



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

**AGENDA**  
**August 25, 2025**  
**3:00 PM-5:00 PM**

| <b>Agenda Item</b>   | <b>Facilitator</b> |                |
|--|--------------------|----------------|
| 1) Call to Order   | J. Cisneros        |                |
| 2) Public Comment  | J. Cisneros        |                |
| 3) Approval of Commission Meeting Notes<br><i>June 23, 2025</i>  | J. Cisneros        | <b>*ACTION</b> |
| 4) <b>Commission Business</b><br>- Reminder that August & September Commissions meetings will be the last meetings held in the current First 5 Office. October and December meetings will be held at Child Start, Inc. New meeting location to be determined in the new year.  | J. Cisneros        |                |
| 5) Review and possible approval of contract #596-26 between Napa County Children and Families Commission and Mechele Small Haggard, evaluation services, for fiscal year 2025-26, not to exceed \$13,650.  | A.Walker           | <b>*ACTION</b> |
| 9) Impact Contracts:<br>a. Review and possible approval of MOU 589-26 with First 5 Del Norte County in the amount of \$54,100.41 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.<br>b. Review and possible approval of MOU 590-26 with First 5 Humboldt County in the amount of \$93,220.42 for IMPACT Legacy related county reimbursements following First 5 | A.Walker           | <b>*ACTION</b> |



Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.

- c. Review and possible approval of MOU 591-26 with First 5 Sonoma County in the amount of \$258,156.62 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 MOU 592-26 with First 5 Mendocino County in the amount of \$94,347.68 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 MOU 593-26 with First 5 Solano County in the amount of \$179,335.90 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 MOU 594-26 with First 5 Marin County in the amount of \$211,844.33 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- g. Review and possible approval of MOU 595-26 with Lake County Office of Education in the amount of \$138,528.09 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 MOU 597-26 with Solano County Office of Education in the amount of \$326,174.85 for IMPACT Legacy grant for HUB Regional Capacity Building related regional reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.



6) **Executive Director Report**

- Staff Updates
- Program Updates (Safe Seats, DPIL, Story Walk, Floreecer,
- AdHoc committee needed to explore Sonoma F5 Funding model and lessons learned
- Action Planning walk-through for FY25-26

A.Walker

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7) Items for next commission meeting

- CRC Impact Report for FY24-25
- CRC Impact Contracts for FY25-26
- Q4 financials

J. Cisneros

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13) Announcements

J. Cisneros

Next Commission Meeting: September 29, 2025 from 3-5PM

GENERAL INFORMATION

First 5 Napa County regularly meets the fourth Monday of each month at 3:00 p.m. at 1303 Jefferson St Suite 100A Napa, CA 94559. Requests for disability related modifications or accommodations, aids or services, including assistive listening devices and interpreters, may be made to the office of the Clerk of the Napa County Board of Supervisors no less than 72 hours prior to the meeting date by contacting (707) 253- 4580 or (707) 253-6088 (TDD). All materials relating to an agenda item which are provided to a majority or all of the members of the Commission by Commission members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, Materials distributed to a majority or all of the members of the Commission at the meeting will be available for public inspection at the public meeting if prepared by the members of the Commission or Commission staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 7924.110, 7927.500, 7928.300, 7924.510, 7927.605, 7927.410, or 7926.205.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMISSION

ON A MATTER NOT ON THE AGENDA may do so under the Public Comment portion of this agenda. Give your name, address, and your comments or questions. As required by the Government Code, no action or discussion will be undertaken on any item raised during the Public Comment period.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMISSION

ON A MATTER ON THE AGENDA may do so after receiving recognition from the Chair at the time the item is considered. Introduce yourself, representing what organization (if any), and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion.

Time limitations shall be 3 minutes and/or at the discretion of the Commission Chairperson.



**\*\*UPDATED MEETING DETAILS\*\***  
**June 23, 2025 3:00 PM-5:00 PM**

MEETING IN PERSON ADDRESS: 1303 Jefferson Street, Suite 100A

**Commission Meeting Minutes**

1. Call to Order: 3:00 pm. The following were present:

|   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Juan Cisneros     | <input checked="" type="checkbox"/> Jennifer Ocon             | <input checked="" type="checkbox"/> Monica Koenig     |
| <input type="checkbox"/> Torence Powell- absent       | <input checked="" type="checkbox"/> Joelle Gallagher-via zoom | <input checked="" type="checkbox"/> Jennifer Yasumoto |
| <input checked="" type="checkbox"/> Kelsey Petithomme | <input type="checkbox"/> Vanessa Rubio-absent                 | <input checked="" type="checkbox"/> Marlena Garcia    |

Staff present:

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Ashley Walker | <input checked="" type="checkbox"/> Ivett Avina |
|---|---|

2. Public Comment

1. No comments

3. Approval of Commission Minutes, J. Cisneros

- a) Minutes for May 19, 2025

a. (Motion 1<sup>st</sup> by JO, 2<sup>nd</sup> by MK)

|    |        |        |                 |         |    |                 |    |    |
|----|--------|--------|-----------------|---------|----|-----------------|----|----|
| JC | VR     | TP     | JO              | KP      | JG | MK              | JY | MG |
| Y  | Absent | Absent | 1 <sup>st</sup> | Abstain | Y  | 2 <sup>nd</sup> | X  | Y  |

4. Commission Business

Reminder that August & September Commissions meetings will be the last meetings held in the current First 5 Office. October and December meetings will be held at Child Start, Inc. New meeting location to be determined in the new year.

5. Review and possible approval of contract #609 between Napa County Children and Families Commission and Rebecca Webster, grant writing services, for fiscal year 2025-26, not to exceed \$6,650.

- a) Motion to approve contract #609

(Motion 1<sup>st</sup> by KP, 2<sup>nd</sup> by MG)

|    |        |        |    |                 |    |    |    |                 |
|----|--------|--------|----|-----------------|----|----|----|-----------------|
| JC | VR     | TP     | JO | KP              | JG | MK | JY | MG              |
| Y  | Absent | Absent | Y  | 1 <sup>st</sup> | Y  | Y  | X  | 2 <sup>nd</sup> |

6. Review and possible approval of MOU between Napa County Children and Families Commission and the Eric Jones Foundation, with the First 5 Association serving as fiscal intermediary for acceptance of grant in the amount of \$52,690 to launch a county-wide car seat gifting program.

- a) Motion to approve MOU between Napa County Children and Families Commission and the Eric Jones Foundation, with the First 5 Association serving as fiscal intermediary for acceptance of grant in the amount of \$52,690 to launch a county-wide car seat gifting program

(Motion 1<sup>st</sup> by MK, 2<sup>nd</sup> by JY)

|    |        |        |    |    |    |                 |                 |    |
|----|--------|--------|----|----|----|-----------------|-----------------|----|
| JC | VR     | TP     | JO | KP | JG | MK              | JY              | MG |
| Y  | Absent | Absent | Y  | y  | Y  | 1 <sup>ST</sup> | 2 <sup>ND</sup> | y  |

7. Review and possible approval of MOU between Napa County Children and Families Commission and Napa County Office of Education, for contribution to the Napa County Imagination Library to be 50/50 partners in the program launch in the amount of \$13,500.
  - a. Motion to approve MOU between Napa County Children and Families Commission and Napa County Office of Education, for contribution to the Napa County Imagination Library to be 50/50 partners in the program launch in the amount of \$13,500.

(Motion 1<sup>st</sup> by JY, 2<sup>nd</sup> by JO)

|    |        |        |                 |         |    |    |                 |    |
|----|--------|--------|-----------------|---------|----|----|-----------------|----|
| JC | VR     | TP     | JO              | KP      | JG | MK | JY              | MG |
| Y  | Absent | Absent | 2 <sup>ND</sup> | Abstain | Y  | y  | 1 <sup>ST</sup> | y  |

8. Review and discussion of 2025 end of program year reports from program coordinator Ivett Avina.
  - a. Updates on Florecer model evaluation and need to revamp model to Florecer 2.0 in partnership with Napa Valley Education Foundation
  - b. Recognition of 500% program growth for Rainbow Family League.
  - c. Design sprint led to updated name for Rainbow Family League program, will be called “Belonging Through Books” starting in FY25-26
9. Executive Director Report:
  - a. Napa County Imagination Library Launch- enrollment and outreach updates
  - b. First 5 Association Dues- commission reviewed options as outlined in packet and in agreement to move forward with \$3,625 dues contribution
  - c. Story Walk Program- successful planning continuing for summer events that are upcoming
  - d. Partnership Health MOU updates- on advice of counsel and with commission in agreement First 5 Napa will not be actively moving forward with MOU process at this time, but will continue engaging and learning more about opportunities for future partnership
  - e. Leadership Napa Valley- Ashley Walker will be participating in LNV upcoming class 38 with commission support
10. Items for next Commission Meeting, J. Cisneros
  - a. Impact Contracts for FY25-26
11. Announcements
  - a. UpValley’s back to school event August 22<sup>nd</sup> 4:30-7:30 at Calistoga Elementary School
  - b. Ashley’s one-year work anniversary for First 5 Napa
- c. Next Commission Meeting: August 25, 2025 from 3-5PM

Adjourn: 4 :28 pm.

Juan Cisneros, Chair

ATTEST:

Ashley Walker, Secretary

Commissioners Voting Key

JC = Juan Cisneros; TP= Torrence Powell; VR = Vanessa Rubio  
 JO = Jennifer Ocon; JY= Jennifer Yasumoto; KP = Kelsey Petithomme;  
 JG = Joelle Gallagher; MK= Monica Koenig; MG= Marlena Garcia

Notations under Vote: A = Abstained; C = Conflict; I = ineligible to vote (not sworn in)

Y= Vote in Approval; N= Vote Against

Absent = Commissioner Absent

X= arrived after or left before vote



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #596-26

### Consultant Services Agreement

This Agreement is made and entered into this August 25, 2025, by and between the First 5 Napa County Children and Families Commission, a political subdivision of the State of California (hereinafter referred to as "COMMISSION"), and Mechele Small Haggard, an individual, whose mailing address is P.O. Box 704 Napa, CA 94559 (hereinafter referred to as "CONSULTANT").

### Recitals

**WHEREAS**, COMMISSION has contracted with CONSULTANT to obtain specialized consulting services including data support and analysis, preparing grant applications, specialized evaluation services, and project support; and

**WHEREAS**, CONSULTANT is willing and is qualified to provide such specialized services to the COMMISSION under 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 consulting services as described on the Scope of Work "Exhibit A" attached to this Contract and as requested by the Executive Director. In the event services requested by the Executive Director are not included on the attached Scope of Work, CONSULTANT shall prepare an amended Scope of Work that sets forth the tasks that will be undertaken and an estimate of the time required to complete the tasks. Consultant shall begin work pursuant to the amended Scope of Work after it has been approved by the Executive Director.
2. **COMPENSATION.** COMMISSION shall pay CONSULTANT as compensation in full, not to exceed \$13,650 for consulting services; at the rate of \$175.00 per hour. CONSULTANT shall submit itemized statements for work satisfactorily performed. COMMISSION shall make any payment due within thirty (30) days after submittal of the invoice by CONSULTANT
3. **TERM.** The term of this Agreement shall begin August 25, 2025 and end October 31, 2025 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.



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #596-26

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**

Ashley Walker  
Executive Director

First 5 Children and Families Commission  
1303 Jefferson St. Suite 100A  
Napa, CA 94559

**To: Consultant**

Mechele Small Haggard

P.O Box 704  
Napa, CA 94559

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.



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #596-26

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 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. **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.
  - B. **Comprehensive Automobile Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile





## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #596-26

liability 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.

- C. Proof of Insurance. All insurance coverages referenced in subparagraphs (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.
- D. 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 #596-26**

- 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.**



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #596-26

- 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 AGREEMENT #596-26

NAPA COUNTY CHILDREN AND  
FAMILIES COMMISSION

CONSULTANT  
Mechele Small Haggard

By

By

Juan Cisneros  
PRESIDENT OF COMMISSION

Mechele Small Haggard

ATTEST: Ashley Walker  
SECRETARY OF COMMISSION

By



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #596-26

### Attachment A: Scope of Work

## First 5 Napa County Evaluation Planning and Support

August 25 to October 31, 2025

### Purpose

Staff request assistance completing the program evaluation for FY 24-25.

### Tasks

The tasks below outline the steps to complete the FY 24-25 evaluation (*Tasks One and Two*)

#### Task One: Complete FY 24-25 Demographic and Program Reports

The demographic and program reports for FY 24-25 will be completed. The table below shows the status of the 24-25 program reports as the contract begins.

**Current Status of the FY 24-25 Program Reports**

| Program                     | 24-25 Program Report |
|-----------------------------|----------------------|
| Floreecer                   | In progress          |
| Rainbow Family League (RFL) | In progress          |
| Outreach and Engagement     | In progress          |
| IMPACT                      | Not started          |
| Safe Spaces Training        | Not started          |

This task includes completing the program and demographic reports for the five program areas that First 5 Napa County funded in FY 24-25.

#### Task Two: FY 24-25 Reporting

Once the demographic and program reports are completed, the findings will be mapped to the First 5 Napa County strategic plan.

This task includes a written report for staff to inform the commission about progress toward strategic goals. It also includes a workbook for reporting the demographic information to First 5 California. Additionally, up to five hours to support the First 5 California reporting process are available at staff request.



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #596-26

### Timeline

|                        |   | 2025        |             |             |             | 2026        |             |             |             |             |             |
|------------------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                        | Tasks   | S<br>e<br>p | O<br>c<br>t | N<br>o<br>v | D<br>e<br>c | J<br>a<br>n | F<br>e<br>b | M<br>a<br>r | A<br>p<br>r | M<br>a<br>y | J<br>u<br>n |
| FY 24-25<br>Evaluation | Task One: Complete FY 24-25 Demographic and Program Reports |             |             |             |             |             |             |             |             |             |             |
|                        | Task Two: FY 24-25 Reporting                                |             |             |             |             |             |             |             |             |             |             |

### Budget

| Task  |             |       | Labor Hours |
|---|-------------|-------|-------------|
| Task One: Complete FY 24-25 Demographic and Program Reports |             |       | 53          |
| Task Two: FY 24-25 Reporting                                |             |       | 25          |
| Total Labor Hours   |             |       | 78          |
| Project Costs   | Total Hours | Rate  | Total Costs |
| Labor Costs   |             |       |             |
| Mechele Small Haggard, MBA                                  | 78          | \$175 | \$13,650    |
| Total Labor Costs   |             |       | \$13,650    |
|   |             |       |             |
| Total Project Budget  |             |       | \$13,650    |

Mechele Small Haggard, MBA  
 PO Box 704  
 Napa, CA 94559  
 707.363.8634  
[mechele@mechelesmallhaggard.com](mailto:mechele@mechelesmallhaggard.com)



**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 August 25, 2025 (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 F5 California. Once the Commission receives the invoice payment, the Commission will reimburse Del Norte COE for the approved amounts.

**Allowable 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 must request reimbursement by submitting to the Commission invoices in accordance with the invoicing timeline. These invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. Expenditures should 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 July 1, 2025 through June 30, 2026.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$54,100.41 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.





MOU# 589-26  
Del Norte County Office of Education  
2025-2026 Impact Legacy Allocation  
07/01/2025-06/30/2026

COMMISSION

Del Norte County Office of Education

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Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

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Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission



**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 August 25, 2025 (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 County Children and Families Commission until F5CA has reviewed and approved the invoice and payment has been released from F5 California. Once the Commission receives the invoice payment, the Commission will reimburse First 5 Humboldt County Children and Families Commission for the approved amounts.

**Allowable 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.

**First 5 Humboldt County Children and Families Commission Roles and Responsibilities:**

First 5 Humboldt must request reimbursement by submitting to the Commission invoices in accordance with the invoicing timeline. These invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. Expenditures should 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 July 1, 2025 through June 30, 2026.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$93,220.42 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 County 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.

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**MOU# 590-26**  
**First 5 Humboldt County Children and Families Commission**  
**2025-2026 Impact Legacy Allocation**  
**07/01/2025-06/30/2026**

Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission



**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 August 25, 2025 (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 County Children and Families Commission until F5CA has reviewed and approved the invoice and payment has been released from F5 California. Once the Commission receives the invoice payment, the Commission will reimburse First 5 Sonoma County Children and Families Commission for the approved amounts.

**Allowable 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.

**First 5 Sonoma County Children and Families Commission Roles and Responsibilities:**

First 5 Sonoma must request reimbursement by submitting to the Commission invoices in accordance with the invoicing timeline. These invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. Expenditures should 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 July 1, 2025 through June 30, 2026.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$258,156.62 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 County 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.



**MOU# 591-26**  
**First 5 Sonoma County Children and Families Commission**  
**2025-2026 Impact Legacy Allocation**  
**07/01/2025-06/30/2026**

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Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

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Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission



**MEMORANDUM OF UNDERSTANDING Between First 5 Napa County Children and Families Commission and First 5 Mendocino County Children and Families Commission**

**This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU")**, is made and entered into this August 25, 2025 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and First 5 Mendocino County Children and Families Commission ("First 5 Mendocino"). 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 Mendocino 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 Mendocino. 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 Mendocino County Children and Families Commission until F5CA has reviewed and approved the invoice and payment has been released from F5 California. Once the Commission receives the invoice payment, the Commission will reimburse First 5 Mendocino County Children and Families Commission for the approved amounts.

**Allowable 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.

**First 5 Mendocino County Children and Families Commission Roles and Responsibilities:**

First 5 Mendocino must request reimbursement by submitting to the Commission invoices in accordance with the invoicing timeline. These invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. Expenditures should 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 July 1, 2025 through June 30, 2026.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$94,347.68 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 Mendocino County 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 Mendocino County Children and Families  
Commission.



**MOU# 592-26**  
**First 5 Mendocino County Children and Families Commission**  
**2025-2026 Impact Legacy Allocation**  
**07/01/2025-06/30/2026**

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Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

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Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission



**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 August 25, 2025 (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 F5 California. Once the Commission receives the invoice payment, the Commission will reimburse Solano COE for the approved amounts.

**Allowable 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 must request reimbursement by submitting to the Commission invoices in accordance with the invoicing timeline. These invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. Expenditures should 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 July 1, 2025 through June 30, 2026.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$179,335.90 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 County 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

Solano County Office of Education



**MOU# 593-26**  
**Solano County Office of Education**  
**2025-2026 Impact Legacy Allocation**  
**07/01/2025-06/30/2026**

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Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

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Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission



**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 August 25, 2025 (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 F5 California. Once the Commission receives the invoice payment, the Commission will reimburse Marin COE for the approved amounts.

**Allowable 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 must request reimbursement by submitting to the Commission invoices in accordance with the invoicing timeline. These invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. Expenditures should 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 July 1, 2025 through June 30, 2026.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$211,844.33 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 County 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

Marin County Office of Education



**MOU# 594-26**  
**Marin County Office of Education**  
**2025-2026 Impact Legacy Allocation**  
**07/01/2025-06/30/2026**

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Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

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Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission





**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 August 25, 2025 (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 F5 California. Once the Commission receives the invoice payment, the Commission will reimburse Lake COE for the approved amounts.

**Allowable 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 must request reimbursement by submitting to the Commission invoices in accordance with the invoicing timeline. These invoices must include details setting forth actual expenditures and include proof of each expenditure in the form of receipt, agenda, bill, or otherwise. Expenditures should 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 July 1, 2025 through June 30, 2026.

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$138,528.09 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 County 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

Lake County Office of Education



**MOU# 595-26**  
**Lake County Office of Education**  
**2025-2026 Impact Legacy Allocation**  
**07/01/2025-06/30/2026**

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Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

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Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission



**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 August 25, 2025 (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 COE 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 COE Roles and Responsibilities:**

Solano COE 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:**

|                                      |                     |
|--------------------------------------|---------------------|
| <b>Regional Coordination</b>         | <b>\$37,253.51</b>  |
| <b>Quality Improvement</b>           | <b>\$125,080.00</b> |
| <b>Data collection and reporting</b> | <b>\$135,000.00</b> |
| <b>Indirect</b>                      | <b>\$28,841.34</b>  |
| <b>TOTAL</b>                         | <b>\$326,174.85</b> |

**Term of MOU:**

The term of this MOU shall be from July 1, 2025 through June 30, 2026.



MOU# 597-26  
Solano County Office of Education  
2025-2026 Impact Legacy Allocation  
07/01/2025-06/30/2026

**Payment:**

In no event shall the Commission be obligated to pay more than the total sum of \$326,174.85 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 County 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

Solano County Office of Education

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Ashley Walker, Executive Director  
First 5 Napa County Children and Families  
Commission

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Authorized Representative & Title

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Juan Cisneros, COMMISSION Chair  
First 5 Napa County Children and Families  
Commission