FIRST 5 FRESNO COUNTY

ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

DATE: Wednesday, August 26, 2026

TIME: 12:30 p.m. – Regular Meeting

Lighthouse for Children
2405 Tulare Street
Fresno, CA 93721

This meeting will also be broadcasted to the public via Zoom using the following link:
https://us06web.zoom.us/j/86287090146?pwd=Qy2StP1jazqbRxQWOnCmyPWnQZMWen.1
Meeting ID: 862 8709 0146 | **Passcode:** 139091
The public may participate in the meeting, as otherwise permitted under the Brown Act, by joining using the link above.

AGENDA

ITEM	SUBJECT	PRESENTER
1.	**CALL TO ORDER**	Chair Chavez
2.	**POTENTIAL CONFLICTS OF INTEREST** Any Commission Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	Chair Chavez
3.	**PUBLIC COMMENT** This portion of the agenda is reserved for members of the public desiring to address the Commission on any matter not on this agenda. Limit two minutes per speaker.	Chair Chavez
4. **Action** Pg. 1	**CONSENT AGENDA – ITEMS 4a-4d** See attached Consent Agenda. **Overview:** These matters are routine in nature and are usually approved by a single vote. Prior to action by the Commission, the public will be given the opportunity to comment on any Consent Item.	Chair Chavez F. González, E.D.
5. **Action** Pg. 46	**ACCEPTANCE OF FUNDS FROM THE CITY OF FRESNO FOR A CHILD CARE PILOT**	F. González, E.D. L. Salcedo, Staff
6. Information Pg. 48	**STRATEGIC PLAN FOCUS AREA PRESENTATION: MATERNAL, CHILD, AND FAMILY HEALTH**	F. González, E.D. L. Ramírez, Staff
7. Information Pg. 49	**EXECUTIVE DIRECTOR'S REPORT**	F. González, E.D.
8.	**ANNOUNCEMENTS / INFORMATION SHARING**	Chair Chavez
9.	**ADJOURNMENT**	Chair Chavez
NOTE:	**NEXT REGULAR MEETING – OCTOBER 28, 2026**	2405 Tulare St. Fresno, CA 93721

NOTE: If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

FIRST 5 FRESNO COUNTY

ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

DATE: Wednesday, August 26, 2026

TIME: 12:30 p.m. – Regular Meeting

Lighthouse for Children
2405 Tulare Street
Fresno, CA 93721

CONSENT AGENDA

(Any Commissioner may pull any Consent Item for discussion or separate vote.)

ITEM	SUBJECT	PRESENTER
4a. **Action** Pg. 2	**JUNE 10, 2026 REGULAR COMMISSION MEETING MINUTES**	F. González, E.D.
4b. **Action** Pg. 5	**BIENNIAL CONFLICT OF INTEREST CODE** Supporting Document	F. González, E.D. C. Armstrong, Legal Counsel
4c. **Action** Pg. 11	**FUNDED PARTNER MANUAL FOR PROGRAMMATIC AGREEMENTS** Supporting Document	F. González, E.D. H. Norman, Staff
4d. **Action** Pg. 41	**COMMUNITY EVENT SPONSORSHIP GUIDELINES** Supporting Document	F. González, E.D. K. Rangel, Staff

We encourage the public to attend. If you have a disability and need accommodations to participate in a meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

CONSENT AGENDA ITEM NO. 4a

RECOMMENDED ACTION:

Approve the June 10, 2026, Commission Meeting Minutes.

ACTION SUMMARY MINUTES
June 10, 2026 – 12:30 p.m.

PRESENT: Luis Chavez, Susan Holt, Hugo Morales, Kari Gilbert, Erika Martinez, Marcia Sablan

ABSENT: Sabrina Beavers

STAFF: Fabiola González, Ashley Hensley, Alix Hillis, Hannah Norman, Lupita Ramírez, Karen Rangel, Denise Sahatdjian, Liliana Salcedo, Navdeep Singh, Craig Armstrong (Legal Counsel)

1. **CALL TO ORDER: 1:06 p.m.**

2. **POTENTIAL CONFLICTS OF INTEREST**

   None heard.

3. **PUBLIC COMMENT**

   None heard.

4. **CONSENT AGENDA – ITEM 4a**

   The Commission approved the Consent Agenda.

   Public Comment: None heard.

   Motion by: Gilbert Second by: Holt
   Ayes: Chavez, Gilbert, Holt, Martinez, Morales, Sablan
   Noes: None heard.

5. **2026-2027 PROPOSED BUDGET AND LONG-RANGE FINANCIAL PLAN**

The Commission approved the First 5 Fresno County (F5FC) 2026-2027 Proposed Budget and Long-Range Financial Plan.

Public Comment: None heard.

Motion by: Morales Second by: Gilbert
Ayes: Chavez, Gilbert, Holt, Martinez, Morales, Sablan
Noes: None heard.

6. PILOT COHORT PARTICIPATION TO EXPLORE LEVERAGING PROPOSITION 10 DOLLARS FOR MEDICAID REVENUE

The Commission authorized the Executive Director and Legal Counsel to negotiate and finalize necessary agreements for the Commission to participate in a pilot cohort program composed of eight First 5 County Commissions to explore leveraging local Proposition 10 funds to draw down state and federal Medicaid funds.

The Commission also requested that as the exploration phase continues, that a robust presentation be provided on how this leveraging structure works particularly for people not as familiar with Medicaid.

Public Comment: None heard.

Motion by: Morales Second by: Martinez
Ayes: Chavez, Gilbert, Holt, Martinez, Morales, Sablan
Noes: None heard.

7. AGREEMENT WITH CRADLE TO CAREER FRESNO COUNTY FOR HOME VISITATION NETWORK CAPACITY BUILDING

The Commission approved an agreement with Cradle to Career Fresno County, housed within Fresno County Superintendent of Schools (FCSS), to increase the capacity and impact of the Early Matters Fresno Home Visitation Network in an amount not to exceed $135,000 for one year bridge funding as staff and partners collaborate to identify alternative, sustainable funding sources.

Public Comment: None heard.

Motion by: Gilbert Second by: Morales
Ayes: Chavez, Gilbert, Holt, Martinez, Morales, Sablan
Noes: None heard.

8. NEW AGREEMENTS RESULTING FROM THE STRENGTHENING PROTECTIVE FACTORS FOR FAMILIES PROCUREMENT

The Commission approved agreements with thirteen organizations resulting from the Strengthening Protective Factors for Families Request for Proposals (RFP) in an amount not to exceed $3,790,000 for two years, with the option to renew for an additional year based on performance and availability of funds.

Public Comment: None heard.

Motion by: Gilbert Second by: Morales
Ayes: Chavez, Gilbert, Holt, Martinez, Morales, Sablan
Noes: None heard.

9. EXECUTIVE DIRECTOR'S REPORT

Fabiola González, Executive Director, shared with the Commission actions that took place earlier in the week at the Fresno City Council during budget hearings. Council Vice President Maxwell advanced the two items:

1) a proposed $3.5 million one-time budget allocation for a pilot program, in partnership with First 5 Fresno County, to support child care providers and families struggling with child care costs, and

2) the creation of a Commission focused on developing and recommending possible long-term stable funding stream solutions for the City of Fresno's child care needs.

Staff will continue to monitor the city's budget hearings to see if the proposed allocation makes it to the final City of Fresno budget to then determine what must be brought to the Commission for review and consideration.

Public Comment: None heard.

No action required.

10. ANNOUNCEMENTS / INFORMATION SHARING

None heard.

11. ADJOURNMENT: 1:54 p.m.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

REGULAR BUSINESS MEETING
August 26, 2026 – 12:30 p.m.

2405 Tulare Street
Fresno, CA 93721

CONSENT AGENDA ITEM NO. 4b

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Biennial Conflict of Interest Code

RECOMMENDED ACTION:

Approve the Commission's Conflict of Interest Code.

BACKGROUND:

Under the Political Reform Act, all public agencies are required to adopt a conflict of interest code (the "COI Code") consistent with Fair Political Practices Commission (FPPC) regulations. The COI Code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may potentially create financial conflicts of interests.

REASON FOR RECOMMENDED ACTION:

The Commission's COI Code, is required to be updated bi-annually. Staff and Legal Counsel reviewed the Code and concluded there are updates required to the current COI Code related to the enactment of SB 852, which expanded designated positions for public agencies and established a new Form 700 filing location directly with the FPPC. The updated COI Code also further establishes all members of the Board of Lighthouse for Children, Inc. as designated positions consistent with First 5 Fresno County Commissioners.

Upon approval, staff will forward the COI Code for approval to the Fresno County Board of Supervisors, which by statute is the Code-reviewing body for all agencies located within Fresno County.

CONCLUSION:

After the Commission adopts the Conflict of Interest Code, staff will submit the Code to the Fresno County Board of Supervisors for approval. If the County requests modifications, staff would bring the COI Code back to the Commission for further consideration. Approval of the Code will ensure that the Commission is compliant with the Fair Political Practices Commission regulations.

CONFLICT-OF-INTEREST CODE FOR

CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict-of-interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the conflict-of-interest code of the **Children & Families Commission of Fresno County ("Commission")**.

The Form 700s for designated positions, other than **the members of the Commission ("Commission Members")**~~ and ~~,the **Commission's Executive Director ("Executive Director")**, **, the Commission's Business and Operations Director ("Business Director")**, and **Consultants involved in the investment of public funds ("Consultants")**, shall be filed with the Commission. The Commission Members, ~~and~~ Executive Director, Business Director and Consultants shall~~ are to~~ file their original Form 700s directly with the ~~Clerk of the Board for the Fresno County Board of Supervisors~~Fair Political Practices Commission ("FPPC") using the FPPC's electronic filing system.~~ If the Form 700s are not filed electronically, the paper Form 700 and waiver shall be filed with the Commission and, upon receipt of these paper Form 700s~~

~~with waivers, the Commission shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors.~~

The Commission shall retain a copy of all electronically filed Form 700s~~, a copy of all paper Form 700s with waivers,~~ and the original Form 700s of designated positions not required to file electronically. The Commission shall make the Form 700s available for public review, inspection, and reproduction. (Gov. Code section 81008.)

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Commission are hereby superseded.

APPENDIX A
PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:

- Commission Members
- Executive Director
- Chief Financial/Business Officer
- Consultants involved in the investment of public funds

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

~~APPENDIX B~~
DESIGNATED POSITIONS

Designated Positions	Disclosure Categories
• Deputy Director	1
• Director	1
• Manager	1
• Specialist	1
• Legal Counsel	1
• ~~Directors~~ Members of the Board of Lighthouse for Children, Inc	1
• Consultants*	1

* Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

APPENDIX ~~C~~B
DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

Disclosure Category 1
Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2
Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Disclosure Category 3
Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4
Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

Disclosure Category 5
Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

CONSENT AGENDA ITEM NO. 4c

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Funded Partner Manual for Programmatic Agreements

RECOMMENDED ACTION:

Approve the updated Funded Partner Manual for programmatic agreements.

BACKGROUND:

On August 14, 2026, the Finance and Program Review Committee moved this item for full Commission consideration.

Commission staff update the manual as necessary to ensure all processes continue to align with internal policies and procedures along with the Commission's mission and vision. As stewards of public funds, staff is committed to an ongoing review of our contracting practices in the pursuit of equitable, accountable and accessible funding opportunities, knowing that the Commission's Funded Partners are directly serving Fresno County's young children and their families and should not be overburdened by their funding sources.

With that in mind, the following are highlights of the primary adjustments being recommended. All adjustments are reflected in red-line in the supporting document.

- The Faith-Based Funding Policy was revised to acknowledge that a community's diverse religious, spiritual and cultural traditions may be interwoven, and to clarify the approval and implementation process for activities taking place within the context of a cultural and/or religious event/venue.

- The Corrective Action Plan process was retitled to Contract Action Plan to better reflect the intent of this process to support Funded Partners to meet contract requirements.

- A new Environmental Impact and Sustainability section was added to describe the Commission's commitment to reducing our environmental footprint and encouraging Funded Partners to implement sustainable practices.

- The Proper Client Consenting Procedures section was updated to reflect current consent procedures as needed per our current evaluation plan and data system.

- Additional language was added to the Other Funding Sources section to connect Other Funding to the Supplanting Policy section, underscoring that Commission funding is designed to fill critical gaps that other funding sources cannot cover, and cannot supplant what is already funded by another source.

- The Incentives & Stipends section was expanded to include direction for cash-based stipends for individuals facilitating/leading scope of work activities (e.g. a trained parent small-group facilitator) or as compensation for time and/or expertise (e.g. focus groups, parent advisory groups, etc.).

The manual will continue to be brought back to the Commission for review and approval when new or revised administrative, programmatic and/or fiscal requirements are proposed. Updates that clarify existing requirements will be made by staff on an as needed basis during the course of the fiscal year. The last revision to the Funded Partner Manual was approved by the Commission in 2025.

CONCLUSION:

If approved, the Funded Partner Manual will replace the previous version and will be made available to all Commission Funded Partners.

FIRST 5 FRESNO COUNTY

Funded Partner Manual

Revised August 2026 DRAFT

www.first5fresno.org
559-558-4900

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Other Funding Sources

Electronic Payments

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Timing

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Incentives & Stipends

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Introduction

Overview of First 5 Fresno County

Our Vision: *We envision a future where young children and their families are healthy, loved and nurtured.*

Our Mission: *We pursue this vision by partnering with, advocating for, and investing in our community to create a seamless system of quality, accessible services that support the well-being of every child and family.*

At First 5 Fresno County (F5FC), we know that Fresno County thrives when our children and their families thrive. The First 5 Fresno County Commission (the Commission) was created in 1998 when voters passed Proposition 10, which added a 50-cent sales tax to every pack of cigarettes or tobacco product sold in California. The State of California collects the money and distributes it to each county based on birthrate. The Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the purpose of Proposition 10, which is to promote, support and improve the early development of children from the prenatal stage to five years of age.

The full 2025-2020 Strategic Plan is available on our website.

Funded Partner Manual & Contract

We at F5FC are dedicated to making sure all Funded Partners receive the resources and assistance needed to successfully plan and implement programs and services. This Funded Partner Manual has been developed to provide you with critical information on our requirements and to assist you in managing your F5FC contract. We recognize that some requirements may vary based on the Funded Partner's specific contract type. To this end, your assigned F5FC Contract Manager will provide guidance on any approved exceptions to the requirements herein. Otherwise, Funded Partners are expected to adhere to all requirements and procedures outlined in this manual.

Funded Partners are responsible for maintaining a current copy of their contract and the most up to date Funded Partner Manual. Both documents contain everything you need to know about our partnership. So, please let the following pages guide you through our requirements. Contact your contract manager if any questions arise. Throughout this Manual, organizations that are in contract with the Commission will be referred to as Funded Partners.

Contract Monitoring

As a public agency, F5FC must abide by state and federal laws, and is required to implement policies and procedures for contracting and procurement.

Contract monitoring helps us:

- Ensure deliverables outlined in the scope of work, evaluation and budget are met
- Promote continuous quality improvement of program services and F5FC processes
- Enable F5FC to obtain information regarding the quality and effectiveness of a program/contract
- Ensure costs are reasonable, necessary and justifiable with intended and actual outcomes

Contact your F5FC Contract Manager if you have any questions or concerns regarding F5FC policies, requirements and final contract determinations. We want to address any issues or concerns as soon as they arise to avoid interruption of services/deliverables. Your F5FC Contract Manager will work closely with you to address any challenges throughout the contract term and monitor your contract to ensure requirements are met.

Administrative

Administrative monitoring gives us the opportunity to ensure the terms and conditions outlined in the contract are understood and followed.

Client Eligibility

With our undivided focus on families with children prenatal to age 5 in Fresno County, we make our youngest residents the biggest priority. We do this by ensuring F5FC funds are only used toward programs and efforts that impact:

- Children prenatal through 5 years of age (the eve of their 6th birthday) who reside in Fresno County
- Parents, primary caregivers, or legal guardians of children prenatal through 5 years of age who reside in Fresno County
- Professionals who provide services to Fresno County children prenatal through 5 years of age and/or the parents, primary caregivers, or legal guardians of these children

Funded Partners must ensure contract activities adhere to the participant eligibility requirements above, in accordance with each contract's scope of work.

Confidentiality

During the term of the contract and depending on the services provided, Funded Partners may have access to confidential client (participant) information and records to support effective coordination and delivery of services. Records pertaining to any individual client are confidential and should not be open to examination for any other purpose besides evaluation and verifying contract compliance. Funded Partners must not disclose any confidential client information to any third party without written authorization from the client, F5FC, and/or legally authorized representative.

Standard procedures for keeping client level information confidential include, but are not limited to:

- Storing completed questionnaires, client case files or other paper records in a locked location where only designated project staff have access
- Keeping electronic information in password-protected, secure files
- Limiting the number of users in the data system
- Replacing names, addresses and other identifying information with codes on paper and/or electronic records (including email correspondence with First 5 Fresno County)

See the ***Proper Client Consenting Procedures*** section of the manual for more information on client intake/consent.

For additional information please refer to the Confidentiality section of your contract.

Department of Justice Fingerprint Clearance

For the safety of children, Funded Partners must ensure all employees, agents, volunteers and subcontractors, funded or not funded by F5FC, who directly provide services and/or may have direct, unsupervised access to children must be fingerprinted in accordance with state and federal laws and must have a criminal clearance which states they do not have a criminal history. Verification of fingerprint clearance must be maintained for all parties listed above.

Child Abuse Mandated Reporter Training

F5FC funded employees, agents, volunteers, or subcontractors who directly provide services to children and their families are required to receive annual child abuse mandated reporter training and must sign a statement acknowledging they understand and will comply with child abuse reporting laws. Verification of annual mandatory child abuse reporter training must be maintained for all parties listed above.

Breastfeeding Friendly

The Commission embraces the importance of supporting and encouraging mothers to breastfeed their babies for as long as possible as breastfeeding is a low-cost strategy to improve the health outcomes of babies and mothers. Society's stigma associated with breastfeeding, lack of information, support at home, at the workplace, and in public places influences a mother's decision to breastfeed. In California, mothers have the right to breastfeed in public (CA Civil Code Section 43.3) and employees have lactation accommodation protections in the workplace (California Labor Code 1030-1033).

Our expectation is that all of our Funded Partners adhere to Federal and State ordinances and codes that both protect and support the right to breastfeed.

Faith-Based Funding Policy

The Commission embraces the value of an active partnership between families, Funded Partners, civic leaders, the faith-based community, local business and the community at large, and honors and respects the diversity of our community.

In addition to the explicit understanding that Proposition 10 funds are to be used exclusively for the benefit of children birth to five years old in accordance with California Law, Fresno County Ordinance and Commission's approved Strategic Plan, this policy is meant to further clarify the relationship between Proposition 10 objectives and faith-based partners.

The Commission acknowledges the right of individuals to participate in Commission-funded programs without coercion or unsolicited exposure to faith. Therefore, the Commission will not fund/support religious activities, and/or activities that ~~appear to~~ promote a particular religious belief over others by way of its funding practices.

The Commission thoughtfully established the following safeguards to protect religious freedom and maximize inclusiveness. Those safeguards are as follows:

1. The Commission shall not discriminate against an organization which is or applies to be a contractor based upon its status as a faith-based organization so long as it is willing to adhere to the policies and procedures that the Commission has established for all organizations receiving Proposition 10 support.

2. The Commission shall not attempt to regulate or abridge the rights of a faith-based organization to retain independence over the definition, development, practice and expression of its religious beliefs.

3. The Commission expects that no eligible program beneficiary would be denied access to services due to their race, color, religion, ancestry, national origin, age, sex, gender, marital status, sexual orientation, gender identity, gender expression, disability, medical condition, military or veteran status, citizenship or known disability.

4. The Commission expects all Proposition 10 funds to be used for non-religious activities and expects that no eligible program beneficiary will be subjected (before, during or after the program activity) to religious messages when he or she participates in Proposition 10-funded services. At the same time, we believe children develop in the context of their families and communities, including a community's diverse religious, spiritual and cultural traditions, which may be interwoven. With this in mind, any activity taking

place within the context of a cultural and/or religious event/venue must receive prior approval from F5FC staff, and, if approved, Funded Partners must still adhere to the safeguards in this policy. ~~Program activity is defined as all verbal, written and visual information provided directly or indirectly (decorations, background music, etc.) to the participant in the course of their participation in Prop 10-funded activities. To this end, the Commission will work with Funded Partners to ensure that appropriate space is available for service delivery, including the use of alternative service delivery sites if the Service Provider is housed in a faith-based organization.~~

5. The Commission, through its funding practices, will not support religious or other forms of discrimination (e.g. race, color, ancestry, national origin, age, sex, gender, marital status, sexual orientation, gender identity, gender expression, disability, medical condition, military or veteran status, citizenship) in the personnel practices of organizations receiving Proposition 10 funding.

6. The Commission anticipates the ability to conduct fiscal and programmatic audits of all organizations who receive Prop 10 support. Minimally, each funded organization must have proper accounting practices such that the funds are not co-mingled and an accurate delineation between Prop 10 related expenses and non-Prop 10 related expenses can be traced. Because religious organizations have different legal requirements concerning the disclosure of financial information, the Commission minimally requires that appropriate firewalls (e.g. separate bank accounts) between Prop 10-funded services and the core religious activities of a faith-based organization be developed. While the exact nature of this firewall is the prerogative of the organization it must minimally be able to define structures that will ensure Prop 10 dollars cannot be channeled into other religious activities of faith-based organizations.

7. The Commission expects Prop 10 Funded Partners and program recipients to comply with all the legal requirements and restrictions imposed upon government funded activities as articulated in the California Constitution and the Religion Clauses of the First Amendment to the United States Constitution.

Tobacco-Free Policy

The Commission recognizes the importance of protecting the health and safety of children, families, employees, visitors, and others and has adopted a Tobacco-Free Policy requiring a tobacco-free provision be present in any agreement between the Commission and programs funded by the Commission.

All partners contracting to receive funding from the Commission must abide by the Commission's Tobacco-Free Policy prior to the disbursement of contracted funds. This policy applies to all employees, contractors, service employees, visitors, and others, and includes, but is not limited to:

1. The use of tobacco products, including smokeless tobacco, is prohibited within the confines of the Funded Partner's buildings and vehicles. This includes the lobby, entryways, offices, break/lunchroom, restrooms, and any other enclosed areas or buildings leased, occupied or owned by the Funded Partner.

2. The advertisement and promotion of tobacco companies, tobacco brands, tobacco products, including smokeless tobacco, is prohibited by the Funded Partner. Advertising and promotion include, but is not limited to, the use of signage, banners, logos, and incentive items.

3. As applicable, Funded Partner shall provide information and training to staff, parents and/or clients regarding smoking cessation and support programs.

4. As applicable, Funded Partner shall provide staff, parents, and/or clients with information and materials regarding secondhand smoke exposure and tobacco-related topics.

5. Funded Partner must comply with applicable Federal, State, County ordinances and codes, including Labor Code section 6404.5.

All Funded Partners must agree to comply with this policy throughout the duration of their contract term.

Organizational Chart, Job Descriptions & Staffing Changes

Unless otherwise directed by your F5FC Contract Manager, Funded Partners are required to ~~submit~~ maintain job descriptions for all F5FC funded employees and submit an agency organizational chart to F5FC. If any staffing changes related to the contract occur, Funded Partners are asked to contact their F5FC Contract Manager within five business days of the change. If the staffing change is related to a F5FC data reporting system user, partners must contact their Contract Manager as soon as possible, no later than the last day the user requires access to the data system.

If the agency fails to fill a vacant F5FC funded position in a timely manner, F5FC reserves the right to suspend the contract and/or withhold payment. Please refer to the Corrective Measures portion of the Administrative section of this manual.

Insurance & Licensure Requirements

Funded Partners must maintain valid licenses, certifications, and insurance coverage as applicable. Please refer to the Insurance section of your contract for more details on insurance requirements.

Expulsion

The health and well-being of children determine the prosperity of our community. We understand that sometimes challenges will arise with families receiving services. We expect Funded Partners directly serving families with young children to take into consideration the "whole child" (cognitive, social, emotional and physical needs) and act in the best interest of the child and their family as an alternative to expulsion.

Funded Partners are required to work closely with families to ensure the services provided best meet the needs of the individual child, their family and, when needed, connect them with other community organizations for additional resources.

Cultural Humility

Cultural humility is a stance toward understanding culture. It requires a commitment to lifelong learning, continuous self-reflection on one's own assumptions and practices, comfort with 'not knowing', and recognition of the power/privilege imbalance that exists between participants and service providers. A cultural humility approach is interactive involving approaching another person with openness to learn; asking questions rather than making assumptions; and striving to understand rather than to inform (Tervalon & Murray-Garcia, 1998).

In relation to Funded Partners, all services, documents and program materials must be culturally and linguistically relevant to meet the diverse needs of our community and the populations served. We know cultural humility is an ongoing process. Because of this, we encourage ongoing professional development to nurture cultural sensitivity, focusing on family strengths.

Partner Collaboration

To create a strong network within the early childhood system of care, F5FC evaluates the levels of interaction among F5FC funded and non-funded partners to assess how to strategically align efforts in our community. This strategic alignment is particularly critical as Funded Partners are called upon to meet the increasing needs of families with young children at times when budgets and resources diminish. To strengthen the system of care for families with young children, Funded Partners are expected to collaborate and identify new ways of networking and coordinating services to maximize resources and build innovative partnerships.

F5FC may provide opportunities throughout the year for funded and non-funded partners to meet and interact. It is important that each Funded Partner, as applicable, participate and send an appropriate representative to these meetings. Please contact your F5FC Contract Manager for additional information.

Communications

We are passionate about the work we do together and the brand we have built. Help us showcase Proposition 10 funds at work in Fresno County by displaying the F5FC logo. With proper application, our logo on print and electronic publications in support of funded programs, events or projects can help promote our partnership and the impact of our work on families with young children.

Logo Treatment

Our logo is the single mark that represents us wherever we go. Which is why it is important that we always use it properly. This section is intended to serve as an initial guide for the proper way to publish, portray and apply our visual identity. We have laid out a few do's and don'ts and other details that will help ensure the F5FC logo is properly represented:

Size: A minimum size of 1" wide, scaled proportionately, is necessary to maintain legibility.

1" wide

Space: A clear space equal to the width and height of the "hand" box should be maintained around all four sides of the logo.

Color

Reversed

Black

Incorrect Usage: Please do not change logo colors, skew the logo, place the logo on busy backgrounds, rearrange or alter the logo elements. In rare cases, if determined suitable for any document, the logo may be substituted with the following: “Funded by First 5 Fresno County.” or “Partially Funded by First 5 Fresno County.”

Media Inquiries 101

In addition to logo use, media relations can further support our effort to highlight Prop 10 funds at work and the impact of our partnership. Whether you are actively soliciting the media or have been contacted by the media, we want to support you in telling the story of your F5FC funded program/project. Here are some steps to guide you:

Before soliciting the media about a F5FC funded program/project:

1. Reach out to your F5FC Contract Manager about your plan to engage the media. This will help determine if and how F5FC can support you.
2. Submit a draft press release/media advisory to your F5FC Contract Manager
    a. Ideal timeframe is one month with a minimum of two weeks.

Before responding to media requests about your F5FC funded program/project:

1. Tell the reporter you would like to help and confirm the appropriate person to provide comment. If you are unsure, you can have someone get back to them and take down the following information:
    - Reporter’s contact information (name, email, phone)
    - What is the story about?
    - Deadline for a call back?
    - Who else is being interviewed for the story?
    - When will the story air or be published?

2. Reach out to your F5FC Contract Manager about the media request to inform F5FC about the funded program/project media coverage and to determine what role F5FC will have, if any. It could be F5FC may need to also:
    - Respond to the media outlet
    - Review press release or media statements
    - Provide talking points about F5FC
    - Tune in and promote the story

We understand the media works under tight deadlines and will always do our best to respond promptly. Notify your contact manager with story information after airing to help promote the efforts being highlighted by the media.

We Are Here to Help!

Call, email or visit us for support or questions regarding brand guidelines. The current logo and Brand Guidelines are available for download on the F5FC website in the [News & Resource](#) tab. Your F5FC Contract Manager is happy to review materials/documents with you prior to publication.

End of Fiscal Year and Contract Term Requirements

At the end of each fiscal year, Funded Partners are required to submit/address the requirements listed in the table below, unless otherwise directed by your F5FC Contract Manager. Funded Partners whose contract with F5FC is ending will receive a contract close-out letter which will include any necessary steps to formally close the contract. See the following table for further information:

General End of Fiscal Year and Contract Term Requirements *Contact your F5FC Contract Manager to confirm which requirements apply to your contract.*	
Requirement	**Due Date**
Annual Audit Report The Funded Partner's annual audit report covering expenses in the current fiscal year is required by no later than April 30th of the subsequent year. *Note: All documents and records must be retained for at least four years from the expiration of the contract term.*	**As Requested**
Equipment for Non-Continuing Contracts If Funded Partners wish to retain equipment purchased through their F5FC contract, a request on agency letterhead to F5FC must be submitted identifying the equipment and verifying items will be used to further support children ages 0 to 5 in Fresno County. If Funded Partners do not wish to retain equipment, contact your F5FC Contract Manager for next steps.	**Within 30 days prior to contract term date**
Contract Review Following the end of the fiscal year or contract term, a contract review may be conducted. If findings were discovered during the review, findings must be fully resolved within 10 business days.	**Within 10 business days of contract review report**
Program and Deliverable Reports All required program/deliverable reporting must be accurate and complete.	**July 15th**
Financial Report (Invoice) A final financial report for the period ending June 30th or the remainder of the contract term, as applicable, must be submitted.	**July 15th or 30 days after contract term date**

Corrective Measures

As stewards of public funds designated to benefit young children and their families, F5FC takes steps to ensure investments are met as described in each scope of work and budget per the contract. Failure to adhere to administrative, programmatic and/or fiscal requirements may result in any of the corrective measures listed below. Corrective measures may be imposed on a contract and/or agency level.

Some examples of fiscal findings are detailed below:

- Expenses exceeding an approved amount by more than 10% per line item specified in the budget
- Incurred expenses not detailed in the scope of work and/or budget
- Expenses not directly related to the funded project
- Late submission of reports (defined as the submission of all required documents at any time beyond the due date)
- Incomplete or inaccurate reports (e.g. missing General Ledger reports, receipts, Purchase Orders, packing slips etc.)

Note: Based on the severity of the finding(s) and at the sole discretion of F5FC, corrective measures may or may not be imposed in the following order.

Step	Action
One	A compliance warning letter or email will be sent to the Funded Partner and payment may be withheld until all issues are resolved.
Two	A ~~Corrective~~ Contract Action Plan may be implemented. ~~Corrective~~ Contract Action Plans may include one or more of the following: ○ Reimbursement to F5FC for services inaccurately reported/administered and/or a 5% penalty may be imposed on balance due to Funded Partner ○ Suspension of contract without payment ○ Increased frequency of financial reporting to F5FC (e.g. from quarterly to monthly) ○ Contracts receiving advance payments may be placed on reimbursements ○ F5FC Commissioners may be notified
Three	Termination of contract, expenses are considered disallowed and agency may be ineligible for future F5FC funding.

~~Corrective~~ Contract Action Plan

A ~~Corrective~~ Contract Action Plan is developed when a Funded Partner is not meeting their contractual obligations and is in breach of contract. In such cases, F5FC will require a ~~Corrective~~ Contract Action Plan to resolve all issues identified within an agreed upon timeframe. The goal of a Contract Action Plan is to work alongside and support Funded Partners to meet F5FC contract requirements.

Instances warranting a ~~Corrective~~ Contract Action Plan include, but are not limited to, the following:

- Significantly u~~U~~nderperforming and/or inaccurate reporting on contract outputs and services ~~by more than 10%~~
- ~~Inaccurate, incomplete and/or late programmatic reporting~~
- Consistently i~~I~~ncorrect, incomplete and/or late fiscal invoicing and/or programmatic reporting
- Specific contractual requirements are not being met per the original intent or expected level of quality

Failure to meet ~~Corrective~~ Contract Action Plan requirements may result in additional corrective measures or termination of contract.

Environmental Impact and Sustainability

As a First 5 Commission we prioritize sustainable, innovative solutions that promote the well-being of all young children and their families now and for generations to come. Along with responsible financial stewardship, we are committed to reducing our environmental footprint by minimizing waste, conserving energy, using eco-friendly practices in our daily operations and purchases, and managing our existing resources with care. Similarly, we strongly encourage each of our partners to implement sustainable practices both for internal operations and when working alongside families. Examples include, but are not limited to: utilizing efficient lighting, reducing printing and paper where possible, and prioritizing multi-use and/or recyclable materials over one-time use products. At the same time, we recognize that many of our Funded Partners are community-based organizations with restricted and limited funding and that pursuing sustainability for tomorrow can come at a higher cost for today. With this in mind, while we do not mandate a specific sustainability measure across all partners, we ask all partners to take any steps possible toward conservation and promoting a healthy environment for our community.

Programmatic

Programmatic monitoring helps us ensure all deliverables outlined in the Scope of Work (SOW)/contract are met and promote continuous quality improvement of services to families with young children.

Scope of Work

In collaboration with your F5FC Contract Manager, you will prepare a SOW document that details all services and deliverables to be achieved. This includes the number of anticipated participants and the frequency of services/activities, as applicable. Please refer to the Fiscal section of this manual for information regarding SOW modifications/amendments.

Evaluation

The effectiveness of F5FC investments are monitored regularly by staff as well as our contracted evaluator who works with F5FC staff and applicable Funded Partners to inform ongoing practices that best meet the needs of families with young children in Fresno County. The goal of our evaluation work is to track progress towards the desired outcomes for our community, inform decision-making, and ensure funds are used as efficiently and effectively as possible.

As applicable, F5FC will work with Funded Partners to facilitate and maintain evaluation plans and activities by (a) attending meetings relating to evaluation issues; (b) aiding in the selection of outcomes, indicators, and data collection tools and forms; and (c) reviewing and analyzing demographics, services, narratives, and other outcomes/indicators.

~~*Proper Client Consenting Procedures*~~

F5FC is committed to ensuring all participants included in our work are protected from harm, are informed about ~~the~~ evaluation opportunities, and willingly agree to participate in any evaluation activities.

Proper ~~client (participant)~~ consenting procedures ~~have~~ are ~~been~~ established by F5FC and our contracted evaluator for each evaluation activity, as applicable (e.g. focus groups and surveys). ~~To support the consenting process for our Funded Partners, we have developed client intake/consent forms to be used when providing direct client services funded by F5FC. At the time of enrollment for services or before asking families and/or participants to take part in evaluation activities (including entering information into the F5FC data system), Funded Partners must request informed consent using the provided intake/consent forms and Evaluation and Data Collection Information Sheet located on our website. Signed intake/consent forms must be filed for everyone for the purpose of consent verification.~~ Participation in F5FC's evaluation is voluntary and clients do not have to agree to share their information in order to receive services. Clients who do not agree to share their information must be deidentified in the Commission's data system. Please contact your Contract Manager for more information on evaluation activities including programmatic aggregate data and narrative reporting ~~data entry and~~ and consent processes and procedures.

Data Reporting Requirements

A web-based monitoring, tracking and reporting data system is used as the primary tool for data collection and reporting requirements. Funded Partners will receive access to the data system, or alternate data submission form, after their contract has been executed. If you experience problems with entering and submitting data, your F5FC Contract Manager is available for support.

There are different reporting requirements based on the type of data being collected and/or information submitted for each contract. Funded Partners directly supporting children, families and early childhood professionals typically report aggregated demographic and service information including participant and service counts.

In addition, narrative reports give partners the opportunity to share outcomes, successes, and challenges of the project. Your contract manager will provide guidelines and information on submitting a narrative report, if applicable. When submitting a narrative report:

- Do not include any participant information
- Keep the narrative brief and factual
- Check reports for grammar, punctuation, overall quality and accuracy
- Each narrative should be unique and not identical to previous submissions
- Any successes, challenges and impact on participants should be directly related to the F5FC funded program.

Note: Narratives may be incorporated into applicable F5FC public evaluation reports.

Together with your F5FC Contract Manager, you will determine the type of submission requirements, access and training need based on your individual contract. ~~Staff responsible for entering data must participate in data system/reporting training.~~

Data Reporting Deadlines

Quarterly Report	For Activities Between:~~Fiscal Year Reporting Period~~	Due Date
1st Quarter	July 1 – Sept. 30	**Oct. 31**
2nd Quarter	Oct. 1 – Dec. 31	**Jan. 31**
3rd Quarter	Jan. 1 – Mar. 31	**Apr. 30**
4th Quarter	Apr. 1 – June 30	**July 15**

Notes: If the due date falls on a weekend or holiday the due date shall be the next business day.

F5FC reviews all data and reporting to determine accuracy with contract expectations. A 10% variance from the contract service/participant numbers and frequency requirements is probable and allowed when justification is provided in the narrative/reporting to F5FC. All data submitted must correspond with backup documentation including services, dates and participant information per the Funded Partner's records.

Documentation of Services and Record Retention

Funded Partners must maintain backup documentation for all contract services/deliverables in a secure, locked location ~~storage space~~ including, but not limited to: contact logs, participant files, intake/consent forms, eligibility documentation, agendas, attendance records, handouts, sign-in sheets, event flyers, financial records, handouts, agendas, etc., as applicable to each contract. Missing and/or incomplete documentation may result in disallowed costs.

Due to F5FC audit mandates and needs, all documents and records for funded programs must be **retained for at least four years** from the expiration of the contract term. During this time, Funded Partners must archive records to facilitate simple retrieval and make them available during audit inspection. All records should clearly indicate on their storage container(s) the following information:

- Agency name
- Project name and contract number
- Beginning and end date of the contract
- Type/description of the records included in the container

When the four years have expired, Funded Partners must destroy and eliminate all identifying information and records.

Best Practice & Capacity Building

F5FC is committed to maintaining the highest possible standards of quality in our work on behalf of families with young children. Whenever possible, evidence, research and community-informed programs and practices are implemented.

To increase the capacity of Funded Partners, F5FC may provide opportunities for training and technical assistance. For more information contact your F5FC Contract Manager.

Contract Review & Partner Visits

As stewards of public funds designated to benefit young children and their families, F5FC obtains information to ensure the quality and effectiveness of our investments. Depending on the contract type, Funded Partners can expect to receive a minimum of one partner visit and contract review per contract term. The frequency of visits/reviews varies for each Funded Partner. F5FC reserves the right to make unannounced visits.

Contract reviews and visits may include a review of administrative, fiscal, programmatic and/or evaluation backup documentation for the specified fiscal year or contract term. The purpose of a contract review is to discuss the contract and to verify backup documentation is consistent with what has been reported to F5FC through fiscal and program reports. All items referenced in the Funded Partner Manual may be reviewed.

In the case where Funded Partners have subcontracts, Funded Partners are expected to have all appropriate subcontractor documentation available at the time of the review. Reviews and visits may take place in person, remotely and/or a combination of both. Funded Partners will be notified of requirements and expectations for this type of review in email from your F5FC Contract Manager.

After a review is completed, F5FC staff will issue a summary email highlighting results. Any follow-up items identified require immediate attention and resolution within 10 business days. Failure to address follow-up items within the timeline and to F5FC's satisfaction may result in corrective measures. Please refer to the Corrective Measures portion of the Administrative section of this manual.

F5FC will bear reasonable costs in connection with or resulting from its regular monitoring, evaluation, data collection, visits, reviews, inspection, or other oversight activities. If, however, F5FC determines a need to conduct further oversight activities to determine whether or not a Funded Partner committed fraud, breach, or other misrepresentation related to the services or contract performance, the Funded Partner will bear any, and all costs incurred.

Situations requiring an independent audit may include:

- Repeatedly rescheduling a review/visit without valid justification
- Funded Partner is not able or refuses to meet or respond to a visit/review within a reasonable timeline
- Required documents and/or key staff members are not provided/present during a review

Past Performance Review

Past performance is taken into consideration for contract renewals, advancements, payments and funding. F5FC will consider not funding agencies with a history of unresolved contract findings.

Urban & Rural Designations

We are committed to serving both the rural and urban areas of Fresno County. For reporting purposes, F5FC has identified all zip codes in the cities of Fresno and Clovis as urban and all others as rural.

Fiscal

Fiscal monitoring examines financial statements, records, and procedures. Funded Partners are responsible for knowing the details of their contracts and pertinent codes, regulations, local, state and federal laws that are applicable. While F5FC staff provide some technical assistance, Funded Partners are ultimately responsible for monitoring their contracts and expenditure levels. The Funded Partner is responsible for knowing what steps are needed to ensure contract compliance and acquire the proper expertise to manage the contract's finances. Contract budgets are monitored on a line-by-line basis.

Note: All finance forms and guidelines referenced below are located on the F5FC website.

Restricted Funds

Payments made to Funded Partners by F5FC are restricted funds. Receipt and disbursement of F5FC funds must be accounted for separately from any other revenue in bookkeeping systems and records. This means Funded Partners must account for/track the payments received as restricted funds, showcasing F5FC dollars separately from other revenue received.

Funded Partners must retain receipts and other documents related to contract expenditures and make these records available for F5FC's review upon request. F5FC or a designated representative reserves the right to audit the Funded Partner's books and records relating to the expenditure of any F5FC funds.

Unspent Funds

Unspent funds of multi-year contracts will generally be allocated to the next fiscal year. Any unspent funds at the end of the contract's term will be returned to F5FC and de-obligated.

Budget

In collaboration with your F5FC Contract Manager, Funded Partners will prepare a budget document and narrative to specify how the project will achieve its outcomes with F5FC funds. The budget narrative details how a figure was calculated and demonstrates how the funds requested are essential to the overall success of the project. For multi-year contracts, budgets are updated each fiscal year to reflect all funds remaining or projected renewal amounts.

To minimize payment delays, please follow these guidelines:

- The budget must be submitted electronically to the designated F5FC Contract Manager on a form approved by F5FC
- Budgets must be submitted on time to be processed and approved
- The budget should reflect all available funds in the contract
- A narrative justification and delineation of each line item must be provided
- Budgets should directly support activities outlined in the SOW including personnel delivering services, as applicable

Budget Line Item Definitions:

- **Personnel**

  Salaries - Funded Partner staff positions that will be charged to the contract based on the percentage of time that the position is charged to the contract. Note: Personnel Full Time Equivalents (FTEs) of .05 or below are typically considered an indirect expense and not included in the Personnel line item of the funded partner's budget unless the budget is $30,000 or below.

Benefits – Include medical, dental, vision, 401K, etc.

Taxes – Include FICA, SUI, FUI (if applicable), and worker's compensation

- **Operating Expenses**

  Facilities costs – Building rent, regular maintenance, utilities, and telephone expenses that are direct cost to the project.

  Operational Supplies – Includes expenses such as leases, regular equipment maintenance, office supplies, printing, advertising, etc. that directly support the staff. Office furniture (e.g. desks, chairs, computer monitors, etc.) are typically considered equipment and not Operational Supplies unless otherwise specified in the approved contract budget.

  Training/Travel – Includes local and out of town travel, and conferences. Travel costs are the expenses for transportation, lodging, and related items incurred by employees who are in travel status on official business of the organization. Travel costs are allowable when they are directly attributable to specific work under the F5FC contract. See the ***Travel*** section of this manual for more information.

  Miscellaneous Charges – Bank charges, insurance, audit, etc.

- **Program Expenses**

  Materials and Supplies – Supplies used for participants to complete scope of work activities, transportation costs for participants, food for participants, etc.

- **Professional Services**

  Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the organization (i.e. subcontracts, agreements, etc.).

- **Equipment/Assets**

  Equipment/Asset is any non-consumable item having a useful life of more than one year and/or a purchase value or acquisition cost between $500 and $5,000 per item or in aggregate. Non-consumable items with a purchase value or acquisition cost equal to or more than $5,001 per item or in aggregate, shall be considered a capital asset. See the **Equipment and Capital** section of this manual for more information.

- **Indirect**

  Indirect costs refer to administrative costs and/or expenses that cannot be readily assigned to one specific program, one specific line item within a program, or those expenses that are purely administrative functions. Calculation: Indirect = (Program Totals

– Equipment & Capital x Percentage of Indirect). See the ***Administrative/Indirect Costs*** section of this manual for more information.

- **Other Funding**

  - *Leveraging* - Money that is leveraged/obtained due to Prop 10 funds.
  - *In-kind* - Additional resources and/or dollars that are directly supporting the project at no cost to the project. Examples volunteers, donations, etc.
  - *Cash Contribution* - Any cash contributed to the program.
  - *Program Income* - Program Income: revenue generated by First 5 funds, example tuition.
  - *Other Funding* - any other funding that directly supports the program, example bond money.

See the ***Other Funding Sources*** section of this manual for more information.

Final budget approval will be determined by F5FC and notification of approval will be sent directly to the Funded Partner.

Contract Amendment Requests (CAR)

To make ~~any~~ changes to your contract budget and/or SOW, you must submit a CAR. The method to submit a CAR varies by contract term and type. Contact your F5FC Contract Manager to identify the process for a CAR. CARs must be submitted by **March 31st of the fiscal year**, unless otherwise ~~the due date~~ specified by your F5FC Contract Manager. CARs submitted after the due date will not be accepted and no retroactive budget or SOW revisions will be approved, unless otherwise authorized by your F5FC Contract Manager.

A CAR is required for:

- Any change over 10% to the original agreed upon SOW output (e.g. number of participants, service frequency)
- Any change to a budget line item exceeding 10%
- An update to budgets of multiple-year contracts from year-end projections to actuals
- A change to the duration of the contract (term dates), an augmentation approved by F5FC, a change to the agency name, the addition or deletion of an activity or deliverable, and/or a change in the contract amount

Requests must be submitted prior to incurring expenses, allowing F5FC to determine its appropriateness and minimizing any disallowed costs to the Funded Partner. F5FC will determine the materiality of the request and ensure it fits the intent of original funding. The request may require a formal contract amendment, or it may be accommodated with a budget and/or SOW revision approved by F5FC.

The Funded Partner will be notified in writing if modifications or amendments are approved or denied. If any of the information is incomplete the request may be denied. ~~Changes within budget sub-line items do not require a budget revision.~~

Note: Requests for purchases/expenses not delineated in the approved budget will not be accepted in the last quarter of a contract term, unless otherwise authorized by your F5FC Contract Manager.

Administrative/Indirect Costs

Indirect costs refer to administrative costs and/or expenses that cannot be readily assigned to one specific program, one specific line item within a program, or those expenses that are purely administrative functions. Indirect costs for professional/supportive services contracts will be determined by F5FC.

Limit to Indirect Costs

F5FC recognizes Funded Partners have administrative systems unique to their agencies. Funded Partners may implement an indirect rate that does not exceed 15% of all program costs excluding capital purchases and equipment. This maximum rate also applies to subcontractors unless otherwise approved by your F5FC Contract Manager.

Since the limit for indirect costs is strict, please be sure the costs reported as indirect are purely indirect in nature. The costs listed below will only be allowed in the administrative/indirect line item, unless it is demonstrated that they exclusively support the funded program.

- Audit, bookkeeping, payroll, and finance
- Human resources
- Fiscal sponsor costs
- Insurance
- Office space expense
- Phone, internet and utility costs
- Other overhead and personnel costs (e.g. Executive Director's time or any other staff who work minimally with the funded project with Full Time Equivalents (FTEs) below .05)
- Expenses associated with staff not included in the F5FC portion of the budget

If more than 50% of the contract is categorized as professional services, the Commission may require a modified calculation of indirect, applying the established rate to some but not all expenses in the contract. Personnel FTEs of .05 or below are typically considered indirect and not included in the Personnel line item of the funded partner's budget unless the budget is $30,000 or below.

Disallowed Costs

First 5 Fresno County (F5FC) along with federal regulations requires all expenses be reasonable, justifiable, and necessary to accomplish the purpose of the grant or contract. The list below is not intended to be comprehensive of all F5FC disallowed expenses. Contact your assigned Contract Manager with any questions regarding allowable costs.

- Providing services to clients not eligible for services (age & county ineligibility)
- Entertainment costs – Gift cards/certificates, movie tickets, etc.
- Fundraising costs – Costs for the activity of fundraising (i.e. personnel, materials) for an event
- Lobbying expenses – Costs incurred and related to attempting to influence legislation must be less than 30% of the staff's time
- Alcoholic beverages
- Tobacco purchases
- Equipment/Assets not included in the approved budget
- Expenses exceeding the 10% variance per budget line without a formal approval
- Training/Travel not approved by a F5FC Contract Manager ~~and/or not for staff in the personnel section of the approved budget~~
- Mileage for non-F5FC activities or trainings – travel to non-F5FC related trainings or conferences

- Unallowable expenses associated with travel including road snacks or refreshments, souvenirs, business-sponsored meals, bar tabs or minibar costs, etc.
- Program expenses that do not benefit the participants
- Unhealthy snacks or foods (e.g. soda, sugary drinks, candy, highly processed foods, "junk food")
- Food/refreshment purchases for contract/agency staff only, and that is outside of an approved event/activity in the contract
- Expenses incurred in a different fiscal year (i.e. trainings, purchases of materials and supplies, etc.)
- Expenses not delineated in the approved budget without prior consent of F5FC
- Fines and penalties – Speeding tickets and parking tickets, etc.
- Severance pay
- Moving expenses (employee, agency or otherwise)
- Losses on other grants or contracts – any excess costs over income on any grant are not allowable as a cost of any other grant or contract
- Contributions or donations
- Expenses allocable to other federal, state, or local funding sources
- Costs to meet the funded partner's cash match insufficiencies and/or other funding requirements stated in the contract

Other Funding Sources

To promote sustainability and enhancement of services in the community, F5FC requires cash match, leverage and/or in-kind contributions for particular funding mechanisms under the strategic plan. Other funding source requirements, if applicable, are specified in each contract. F5FC funding is designed to complement a wide range of program and service models and fill critical gaps that other funding sources cannot cover. However, F5FC cannot supplant what is already funded by another source. See the **Supplanting Policy** section of this manual for more information.

Funded Partners are to report other funding as expenditures and services are incurred. For reimbursement, each financial report must include the proportionate share of other funds for each line item(s) and/or overall expenditures for the reporting period. Proper documentation to verify leverage, cash match and/or in-kind contribution (e.g. General Ledger, Transaction Report, Budget Register, written justification signed by notice holder, etc.) is required and must adhere to the reimbursement payment process.

Electronic Payments

In lieu of issuing checks and mailing payment, F5FC utilizes the Electronic Funds Transfer (EFT) System to make Automated Clearing House (ACH) payments, also known as a direct deposit.

With the EFT system, we can transfer payments from our bank account directly to Funded Partners. Electronic payments eliminate the need to print and mail checks, ensure payments are received by a specific date, and provide an efficient, cost-effective payment process. Electronic payments also eliminate the use of paper, postage, office supplies, processing time, storage space and provide Funded Partners an option to receive payment quickly.

Setting up and approving EFT accounts can take some time, so a completed EFT Authorization Form is required from Funded Partners upon notification of a contract award. F5FC will make all contract payments through the electronic payment system. Accurate and complete information is critical to avoid delayed payments.

Reimbursement Payments

Payments are made upon the successful completion of contract deliverables. This includes achievement of performance standards and the timely submission of programmatic and fiscal reports. Funded Partners must submit financial reports/invoices before the established due date. A report will be considered “late” if it is not received by the due date and may delay payment.

To support the expenditures referenced on the financial report, documentation of actual expenses must be submitted. This includes, but is not limited to: a General Ledger/Transaction Report including a list of actual expenses with transaction dates and vendor names/purchase description. Receipts, invoices, and similar backup documentation for all transactions/expenses must be maintained by each organization but are typically not submitted with the financial report unless requested by your contract manager. Expenses must correspond with the Funded Partner’s approved budget and F5FC fiscal requirements. Expenses not detailed in the approved budget will be considered disallowed unless your F5FC contract manager determines the expense corresponds with the intent of the contract and approved budget line items.

The reimbursement process is as follows:

- As applicable, Funded Partners submit their monthly, quarterly, or semiannual program report as defined in their contract.
- After program data entry, Funded Partners must submit a request for reimbursement (financial report or invoice).
    - The request for reimbursement (financial report) outlines the Funded Partner’s actual expenses for the invoice period by budget line item and includes required backup documentation for any payments received and any reimbursements due.
- Once the request for reimbursement is received, it will be reviewed by the F5FC Contract Manager to ensure contract deliverables and reimbursement requirements are met, including that all expenses correspond with the Funded Partner’s budget and F5FC fiscal requirements.
- Incomplete reports will be returned to the Funded Partner requesting missing or additional documentation.
- Reimbursement payment will be approved and processed after F5FC program and financial reporting requirements are met.

Financial Report Due Dates

Quarterly Report	***For Expenses Incurred Between:*** ~~Reporting Period~~	Due Date
1st Quarter	July 1 – September 30	**Oct. 31**
2nd Quarter	October 1 – December 31	**Jan. 31**
3rd Quarter	January 1 – March 31	**Apr. 30**
4th Quarter	April 1 – June 30	**July 15**

Note: If a due date falls on a weekend or holiday the due date will be the following business day. For contracts that report monthly, financial reports are due 30 days after the month ends. If a Funded Partner reports monthly, due dates for financial reports will be 30 days after the end of the month (i.e. for period ending July 30th, the financial report/ invoice is due on August 30th).

Timing

First 5 Fresno County operates on a modified-accrual accounting basis and our fiscal year is July 1st to June 30th. For each individual fiscal year, a~~A~~ll submitted expenditures, in order to be reimbursed, must be incurred within the set fiscal year dates (July 1st – June 30th) and be paid before the deadline stated above. Due to F5FC's reporting requirements, any expenses that fall outside of the fiscal year will be disallowed. This applies to all contracts operating within any given fiscal year, even if when the contract term spans across multiple fiscal years (i.e. multi-year contracts). To prevent this or plan for exceptions, accounting timing should be discussed during the contract development phase. Please let your contract manager know if there is an issue with the accounting timing requirements stated.

Advance Payments

From time to time, advance payments may be considered and approved based on the availability of F5FC funds, type of services, and program needs. To request advance payments under a new contract, Funded Partners must submit their request upon contract execution in writing on company letterhead, specifying the reason(s) advance payment is needed. The advance payments schedule is confined to F5FC's July to June fiscal year and thus the remainder of this section will be based on this.

If approved, and contingent upon performance in meeting contractual requirements and the type of contract, F5FC will release approximately 25% (not to exceed 50%) of the contract's annual budget amount as an advance payment for the quarter. In some cases, 50% is advanced in a quarter with proper justification determined by the Contract Manager. Beginning in the 3rd quarter of the FY any additional funds will not be released until 75 % of the released funds have been expended and reported. As applicable, advance payments will be made during the first month of each quarter. Dependent on the type of contract, advance payment for quarter four of the FY will be released based on financial reporting for quarters one and two of the fiscal year. If reporting for either quarter one or two had cash on hand, 1/3 of the advance payment for quarter four of the fiscal year will be issued. If neither quarter had cash on hand, 2/3 of the (25%) advance payment for quarter four will be issued. The remainder of the contract amount will be a reimbursement. Any variation must be approved by the Contract Manager.

If the Funded Partner has not utilized any portion of the advance payment at the end of the contract period or fiscal year, the funds shall be returned to F5FC. If the amount is not returned, F5FC may withhold funds from the subsequent year's contract (if applicable). For additional details see the Payment section of the contract. We will always make every attempt to negotiate a solution before pursuing litigation.

Finance Variance Justification

Budget expenditures typically occur as follows: 25% the first quarter, 50% the second quarter, 75% the third quarter and 100% the fourth quarter. When a 10% variance from these anticipated amounts occurs in the year-to-date expenditures for the contract reporting period (e.g. Quarter 2 Program Expenses invoiced at 80%), a written justification ~~is~~ may be required when submitting the financial reports. Your F5FC Contract Manager will review the justification and determine if the expenses are approvable for reimbursement.

The written justification must explain:

- Reason for the variance
- Impact of variance on project deliverables and budget
- Identify steps to prevent future 10% variance, if applicable

Note: while the above percentages are typical, financial reports/invoices should reflect actual expenses for the reporting period.

Program Cost Allocation Plan

As applicable, a Program Cost Allocation Plan (PCAP) is used as a guide for Funded Partners to equitably distribute costs to programs. It identifies the amount of shared expenses ascribed to each program operated by a Funded Partner, whether or not funded by F5FC.

A PCAP includes a written account of the methods used to allocate costs to its various funding sources and should be a part of the Funded Partner's written accounting procedures. These procedures should include regulations governing cost allocation and a guide that provides principles and standards for determining costs as they apply to federal, state and local governments.

Funded Partners are required to discuss a PCAP with their Certified Public Accountant and develop one to ensure each program bears its fair share of the total cost of expenses. Situations requiring a PCAP include:

- Costs shared between F5FC and a separate funding source, including in-kind, leverage, cash match, program income and other funding
  - In-kind: additional monetary and non-monetary resources that are directly supporting the project at no cost to the project (examples: volunteers, tangible donations, etc.)
  - Leverage: money that is leveraged/obtained due to Prop 10 funds (examples: federal funding, foundation grants, etc.)
  - Cash match (contribution): any cash contributed to the program
  - Program income: revenue generated by F5FC funds (example: tuition)
  - Other funding: any other funding that directly supports the program (example: bond money)

- Costs shared between two or more F5FC funded programs
- Any combination of the above

Proper documentation to verify in-kind, leverage, cash match (contribution), program income and other funding outlined in the financial report (e.g. General Ledger, Transaction Report, Budget Register, written justification signed by notice holder, etc.) is required and must adhere to the reimbursement payment process. Failure to report and provide supporting documentation may affect future F5FC funding.

Please refer to the F5FC website in the Funded Partner Documents & Forms section under Resources for examples and definitions of PCAPs.

Program Income

Program income means gross income earned by a Funded Partner which is directly generated because of funds awarded by F5FC. Including but not limited: income from fees for services performed; the use or rental of real estate or private property; the sale of commodities or items; license fees or royalties on patents and copyrights; and interest on loans.

As applicable, please refer to the Program Income section of your contract for restrictions on use.

Subcontractors

Transforming the health and development of all children in Fresno County is possible when community organizations, private, education and government agencies work together to mobilize support and services for young children. At F5FC we believe innovative solutions for children emerge from multi-agency partnerships. We have developed guidelines in the case where a Funded Partner subcontracts services as part of their contract with F5FC. The following responsibilities include but are not limited to:

- Submission of all subcontracts to your F5FC Contract Manager for pre-approval (as ~~appropriate~~requested)

- Signed copy of the subcontract agreement provided to F5FC upon execution
- Verification of subcontractors' carrying and maintaining adequate insurance
- Communication to F5FC on behalf of all subcontractors
- Understanding and monitoring of services delivered by subcontractors to ensure alignment with the SOW
- Submission of periodic reports in a timely manner (including information regarding subcontractors and number of services)
- Verification and submission of subcontractor invoices in a timely manner
- Ensuring documentation is sufficient to support expenditures (including subcontractor documentation)

Responsibilities of each subcontractor include, but are not limited to:

- Submission of timely requests for reimbursement to the lead agency
- Ensuring documentation supports expenditures
- Meeting deadlines for providing information to the lead agency
- Communication with F5FC through the lead Funded Partner

Please refer to the Subcontracts section of the contract for more information.

Equipment & Capital Purchases

F5FC will not approve any equipment or capital purchases unless they are necessary to fulfill and accomplish the services/deliverables outlined in the SOW. Equipment and capital purchase requests must be submitted in writing and approved by F5FC prior to purchase.

Equipment or capital purchased with First 5 Fresno County (F5FC) funds must be used to support children 0-5 years old and their families in Fresno County and be reasonable and necessary to fulfill and accomplish services outlined in the scope of work/ agreement.

- Equipment is defined as: non-consumable items having a useful life of more than one year and/or a purchase value or acquisition cost between $500 and $5,000 per item or in aggregate.

- Capital is defined as: non-consumable items with a purchase price of $5,001 or more per item or in aggregate.

"In aggregate" means more than one item of the same equipment type or a system with multiple components. For example: the purchase of five chairs. Individually a chair costs $200 and the total cost of the five chairs is $1,000.

Equipment and capital requests made by Funded Partners must be made in writing and approved by F5FC during budget development or modification and must be done prior to purchase. Approval will require F5FC contract managers to consider timing, evaluation of the purchase justification, and fitness to the agreed-on intent. At the discretion of the F5FC contract manager, an item that falls outside of the above definition may be included under the Equipment line item as they deem appropriate.

To be reimbursed for the purchase, Funded Partners must submit the invoice, receipt, and corresponding packing slip with the financial report via F5FC's program database. F5FC will verify the equipment throughout the duration of the contract and at contract termination.

Funded Partners are responsible to safeguard, maintain, and track the location of equipment and capital assets. Funded Partners are required to maintain an inventory list of equipment & capital purchased with F5FC funds, which at minimum should include:

- Name of item
- Date of purchase
- Quantity
- Cost at time of purchase
- Serial number
- Assigned staff/ User
- Exact location where the equipment is located

F5FC staff will verify details of the equipment/capital as a part of the contract monitoring process and document any discrepancies. Any changes in the equipment status (e.g. location and/or assignment to staff) must be tracked by the Funded Partner. Any equipment transfer or sale must be approved by F5FC beforehand.

For contract closing requirements regarding equipment, please refer to the End of Fiscal Year and Contract Term Requirements portion of this manual.

Food Purchases

Food and beverage purchases with F5FC funds must contribute to the overall health and wellbeing of young children and their families and comply with the United States Department of Agriculture Dietary Guidelines. Funded Partners are encouraged to consider the cultural appropriateness of all food items purchased. Unhealthy items purchased with F5FC funds may be considered disallowed costs (e.g. soda, candy, sugary drinks, and highly processed foods). Contact your F5FC Contract Manager for clarification if needed.

Food/refreshment purchases for the contract/agency staff is not a reimbursable expense.

Incentives & Stipends

Purchases for participant stipends & incentives must be discussed with and receive approval from your F5FC Contract Manager, ~~prior to issuing/purchasing and~~ be included in your approved contract budget and directly align with the scope of work deliverables prior to issuing/purchasing. In the case that your contract includes incentives (sometimes issued as gift cards), you must maintain documentation that includes **the receipt of purchase and a sign out sheet** with the incentive recipients' signature and name (first initial, last name). Cash (including prepaid debit cards) is not considered an allowable incentive/stipend request unless the recipient is directly facilitating/leading approved scope of work activities (e.g. a trained parent small-group facilitator) or as compensation for expertise (e.g. for focus groups, parent advisory groups, etc.).~~.~~

Travel

Funded partners are authorized to receive reimbursement for travel expenses incurred while attending official functions associated with the contract, so long as expenses are reasonable, prudent, and appropriate. Reimbursement for expenses associated with other related trainings, seminars, or meetings must be included in the contract and have prior approval by the F5FC Contract Manager.

Proper documentation for out of county contract-related travel is required to be submitted with a request for reimbursement including receipts for airline, hotel, car rental, and gas purchases. Reimbursement may be requested only after travel has occurred. The per diem, incidental and other reimbursement processes will follow the F5FC Travel Policy. Unallowable expenses associated with travel include but are not limited to road snacks or refreshments, souvenirs, business-sponsored meals, bar tabs or minibar costs, etc. It is best practice to get prior approval from your F5FC Contract Manager for travel expenses.

Mileage reimbursement will be at the current IRS rate, unless otherwise approved by your Contract Manager.

Supplanting Policy

This policy provides Commission staff and Funded Partners a clear and definitive understanding of the Commission's interpretation of the legislative language and how to apply it to contract/program development. The California Children and Families First Act of 1998, and Section 30131.4 of the California Revenue and Taxation Code, states:

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

<u>Implementation</u>

No Commission funds shall be used to supplant (i.e., take the place of or replace) state or local General Fund money (as defined in the definitions section) for any purpose. This prohibition does not apply to federally funded or privately funded programs.

Commission funds shall be used only to supplement (i.e., add to or increase) existing levels of service (as defined in the definitions section) and not to fund existing levels of service. No Commission funds shall be granted or used for services funded by state or local General Funds unless the Commission's funding will improve the quality or quantity of an existing service.

The prohibition on supplantation is not intended to prevent, stifle or discourage state or local government agencies from funding pilot programs (as defined in the definitions section), which provide valuable innovations and formation. The prohibition on supplanting therefore does not apply to pilot programs or services.

<u>Definitions:</u>

State General Fund money is defined as any money received into the treasury of the state and not required by law to be credited to any other fund (Gov. Code 16300). This includes all funds received by the state except those collected by a specific fee or tax for a particular purpose (e.g., Proposition 10 funds, Proposition 99 funds, excise taxes assessed for a particular purpose). State general fund money also includes funds originating from the state treasury (not required to be credited to any other fund) that are subsequently earmarked for a particular use at the county level.

Local General Fund money as pertaining to county is defined as any money received into the treasury of the local government and not specifically appropriated to any other fund (Gov. Code 29301).

Local General Fund money as pertaining to cities, municipalities, or public agencies is defined as any money received into the treasury of the local city, municipality or public agency and not specifically appropriated to any other fund.

Existing services are defined as services in effect or operation at the time a request for funding is acted upon by the Commission, or at any time within the 12-month period preceding the Commission's action.

Pilot programs or services are defined as those activities that are implemented on a temporary and limited basis in order to test and evaluate the effectiveness of the program, develop new techniques, or gather information.

Note: This policy is not to be construed as limiting creativity in terms of prospective applicants/grantees from proposing blended funding streams from multiple sources (public and private).

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

REGULAR BUSINESS MEETING
August 26, 2026 – 12:30 p.m.

2405 Tulare Street
Fresno, CA 93721

CONSENT AGENDA ITEM NO. 4d

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Community Event Sponsorship Guidelines

RECOMMENDED ACTION:

Approve revisions to the Community Event Sponsorship Guidelines.

BACKGROUND:

On August 14, 2026, the Finance and Program Review Committee moved this item for full Commission consideration.

Our Community Event Sponsorships have served as a tool to provide limited financial support to agencies and organizations whose efforts align with the Commission's strategic priorities – supporting events such as early literacy celebrations, resource fairs, community baby showers and other one-time events/activities that provide interactive opportunities within the early childhood support system in our community. Each year, staff review the Guidelines to ensure the Commission remains responsive to the evolving needs of families with young children in Fresno County and those that support them. For the 2026-2027 fiscal year, staff proposes revisions to help improve the submission process and to maximize the impact of the funds available.
All adjustments are reflected in red-line in the attached supporting document and broadly they include:

- Clarifying language on the intent of the Community Event Sponsorship being limited to one-time community events (or limited activities within an event) to more clearly distinguish it from direct service funding.

- A streamlined application submission process through an online form that captures key eligibility and event information upfront to reduce communication delays and improve the review and approval process.

Alignment with Strategic Plan: The Community Event Sponsorships supports families with young children and the professionals that interact with them in all three of our strategic plan's focus areas: Maternal, Child & Family Health, Thriving Families, and Early Learning. The sponsorships also directly connect to our three roles of Partner, Advocate and Investor as we cultivate partner relationships, and we provide financial support to events that prioritize the needs of young families throughout our community.

Short-term goal(s) and long-term outcomes: The short-term goals of the Commission's Community Event Sponsorships are to establish new partnerships and increase awareness of and collaboration with entities and organizations that are part of the early childhood system of care in Fresno County. The long-term objective includes increased understanding of early childhood development and improved family access to local services and support networks—ultimately advancing the health, learning, and economic outcomes of families raising young children in Fresno County.

Fiscal Impact: Funds for the Community Event Sponsorships have been allocated from the Commission's Fiscal Year 2026-2027 Approved Budget under Early Childhood System Improvement Focused – Communications line item, in an amount not to exceed $20,000. We typically anticipate approximately six to twelve sponsorships per year ranging from minimum $500 to $3,000 sponsorship amount.

CONCLUSION:

The proposed revisions further clarify the purpose and scope of the Commission's Community Event Sponsorships and streamline the application process to allow us to continue to support community events that benefit Fresno County's young children and their families, and the professionals who support them.

Community Event Sponsorship Guidelines ~~Program~~

At First 5 Fresno County, we envision a future where young children and their families are healthy, loved and nurtured. We pursue this vision by **partnering** with, **advocating** for, and **investing** in our community to create a seamless system of quality, accessible services that support the well-being of every child and family. Our Community Event Sponsorships are designed to support **one-time** community events or activities that support families with young children (ages 0 to 5) and/or the professionals that work with them.

Types of Eligible Events/Activities:

Community Events:

Free and open to the public e~~E~~vents~~,~~ (or activities happening as part of a ~~within a~~ community event), focused on families with young children ages 0 to 5 that provide a safe learning environment, including but not limited to developmentally appropriate play activities and opportunities for making connections with local resources and other families.

> Note: To reduce duplication of services and maximize community impact, collaboration among similar events (e.g., community baby showers, health fairs, back to school fairs) is strongly encouraged. and may be recommended by F5FC during the submission period. ~~Events that are done in collaboration, as encouraged above, may be considered for increased funding to support the collaborating efforts. An exception to collaboration may be considered for events that are geographically specific or designed to serve a distinct population facing unique barriers (e.g., limited transportation access, sensory sensitivities, language needs).~~

Professional Development Events focused on Early Childhood:

Events focused on building knowledge and increasing the capacity and skills ~~Opportunities to enhance the abilities and skill sets~~ of those who care for, work with, or have influence on young children ages 0 to 5 and their families, including~~-~~ professionals in various fields/industries, medical providers and staff, employers, child care providers (including family, friends and neighbor providers), early childhood professionals, home visitors, other caregivers, etc.

Educational Workshops/Activities for Families:

~~I~~Free, interactive opportunities for expecting parents and/or families with children ages 0 to 5 to broaden their knowledge about topics that impact the first 5 years of life including but not limited to workshops, conferences, and/or trainings.

Public Awareness and Education Events/Activities:

Large (100+ attendees) community forums, conferences, summits, etc., focused on further examining/developing solutions to challenges related to creating a seamless system of quality, accessible services that support the well-being of every child and family and/or the Focus Areas identified in our Strategic Plan.

Types of Ineligible Events/Activities:

- Fundraiser-only events/activities.
- Events/activities that are scheduled to occur over many weeks/months.
- Events/activities that fail to ~~do not~~ include a specific focus on ~~serving/~~addressing the needs of families with young children, ages 0 to 5.
- Events that do not include connecting families to other services or resources.

- Events/activities proposed by a current Funded Partner that are a part of (or could be) a ~~current~~ contract deliverable ~~(or could be) with F5FC~~.
- Events/activities that conflict with our values, vision, ~~and~~ mission, and/or agency policies~~.~~

Standards for Collaboration:

- F5FC will not endorse, directly or through implied endorsement, specific products, services, educational programs or enterprises.
- As a public agency, products developed in collaboration with F5FC are in the public domain.
- Event/activity must be consistent and in support of our vision and mission as stated above.
- Event/activity must center~~s~~ one or more focus areas of the F5FC Strategic Plan including: Maternal, Child, and Family Health,~~;~~ Thriving Families,~~;~~ and/or Early Learning.
- ~~Recognition:~~ We ask for all approved sponsorship events/activities to include First 5 Fresno County in promotions ***before***, and ***during*** the event/activity (For example: print, radio, web, social networks, and/or televised advertisements). Any questions about promotion materials can be addressed directly with the agency after confirmation of sponsorship.
- Event/activity must take place within Fresno County.

Application Process:

- Organizations, persons, and/or businesses interested in ~~the~~ a Community Event Sponsorship ~~Program~~ must submit a request **via our Google Form.** ~~via a Letter of Intent, on their agency's letterhead, detailing how the event fits the above eligibility criteria for sponsorship consideration.~~
- Requests must be received, at minimum, four (4) weeks prior to the proposed event date or deadline. Note, exceptions to this timeline may be made for events taking place the month of July, if the application period for the next fiscal year opens with fewer than 4 weeks remaining prior to the proposed event.
- This is a reimbursement program and funding will be reimbursed upon confirmation of all agreed upon sponsorship requirements.
- Approved requests will require a W-9 and reimbursement will be made via electronic funds transfer.

Important Information

- Awards range from minimum $500 (five-hundred) to maximum $3,000 (three-thousand). Total funding awarded may be less than the requested amount based on funds available & overall fit into eligibility criteria.
- Applications will be accepted on a continuous basis through May 31st of each fiscal year as long as funding is available. Limit one award per agency, per fiscal year (July 1 – June 30) regardless of award amount.
- This funding is not designed to support ongoing programs/direct services. Additionally, F5FC funding cannot be the sole funding source for any event. If the proposed event/activity will also

serve individuals outside of F5FC's supported age range or geography, other funding sources must be listed with submission.

Please submit your request using this Google Form link: https://forms.gle/sznE3mYwem4PhuVL8

Questions? Email funding@first5fresno.org

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

REGULAR BUSINESS MEETING
August 26, 2026 - 12:30 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 5

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Acceptance of Funds from the City of Fresno for a Child Care Pilot

RECOMMENDED ACTION:

Approve the acceptance of approximately $2 million from the City of Fresno for First 5 Fresno County to serve as the Fiscal Lead Agency to launch and administer a Child Care Pilot to help increase access to affordable, quality child care while strengthening the local workforce and economy.

BACKGROUND:

On August 14, 2026, the Finance and Program Review Committee moved this item for full Commission consideration.

Last summer, First 5 Fresno County became the backbone organization for Early Matters Fresno (EMF), a coalition of early childhood-serving organizations in Fresno County focused on leveraging resources, project piloting, and policy change in two areas—Maternal & Child Health and Quality Child Care/Early Education & School Readiness. The Early Matters Fresno coalition is part of both, the Fresno Cradle to Career partnership, made up of 100-members, who are committed to improving education and health outcomes for Fresno County children, and the Fresno DRIVE initiative focused on achieving economic prosperity for all. Over the last year, the EMF Coalition has been actively working to raise awareness about Fresno County's child care crisis through a series of Policy Advisory Council meetings with local policymakers, philanthropy, and business leaders to breakdown the local child care challenge and brainstorm solutions by focusing on four components: access, affordability, workforce and quality. These meetings have allowed EMF partners to build relationships with local elected officials and thus remain connected to local discussions on potential short-term solutions and long-term systems change.

Earlier this year, EMF staff met with Fresno City Council Vice President Tyler Maxwell who expressed interest in learning more about the local child care concerns faced by Fresno families as he wished to be involved in seeking local solutions. The data presented painted a serious challenge and Council Vice President Maxwell vowed to see what he could do to help. Subsequently, this past June, led by Maxwell, the Fresno City Council unanimously approved $2 million in general funds to be allocated to First 5 Fresno County to administer a one-year child care pilot program to provide meaningful supports for both, child care providers and families struggling to secure child care in the City of Fresno. The Council also simultaneously passed a motion to create a Commission on Family

Affordability and Childcare Access, to identify long-term solutions to help address the child care challenges faced by residents of the city of Fresno and beyond.

If approved by the full Commission, First 5 Fresno staff, in partnership with the EMF coalition partners, will develop and launch a pilot program and be responsible for receiving and distributing pilot funds with the intent of increasing access to affordable, quality child care across the City of Fresno. An initial outline of draft working goals and activities for the pilot include:

Draft Child Care Pilot Goals	Draft Possible Activities
Goal 1: Increase the **number** of quality, child care **spaces**	• Mini Grants for new and established child care businesses to cover start-up fees, facility improvements, and related business expenses
Goal 2: Increase **family access** to quality child care by reducing the **cost** of child care	• Income-based scholarships • Copay elimination
Goal 3: Increase business and technical **support** for the local child care **workforce**	• Flexible training opportunities to increase quality of care • Business/legal supports to assist with long-term sustainability

Procurement: The City of Fresno named First 5 Fresno County as the proposed administrator of the allocated funds for this Child Care Pilot in their Approved 2026-27 Budget. Any possible subcontracted agreements resulting from this pilot will be confirmed by following the Commission's procurement policies and will be brought back to the Commission for formal approval.

Alignment with Strategic Plan: This opportunity aligns directly with the Commission's 2025-2030 Strategic Plan's Early Learning focus area to increase our community's capacity to provide quality, accessible, and inclusive early learning and care opportunities for every child and family, across rural and urban neighborhoods. This includes increasing access to affordable, quality child care.

Short-term goal(s) and long-term outcomes: If approved, staff will continue working with EMF and community partners to finalize a scope of work for the child care pilot to be presented for approval by the Fresno City Council later this fall. If approved by the City Council, First 5 Fresno will then launch the implementation of agreed-upon components of the child care pilot with the goal of expanding quality child care opportunities for children across the City of Fresno, ultimately increasing the City's economic vitality as parents of young children are able to join and stay in the workforce. While this pilot is focused on the City of Fresno, staff and EMF partners recognize the opportunity to pilot strategies that can be later scaled across the county so children from all communities have access to quality early learning and care opportunities.

Fiscal Impact: The City of Fresno's $2 million funding will cover the entirety of the proposed child care pilot including indirect costs incurred by the Commission to administer this effort. Staff will also explore the opportunity to have our early learning investments enhance the reach of this pilot and/or be leveraged through this effort. In addition, the City of Fresno also approved the creation of a separate Commission on Family Affordability and Childcare Access tasked with identifying long-term solutions including additional resources and funding for the future.

CONCLUSION:

If approved, staff will present for approval a finalized scope of work for the child care pilot to the Fresno City Council later this fall. Subsequently, if the Commission chooses not to accept $2 million funding, the City of Fresno will have to look for another trusted agency to take on this pilot which may jeopardize $2 million for families and providers in our community.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

REGULAR BUSINESS MEETING
August 26, 2026 – 12:30 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 6

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Strategic Plan Focus Area Presentation: Maternal, Child, and Family Health

BACKGROUND:

The Commission's 2025-2030 Strategic Plan includes three focus areas: Early Learning, Thriving Families, and Maternal, Child, and Family Health. During this meeting, staff will provide an overview of our Maternal, Child and Family Health focus area, including local context and how the Commission has and will continue to partner, advocate and invest in this area. The presentation will highlight two of the priorities under the Maternal, Child, and Family Health focus area:

1) Increase positive birth and health outcomes for Black, Indigenous, and communities of color experiencing the highest rates of preterm birth and life-threatening childbirth complications

2) Increase access to respectful, quality, and affordable physical and behavioral health care for families with young children

The earliest stages of life—from before birth to the first few years—shape everything that follows, and yet, according to the March of Dimes, the United States remains among the most dangerous developed nations for childbirth, especially for families of color. At the state level, a recent report by the California Department of Public Health highlighted structural racism as a key driver of poor health outcomes among Black birthing people and their infants through its impact on neighborhood conditions, chronic stress, and access to respectful care. And here locally, Fresno County experiences some of the highest preterm birth rates in the state, at 10% of all live births, with Black families experiencing disproportionality high rates of both preterm birth and infant mortality.

During this presentation, staff will provide an overview of the Commission's investments in home visitation and group prenatal care along with learnings from the Commission's five-year partnership with California State University, Fresno's Central Valley Health Policy Institute and the University of California, San Francisco's Preterm Birth Initiative as part of the EMBRACE (*Engaging Mothers and Babies; Reimagining Antenatal Care for Everyone*) Prenatal Care Research Study. The study focused on two types of enhanced prenatal care models (Glow! - Group Prenatal Care and Comprehensive Perinatal Services Program or CPSP - Individual Prenatal Care) with hopes to determine which type of care addresses depression and anxiety, preterm birth and satisfaction of care.

FIRST 5 FRESNO COUNTY
ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

REGULAR BUSINESS MEETING
August 26, 2026 – 12:30 p.m.

2405 Tulare Street
Fresno, CA 93721

AGENDA ITEM NO. 7

TO: Children & Families Commission of Fresno County

FROM: Fabiola González, Executive Director

SUBJECT: Executive Director's Report

This report intends to keep the Commission appraised of local and statewide activities and involvement of the Executive Director and Commission's staff that further the vision and mission of the Commission and are in support of strengthening our early childhood systems of care.

General Administration Update

- We welcomed one new team member: Angela Barrett, as our Operations Manager primarily responsible to lead and support with our facility-related operations as well as the general business and administrative needs of the agency and the Lighthouse for Children facility. Prior to joining our team, Angela worked in the administration and operations of an ear, nose and throat medical office in town. We are excited to have her join our team!

Local and Statewide Involvement in Early Childhood Efforts

- On July 9th we supported the University of California - San Francisco (UCSF) Center for Birth Justice with the co-facilitation of two focus groups with families of young children, here at the Lighthouse for Children. The Center is working to better understand the challenges faced by families when accessing health care services through the Medi-Cal program, especially during the 0 to 5 age period to formulate recommendations to improve the program.

- On July 17th, the Early Matters Fresno (EMF) coalition, for which First 5 Fresno County serves as the backbone organization, held its second Policy Advisory Council meeting. The meeting brought together local policymakers and business leaders for a focused discussion on advancing child care solutions. The Council convenes decision-makers, funders, and early childhood leaders to identify opportunities to align policy, investment, and community-driven strategies that strengthen support for families with children ages 0–5 and promote economic mobility and prosperity.

- On July 21st, First 5 Fresno and First 5 Monterey partnered with the Packard Foundation to host a virtual convening titled: Funding Our Futures: Birth Equity Funders Briefing where they shared highlights of their journey to better understand how to best support the health and wellbeing of vulnerable mothers and babies in Monterey and Fresno Counties. Their findings for Fresno County highlighted the importance of trusted community hubs to help mothers navigate the often-complicated system of care. Their populations of focused included Black/African American, Native American/Indigenous and Rural/Monolingual Spanish-speaking families. We are in communication with the Packard team to leverage their upcoming local investments in this space.

- First 5 Fresno was asked to apply to serve on the newly created City of Fresno Child Care Access and Family Affordability Commission. Chaired by Council Vice President Tyler Maxwell, this one-year commission will bring together Fresno City Councilmembers and community experts in child care policy and services to evaluate challenges related to childcare affordability, availability, and workforce participation, and provide policy recommendations aimed at expanding access to quality childcare opportunities for Fresno families.

- The 13th Annual State of Our Children's Breakfast will be held on Thursday, August 27th and I will be representing the early part of the continuum on a panel conversation during event highlighting the challenges faced by children from birth to young adults. The goal of the panel is for attendees to walk away with a better understanding of the current experiences of children and families in Fresno County from different and unique perspectives, and the opportunities ahead as we build what's next for Fresno County kids. This annual convening brings together community leaders, public agencies, educators, early childhood partners, nonprofit organizations, businesses, and funders to examine the conditions affecting Fresno County's children and families and identify opportunities for collective action.

- The biennial First 5 California Summit will be held from August 31 to September 2 in Anaheim, CA. This gathering is broader in nature, attracting early childhood professionals outside of the First 5 Network to hear about new research, bright spots and innovative approaches to current challenges in the early childhood space. Fresno will be represented at the Summit with Chair Chavez and myself attending, along with other early childhood partners including the Fresno County Superintendent of Schools – Early Care and Education.

Administrative Agreements and Renewals

Pursuant to the Commission's Procurement Policies and Procedures, which grant the Executive Director the authority to "renew agreements within the originally approved term, including its approved renewal period, and within the approved contract amount without additional Commission approval," the following agreements will be renewed based on satisfactory performance:

Group Care and Postpartum Services
Agency: BLACK Wellness and Prosperity Center
Amount: $295,000
FY 2026-27 Approved Budget Line Item: Maternal, Child & Family Health Partnership Development
Term: July 1, 2026 - June 30, 2027
(Contract deliverables and budget to be combined with award from June 10, 2026 Commission Meeting)