



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: August 18, 2015

Date: July 14, 2015

To: Board of Supervisors

From: Phillip R. Crandall, Director *PRC*
Department of Health and Human Services

Subject: Grant Agreement with First 5 Humboldt for the Nurse-Family Partnership Program, July 1, 2015 through June 30, 2017

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve and authorize the Chair to sign three (3) originals of the Grant Agreement with First 5 Humboldt in the amount of \$133,610 for Nurse-Family Partnership (NFP) for the term of July 1, 2015 through June 30, 2017.
2. Direct the Clerk of the Board to return three (3) signed originals of the Agreement to the Public Health Branch for final execution.

SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

On April 27, 2010 your Board approved the first grant from First 5 Humboldt to fund .5 FTE of a Nurse Home Visitor, including clerical and supervisory support, project costs and client education materials. First 5 Humboldt has been providing funding support since that time and has enabled NFP to serve more first-time mothers. The second grant from First 5 Humboldt in 2012 continued to provide funding support

Prepared by Anne Davis-Gervan, AA II

CAO Approval *Cheryl Dillingham*

REVIEW:

Auditor *MBN*

County Counsel *aw*

Human Resources *KAT/BB*

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-11

Meeting of: 7/10/12

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Lovelace* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Aug. 18, 2015*

By: *Ann Humphreys*

from Fiscal FY 2012/13 through FY 2014/15, allowing the program to maintain nurse home visitor staffing at necessary levels to serve the needs of clients in Humboldt County.

The Grant Agreement before your Board today funds the period of July 1, 2015 through June 30, 2017 in the amount of \$133,610.

NFP is an evidence-based home visiting program in which first-time, low-income mothers voluntarily enroll for home visitation by a Public Health Nurse who visits the family beginning in pregnancy until the child's second birthday. NFP has been shown to have positive impacts on child and maternal health, rates of child abuse and neglect, long-term impacts on birth rates, rates of incarceration, educational successes, maternal employment and parental capacity. Humboldt County's NFP has been providing service to the community since July 1, 2009 with a current caseload of 125 clients. This agreement is coming to your Board after the effective date because the volume of FY 15/16 agreements to be reviewed and approved was greater than usual, and there was a shortage of staff to complete the review and approval process prior to the end of the fiscal year.

FINANCIAL IMPACT:

Approval of the Grant Agreement with First 5 Humboldt will allow Public Health to be reimbursed up to \$133,610 over the period of two years. The yearly funding amount of \$66,805 was anticipated and included in the submitted county budgets for FY 2015/16, in Fund 1175, Budget Unit 426, Nurse-Family Partnership.

This agreement supports the strategic framework by protecting vulnerable populations and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

First 5 Humboldt is the originator of this Grant Agreement.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to accept this funding. However, in addition to providing necessary funding to provide services, this is a valuable community partnership for the NFP program and provides linkages to other possible sources of revenue and referrals.

ATTACHMENTS:

Three (3) originals of the Grant Agreement with First 5 Humboldt and the Humboldt County Department of Health and Human Services, Public Health Branch are attached.

**GRANT AGREEMENT BETWEEN FIRST 5 HUMBOLDT AND HUMBOLDT COUNTY DEPARTMENT
OF HEALTH AND HUMAN SERVICES, PUBLIC HEALTH BRANCH**

This Agreement is made and entered into this day of , 2015, by and between First 5 Humboldt (hereinafter "FIRST 5") and Humboldt County Department of Health and Human Services, Public Health Branch (hereinafter "GRANTEE"), a political subdivision of the State of California.

RECITALS

WHEREAS, FIRST 5 has developed Strategic Goals that are consistent with its vision, including Goal 1: Increase the number of children and pregnant women in good health; and

WHEREAS, FIRST 5 has supported the Humboldt County Department of Health and Human Services, Public Health Branch's Nurse Family Partnership Program since 2010; and

WHEREAS, GRANTEE has received favorable evaluation for continued funding under the review process outlined in the *FIRST 5 HUMBOLDT Evaluation Policy for Continuation of Existing Programs* (Exhibit D), by showing positive results for children birth to five and their families who are participating in GRANTEE's programs; and

WHEREAS, FIRST 5 has found that a public purpose will be served by the program upon which grant funds will be expended, and has approved funding the program on the terms and conditions set forth herein.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. PROJECT DESCRIPTION

GRANTEE shall utilize the Grant Funds for the Nurse Family Partnership Program of the Humboldt County Department of Health and Human Services, Public Health Branch. The specific activities/tasks are described in the Scope of Work, as set forth in Exhibit A, attached hereto and incorporated herein. As part of the Project, GRANTEE shall cooperate with FIRST 5 in evaluating

Project outcomes. This evaluation will include the activities and data gathering requirements described in the Evaluation Plan, as set forth in Exhibit B, attached hereto and incorporated by reference herein, and interim and final reports, following FIRST 5 report guidelines, as set forth in section 5 of this agreement. The evaluation will be consistent with the terms of the *FIRST 5 HUMBOLDT Evaluation Policy for Continuation of Existing Programs*, as set forth in Exhibit D, attached hereto and incorporated by reference herein.

2. TERM

The term of this Agreement is July 1, 2015 to June 30, 2017, unless extended by the written agreement of the parties.

3. GRANT FUNDS

FIRST 5 agrees to pay GRANTEE a sum not to exceed one hundred thirty three thousand six hundred ten dollars (\$133,610) to cover GRANTEE'S costs in carrying out the Project. This sum is calculated on an annual baseline amount of sixty six thousand eight hundred five dollars (\$66,805) per year. Costs for labor and materials for each year shall be as set forth in the Project Budget attached hereto as Exhibit C and incorporated by reference. Deviations exceeding 10% of any single category proposed in the line item budget must receive written approval of the Executive Director of FIRST 5.

GRANTEE shall submit an itemized invoice, no less frequently than quarterly, to FIRST 5 itemizing all work completed and costs incurred as of the invoice date. Payment for work performed will be made within thirty (30) days after receipt of the invoice. No later than forty-five (45) days after expenditure of all Grant Funds, or completion of the Project, whichever is sooner, GRANTEE shall submit adequate written documentation in a final invoice of all costs

incurred in connection with performance of services under this Agreement. Any unspent Grant Funds shall be returned to FIRST 5. GRANTEE shall bear the responsibility for any Project costs in excess of \$133,610.

4. PROHIBITION AGAINST SUPPLANTING STATE OR LOCAL FUNDS

GRANTEE assures that it will comply with the requirements of Revenue and Taxation Code Section 30131.4, which provides that Proposition 10 funds shall only be used to supplement existing levels of service and not to fund existing levels of service. GRANTEE agrees that the Grant Funds received pursuant to this Agreement will be used to enhance the quality or quantity of its services, and not to supplant existing funding. GRANTEE further agrees that the amount of state or local funding to this program will not be reduced during the term of this Agreement.

5. REPORTING REQUIREMENTS

GRANTEE shall submit Interim Progress Reports, describing the work accomplished in each six month period, to FIRST 5 no later than the 30th day of the month following each six (6) month period of the Agreement. GRANTEE shall submit a Final Progress Report, describing the work accomplished during the entire period of the Agreement, to FIRST 5 no later than the 30th day of the month following the Agreement's termination date. FIRST 5 shall provide Interim and Final Progress Report guidelines to GRANTEE no later than forty-five (45) days prior to the Report due dates. In addition to Interim and Final Reports, GRANTEE shall comply with all other reporting and evaluation requirements as set forth in GRANTEE's Project Scope of Work (Exhibit A), Evaluation Plan (Exhibit B), and the terms of the *FIRST 5 HUMBOLDT Evaluation Policy for Continuation of Existing Programs* (Exhibit D).

6. BOOKS OF RECORD AND AUDIT PROVISIONS

A. GRANTEE shall timely prepare and maintain accurate and complete financial and performance records during the Term of the Project and shall keep such records for a minimum of four (4) years from the date of final payment under this Agreement or until all pending County, State, and Federal audits are completed, whichever is later. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work. In addition GRANTEE shall maintain detailed payroll records. GRANTEE agrees to maintain such records locally and make them available for inspection by County, State and Federal representatives, during normal business hours, upon five (5) working days notice.

B. GRANTEE shall permit FIRST 5, the County, State and/or Federal Government to audit all books, accounts or records relating to this Agreement for the purpose of compliance with applicable audit requirements relative to this Agreement. GRANTEE shall provide FIRST 5, County, State or Federal Governments with any requested information that is relevant to GRANTEE's performance under this Agreement and shall permit access to its premises during normal business hours upon five (5) days notice.

C. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency and for the cost of the audit. If GRANTEE is the party responsible for the deficiency, the cost of the audit and the deficiency shall be paid by GRANTEE within thirty (30) days of notice.

D. GRANTEE shall maintain appropriate internal financial controls over grant funds received and disbursed, including procedures for authorizing disbursements, tracking grant expenditures, and reporting grant revenue and expenditures.

E. FIRST 5's and GRANTEE's rights and obligations under this provision shall continue after termination of the Agreement.

7. RESTRICTIONS, LIMITATIONS OR CONDITIONS

This Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Federal and/or State and Local Governments that may affect the provisions, terms or funding of this Agreement.

8. COMPLIANCE WITH FIRST 5 REQUIREMENTS.

GRANTEE shall comply with all rules, regulations, requirements, and directives of FIRST 5 as set forth in FIRST 5's Strategic Plan, *FIRST 5 HUMBOLDT Evaluation Policy for Continuation of Existing Programs* (Exhibit D), *FIRST 5 HUMBOLDT Social Media Policy* (Exhibit E), *FIRST 5 HUMBOLDT Healthy Beverage Policy* (Exhibit F), and other FIRST 5 policies, all of which are posted on the FIRST 5 website at www.humkids.org. These rules, regulations, requirements, and directives include the prohibition of tobacco use at all times at all places where Project activities occur.

9. HOLD HARMLESS AND INDEMNIFICATION

A. Pursuant to Government Code section 895.4, the parties to this Agreement shall indemnify, defend and hold harmless the other parties hereto and their officers, agents, and employees, from any and all claims, demands, losses, damages, and liabilities of any kind or nature, including attorney's fees, which arise by the virtue of its own acts or omissions (either directly or through or by its officers, agents or employees) in connection with its duties and obligations under this Agreement and any amendments hereto.

B. Acceptance of insurance required by this Agreement does not relieve GRANTEE from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by GRANTEE's operations regardless if any insurance is applicable or not.

10. INSURANCE

A. THIS AGREEMENT SHALL NOT BE EXECUTED BY FIRST 5 and the GRANTEE is not entitled to any rights hereunder, unless certificates of insurance (or other sufficient proof that the following provisions have been complied with) are filed with FIRST 5.

B. Without limiting GRANTEE's indemnification provided herein, GRANTEE shall and shall require any of its subcontractors to take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers with a current A.M. Bests 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 GRANTEE, its agents, employees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of \$1,000,000 per occurrence. If work involves explosive, underground or collapse risks, XCU must be included. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project or the general aggregate shall be twice the required occurrence limit.

2. Automobile liability insurance with coverage at least as broad as Insurance Services Office form CA 0001 06092, Code 1 (any auto), for vehicles used in the performance of this

Agreement with minimum coverage of not less than \$1,000,000 per accident combined single limit (CSL). Such policy shall contain or be endorsed with the provision that coverage shall not be canceled or materially reduced in coverage without thirty (30) days prior written notice (10 days for non-payment of premium) to FIRST 5 by certified mail.

3. Workers' Compensation and Employer's Liability insurance meeting statutory limits of the California Labor Code which policy shall contain or be endorsed to contain a waiver of subrogation against FIRST 5, its officers, agents, and employees and provide for thirty (30) days prior written notice in the event of cancellation.

4. Professional liability insurance/errors and omission coverage in an amount no less than \$1,000,000 combined single limit (CSL). If insurance is written on claims made basis, GRANTEE agrees to maintain such insurance in effect for at least three (3) years following completion of performance under this Agreement.

C. Said policies shall, unless otherwise specified herein, contain, or be endorsed with, the following provisions:

(a) The Comprehensive General Liability Policy shall provide that FIRST 5, its officers, employees and agents, are covered as additional insured for liability arising out of the operations performed by or on behalf of GRANTEE. The coverage shall contain no special limitations on the scope of protection afforded to FIRST 5, its officers, agents, and employees.

(b) The policy shall not be canceled or materially reduced in coverage without thirty (30) days prior written notice (10 days for non-payment of the premium) to FIRST 5 by certified mail.

(c) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate

policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.

(d) For claims related to this Project, the GRANTEE's insurance is primary coverage to FIRST 5, and any insurance or self-insurance programs maintained by FIRST 5 are excess to GRANTEE'S insurance and will not be called upon to contribute with it.

(e) Any failure to comply with reporting or other provisions of the parties, including breach of warranties, shall not affect coverage provided to FIRST 5, its officers, employees, and agents.

D. GRANTEE shall furnish FIRST 5 with certificates and original endorsements effecting the required coverage prior to execution of this Agreement by FIRST 5. The endorsements shall be on forms as approved by the Humboldt County's Risk Manager or County Counsel. Any deductible or self-insured retention over \$100,000.00 shall be disclosed to and approved by FIRST 5. If GRANTEE does not keep all required policies in full force and effect, FIRST 5 may, in addition to other remedies under this Agreement, take out the necessary insurance, and GRANTEE agrees to pay the cost of said insurance. All coverages shall be with insurance carriers licensed and admitted to do business in California. All coverages shall be with insurance carriers acceptable to FIRST 5.

11. RELATIONSHIP OF PARTIES

GRANTEE shall perform all work and services as described herein as an independent contractor. No person performing any of the work or services described herein shall be considered an officer, agent, servant or employee of FIRST 5 nor shall any such person be entitled to any benefits available or granted to employees of FIRST 5. GRANTEE shall be solely responsible

for the acts or omissions of its officers, agents, employees, volunteers, and subcontractors. Nothing herein shall be construed as creating a partnership or joint venture between FIRST 5 and GRANTEE.

12. ASSIGNMENT

Neither Party shall assign its obligations under this Agreement without the prior written consent of the other. Any assignment by GRANTEE in violation of this provision shall be void, and shall be cause for immediate termination of the Agreement.

13. SUBCONTRACTING

GRANTEE shall not subcontract any portion of the work required by the Agreement without prior written approval of FIRST 5.

14. LICENSING

If GRANTEE is required to be licensed by the State of California, GRANTEE shall maintain the appropriate licenses throughout the life of this Agreement.

15. NONDISCRIMINATORY EMPLOYMENT

In connection with the execution of this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

GRANTEE shall abide by the provisions of Title VI and Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, and other applicable federal and state laws to ensure that employment practices and the delivery of services are non-discriminatory. Under this requirement, GRANTEE shall not discriminate on

the basis of race, color, national origin, ancestry, political affiliation, religion, marital status, sex, age or disability.

16. ENTIRETY OF CONTRACT

This Agreement shall constitute the entire Agreement between the parties relating to the subject matter of this Agreement, and shall supersede any previous agreements, promises, representation, understanding and negotiation, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms which are embodied in this Agreement are hereby ratified.

17. AMENDMENT

No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

18. TERMINATION

This Agreement may be terminated prior to the expiration of the Term only as follows, and any such termination shall not affect any rights or obligations arising prior to the effective date of termination:

A. Termination for Convenience. At any time and for any reason, upon thirty (30) days written notice, either party may terminate this Agreement. FIRST 5 shall pay only for those services rendered as of the date when termination is effective.

B. Termination for Cause. If, in the opinion of FIRST 5, GRANTEE fails to perform the services required under this Agreement within the time limits specified herein, or fails to meet the requirements of the *FIRST 5 HUMBOLDT Evaluation Policy for Continuation of Existing Programs*, or otherwise fails to comply with the terms of this Agreement, or violates any

ordinance, regulation, or other law which applies to its performance herein, FIRST 5 may terminate this Agreement immediately, effective on the date of notice. In such event, FIRST 5 may exercise any of its rights under this Agreement or available to it under the law.

C. Termination for Lack of Funding. Should FIRST 5 experience any loss of its Proposition 10 funding, First 5 California funding, or any other loss of funding that renders FIRST 5 unable to continue to support the activities and services provided by GRANTEE as described in this Agreement, FIRST 5 may terminate this Agreement immediately, effective on the date of notice.

19. NOTICES

Notices shall be given to FIRST 5 at the following address:

Wendy Rowan, Executive Director
First 5 Humboldt
1012 Second Street
Eureka CA 95501

Notices shall be given to GRANTEE at the following address:

Public Health Nursing
Department of Health & Human Services, Public Health Branch
County of Humboldt
529 I Street
Eureka CA 95501

Notice shall be in writing and may be given by delivering a copy of said notice to FIRST 5 or GRANTEE personally, or by mailing a copy of said notice to FIRST 5 or GRANTEE. If mailed, notices shall be deemed received two (2) days after their deposit in the United States mail, postage prepaid and addressed as set forth above.

20. COMPLIANCE WITH APPLICABLE LAWS

GRANTEE shall comply with any and all applicable federal, state and local laws.

21. JURISDICTION AND VENUE

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder or relating to this Agreement shall be litigated in the State of California and venue shall lie in the County of Humboldt.

22. SEVERABILITY

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

23. NO WAIVER

The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other provision of this Agreement.

24. CONFIDENTIAL INFORMATION

In the performance of this Agreement, GRANTEE may receive information which is confidential information under state or federal law. GRANTEE agrees to comply with all laws regarding confidentiality and shall advise and require all subcontractors to comply with the laws of confidentiality.

25. MEDIA RELEASE

All press releases and informational material related to this Agreement shall receive approval from FIRST 5 prior to being released to the media (television, radio, newspapers, Internet). In addition, GRANTEE shall inform FIRST 5 of requests for interviews by media related

to this Agreement prior to such interviews taking place. FIRST 5 reserves the right to have a representative present at such interviews.

26. NUCLEAR FREE ZONE COMPLIANCE

FIRST 5 certifies by its signature below that FIRST 5 is not a Nuclear Weapons Contractor, in that FIRST 5 is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. FIRST 5 agrees to notify GRANTEE immediately if it becomes a nuclear weapons contractor, as defined above. GRANTEE may immediately terminate this agreement if it determines that the foregoing certification is false or if FIRST 5 becomes a nuclear weapons contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first herein above written.

Secretary to FIRST 5 HUMBOLDT

By _____

FIRST 5 HUMBOLDT:

By _____
Executive Director

GRANTEE:

By 
Title: Chair, Board of Supervisors

COUNTY COUNSEL:

By: 
Counsel for DHHS, Public Health Branch

RISK MANAGEMENT:

By: 
Title: Risk Manager

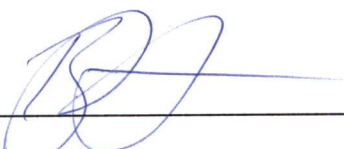
By: 
Counsel for FIRST 5 HUMBOLDT

Exhibit A
Nurse Family Partnership
Scope of Work
2015-2017

Major Activities	Timeline	Responsible Person/Position	Documentation of work performed
1. Conduct program activities according to established protocol	7/15-6/17	NFP staff/supervisor	Reports
2. In collaboration with First 5 Humboldt, continue to explore ways to get F5 information on playgroups, Screen Time, and library programs to NFP staff and clients	7/15-6/16	"	List of activities included in reports
3. Explore methods to better serve non-English speaking clients	7/15-6/17	"	List of activities included in reports
4. Provide appropriate training for Data Analyst in the NFP database	7/15-6/16	NFP Supervisor/data analyst	List of training dates in reports
5. Provide First 5 Humboldt with dates that data outlined in Evaluation Plan can be provided	7/15-8/15	"	List of indicators in Evaluation Plan and schedule of dates data can be provided sent to First 5 by 8/31/15
6. Conduct evaluation activities as stated in the Evaluation Plan. Continue to work with First 5 Humboldt on reporting of indicators, data and results	7/15-6/17	"	Completed and submitted: Interim and final reports, submission of required data, surveys

Exhibit A

EXHIBIT B
Evaluation Plan
Nurse Family Partnership

Information/data to be gathered	How data will be gathered	When	Who will do tasks or provide data
1. Provide First 5 Humboldt with: Documentation of services received by participants and demographics of participants • Mean number of completed visits • Percentage of clients enrolled in the program who had their initial prenatal visit in the first trimester of their pregnancy • Mean percent of visits completed/expected visits completed • Mean visit length • Mean proportion spent on content domains (e.g. personal health, environmental health, family and friends, etc) • Percentage of first time mothers who are under 18 and under 20 years of age • Primary language, ethnicity, and educational attainment of participants • Attrition rate of program participants and demographics of those leaving the program	-NFP Data collection forms for input into the NFP Clinical Information System.	Data submitted as available with reports July 30 and January 30	NFP Program staff
2. Report on tracking of families' progress in attaining program goals (aggregate data): • Change in women's health habits during pregnancy and following the birth of their infant, including alcohol, tobacco and other drug use • Percentage of infants born at a birth weight of 2500 grams (5.5 pounds) or greater and percentage of	NFP Data collection forms for input into the NFP Clinical Information System.	Data submitted as available with reports July 30 and January 30.	NFP Program staff

infants born at low-birth weight and very low birth weight; mean birth weight and gestational age of infants • Mean percentage of immunizations completed by children from birth to two years • Percentage of infants breastfed following birth and duration of breastfeeding • Number of emergency room visits and hospitalizations for injuries and ingestions for children birth to two years old • Number of subsequent pregnancies and mean interval between first and second pregnancy • Percentage of NFP families using public programs (e.g. TANF, WIC, Cal-Fresh, etc) • Number and percent of children for whom developmental screenings were conducted (e.g. ASQ and ASQ-SE), <u>results of screenings, and number/type of referrals resulting from screenings</u>			
3. Information on program strengths and areas for improvement in implementing the program model including information on program attrition rates		NFP Data collection forms for input into the NFP Clinical Information System.	Data submitted as available with reports July 30 and January 30.
4. Unduplicated counts of program participants, including health insurance data for children		First 5 Humboldt Program Participant Forms (or comparable data submitted with reports)	Forms/data submitted with reports July 30 and January 30

5. Participant satisfaction and perceptions of programs and services. To measure the effectiveness of activity #2 in the Scope of Work, measures will be: an increase in the percent of parents attending playgroups and library programs, and a decrease in the amount of screen time for children	Program Participant surveys (number to be determined-sample size will be based on total number of clients)	September through mid-December	Program staff will distribute and collect; analysis will be conducted by First 5 evaluators
6. Participate in other evaluation activities in conjunction with First 5 Humboldt Evaluators, including staff interviews, parent interviews/focus groups, site visits, and other evaluation activities as requested	Data will be gathered through interviews/focus groups, observations, and other methods as appropriate	As requested/deemed appropriate	Program staff and First 5 Humboldt evaluators
7. Report of progress, challenges, successes, and stories	Interim and Final Reports	Reports submitted July 30 and January 30	NFP Program staff

First 5 Humboldt Grant: NFP Budget for

Period: 7/1/15-6/30/16

PERSONNEL - 3928

R Evanson	.5 FTE Nurse Home Visitor Salary	\$ 38,186.85
	.5 FTE Nurse Home Visitor Benefits	\$ 17,921.05
K Omalley	.05 FTE Supervising PHN Salary	\$ 4,412.96
	.05 FTE Supervising PHN Benefits	\$ 1,885.25
S Hanson	.06 FTE Support to NHV (MOA) Salary	\$ 2,157.85
	.06 FTE Support to NHV (MOA) Benefits	\$ 1,526.03
TOTAL:		\$ 66,089.99

COMMUNICATIONS - 2106

Cell phones, aircards, landlines, Fax	\$ -
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INSURANCE - 2110

Insurance	\$ -
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RENTS & LEASES - STRUCTURES - 2121

317 2nd Street share of rent-	\$ -
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UTILITIES - 2126

317 2nd St share of utilities/household	\$ -
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CLIENT SUPPORT MATERIALS - CURRICULUM - 3284

Childrens Books	\$ 715.01
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INFORMATION SERVICES - 3125

IS Annual	\$ -
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CENTRAL SERVICES CHARGES - 3940

Purchasing Chrgs Estimate 13-14	\$ -
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A-87 OVERHEAD CHARGES - 3137

A-87 Charges Annual	\$ -
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First 5 Humboldt Grant- Total Share of NFP Expenditures: \$ 66,805.00

First 5 Humboldt Grant: NFP Budget for

Period: 7/1/16-6/30/17

PERSONNEL - 3928

R Evanson	.5 FTE Nurse Home Visitor Salary	\$ 38,186.85
	.5 FTE Nurse Home Visitor Benefits	\$ 17,921.05
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S Hanson	.06 FTE Support to NHV (MOA) Salary	\$ 2,157.85
	.06 FTE Support to NHV (MOA) Benefits	\$ 1,526.03
TOTAL:		\$ 66,089.99

COMMUNICATIONS - 2106

Cell phones, aircards, landlines, Fax	\$ -
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INSURANCE - 2110

Insurance	\$ -
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RENTS & LEASES - STRUCTURES - 2121

317 2nd Street share of rent-	\$ -
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UTILITIES - 2126

317 2nd St share of utilities/household	\$ -
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CLIENT SUPPORT MATERIALS - CURRICULUM - 3284

Childrens Books	\$ 715.01
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INFORMATION SERVICES - 3125

IS Annual	\$ -
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CENTRAL SERVICES CHARGES - 3940

Purchasing Chrgs Estimate 13-14	\$ -
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A-87 OVERHEAD CHARGES - 3137

A-87 Charges Annual	\$ -
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First 5 Humboldt Grant- Total Share of NFP Expenditures: **\$ 66,805.00**

FIRST 5 HUMBOLDT
Evaluation Policy for Continuation of Existing Programs

Effective Date: December 14, 2006

Amended Date: March 12, 2009

Second Amended Date: March 21, 2012

Background. FIRST 5 HUMBOLDT invests in young children and their families to promote human dignity, human relationships, and engaged communities. Its work is based on community building. Community building is a process that takes place over time. FIRST 5 HUMBOLDT recognizes the programs it funds will also take time to achieve desired results. To ensure that funded programs are making real progress towards achieving desired results, program evaluation will be an integral and necessary component of all funding.

Program evaluation is two pronged: 1) To gain direction for improvement as programs are implemented, and 2) To determine program effectiveness over time. In the Strategic Plan 2005-2008, the Commission's approach to evaluation termed *Pathways Actions* was outlined and described. *Pathways Actions* is a progressive system of measurement that examines results over time. It is based on the Pathways Mapping Initiative established in January 2000 as part of the Project on Effective Interventions at Harvard University and developed in partnership with the Technical Resource Center of the Annie E. Casey Foundation. This system of results-based accountability enables FIRST 5 HUMBOLDT to both allow funded programs the time needed to achieve desired results and ensure they are making adequate progress. In 2009, *Pathways Actions* was renamed The Evaluation Framework.

Policy. It is the policy of FIRST 5 HUMBOLDT to evaluate programs it funds in the goal areas relating to health; parent, family and community connection; and quality child care and education using a system of results-based accountability. FIRST 5 HUMBOLDT will determine progress towards achieving desired results through an analysis of the evaluation data submitted by programs. This data will include interim and final reports as well as input from: survey, focus group and interview results; service contacts; participant numbers; site visits; state or local data; and other data as determined by the individual program. Data to be submitted by each funded program is detailed in the evaluation plan and/or evaluation section of the legal agreement executed by the program and FIRST 5 HUMBOLDT.

Analysis will include a comparison of program data to the appropriate indicators of the Evaluation Framework.

The Review Process is:

1. In February of each year, FIRST 5 HUMBOLDT staff and evaluators will review all data from funded programs and prepare an analysis of progress achieved towards the indicators since the program began or since the prior program review.
2. In March of each year, the analysis will be presented to the FIRST 5 HUMBOLDT Program Evaluation Team and the Program Evaluation Team will prepare recommendations for the Commission. The Program Evaluation Team will include Commissioners, representatives from Commission Subcommittees including representation from the Evaluation Action Team and the Fiscal Subcommittee, and FIRST 5 HUMBOLDT staff. Recommendations from the Program Evaluation Team may include:
 - Recognition of success and results
 - Concerns about program effectiveness
 - Suggestions for program improvements
 - Requirements for continued funding
 - Conduct an in-depth review
 - Funding allocations
3. In April of each year, the Program Evaluation Team's recommendations will be presented to FIRST 5 HUMBOLDT at a regularly scheduled Commission meeting.
4. The Commission will use the recommendations to:
 - Acknowledge program leaders, partners, and communities for their achievements.
 - Provide guidance for improvements to existing programs.
 - Identify requirements for continued funding of existing programs as needed.
 - Determine funding allocations for existing programs within the budget decision-making process.
 - Determine funding decreases for existing programs, and the elimination of funding for existing programs.
5. No later than June 30th of each year, funding allocations including funding decreases/increases, and/or the elimination of funding for existing programs will be acted upon by the Commission at a regularly scheduled meeting. Guidance for program improvements and requirements for continued funding will be attached to each funding award as needed.
6. Annually, the Commission will recognize program results and successes by acknowledgement of program leaders, partners, and communities.

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FIRST 5 HUMBOLDT
Humboldt County Children and Families Commission
Social Media Policy

Effective Date: January 16, 2014

1. PURPOSE

- 1.1. The Humboldt County Children and Families Commission believes that social media is a valuable resource with the potential to expand the Commission's ability to educate and connect with members of the Humboldt County community. Nevertheless, the technology brings an openness that is new to many organizations, and frequently invites a dramatic shift in communication style. The purpose of this policy is to provide a structure that will allow FIRST 5 HUMBOLDT representatives and third-party associates to participate safely and effectively in the fast-changing landscape of social media on the Internet.

2. SCOPE OF THE POLICY

- 2.1. The policy applies to all representatives of FIRST 5 HUMBOLDT when communicating on behalf of the Commission.
- 2.2. **Grantees fulfilling obligations through executed agreements with FIRST 5 HUMBOLDT must agree to abide by the posting guidelines described in Sections 5.1 and 5.2 of this Policy.**

3. DEFINITIONS

- 3.1. FIRST 5 HUMBOLDT Representatives are (but are not limited to) Commissioners, Commission staff, and contracted consultants for the Commissioners.
- 3.2. A social media account is any on-line (Internet) communication tool designed to:
- 3.1.1. Assist with FIRST 5 HUMBOLDT program implementation.
- 3.1.2. Assist with public education specific to children age 0-5 and their families.

4. MANAGEMENT AND OVERSIGHT

- 4.1. All social media accounts must be approved by the Executive Committee before they are created. Responsibility for management of FIRST 5 HUMBOLDT social media accounts will be assigned by the Executive Director.

5. POSTING RULES

5.1. Postings must not violate any federal, state, or municipal laws. For example, they must not:

- 5.1.1. Violate rights of trademark or copyright holders, including use of non-public text, images, etc.;**
- 5.1.2. Reveal information about ongoing investigations;**
- 5.1.3. Circumvent public record laws.**

5.2. Postings must maintain professionalism by:

- 5.2.1. Identifying FIRST 5 HUMBOLDT by name whenever posting on behalf of the commission.**
- 5.2.2. Using only appropriate language that is not foul, derogatory, disrespectful, inaccurate, or threatening.**
- 5.2.3. Using social media in a productive and informative manner.**
- 5.2.4. Being aware that what is written or posted by way of photographs or audio files will reflect on the Humboldt County Children and Families Commission; and use caution and care so that no use of social media results in damage to the organization or reputation of FIRST 5 HUMBOLT.**
- 5.2.5. Not providing, or publishing confidential material, or using such material as part of any posting.**
- 5.2.6. Not commenting on a community partner's practices.**
- 5.2.7. Not providing information relating to pending grant decisions, or other policy matters that could compromise negotiations between FIRST 5 HUMBOLDT and third party entities.**
- 5.2.8. Be aware that all content added to a social media site is subject to open records laws and discovery rules in legal cases.**
- 5.2.9. Be aware of the wide accessibility and the potential for long-term publicity of online posts.**
- 5.2.10. Do not direct online users to sites that are not viable, ethical, legal, and moral, or sites that would violate any administrative directives, such as those for political activity, fraud, waste, or abuse.**

5.3. Content Guidelines

- 5.3.1. Ensure that postings deliver a message that is consistent with FIRST 5 HUMBOLDT goals and directives, especially the four focus areas of Child Health, Family Strengthening, Early Childhood Care & Education, and Systems Integration.**
- 5.3.2. The Commission may approve endorsements of products or commercial enterprises (movie, books, activity) ONLY under exceptional circumstances (the content should be newsworthy, essential to one of our**

four focus areas, and not cost prohibitive). Representatives must apply directly to the Executive Director for permission to endorse a product or enterprise.

- 5.3.3. Whenever possible, use social media to direct traffic to our primary website—www.humkids.org
- 5.3.4. Promote FIRST 5 HUMBOLDT by finding and sharing information that is interesting and helpful to our followers. If possible, encourage them to share with their network and provide an example of how to do this.
- 5.3.5. As a FIRST 5 HUMBOLDT representative, be cognizant of the fact that you are part of the Commission's brand, therefore be sure that what you post is related to FIRST 5 HUMBOLDT's work and is not controversial. If there is uncertainty, discuss with the Executive Director.
- 5.3.6. FIRST 5 HUMBOLDT's audience is comprised of stakeholders, politicians, and grantees. Communication should be clear, accurate, and useful.
- 5.3.7. Maintain correct punctuation and grammatical usage and proofread postings to eliminate misspellings.

5.4. Managing Comments.

- 5.4.1. Positive comments should be noted and archived.
- 5.4.2. Misinformed comments should be politely corrected.
- 5.4.3. Critical comments that don't merit correction should be ignored.
- 5.4.4. Vulgar or extremely off-topic comments should be removed.
- 5.4.5. Don't remove a post just because it is critical or misinformed. It's an opportunity to educate.
- 5.4.6. Think before responding to hate-speech or negative comments. For FIRST 5 HUMBOLDT Representatives, discuss with the Executive Director before taking action.

6. SECURITY AND CONFIDENTIALITY

- 6.1. All social media sites are the property of the Humboldt County Children and Families Commission. All User IDs and passwords must be disclosed to the Executive Director.
- 6.2. FIRST 5 HUMBOLDT representatives may not neglect or abuse their social media accounts. Accounts must be monitored a minimum of once a week, and any breaches must be reported within 24 hours of discovery.
- 6.3. FIRST 5 HUMBOLDT representatives and grantees must be mindful to prevent fraud and unauthorized access to accounts, and preserve the confidentiality of access passwords.

References

- County of Humboldt, Social Media Policy, 2012.
- First 5 Fresno County, Internal Social Media Guidelines, 2012.
- First 5 Ventura County, Social Media Guidelines, 2011.



Healthy Beverage Policy

Effective Date: May 19, 2015

FIRST 5 HUMBOLDT strives to promote health and wellness through the promotion of healthy beverages. All FIRST 5 staff, and grantees receiving FIRST 5 funding, are expected to be role models for the families they serve. Given the strong link between sugar-sweetened beverage consumption and obesity, beverages purchased with funding received from FIRST 5 HUMBOLDT and served during FIRST 5 HUMBOLDT funded events, meetings, programs, activities, and celebrations are required to meet the following nutritional guidelines:

Beverages for Children

As mentors and role models for children and families, FIRST 5 HUMBOLDT recommends that grantees provide the following healthy opportunities to the community:

- Provide water free of charge, served in pitchers rather than individual plastic bottles, whenever possible to reduce the environmental impact.
- Healthy beverages for children in addition to water:
 - Unflavored milk, e.g. cow, goat, soy, rice, almond, oat, etc. (ages 2 and older);
 - Carbonated water with no sweeteners, flavored or unflavored;
 - 100% fruit juice portioned according to the American Academy of Pediatrics, 4-6 oz. for children ages 2 – 6;
 - Consider whole fruit slices in place of juice.



Beverages for Adults

During meetings and events where there are ONLY adults, the following beverage recommendations apply:

- Water with no sweetened additives;
- Non-caloric beverages, such as coffee or tea;
- Carbonated water with no sweeteners, flavored or unflavored;
- Unflavored milk, e.g. cow, goat, soy, rice, almond, oat, etc.
- 100% fruit juice.

Regardless of funding source, FIRST 5 HUMBOLDT strongly encourages serving healthy beverages during activities for young children and their families.