td> </tr> <tr> <td style="border: none;">\$10,001 - \$100,000</td> <td style="border: none;">OVER \$100,000</td> </tr> </table> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p>Salary      Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p>Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p>Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p>Loan repayment</p> <p>Commission or      Rental Income, list each source of \$10,000 or more</p> <p>_____ <i>(Describe)</i></p> <p>Other _____ <i>(Describe)</i></p>	GROSS INCOME RECEIVED	No Income - Business Position Only	\$500 - \$1,000	\$1,001 - \$10,000	\$10,001 - \$100,000	OVER \$100,000
GROSS INCOME RECEIVED	No Income - Business Position Only												
\$500 - \$1,000	\$1,001 - \$10,000												
\$10,001 - \$100,000	OVER \$100,000												
GROSS INCOME RECEIVED	No Income - Business Position Only												
\$500 - \$1,000	\$1,001 - \$10,000												
\$10,001 - \$100,000	OVER \$100,000												

**▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

\* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

<p>NAME OF LENDER* _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF LENDER _____</p> <p>HIGHEST BALANCE DURING REPORTING PERIOD</p> <p>\$500 - \$1,000</p> <p>\$1,001 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>OVER \$100,000</p>	<p>INTEREST RATE      TERM (Months/Years)</p> <p>_____ %      None      _____</p> <p>SECURITY FOR LOAN</p> <p>None      Personal residence</p> <p>Real Property _____ <i>Street address</i></p> <p>_____ <i>City</i></p> <p>Guarantor _____</p> <p>Other _____ <i>(Describe)</i></p>
--	--

**Comments:** \_\_\_\_\_

# Instructions – Schedule C

## Income, Loans, & Business Positions

### (Income Other Than Gifts and Travel Payments)

---

#### Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

#### Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

#### Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

#### Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

#### You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

#### To Complete Schedule C:

##### Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

##### Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

**SCHEDULE D**  
**Income – Gifts**

Name \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

\_\_\_\_\_

ADDRESS *(Business Address Acceptable)*

\_\_\_\_\_

BUSINESS ACTIVITY, IF ANY, OF SOURCE

\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: \_\_\_\_\_

## Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

### Reminders

- Gifts from a single source are subject to a \$520 limit in 2022. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

**SCHEDULE E**  
**Income – Gifts**  
**Travel Payments, Advances,**  
**and Reimbursements**

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

▶ NAME OF SOURCE *(Not an Acronym)* \_\_\_\_\_

ADDRESS *(Business Address Acceptable)* \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
*(If gift)*

▶ MUST CHECK ONE:      Gift **-or-**      Income

    Made a Speech/Participated in a Panel \_\_\_\_\_

    Other - Provide Description \_\_\_\_\_

▶ If Gift, Provide Travel Destination \_\_\_\_\_

**Comments:** \_\_\_\_\_

# Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" to read about travel payments under section 89506(a).)

**You are not required to disclose:**

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

**Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.**

**To Complete Schedule E:**

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

**Example:**

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for MaryClaire's travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which they are not providing services are likely considered gifts.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(if gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
▶ If Gift, Provide Travel Destination _____	

Note that the same payment from a 501(c)(3) would NOT be reportable.

**Example:**

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose.

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People's Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(if gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
▶ If Gift, Provide Travel Destination <u>Sichuan Sheng, China</u>	

Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at [www.fppc.ca.gov](http://www.fppc.ca.gov).)

## Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2021-2022, the gift limit increased to \$520 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

### Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

## Questions and Answers

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### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

## Questions and Answers Continued

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- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). (See Reference Pamphlet, page 14.)

## Questions and Answers Continued

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Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the “comments” section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an “acquired” date?

A. No, you are not required to show an “acquired” date because you previously owned the property. However, you may want to note in the “comments” section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

## Questions and Answers Continued

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### Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2022 the gift limit was \$520, so the Bensons may have given the supervisor artwork valued at no more than \$1,040. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

# FIRST 5 NAPA COUNTY CONTACT INFO SHEET



NAME(FIRST, LAST)	COMMISSIONER/STAFF	ORGANIZATION/TITLE	EMAIL
Joelle Gallagher	Commissioner	County of Napa, Supervisor District 1	joelle.gallagher@countyofnapa.org
Michele Grupe	Commissioner	Cope, Executive Director	mgrupe@copefamilycenter.org
Jennifer Yasumoto	Commissioner	County of Napa, Director of the Napa County Health & Human Services	jennifer.yasumoto@countyofnapa.org
Kelsey Petithomme	Commissioner	Napa County Office of Education, Early Childhood Services Director	kpetithomme@napacoe.org
Elba Gonzalez-Mares	Commissioner	Community Health Initiative, Executive Director	elba@calchi.org
Juan Cisneros	Commissioner	Child Start, Family & Community Partnerships Director	jcisneros@childstartinc.org
Monica Koenig	Commissioner	Supervisor Maternal Child & Adolescent Health	monica.koenig@countyofnapa.org
Jenny Ocon	Commissioner	Upvalley Family Center, Executive Director	jocon@upvalleyfamilycenters.org
Kecia Lind	Commissioner	County of Napa, Deputy District Attorney	kecia.lind@countyofnapa.org
Lilea Duran	Staff	First 5 Napa County, Executive Director	lilea@first5napa.org
Bethany Hannah	Staff	First 5 Napa County, Executive Assistant	bethany@first5napa.org
Sarahi Suarez	Staff	First 5 Napa County, Business Administrative Coordinator	sarahi@first5napacounty.org
Ivett Avina	Staff	First 5 Napa County Programs Coordinator	ivett@first5napa.org



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #501-24

**THIS AGREEMENT** is made and entered into as of this September 25, 2023, by and between First 5 Napa County Children and Families Commission, hereinafter referred to as "COMMISSION", and, **Community Resources for Children** whose business address is **3299 Claremont Way, Suite 1, Napa, CA 94558** hereinafter referred to as "CONSULTANT"

### RECITALS

**WHEREAS**, "Quality Counts" is a program funded jointly by First 5 California and the California Department of Education

**WHEREAS**, on December 28, 2015 the COMMISSION adopted the Phase 2 First 5 IMPACT High-Quality Action Plan to implement the program known as "Quality Counts", and

**WHEREAS**, on September 1, 2017 the COMMISSION and CONTRACTOR entered into Agreement #513-18 awarding funding from First 5 California and the California Department of Education to CONTRACTOR for the "Quality Counts" program; and

**WHEREAS**, effective July 1, 2020 the COMMISSION received funding from a new combined contract with First 5 California and the California Department of Education under the Quality Counts California Local Consortia and Partnership Grant (Quality Counts Grant); and

**WHEREAS**, the COMMISSION wishes to award funding received under the Quality Counts Grant to CONTRACTOR for the Scope of Work outlined in EXHIBIT A; and

**WHEREAS**, COMMISSION has budgeted the expenditure of, and CONTRACTOR is willing to accept and utilize funding provided to the COMMISSION by First 5 California and the California Department of Education for such purpose under the terms and conditions set forth herein.

### Terms

NOW, THEREFORE, said Commission and said Consultant for the considerations hereinafter set forth, mutually agree as follows:

1. **SCOPE OF WORK.** CONSULTANT shall perform those services in the "Scope of Work" attached as Exhibit "A"
2. **COMPENSATION.** COMMISSION authorizes and directs the Napa County Auditor-Controller to issue and deliver to CONTRACTOR payments according to the following schedule:

PAYMENT SCHEDULE		
	TOTAL PAYMENT	PAYMENT MONTH
1 <sup>ST</sup> PAYMENT	\$35,375.00	NOVEMBER 2023
2 <sup>ND</sup> PAYMENT	\$35,375.00	FEBRUARY 2024
3 <sup>RD</sup> PAYMENT	\$35,375.00	MARCH 2024



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #501-24

4 <sup>TH</sup> PAYMENT*	\$35,375.00	Upon completion of final fiscal report to First 5 California, confirming how much of the total grant was expended.
<b>TOTAL GRANT</b>	<b>\$141,500.00</b>	

*\*After confirmation of completion and compliance with terms of contract are ensured.*

The above payments shall be COMMISSION warrants drawn on those COMMISSION trust fund monies previously budgeted for this purpose in the COMMISSION's fiscal year 2022-2023 budget.

b. No action or representation by COMMISSION has been made, or shall be construed by CONTRACTOR as evidence that COMMISSION shall provide any monies for the support of the ongoing activities of CONTRACTOR other than the project or for support of the project in any amount in excess of the amount specified in subparagraph (a) above.

c. The COMMISSION makes the payments described in this paragraph with funds received from the First 5 California Children and Families Commission. The funds received by the First 5 California Children and Families Commission are controlled by First 5 California and the California Department of Education. It is possible that during the term of this Agreement, the COMMISSION will not receive sufficient funding from the First 5 California Children and Families Commission to make each of the payments required by this paragraph. CONTRACTOR acknowledges and agrees that the COMMISSION may reduce the payments made pursuant to this paragraph proportionately to the proportionate reduction of funds received by the COMMISSION from the First 5 California or the California Department of Education.

3. **TERM.** The term of this Agreement shall begin July 1, 2023 and end June 30, 2024 or the completion of the work contemplated by this Agreement, whichever is earlier, unless terminated earlier as provided herein.
4. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

**To: Commission**

**To: Consultant**



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #501-24

Lilea Duran  
Executive Director

Erika Lubesky  
Executive Director

First 5 Children and Families Commission  
1303 Jefferson St. Suite 100A  
Napa, CA 94559

Community Resources for Children  
3299 Claremont Way. Suite 1  
Napa, CA 94558

5. **AMENDMENT OF SCOPE OF WORK.** Commission shall have the right to amend the Scope of Work within the Agreement by written notification to the Consultant. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Failure of the Consultant to secure Commission's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum merit, etc. for work done without the appropriate Commission authorization.
6. **COMMISSION'S RIGHT TO TERMINATE/SUSPEND CONTRACT.** At any time and for any or no reason, Commission shall have the right to terminate this Agreement, take possession of the Consultant's work, e.g., studies, preliminary drawings, computations, specifications, etc., insofar as they are complete and acceptable to the Commission and use the same, and pay the Consultant any sum due and owing for work satisfactorily performed prior to the termination of the Agreement. Notwithstanding the above, Consultant shall not be relieved from liability to Commission for damages sustained by virtue of any breach of this Agreement by Consultant, whether or not the Agreement was terminated for convenience or cause, and Commission may withhold payments not yet made to Consultant for the purpose of setoff until such time as the exact amount of damages due Commission from Consultant is determined. If Commission terminates this contract for reasons other than performance prior to the completion of the consulting engagement, Commission shall compensate Consultant what is due for work already performed and any outstanding expenses at the time of termination.
7. **CORRECTION OF WORK.** The performance of services or acceptance of information furnished by Consultant shall not relieve the Consultant from obligation to correct any inaccurate or incomplete work subsequently discovered and all such work shall be remedied by the Consultant on demand without cost to the Commission.
8. **DELAYS AND EXTENSIONS.** Time is of the essence concerning performance of this Agreement; however, the Consultant will be granted time extensions for delays beyond the Consultant's control. Time extensions will be equal to the length of the delay or as otherwise agreed upon between the Consultant and the Commission.
9. **RECORDS OF PERFORMANCE.** Consultant shall maintain adequate records of contract



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performance costs, expenses, etc., and make these records available for inspection, audit, and copying by the Commission during the agreement period and for a period of three (3) years from the date of final payment.

10. **SUBCONTRACTING.** Some of the services covered by this contract shall be subcontracted to others as deemed necessary to complete the project and assigned by CONSULTANT and after approval by the COMMISSION Executive Director.
11. **INDEMNIFICATION.** To the full extent permitted by law, CONSULTANT shall indemnify, hold harmless, release and defend COMMISSION, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including CONSULTANT, in whole or in part, arising out of CONSULTANT's activities hereunder, including the activities of other persons employed or utilized by CONSULTANT in the performance of this Agreement (including design defects and regardless of COMMISSION's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of COMMISSION. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for CONSULTANT under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by CONSULTANT and shall continue to bind the parties after termination/completion of this Agreement.
12. **INSURANCE.** Without limiting CONSULTANT's indemnification provided herein, CONSULTANT shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers (if other than the State Compensation Fund) with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONSULTANT, its agents, employees or subcontractors:
  - A. **General Liability Insurance.** CONSULTANT shall obtain and maintain in full force and effect during the term of this Agreement a general liability insurance policy (personal injury and property damage) of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, issued by a company duly and legally licensed to transact business in the State of California, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONTRACTOR or
  - B. **Workers' Compensation Insurance.** CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.
  - C. **Comprehensive Automobile Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability



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insurance policy (bodily injury and property damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business activities under this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.

- D. Proof of Insurance.** All insurance coverages referenced in subparagraphs A, B and C above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self-insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.
- E. Deductibles/Retentions.** Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
- 13. STANDARD OF CARE.** COMMISSION relies upon the professional ability of CONSULTANT and representations regarding the type of work to be performed as a material inducement to entering into this Agreement. CONSULTANT shall perform the professional services hereunder in accordance with the highest professional standards
- 14. CONFLICT OF INTEREST.** CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- 15. STATEMENT OF ECONOMIC INTEREST.** If COMMISSION determines CONSULTANT comes within the definition of CONSULTANT under the Political Reform Act (Government Code §87100), CONSULTANT shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with the Clerk of the COMMISSION of Napa disclosing CONSULTANT and/or such other person's financial interests.
- 16. MERGER.** This Agreement shall constitute the entire Agreement between the parties and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter. No modification of this Agreement shall be effective unless and until evidence by a writing is signed by both parties.



## **NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #501-24**

- 17. DEFAULT.** If CONSULTANT should fail to perform any of his obligations hereunder, within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, COMMISSION may terminate this Agreement by giving CONSULTANT written notice of such termination, stating the reason for such termination. In such event, CONSULTANT shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered hereunder by CONSULTANT bear to the total services otherwise required to be performed for such total fee; provided, however, that the COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
- 18. ATTORNEY FEES, APPLICABLE LAW AND FORUM.** In the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney fees and costs as part of such action or proceeding, whether or not such action or proceeding is prosecuted to judgment. This Agreement shall be construed and interpreted according to California law, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Napa.
- 19. INDEPENDENT CONTRACTOR.** The parties intend that CONSULTANT, in performing the services specified herein, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONSULTANT is not to be considered an agent or employee of the COMMISSION and is not entitled to participate in any pension plan, insurance, bonus or similar benefits COMMISSION provides its employees. In the event COMMISSION exercises its right to terminate this Agreement, CONSULTANT expressly agrees that he/she shall have neither recourse nor right of appeal under rules, regulations, ordinances or laws applicable to employees.
- 20. TAXES.** CONSULTANT agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. CONSULTANT agrees to indemnify and hold the COMMISSION harmless from any liability which it may incur to the United States or to the State of California as a consequence of CONSULTANT's failure to pay, when due, all such taxes and obligations.
- 21. EMPLOYMENT PRACTICES.** CONSULTANT shall not discriminate in its performance under the Agreement either directly or indirectly on the grounds of race, color, religion, sex, age, national origin, or other prohibited grounds in its employment practices, and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or other prohibited grounds.
- 22. COMPLIANCE WITH LAW.**



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- A. CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
- B. CONSULTANT agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONSULTANT performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.

**23. TITLE TO DOCUMENTS.** Title to all plans, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement, including the unlimited license to use the same for completion and maintenance of the project described in this Agreement, shall be vested in the Commission, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Commission. Basic notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to the Commission without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of Commission during the term of this Agreement or until ninety (90) days after receipt of final payment from Commission.

**24. INTERPRETATION.** Notwithstanding the fact that one or more provisions of this Agreement may have been drafted by one of the parties to this Agreement, such provisions shall be interpreted as though they were a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written

NAPA COUNTY CHILDREN AND  
FAMILIES COMMISSION

CONSULTANT

COMMUNITY RESOURCES FOR CHILDREN

By \_\_\_\_\_  
Jenny Ocon, Chairperson  
"COMMISSISON"

By \_\_\_\_\_  
Agency Director



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT  
#501-24**

**APPROVED AS TO FORM**

By \_\_\_\_\_  
Betsy Strauss, COMMISSION Counsel

ATTEST: Bethany Hannah  
SECRETARY OF COMMISSISON

By \_\_\_\_\_

# COMMUNITY RESOURCES FOR CHILDREN

## Exhibit A-Scope of Work

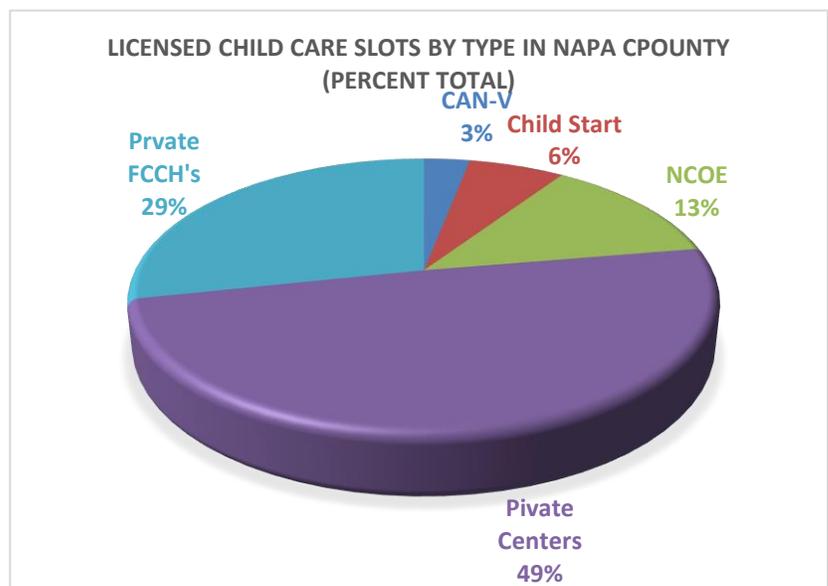
### Quality Counts: Results for 2022-2023 and Plan for 2023-2024

#### *Child Care Capacity in Napa County as of July, 2023*

As illustrated in the chart below, private child care represents 78% of all licensed child care slots available in Napa County. Since the inception of the program, CRC has enrolled in Quality Counts and served approximately 45% of all private child care sites.

Percent of total Capacity	
CAN-V	3%
Child Start	6%
NCOE	13%
Private Centers	49%
Private FCCH's	28%
<b>Grand Total</b>	<b>100%</b>

Capacity (Slots)	
CAN-V	92
Child Start	192
NCOE	393
Private Centers	1496
Private FCCH's	860
<b>Grand Total</b>	<b>3033</b>



The following pages detail how Community Resources for Children has implemented Quality Counts and enhanced the quality of the early care and education of our community as well as the plan for the upcoming year.

# COMMUNITY RESOURCES FOR CHILDREN

	Program Results FY 22-23	Plan for FY 23-24 July 1, 2023-June 30, 2024
<i>Number of Participating Sites</i>	<p><b>Quality Counts Participants: 47 sites</b></p> <p>11 Private Centers, 25 Family Child Care Homes, 4 FFNs, 7 Alternative Sites</p>	<p><b>Participation Targets: 39 sites</b></p> <p>Provide outreach and engagement to priority populations to recruit Quality Counts participants. We anticipate recruiting:</p> <p>8 Private Centers, 21 Family Child Care Homes, 4 FFNs and 7 Alternative Sites</p>
<i>Number of Children Served</i>	Licensed Care Setting & FFN setting: 671 Alternative Site Settings: 2,695	TBD
<i>Budget</i>	<p>IMPACT 2020: \$114,814 QCC Block Grant: \$31,845 PROP 10: \$60,000 <i>One-time funds for additional activities March -June 2023: \$38,800</i> <b>Total: \$245,459</b></p>	<p>IMPACT Legacy: \$101,500 QCC Block Grant: \$40,000  <b>Total: \$141,500</b></p>
<i>Staffing</i>	Number of coaches: 3	Number of coaches: 2
<i>Incentives</i>	<p>Quality Counts participants were offered stipends for eligible professional development training hours and early education classes. HUB funds were utilized for this offering. The total amount of the stipends offered was \$15,150.</p> <p>Utilizing other CRC funding, CRC also distributed \$4,500 in incentives (early learning materials).</p>	<p>Stipends are not available in the current Quality Counts funding. Distribution of stipends will depend on availability of HUB funds and/or other funding sources.</p>
<i>Professional Development Opportunities</i>	<p><b>Director's Roundtable/Community of Practice: 8</b></p> <p>Provided opportunities for Preschool Directors to collaborate, network and discuss topics related to program implementation and/or administration. Topics addressed included Community Care Licensing regulations and updates, Universal Preschool and Transitional Kindergarten (UPK/TK), hiring and retaining early learning staff and it's impacts on program enrollment.</p> <p><b>Professional Development Opportunities offered: 12</b></p>	<p>8 Director's Roundtable/Community of Practice will be offered.</p> <p>Topics of discussion will be determined by the attendees of the roundtable.</p> <p>Host bilingual monthly professional development opportunities for all child care educators. Offerings will include</p>

# COMMUNITY RESOURCES FOR CHILDREN

	<p>Examples of training topics included: Learning Environment and Activities, Caring for Infants and Toddlers, Tools and Strategies for Supporting Children with Autism, Supporting Dual Language Learners, Business Fundamentals, Working with Multiple Age Groups, 2-part Trauma Informed Care Training)</p> <p><b>Number of unique attendees who are also QC participants: 49</b></p> <p><b>Number of total unique attendees for FY 2022-23: 139</b></p>	<p>Business Fundamentals (Tax and Insurance workshops), Trauma Informed Care training, Caring for Infants and Toddlers, Tools Strategies for Supporting Children with Special Needs and Emergency Preparedness. Training topics were selected based on provider input, coach input and focus areas of IMPACT Legacy.</p>
<i>Anti-Bias Trainings / Opportunities</i>	<p><b>Anti-Bias Community of Practice opportunities offered: 4</b></p> <p>Provided Community of Practice to create safe spaces for Early Childhood Educators to develop confidence and competence in developing anti-bias learning environments that support health development.</p>	<p>Host Anti-Bias training opportunities (pending availability of HUB funds) and offer Rainbow Kits to new Quality Counts participants.</p>
<i>Coaching</i>	<p>1:1 coaching available in-person at child care site or via phone. Support is available when requested by providers. In addition, Quality Counts Coaches proactively reach out to participating sites to offer onsite visits/support.</p> <p>Examples of supports requested include setting up early learning environments, supporting challenging behaviors, developmental screening requests and working with infants/toddlers.</p>	<p>This year, CRC is shifting to pre-scheduled open office hours for group coaching / technical assistance. As requested, limited 1:1 coaching will be available to provide further support after participants attend office hours.</p>
<i>Ages and Stages Questionnaire (ASQ-3 and ASQ:SE)</i>	<p><b>ASQ screenings completed: 91</b></p> <p>Screenings were offered to child care providers, parents/caregivers in our community.</p>	<p>CRC will continue to offer ongoing ASQ screenings as staff time allows, as requested by child care providers and parent/caregiver in our community.</p>
<i>Data Systems</i>	<p>Required data were entered in Hubbe/iPinwheel to prepare for the submission of Common Data File.</p> <p>All CRC professional development opportunities were entered on CA ECE Workforce Registry and participant information was updated.</p>	<p>Ensure required data is collected, entered, updated and accurate in Hubbe/iPinwheel.</p> <p>Enter all CRC professional development opportunities on Ca ECE Workforce Registry and update participant information for all training.</p>

# COMMUNITY RESOURCES FOR CHILDREN

	<p>Coaches provided technical assistance for Quality Counts participants to create, update and complete California Early Care and Education Workforce Registry profiles. Currently, 67 participants have Workforce Registry profiles (profiles are entered at the individual/each person level). Creating and updating Workforce Registry Profiles is a work in progress due to frequent staff turnovers of some programs.</p>	<p>Support new Quality Counts participants in creating a Workforce Registry account and provide technical assistance for current users to maintain updated California Early Care and Education Workforce Registry profiles.</p>
<i>Reporting</i>	<p>The submission of the Common Data File is anticipated in September, 2023.</p> <p>The Annual Performance Report has not been released; CRC will support the completion of the report when it is available. The Annual Provider Survey were conducted and compiled in June, 26 responses in English and 12 responses in Spanish were received.</p>	<p>Ensure data is complete in Hubbe/iPinwheel for Common Data File submission.</p> <p>Support completion of the annual performance report and annual provider survey.</p>
<i>Community Partnerships</i>	<p>Participated in 2 Family Support &amp; Home Visiting Collaborative (Ready Set Grow) meetings to understand the opportunities available for collaboration, mutual learning and highlighting the importance of child care providers in the circle of care as many children spend many hours with in child care.</p> <p>Convened 12 (one per month) NCOE/CRC coaches meetings to foster collaboration across entities and to provide peer coaching support as needed.</p>	<p>Continue Participation and partnership with Ready, Set Grow - Family Support &amp; Home Visiting Collaborative by attending quarterly meetings and sub-committee meetings for Screening, Infant Parent Mental Health and Systems Navigation/Data. Complete Parents as Teachers for Providers training.</p> <p>When possible, CRC will continue to convene with other coaches/partners to foster collaboration across entities and to provide support to coaches as needed.</p>
<i>Regional 1 HUB</i>	<p>Attend HUB lead and partner meetings.</p> <p>Track local HUB Budget and request reimbursements as necessary.</p> <p>Keep track of IMPACT Legacy and understand implications for Napa County.</p>	<p>Attend HUB lead and partner meetings.</p> <p>Track local HUB Budget and request reimbursements as necessary.</p> <p>Keep track of IMPACT Legacy and understand implications for Napa County.</p>



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and Del Norte County Office of Education**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and Del Norte County Office of Education ("Del Norte COE"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse Del Norte COE for all necessary, reasonable, and justifiable expenses per the IMPACT Legacy grant, as determined by the Commission and incurred in accordance with the allocation total for Del Norte COE. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to Del Norte COE until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse Del Norte COE for the approved amounts.

**Reimbursable Expenses:**

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



- Publication costs.
- Professional development and technical assistance training directly relating to the grant’s purpose and objectives and its tasks detailed in the work plan/ scope of work.
- Costs necessary and reasonable for proper and efficient performance and administration of this project.
- Costs that are determined in accordance with generally accepted accounting principles.

**Del Norte COE Roles and Responsibilities:**

Del Norte COE will submit invoices in accordance with the Region 1 invoicing timeline. Invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement shall be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$60,111.50 under the terms and conditions of this MOU, unless amended by both parties.

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving Del Norte COE thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

Del Norte County Office of Education

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title

\_\_\_\_\_  
Jenny Ocon, Chairperson  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title



**MOU# 589-24**  
**Del Norte County Office of Education**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and First 5 Humboldt County Children and Families Commission**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and First 5 Humboldt County Children and Families Commission ("First 5 Humboldt"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse First 5 Humboldt for all necessary, reasonable, and justifiable expenses per the IMPACT Legacy grant, as determined by the Commission and incurred in accordance with the allocation total for First 5 Humboldt. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to First 5 Humboldt until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse First 5 Humboldt for the approved amounts.

**Reimbursable Expenses:**

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



**MOU# 590-24**  
**First 5 Humboldt County Children and Families Commission**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**

- Publication costs.
- Professional development and technical assistance training directly relating to the grant’s purpose and objectives and its tasks detailed in the work plan/ scope of work.
- Costs necessary and reasonable for proper and efficient performance and administration of this project.
- Costs that are determined in accordance with generally accepted accounting principles.

**First 5 Humboldt Roles and Responsibilities:**

First 5 Humboldt will submit invoices in accordance with the Region 1 invoicing timeline. Invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement shall be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$102,713.00 under the terms and conditions of this MOU, unless amended by both parties.

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving First 5 Humboldt thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

First 5 Humboldt County Children and Families Commission

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title

\_\_\_\_\_  
Jenny Ocon, Chairperson  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title



**MOU# 590-24**  
**First 5 Humboldt County Children and Families Commission**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and First 5 Sonoma County Children and Families Commission**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and First 5 Sonoma County Children and Families Commission ("First 5 Sonoma"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse First 5 Sonoma for all necessary, reasonable, and justifiable expenses per the IMPACT Legacy grant, as determined by the Commission and incurred in accordance with the allocation total for First 5 Sonoma. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to First 5 Sonoma until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse First 5 Sonoma for the approved amounts.

**Reimbursable Expenses:**

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



**MOU# 591-24**  
**First 5 Sonoma County Children and Families Commission**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**

- Publication costs.
- Professional development and technical assistance training directly relating to the grant’s purpose and objectives and its tasks detailed in the work plan/ scope of work.
- Costs necessary and reasonable for proper and efficient performance and administration of this project.
- Costs that are determined in accordance with generally accepted accounting principles.

**First 5 Sonoma Roles and Responsibilities:**

First 5 Sonoma will submit invoices in accordance with the Region 1 invoicing timeline. Invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement shall be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$297,024.43 under the terms and conditions of this MOU, unless amended by both parties.

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving First 5 Sonoma thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

First 5 Sonoma County Children and Families Commission

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title

\_\_\_\_\_  
Jenny Ocon, Chairperson  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title



**MOU# 591-24**  
**First 5 Sonoma County Children and Families Commission**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and Mendocino County Office of Education**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and Mendocino County Office of Education ("Mendocino COE"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse Mendocino COE for all necessary, reasonable, and justifiable expenses per the IMPACT Legacy grant, as determined by the Commission and incurred in accordance with the allocation total for Mendocino COE. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to Mendocino COE until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse Mendocino COE for the approved amounts.

**Reimbursable Expenses:**

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



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

**Mendocino COE Roles and Responsibilities:**

Mendocino COE will submit invoices in accordance with the Region 1 invoicing timeline. Invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement shall be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$104,831.00 under the terms and conditions of this MOU, unless amended by both parties.

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving Mendocino COE (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

Mendocino County Office of Education

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

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Authorized Representative and Title

\_\_\_\_\_  
Jenny Ocon, Chairperson  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title



**MOU# 592-24**  
**Mendocino County Office of Education**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and Solano County Office of Education**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and Solano County Office of Education ("Solano COE"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse Solano COE for all necessary, reasonable, and justifiable expenses per the IMPACT Legacy grant, as determined by the Commission and incurred in accordance with the allocation total for Solano COE. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to Solano COE until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse Solano COE for the approved amounts.

**Reimbursable Expenses:**

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



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

**Solano COE Roles and Responsibilities:**

Solano COE submit invoices in accordance with the Region 1 invoicing timeline. Invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement shall be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$199,262.00 under the terms and conditions of this MOU, unless amended by both parties.

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving Solano COE (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

Solano County Office of Education

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

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Authorized Representative and Title

\_\_\_\_\_  
Jenny Ocon, Chairperson  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title



**MOU# 593-24**  
**Solano County Office of Education**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and Marin County Office of Education**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and Marin County Office of Education ("Marin COE"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse Marin COE for all necessary, reasonable, and justifiable expenses per the IMPACT Legacy grant, as determined by the Commission and incurred in accordance with the allocation total for Marin COE. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to Marin COE until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse Marin COE for the approved amounts.

**Reimbursable Expenses:**

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



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

**Marin COE Roles and Responsibilities:**

Marin COE submit invoices in accordance with the Region 1 invoicing timeline. Invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement shall be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$242,987.60 under the terms and conditions of this MOU, unless amended by both parties.

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving Marin COE (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

Marin County Office of Education

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

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Authorized Representative and Title

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Jenny Ocon, Chairperson  
First 5 Napa County Children and Families Commission

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Authorized Representative and Title



**MOU# 594-24**  
**Marin County Office of Education**  
**2023-2024 Impact Legacy Allocation**  
**08/01/2023-06/30/2024**



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and Lake County Office of Education**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and Lake County Office of Education ("Lake COE"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse Lake COE for all necessary, reasonable, and justifiable expenses per the IMPACT Legacy grant, as determined by the Commission and incurred in accordance with the allocation total for Lake COE. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to Lake COE until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse Lake COE for the approved amounts.

**Reimbursable Expenses:**

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



- Publication costs.
- Professional development and technical assistance training directly relating to the grant's purpose and objectives and its tasks detailed in the work plan/ scope of work.
- Costs necessary and reasonable for proper and efficient performance and administration of this project.
- Costs that are determined in accordance with generally accepted accounting principles.

**Lake COE Roles and Responsibilities:**

Lake COE submit invoices in accordance with the Region 1 invoicing timeline. Invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement shall be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$153,920.00 under the terms and conditions of this MOU, unless amended by both parties.

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving Lake COE (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

Lake County Office of Education

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title

\_\_\_\_\_  
Jenny Ocon, Chairperson  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative and Title



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families  
Commission and Solano County Office of Education**

**This MEMORANDUM OF UNDERSTANDING (hereinafter “MOU”)** is made and entered into this September 25, 2023 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the “Commission”) and Solano County Office of Education (“Solano COE”). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1 for HUB Regional Capacity Building.

**The Commission Roles and Responsibilities:**

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse Solano County Office of Education for all necessary, reasonable, and justifiable expenses that are in accordance with the IMPACT Legacy grant for HUB Regional Capacity Building. The Commission as the fiscal lead agency will collect invoices from the regional Hub and each county within their region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to Solano COE until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse Solano COE for the approved amounts.

**Solano County Office of Education Roles and Responsibilities:**

Solano County Office of Education is the Regional HUB Lead for Region 1. The Commission shall reimburse Solano COE in response to invoices submitted by Solano COE in accordance with the invoicing timeline. Invoices must include details setting forth actual expenditures and proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement must be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

**Expense Categories:**

Personnel	\$33,799.00
Contractual	\$146,650.00
Data Systems	\$149,500.00
Indirect Costs: Administrative Personnel	\$32,467.00
<b>Total</b>	<b>\$362,416.00</b>

**Term of MOU:**

The term of this MOU shall be from August 1, 2023, through June 30, 2024.

**Payment**

In no event shall the Commission be obligated to pay more than the total sum of \$362,416.00 under the terms and conditions of this MOU, unless amended by both parties.



**MOU# 597-24**  
**Solano County Office of Education**  
**2023-2024 Impact Legacy Allocation for Regional Capacity Building**  
**08/01/2023-06/30/2024**

**Termination for Cause:**

Reimbursement pursuant to the terms of this MOU is contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving Solano County Office of Education thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

**COMMISSION**

**CONTRACTOR**

Solano County Office of Education

\_\_\_\_\_  
Lilea Duran, Executive Director  
First 5 Napa County Children and Families Commission

\_\_\_\_\_  
Authorized Representative & Title

\_\_\_\_\_  
Jenny Ocon, COMMISSION Chair

\_\_\_\_\_  
Authorized Representative & Title

## **Advocacy and Capacity Building RFA**

First 5 Napa County released our Advocacy and Capacity Building RFA on 8/29/23 with the intent of distributing \$100,000. During the three-week application period we received \$431,120.80 in funding request across 19 applications.

While there were many qualified applicants, First 5 Napa County staff is making the recommendation to fund the top 5 RFAs for this funding cycle. These recommendations would exhaust the available \$100,000 fund. We hope the additional 14 applicants will consider reapplying as more funding opportunities become available.

Recommendations were selected through deliberation among First 5 Napa County staff for applicants that best matched the criteria called out in the Request for Applications, as follows:

- 1) Connection to First 5 Napa County Mission and Priority Areas
- 2) Availability of funds
- 3) Impact or unique quality of event or initiative
- 4) Distribution of sponsorships to a variety of organizations/groups.

### **First 5 Napa County Vision:**

Napa County is a strong and healthy community because families can set down roots, grow, and thrive.

### **First 5 Napa County Mission:**

First 5 Napa County convenes and mobilizes the community to use systems and design thinking to center and lift up our community's youngest children, their families, and the providers who serve them.

**Strategic Plan Priority Populations:**

- Latine families, a historically marginalized group in the County
- Families who are monolingual speakers of Spanish and other non-English languages, who often do not have access to resources and support in their primary language
- Families living in American Canyon and UpValley communities, who are often overlooked due to a disproportionate focus in Napa County on the city of Napa
- Families of children with special needs, who often do not have access to the full set of resources and support that they and their children may need
- Early childhood care and education providers, with particular focus on informal child care providers (unlicensed providers who are family members, friends, or neighbors), who are typically more susceptible to burnout, housing insecurity, and financial insecurity than those who work in higher-paid sectors.

**2023-2026 Strategic Plan Priority Areas:**

- Ensure that the needs of young children, their families, and the providers who serve them are recognized and addressed by decision-makers throughout the County
- Support First 5 Napa County's network of partners and allies in advocating for and meeting the needs of young children, their families, and the providers who serve them
- Build the capacity of individuals and organizations to center and meet the needs of young children, their families, and the providers who serve them
- Develop an organizational structure that can carry out the strategic plan
- Create paths to more sustainable funding sources for the organization

We present the following recommendations for Commission consideration.

## RFA Recommendations

**Name of Organization/Group:** Nahar Montessori

**Location:** Program is in Napa

**Amount requested:** \$26,000-\$28,000

**Summary of project:** \$20,000 for staff salary - One current teacher is going on maternity leave. While staff is out on leave and bonding time the classroom faces closure. \$20,000 would be used to hire temporary staff to keep the classroom in operation during this time. \$6-8,000 for new school fence. The current fence is in disrepair and needs to be replaced for safety.

**Staff comments:** Recommend funding full \$28,000 to ensure 5 families served in classroom facing closure maintain access to quality childcare.

Connection to First 5 Napa County Mission/Vision	Yes
Strategic Plan Alignment	Families and providers have access to resources and support for high quality inclusive care
Priority Populations Alignment	Latine families, ECCE providers

**Name of Organization/Group:** On the Move/Napa Valley Parent University

**Location served by project:** Family Resource Centers located at McPherson, Shearer, Phillips, Snow, and Napa Junction (Parent University locations targeting low income, Latine communities in Napa and American Canyon)

**Amount requested:** \$30,000

**Summary of project:** Provider Education: Site coordinators and community educators at each of the 5 FRC locations would receive training both the Preschool Latino Family Literacy Project (PLFLP) and Abriendo Puertas/Opening Doors curriculums. Training opportunities taking place in Fall 2023. Parent/Caregiver Education: Napa Valley Parent University would implement ten series of Early Literacy Family Workshops at each of the 5 FRC locations above. Content would follow the PLFLP and Abriendo Puertas both evidence based curriculums are designed to help low income, Latine parents support the early literacy development of their children. At least 100 families would be served over the next year (workshops running January-September 2024). Targets would be families attending NCOE preschools located on campus and TK, Kindergarten families at these locations.

**Staff comments:** Recommended funding \$30,000. Investing in provider education means ongoing early literacy support at these locations in addition to the large amount of families served between January and September 2024.

Connection to First 5 Napa County Mission/Vision	Yes
Strategic Plan Alignment	Families and providers have access to resources and support for high quality inclusive care
Priority Populations	Latine families, ECCE providers Families who are monolingual speakers of Spanish and other non-English languages, who often do not have access to resources and support in their primary language

**Name of Organization/Group:** Expressions of Hope (EOH)

**Location served by project:** Organization located in Napa. Service would take place in home. Retreat would take place at center in American Canyon.

**Amount requested:** \$12,000

**Summary of project:** EOH to provide 10 week, in home coaching and parent education for parents/caregivers as they move from having an open child welfare care to reunification with their child/children. Parent education curriculum would fall in line with the Triple P parenting classes and coach will be Triple P certified. After completion of 10 weeks, family would be offered a retreat at the horse therapy center in American Canyon. Families would be able to access ongoing monthly support to maintain contact and continued assistance.

**Staff comments:** Recommend funding \$12,000. In alignment with work we support with Ready Set Grow! And Home Visitation Collaborative.

Connection to First 5 Napa County Mission/Vision	Yes
Strategic Plan Alignment	Families and providers have access to resources and support for high quality inclusive care
Priority population alignment	Latine families - In 2021, 56% of children in California's foster care system were identified as Hispanic/Latino (Kids Count Data Center) While children and families navigating the foster care system is not a priority population called out in our current strategic plan, First 5 staff feel passionately about supporting access to care for these community members and supporting this population has come up as a need in other work we engage in (e.g. Diverse family support with Rainbow Kits)

**Name of Organization/Group:** Napa Valley Black History Committee (Fiscal sponsor: Napa County Historical Society)

**Location served by project:** Napa County. Event hosted by CrossWalk Community Church

**Amount requested:** \$3,500

**Summary of project:** Group requesting funding for the 7<sup>th</sup> annual NVBHM event taking place 2/03/2024. Funding would be used for advertising (application called out a plan for targeting families with children 0-5), materials for children’s activities (book reading, tile painting, coloring activities, games), Spanish translation and interpretation, childcare, and some food expenses.

**Staff comments:** Recommend funding \$3,500. The NVBHM event has received First 5 support in the past as it is in alignment with our social justice and anti-racist efforts. This event continues to bring the F5NN together in planning and attendance and has been a place for Rainbow Family League families to gather and continue their anti-racism work beyond the RFL program space.

Connected to First 5 Napa County Mission/Vision	Yes
Strategic Plan Alignment	Build the capacity of individuals and organizations to center and meet the needs of young children, their families, and the providers who serve them
Priority Populations	Families who are monolingual speakers of Spanish and other non-English languages, who often do not have access to resources and support in their primary language

**Name of Organization/Group:** Children’s Museum of Napa Valley (CMNOV)

**Location served by project:** Napa County

**Amount requested:** \$30,000

**Summary of project:** CMNOV would like to prototype a mobile “pop up” children’s museum that focuses on activities for children 0-5, families, and caregivers. Pop ups would be conducted in conjunction with large community events across Napa County in both indoor and outdoor spaces throughout the grant year. Funds would cover staffing, exhibits, materials, marketing, and evaluation.

**Staff Comments:** Recommend funding \$26,500 of \$30,000\*. The applications proposed exhibits focus on generating a love and appreciation for the natural world similar to the climate education efforts First 5 supports through our annual StoryWalk events. The application focused on inclusive practices including Spanish translation and focusing on supporting the needs of children with disabilities and their families. The popup would welcome families from across the county and be a space for potential investors to see the prototype in action. This has the potential to engage in advocacy for the needs of young children and families in our community.

\*Staff is not recommending full amount. Provided budget included \$25,000 for staff, exhibits, materials, marketing and \$2,000 and a “contingency fund”. An additional \$5,000 was added for “unexpected expenses”. Staff is not recommending funding a \$7,000 contingency fund. The additional \$1,500 towards “unexpected expenses” exhausts the funds available through this RFA.

Connected to First 5 Napa County Mission/Vision	Yes
Strategic Plan Alignment	More decision makers are aware of the importance of thriving families with young children and the current needs of families with young children  Families and providers have access to resources and support for high quality inclusive care  Climate education and advocacy
Priority Populations	<ul style="list-style-type: none"><li>- Families who are monolingual speakers of Spanish and other non-English languages</li><li>- Families living in American Canyon and UpValley communities</li><li>- Families of children with special needs</li></ul>



## List of Applicants

<b>Name of Organization</b>	<b>Requested Amount</b>	<b>Project Name/Description</b>
Children's Museum of Napa Valley	\$30,000	Pop up children's museum series
Napa Valley Black History (Fiscal Sponsor: Napa County Historical Society)	\$3,500	7 <sup>th</sup> Annual Napa Valley Black History Month event
COPE Family Center	\$20,000	First 5 Kid's Day 2024
Open Mind Learning	\$25,000-\$30,000	Early Intervention Learning Club
Mentis	\$30,000	Outpatient mental health services for parents
Expressions of Hope	\$12,000	10 week parent education program for caregivers moving from having open child welfare case to reunification
On the Move/Napa Valley Parent University	\$30,000	Parent education series targeting low income/Latinx families
Community Resources for Children	\$20,000	Mental health wellness and support groups targeting FFN providers
Napa Valley College	\$25,000	Development of NVC Family Resource Center
Hopper Creek Montessori	\$12,000	Sensory friendly play event, CPR certification, sensory training for staff
Nahar Montessori	\$26,000-\$28,000	Staff salary, fence replacement
Napa Bookmine Literary Foundation	\$20,620.80	Rainbow Little Library restock (3 deliveries) and expansion (3 new locations)
Children's Cottage	\$30,000	Materials, Assembly, and Installation costs for new outdoor infant environment
Nature's Way Montessori	\$30,000	Materials cost for 1.5 new classrooms
It Takes a Valley Foundation	\$30,000	Childcare scholarships (8 Families, \$300 monthly credit for 1 year)
St Helena Preschool for All	\$30,000	Staff salary – Redirects funds from salary to childcare

		scholarships (\$30,000 1 year of preschool for 3 families)
Mary's Family Children Home Childcare	\$15,000	To create an environment and safe place for children with special needs
Perez Family Childcare	\$20,000	To have adequate space for children during all seasons
NEWS	\$15,000	Replenishing outreach and educational materials