



School Readiness Program Request for Funding

Released February 2006
Revised September 2006

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School Readiness Program Application Checklist - Cycle 2

Please use this checklist to assure that you have included all of the required components of the SR application package. To prevent delays associated with State requests for additional information, confirm that each component is complete and signed as requested (if applicable).

- SR Program Application Coversheet (**Form 1**)
- Cycle 1- School Readiness Program Background
- Cycle 2- School Readiness Program Description
 - Needs Assessment Update
 - Program Description
 - Cycle 2 School Readiness Program Changes & Rationale by Result Area (**Form 2**)
 - School Readiness Program Summary (Logic Model) (**Form 3**)
 - Evaluation Design
- SR Program Funding Sources and Amounts (**Form 4**)
- Annual Budget by Expenditure Classification & Narrative (**Form 5**)
- County Coordination Funds Budget By Line Item (**Form 6**)
- Total Estimated Numbers to be Served Annually in Cycle 2 (**Form 7**)
- SR Program Partner List (include MOUs/written collaborative agreements for each) (**Form 8**)
- SR Program Participating Schools List – Cycle 2 (**Form 9**)
- SR Program Directory Information/ Program Profile (**Form 10**)
- Small County Augmentation Project Certification (if applicable) (**Form 11**)
- SR Program Request for Cycle 2 County Coordination Funds (**Form 12**)

Please do not include additional attachments.

**School Readiness Program
Application Coversheet**

Return to:
 First 5 California
 2389 Gateway Oaks, 2nd Floor
 Sacramento, CA 95833
 Attn: School Readiness Partnerships Office

Due Date:
January 30, 2007
Due no later than 5:00 p.m.
 (early submissions are encouraged)

Application Information

		Amount of State First 5 SR Funds Requested (4-year total): \$
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For State FIRST 5 CALIFORNIA Use

Name of County Commission:		SR Program:	
Executive Director:		Contact Person:	
Address:		Address:	
City:	Zip Code:	City:	Zip Code:
Phone:	Email:	Phone:	Email:

County Commission Signature (Provide an original signature below)

Agreements and Certifications:

The County Commission agrees to collect and report additional information and data that will be necessary for the evaluation of, and ongoing reporting on, the School Readiness (SR) Programs consistent with the Statewide Research and Evaluation Framework adopted by First 5 California in 2005, as updated.

The County Commission agrees to provide coordination and monitoring of its funded SR Programs and acknowledges that failure to submit timely and accurate program or fiscal reports or failure to fully participate in the Statewide Evaluation, will result in a reduction of County Coordination Funds and SR Program Funds provided to the county. The County Commission agrees to participate in audits conducted by the State or its designee and to comply with all program requirements defined in this RFF and all other SR Program policies established subsequent to the RFF.

I certify that all State and County First 5 Funds will not be used to supplant state or local General Fund money for any purpose, pursuant to Revenue and Taxation Code section 30131.4.

I certify that the required \$1: \$1 local cash match will be expended per fiscal year as described in this application and that State funds will not be used for fixed assets or capital improvements (See First 5 California Memo No. 01-04 and No. 01-06 at www.cfc.ca.gov).

County Commission Chair or Executive Director's Name (PRINT)	Signature	Date
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Cycle 2 School Readiness Program Changes and Rationale by Result Area

Complete one for each Result Area

Result Area	Cycle 1 – List Services (Mark those services that will be deleted or revised in Cycle 2 in the appropriate column)		Cycle 2- List all services that are new to Cycle 2. See Attachment 10	Rationale for Deletion, Revision, or Inclusion in Cycle 2
	Deleted	Revised		
Select one				
<input type="checkbox"/> Improved Family Functioning <i>(this corresponds to the Parenting/ Family Support Element)</i>				
<input type="checkbox"/> Improved Child Development <i>(this corresponds to the Early Care and Education Element)</i>				
<input type="checkbox"/> Improved Health <i>(this corresponds to the Health and Social Services Element)</i>	Coordinators will administer School readiness activities in each community	<input checked="" type="checkbox"/>	Single coordinator will serve program through contract with Public Health Dept.	Rationale: Implement evidenced based programs, PAT and Raising a Reader and ensure positive program outcomes.
<input checked="" type="checkbox"/> Improved Systems of Care <i>(this corresponds to the School Capacity/ Readiness and the Infrastructure and Administration/Evaluation Elements)</i>	Design and implement education awareness campaign	<input checked="" type="checkbox"/>	Media coordinated through provider contracts.	SR Media is implemented through each provider’s contract and coordinated by New Born House Calls and approved by Commission’s executive director. Rationale: Increased administrative efficiency resulting in a cost savings of approximately \$10,000 that directly benefits children and families served.

Cycle 2 School Readiness Program Changes and Rationale by Result Area
 Complete one for each Result Area – **SAMPLE OF FORM 2**

Result Area	Cycle 1 – List Services (Mark those services that will be deleted or revised in Cycle 2 in the appropriate column)		Cycle 2- List all services that are new to Cycle 2. See Attachment 10	Rationale for Deletion, Revision, or Inclusion in Cycle 2
	Deleted	Revised		
<input checked="" type="checkbox"/> Select one X Improved Family Functioning <i>(this corresponds to the Parenting/ Family Support Element)</i>	Home Visitation –using no specific format.		X	Service: Targeted Intensive Parent Support Services Continue to provide home visitation in Cycle 2. However, we will be using the Parents as Teacher curriculum (PAT) to ensure desired outcomes. Evidenced-based Practice: Parents as Teacher
	Job Fair	X		Service: Adult Education Provide better-targeted services with quality standards. Evidenced-based Practice: Community Based English Tutoring (CBET)
<input type="checkbox"/> Improved Child Development <i>(this corresponds to the Early Care and Education Element)</i>				
<input type="checkbox"/> Improved Health <i>(this corresponds to the Health and Social Services Element)</i>				

Form 3

School Readiness Program Summary (Logic Model)
 Complete One Summary for each of the Four Result Areas

Result Area _____

A. OUTCOME	B. SERVICE & FUNDING SOURCE	C. EVIDENCE-BASED OR PROMISING PRACTICE	D. INDICATOR	E. PARTNER
1.	<input type="checkbox"/> SR Only <input type="checkbox"/> Blended <input type="checkbox"/> Leveraged	<input type="checkbox"/> EB <input type="checkbox"/> PP	Data Source:	
2.	<input type="checkbox"/> SR Only <input type="checkbox"/> Blended <input type="checkbox"/> Leveraged	<input type="checkbox"/> EB <input type="checkbox"/> PP		
3.	<input type="checkbox"/> SR Only <input type="checkbox"/> Blended <input type="checkbox"/> Leveraged	<input type="checkbox"/> EB <input type="checkbox"/> PP		
4.	<input type="checkbox"/> SR Only <input type="checkbox"/> Blended <input type="checkbox"/> Leveraged	<input type="checkbox"/> EB <input type="checkbox"/> PP		

See instructions and definitions on the following page.

Form 3 Instructions

E. PARTNER

List the program Partners that will help achieve each Outcome.

Form 4

**School Readiness Program
Funding Sources and Amounts**
(Please list all Partners on Form 8 including In-Kind Partners)

The dollar amounts shown here reflect the funds being received from First 5 California and those cash dollars received by either the County Commission or other local partners. Indicate funding source by state fiscal year (July 1-June 30) of Cycle 2. Do not include in-kind contributions or county coordination funds on this form.

SR Program Name:

Funding Source		(1)FY _____	(2)FY _____	(3)FY _____	(4)FY _____	CYCLE 2 TOTAL ALLOCATION
A. County Commission Cash Match		\$100,000	\$100,000	\$100,000	100,000	\$400,000
B. Funding Partners Cash Match	Indicate with an X, those funds that go directly to/through the Commission					
1.						
2.						
3.						

4.						
5.						
Total Local Funding (A+B) Cash Match	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	400,000
C. Small County Augmentation Redirection (See Attachment 7)						
Total Local Funds ((A+B)-C)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
D. State Commission Funding						
Total School Readiness Funding (A+B)-C)+D)	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000

The local match requirement is 1:1 (at least \$1.00 local cash match for every \$1.00 of State First 5 California funds).

Note: If local partners forfeit funding, the County is responsible for all local cash match.

Annual funding and budget totals on Forms 4 and 5 should equal one another.

Form 4-SAMPLE

<p>School Readiness Program SR Funding Source and Amount (Please list all Partners on Form 8 including In-Kind Partners)</p>
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The dollar amounts shown here reflect the funds being received from First 5 California and those cash dollars received by either the County Commission or other local partners. Indicate funding source by state fiscal year (July 1-June 30) of Cycle 2. Do not include in-kind contributions or county coordination funds on this form.

SR Program Name: ABC School Readiness Program

Funding Source		(1)FY 06/07	(2)FY 07/08	(3)FY 08/09	(4)FY 09/10	CYCLE 2 TOTAL ALLOCATION
A. County Commission Cash Match		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
B. Funding Partners Cash Match	Indicate with an X, those funds that go directly to/through the Commission					
1. Head Start		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
2. ABC	X	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
3. IT Inc.	X	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

4. Rotary	X	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Total Local Funding (A+B) Cash Match		\$237,000	\$237,000	\$237,000	\$237,000	\$948,000
C. Small County Augmentation Redirection						
Total Local Funds ((A+B)-C)						
D. State Commission Funding		\$168,750	\$168,750	\$168,750	\$168,750	\$675,000
Total All School Readiness Funding (((A+B)-C)+D)		\$405,750	\$405,750	\$405,750	\$405,750	1,623,000

The local match requirement is 1:1 (at least \$1.00 local cash match for every \$1.00 of State First 5 California funds).

Note: If local partners forfeit funding, the County is responsible for all local cash match.

Annual funding and budget totals on Forms 4 and 5 should equal one another.

School Readiness Program Annual Budget by Expenditure Classification

Do not include County Coordination funds on this form.

County Commission: Plumas		SR Program: Plumas				
Amount of State and Local Funds Budgeted **						
Budget Categories (List Detail) (See GFOA Management Guide*)	Program Year 1 FY 07/08			Program Year 2 FY 08/09		
	Local Cash Match	State Funds	Total	Local Cash Match	State Funds	Total
1. Contractual Services						
Public Health/New Born House Calls	50,500	54,500	105,000	50,500	54,500	105,000
Am. Indian ECE Services	10,000	10,000	20,000	10,000	10,000	20,000
Infant Massage	17,500	12,500	30,000	17,500	12,500	30,000
Early Intervention	22,000	13,000	35,000	22,000	13,000	35,000
Kindergarten Transition Program	0	10,000	10,000	0	10,000	10,000
2. Other Program						
SR Program direction, administration, operations, and evaluation are funded with local funds.						
Note:						
* 100% of implementation funds will be used for the New Born House Calls contract						
Total Annual Budget	100,000	100,000	200,000	100,000	100,000	200,000

**School Readiness Program
Annual Budget by Expenditure Classification**

Do not include County Coordination funds on this form.

County Commission:		SR Program:				
Amount of State and Local Funds Budgeted**						
Budget Categories (List Detail) (See GFOA Management Guide)	Program Year 3 FY 09/10			Program Year 4 FY 10/11		
	Local Cash Match	State Funds	Total	Local Cash Match	State Funds	Total
1. Contractual Services						
Parents as Teachers/New Born House Calls*	50,500	54,500	105,000	50,500	54,500	105,000
Am. Indian ECE Services	10,000	10,000	20,000	10,000	10,000	20,000
Infant Massage	17,500	12,500	30,000	17,500	12,500	30,000
Early Intervention	22,000	13,000	35,000	22,000	13,000	35,000
Kindergarten Transition Program	0	10,000	10,000	0	10,000	10,000
SR Program direction, administration, operations, and evaluation are funded with local funds.						
* 100% of implementation funds will be used for the New Born House Calls contract						
	100,000	100,000	200,000	100,000	100,000	200,000
Total Annual Budget						

**School Readiness Program
Annual Budget by Expenditure Classification**

Do not include County Coordination funds on this form.

County Commission: First 5 County SR Program: ABC SR Program

Amount of State and Local Funds Budgeted						
Budget Categories (List Detail) (See GFOA Management Guide)	Program Year 1 FY 07/08			Program Year 2 FY 08/09		
	Local Cash Match	State Funds	Total	Local Cash Match	State Funds	Total
1. Personal Services	140,000	45,000	185,000	147,000	47,250	194,250
Program Coordinator	75,000	0	75,000	78,750	0	78,750
Outreach Worker	0	45,000	45,000	0	47,250	47,250
Health Program Specialist	65,000	0	65,000	68,250	0	68,250
2. Benefits	21,000	6,750	27,750	22,049	7,087	29,136
Program Coordinator	11,250	0	11,250	11,812	0	11,812
Outreach Worker	0	6,750	6,750	0	7,087	7,087
Health Program Specialist	9,750	0	9,750	10,237	0	10,237
3. Materials and Supplies	6,000	7,000	13,000	2,000	1,000	3,000
Computer Equipment	4,000	5,000	9,000	0	0	0
Office Supplies	2,000	2,000	4,000	2,000	1,000	3,000
4. Contractual Services	55,000	110,000	165,000	65,951	113,413	179,364
Evaluator	25,000	50,000	75,000	25,000	50,000	75,000
Dental Van and Services	30,000	60,000	90,000	30,000	60,000	90,000
Collateral Development Firm	0	0	0	10,951	3,413	14,364
5. Capital Improvements (\$0 for state funds)	15,000		15,000	0		0
Bungalow offices	15,000		15,000	0		0
Total Annual Budget	\$237,000	\$168,750	\$405,750	\$237,000	\$168,750	\$405,750



**School Readiness Program
Annual Budget by Expenditure Classification**

Do not include County Coordination funds on this form.

County Commission: First 5 County SR Program: ABC SR Program

Amount of State and Local Funds Budgeted						
Budget Categories (List Detail) (See GFOA Management Guide)	Program Year 3 FY 09/10			Program Year 4 FY 10/11		
	Local Cash Match	State Funds	Total	Local Cash Match	State Funds	Total
1. Personal Services	154,352	49,612	203,964	162,069	52,093	214,162
Program Coordinator	82,690	0	82,660	86,824	0	86,824
Outreach Worker	0	49,612	49,612	0	52,093	52,093
Health Program Specialist	71,662	0	71,662	75,245	0	75,245
2. Benefits	23,152	7,442	30,594	24,311	7,814	32,125
Program Coordinator	12,403	0	12,403	13,024	0	13,024
Outreach Worker	0	7,442	7,442	0	7,814	7,814
Health Program Specialist	10,749	0	10,749	11,287	0	11,287
3. Materials and Supplies	2,000	1,000	3,000	2,000	1,000	3,000
Computer Equipment	0	0	0	0	0	0
Office Supplies	2,000	1,000	3,000	2,000	1,000	3,000
4. Contractual Services	57,496	110,696	168,192	48,620	107,843	156,463
Evaluator	25,000	50,000	75,000	25,000	50,000	75,000
Dental Van and Services	20,000	50,000	70,000	17,000	48,057	65,057
Mobile Book Project	12,496	10,696	23,192	6,620	9,786	16,406
5. Capital Improvements (\$0 for state funds)	0		0	0		0
Bungalow offices	0		0	0		0
Total Annual Budget	\$237,000	\$168,750	\$405,750	\$237,000	\$168,750	\$405,750

**Plumas County Readiness Program
FY 1 Budget Narrative by Expenditure Classification**

The First 5 County Commission will continue its commitment to the ABC SR Program. The continued development of the ABC School Readiness Program, in partnership with the First 5 County, and other local county SR partnerships and services has resulted in a comprehensive SR program that provides a multilayered, family focused, strength-based program. The ABC SR Program continues to be an important part of the First 5 County strategic plan as well as meeting the assessed need of the counties 0-5 children and families. We hope to continue this strong partnership with all our partners in providing direct services to our youngest children and continue to create opportunities for leveraging.

A. Four-Year Total Revenue Budget \$400,000

First 5 Plumas Cash Match (4-year total)	\$400,000
Local Partner Cash Match (4-year total)	0
First 5 CCFC SR Funds (4-year total)	\$800,000

B. FY 1 Annual Budget \$200,000

First 5 County Cash Match	\$100,000
Local Partner Cash Match	0
First 5 CCFC SR Funds	\$100,000

Budget narrative for FY 1 by expenditure classification:

1. Contractual Services

Public Health/New Born House Calls
Health Program Specialist/Nurse

The ABC School Readiness Program has hired:
SR Program Coordinator at a salary of \$75,000 to be paid for by First 5 County.

Outreach/Home Visitor (PAT) at a salary of \$45,000 paid for by CCFC State funding. Home visitor will visit at least 15-20 families per month.

Health Program Specialist/Nurse will be hired to provide immunizations and annual physical exams for children 0-5. The salary is \$65,000 to be paid for by the First 5 County.

1. Benefits **Total \$27,750**

SR Program Coordinator	\$11,250
Outreach /Home Visitor	\$ 6,750
Health Program Specialist/Nurse	\$ 9,750

See above descriptions.

2. Materials and Supplies **Total \$13,000**

Computer Equipment	\$ 9,000
Office Supplies	\$ 4,000

Office supplies for SR Coordinator, Home Visitor, and Health Specialist.
Total \$13,000 - \$6000 paid by First 5 County and \$7000 paid for by State CCFC.

3. Contractual Services **Total \$165,000**

Evaluation Excellence, an evaluation firm, contract at a cost of \$75,000.
\$25,000 paid by First 5 County and \$50,000 by CCFC State funding.

For the provision of local evaluation services specific to ACB SR Program, includes the local evaluation design, data collection tool development, data collection and analysis, and evaluation report development and dissemination.

Smiles for Miles contract at a cost of \$90,000.
30,000 paid by the First 5 County and \$60,000 by CCFC State funding.

This amount will partially fund a dentist, a dental assistant, caries prevention and treatment, supplies, gas /mileage, and promotional material. IT Inc. and XYZ Foundation are funding the remainder of the costs for the dental van

For the provision of mobile van services for children 0-5 served by ABC SR Program, includes monthly visits to 6 family childcare and 10 preschool sites in the program's catchment area. Funds a dentist, dental assistant, carry prevention and treatment supplies, gas/mileage, and promotional materials.

5. Capital Improvements

Total \$15,000

The First 5 County is paying \$15,000 rent for one bungalow office.

Please note this narrative sample only includes one fiscal year, however a four-year budget narrative is required.

Also note that the numbers provided in the Sample Budget were given as an example and do not reflect actual costs for Programs mentioned. Actual costs may vary.

**School Readiness Program
County Coordination Funds
Budget By Line Item**

County Commission:	SR Program:			
	Amount of County Coordination Funds Budgeted			
Line Items	Program Year 1 FY 07/08	Program Year 2 FY 08/09	Program Year 3 FY 09/10	Program Year 4 FY 10/11
1. SR Program Management (e.g., operations, planning)				
2. SR Program Services				
3. SR Program Evaluation				
TOTAL COUNTY COORDINATION BUDGET				

Note: If applicable, show a reduction of the Small County Augmentation Project (SCAP) amount if County Coordination funds were chosen on Form 11 (Option 1).

**School Readiness Program
County Coordination Funds
Budget By Line Item**

County Commission: ABC County	SR Program: ABC School Readiness Program			
	Amount of County Coordination Funds Budgeted			
Line Items	Program Year 1 FY 07/08	Program Year 2 FY 08/09	Program Year 3 FY 09/10	Program Year 4 FY 10/11
1. SR Program Management (e.g., operations, planning)	\$50,000	\$50,000	\$50,000	\$50,000
2. SR Program Services	\$20,000	\$20,000	\$20,000	\$20,000
3. SR Program Evaluation	\$27,000	\$27,000	\$27,000	\$27,000
Small County Augmentation Program ABC County has chosen to pay SCAP using County Coordination funds (Option 1) \$100,000 - \$3,000 = \$97,000				
TOTAL COUNTY COORDINATION BUDGET	\$97,000	\$97,000	\$97,000	\$97,000

Note: If applicable, show a reduction of the Small County Augmentation Project (SCAP) amount if County Coordination funds were chosen on Form 11 (Option 1).

**School Readiness Program
Total Estimated Numbers to be Served Annually in Cycle 2**

NOTE: This information must be consistent with Annual Report expectations. Annually each SR Program will report population data by service area. Estimated and actual numbers should be as close to unduplicated as possible and will assist First 5 California in establishing SR Program Maintenance of Effort during Cycle 2. .

Categories (Descriptions found on following page)	Numbers		
Numbers to be Served			
Children (0 to less than 3)			
Children (3 to 5)			
Children (Age Unknown)			
Special Needs Children - Ages 0 to less than 3			
Special Needs Children - Ages 3 to 5			
Special Needs Children - Ages Unknown			
Total Children Served			
Parents/Guardians/Primary Caregivers			
Other family members			
Providers			
Total Numbers Served			
Ethnic Breakdown	Children	Parents/ Guardians/Primary Caregivers	Providers
Alaska/American Indian			
Asian			
Black/African-American			
Hispanic/Latino			
Pacific Islander			
White			
Multiracial			
Other/Unknown			
Primary Language - Spoken at home			
English			
Spanish			
Cantonese			
Mandarin			
Vietnamese			
Korean			
Other (specify each)			
Unknown			

Category Descriptions

- **Numbers Served:** Children, families, and/or service providers who participate in activities or receive services, including those that are family oriented, directly from program staff or volunteers. Population served includes, children (0 through 5), parents, other family members, and service providers receiving services. The number served should be an unduplicated count of the number of children, family members, and/or service providers served for a particular program. The population served should be an unduplicated count of participants that received that particular set of activities. If a participant received this service more than once, they should only be counted once.
- **Ethnicity of the population served:** The ethnic or racial category that best describes the program participant. The racial categories used are those included in the U.S. Census. In addition, the ethnic category “Latino” is used.
- **Primary language of population served:** The language predominantly or exclusively spoken at home.
- **Age:** The number of children who are being served either directly or indirectly (i.e., through services provided to parents/guardians and/or other family members), who are younger than 3 years, 3 years old up to their 6th birthday, or of unknown age.
- **Children with Special Needs:** For the SR Program’s data collection and reporting purposes, children with special needs are defined as: children eligible for early intervention (Early Start) and/or related services under Part C of IDEA; (children under 3 years of age), children eligible for preschool special education and/or related services under Part B (619) of IDEA, and/or children with a mental health diagnosis (the First 5 California Special Needs Project uses a broader definition).

At the time of application, this form is used to estimate the population to be served. Census data is available by zip code and can be used to assist you in preparing this form. In the subsequent years, this form will be used as a report to help to determine if the SR program is on track and is fully operational.

**School Readiness Program
Partner List – Cycle 2**

Name/Title	Agency and Address	Phone/Email	New Partner for Cycle 2 (Y or N?)	Providing Local Cash Match (Y or N?)

NOTE: Please attach an MOU/collaborative agreement for each partner listed.

SCHOOL READINESS PROGRAM – CYCLE 2
PROGRAM DIRECTORY INFORMATION/PROGRAM PROFILE (SR FORM P)

Summarize the major services of each School Readiness Program. These descriptions will appear on the First 5 California website and will be used for information and training purposes.

County Commission: Executive Director: Address: Phone: FAX: E-Mail:	School Readiness Program: Contact: Title: Street: City/Zip: Phone: FAX: E-Mail:
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School District/School	Enrollment	Grades

School District/School	Enrollment	Grades

List additional schools on another sheet.

Community Characteristics	
Services (List at least one service in each Result Area)	
Funding and/or Collaborative Partners Please indicate the type of Partner F = Funding C = Collaborative	

This form must be submitted annually with program updates.



SMALL COUNTY AUGMENTATION PROJECT CERTIFICATION

Please check the option that the County Commission has chosen for the Small County Augmentation Project. This form only needs to be completed by the 27 identified counties on Attachment 7, Column 6.

_____ Option 1. Reduce County Coordination Funds

I certify below that the County Commission will maintain prior service levels for its School Readiness Program(s) throughout Cycle 2 funding (Form 7) and has identified in the application response to this RFF, the estimated amount of County Coordination allocation per fiscal year to be redirected for the Small County Augmentation Project (Form 6).

_____ Option 2. Reduce State SR Program allocation that is not currently budgeted for use

I certify below that the County Commission has sufficient Cycle 2 SR Program funds available to meet its Small County Augmentation Project commitment AND certify that sufficient funds are available to maintain prior service levels or increased service levels as approved in the application response to this RFF, throughout Cycle 2 funding. The County Commission has identified on Form 4 the estimated amount of SR Program allocation per fiscal year that will be redirected to the Small County Augmentation Project (Attachment 7).

_____ Option 3. Reduce State SR Program allocation from one selected SR Program

I certify below that County Commission School Readiness Program (*please specify SR Program*) _____ has been selected as the SR program to participate in the Small County Augmentation Program. The County Commission agrees to submit annual fiscal reports that document the full restoration of SR funds to this program (using local cash match sources as defined in this RFF document), and certify the SR Program will maintain prior service levels or increased service levels as approved in the application response to this RFF (Form 7). The County Commission has identified on Form 4 the estimated amount of SR Program allocation per fiscal year that will be redirected to the Small County Augmentation Project. The County Commission also understands that is this option is chosen, the second disbursement for the fiscal year will be reduced by the amount redirected for the Small County Augmentation Project (Attachment 7).

County Commission Chair (PRINT)	Signature	Date
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School Readiness Program Request for Cycle 2 County Coordination Funds

Please disburse \$_____ in School Readiness (SR) County Coordination Funds to the _____ County Children and Families Commission for Fiscal Year _____. This amount equals our annual allocation for SR County Coordination Funds only, and does not include funds approved for School Readiness Matching Funds (CCFC SR Funds).

Signature

Date

Name

County Commission Chair or Executive Director

Note: If Option 1 was chosen on Form 11, only request the total amount of County Coordination funds available after the Small County Augmentation Funds (SCAP) have been subtracted from the maximum annual allocation.

SCHOOL READINESS PROGRAM

Request for Funding – Cycle 2

(Refining for Results)

Part III. Attachments





School Readiness Program Request for Funding

Attachments

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9. SR Program Glossary of Terms	63
10. Identification of Scientifically Based, Evidence-based, and Promising Practices	71

Request for Funding Guiding Policies

Guiding Policies

1. Continued Emphasis on First 5 and School Readiness Fundamentals
2. Maintenance of Effort in Existing SR School Communities
3. Implementation of Evidence-based Practices
4. Full Participation in the Statewide Evaluation
5. Collaboration Among Local and State First 5 Programs and Projects
6. First 5 Financial Management Guide Compliance
7. Parameters for Use of County Coordination Funds
8. Implementation of the Small County Augmentation Project (SCAP)
9. Submission of Timely and Accurate Annual SR Program and Fiscal Reports
10. Reporting and Program Compliance with State Fiscal, Program, and Evaluation Policy

1. Continued Emphasis on First 5 and School Readiness Fundamentals

A primary function of SR Programs is the provision and coordination of the effective delivery of quality direct services and supports for California's youngest children (0-5), including children with special needs* and English learners, and their families. County Commissions and their local partners select evidence-based practices that address the needs and interests in the SR community. Importantly, the practices must result in intensive services designed to address the needs in culturally and linguistically appropriate ways. The provision of such services must also include implementation of First 5 fundamentals, such as the First 5 California Principles on Equity (Attachment 2, the First 5 California-adapted National Education Goals Panel (NEGP) definition of school readiness, (Attachment 3 and the operational First 5 California Essential and Coordinated Elements of School Readiness (Attachment 4).

Note: For the SR Program's data collection and reporting purposes, children with special needs are defined as: children eligible for early intervention (Early Start) and/or related services under Part C of IDEA; (children under 3 years of age), children eligible for preschool special education and/or related services under Part B (619) of IDEA, and/or children with a mental health diagnosis (the First 5 California Special Needs Project uses a broader definition).

2. Maintenance of Effort in Existing SR School Communities

Existing SR school communities, served by 206 Cycle 1 SR Programs were originally selected because they were served by schools with Academic Performance Index (API) scores primarily in the lower three deciles (1999/2000). In many cases, the API scores for schools in SR communities have increased in recent years, some to the credit of First 5 funded SR Programs, other local partners, and families.

To ensure the long-term child and family benefits of these improvements, SR activities in these communities must be continued. **Maintenance of effort means that County Commissions are expected to continue their commitments to existing SR school communities into Cycle 2 of SR programming.**

Data Collection Levels	Reporting Responsibilities
Level 1: Descriptive data provides standardized and consistent information statewide for the Annual Report.	Standard <u>reporting by each SR program</u> , answering questions regarding: what services are being funded and why, who is being served, how many are served and by whom, and how much is being spent.
Level 2: Outcome data provides county-specific information for the Annual Report and for use in targeted state evaluation studies.	Counties report aggregated data from outcomes and indicators. To be used to provide results information across multiple funded programs. Will answer questions about results from individual programs and for Level 3 research and evaluation work.

<p>Level 3: Focused in-depth research and evaluation studies will provide information for purposes of accountability, improving results, evaluating statewide impact, policymaking, and future practice development.</p>	<p>Research and evaluation efforts to: (1) evaluate impact of specific initiatives and programs executed within or across counties; (2) evaluate the overall impact and return on investment of First 5 through enhanced community capacity and intensive longitudinal studies.</p>
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Standard and Consistent Reporting for Accountability – Level 1

SR Program evaluation follows the Statewide Research and Evaluation Framework’s approach to accountability reporting for county-funded programs. Note that **rather than reporting by county, SR Program data elements will be reported by the “individual program”** and will reflect the program funded with First 5 California funds plus the local cash match.

Each funded program will report basic demographic and spending information to the State Commission for use in the Annual Report to answer a set of key questions.

For example:

- What services are being funded?
- Who (including specific demographic data) and how many are receiving services (in the aggregate)?
- Who is providing these services and at what cost?

Locally funded programs will be responsible for collecting and reporting these data to the State Commission, and ensuring that the data are available for three years following the end of funding. State Commission staff will summarize the information for its Annual Report on SR investments across the state, by services provided, by provider, and by recipient of services. The State Commission will also use the data reported as inputs to inform further research, identify trends, and integrate with outcome information to provide a comprehensive picture of SR investments and results as described below.

Reporting Results from a Menu of Outcomes and Indicators – Level 2

1. Locally funded programs are asked to identify specific outcomes that reflect their program, along with indicators to measure progress toward those outcomes. Attachment 7 is a preliminary menu of outcomes and indicators based on the Essential SR Elements. The outcomes and indicators identified by each individual program will be a limited set, but will reflect major aspects of the program goals and Contracting
2. Investment Management
3. Planning and Budgeting
4. Accounting
5. Financial Reporting
6. Administrative Costs

process (Form 12). Subsequent disbursements will be once per FY upon receipt of a disbursement request for the current year and an expenditure report that shows expenditure of the previous disbursement of County Coordination Funds. County Coordination Funds unspent at the close of the Cycle 2 funding period will no longer be available. Once a County Commission has applied for Cycle 2 Funds, Cycle 1 Implementation Funds will no longer be available.

County Coordination funds may be used only for the following purposes:

- Analysis of local evaluation data and SR-related research – solicit and analyze information regarding the status and needs of children 0-5 and their families, subsequently develop and modify programs to better address identified needs

2. Fiscal Report Submittals

A report of actual expenditures by budget category must be made annually. The amounts will be the amounts included in local financial reports and will be reported

Acceptance of SR Program Funds affirms a County Commission's commitment to monitor local programs, submit timely and accurate reports, and fully participate in the statewide research and evaluation process. Failure to maintain these commitments will result in a reduction of SR Program and/or County Coordination Funds provided by First 5 California, as described below.

The annual reports are due to First 5 California by November 1 of each year.
 The following steps will be taken in cases where Counties fail to submit timely and accurate reports for their funded SR Programs:

Example: SR Program XYZ

FY 06/07		FY 07/08			FY 07/08		
7/1/06	6/30/07	7/1/07	11/1/07	6/30/08	7/1/08	11/1/08	6/30/09
\$10,000 Unspent State Funds from FY 05/06			FY 06/07 reports due		If FY 06/07 forms are not complete and accurate before July 1, 2008, then county commission will return \$100,000 from FY 06/07 to state.	FY 07/08 reports due	Final date for reimbursement of State Funds for FY 07/08 Reimbursement contingent on receiving complete and accurate reports for FY 06/07 and FY 07/08 and return of \$100,000 to the State for FY 06/07
\$90,000 State funds disbursed for FY 06/07							
\$100,000 Total state funds					This SR program is on a reimbursement basis.		
					The county commission will fund the state budget for FY 06/07.		

If FY 2006/07 SR Program XYZ reports are not submitted accurately before July 1, 2008, SR Program XYZ is out of compliance and will be required to return \$100,000 to First 5 California. The County Commission is expected to fund the State portion of the SR Program’s budget for FY 2006/07. SR Program XYZ will be on a reimbursement basis starting in FY 07/08. If reports for FY 2006/07 and 2007/08 are submitted and accurate by June 30, 2009, and First 5 California has received \$100,000 from the County Commission for FY 2006/07, then SR Program XYZ will be reimbursed for their FY 2007/08 First 5 California expenditures.

Result Area # 2 Improved Child Development			
Outcome	Services	Indicator	Data Sources
Children enter kindergarten ready for school.	Choose appropriate service area that is consistent with the strategies being used to address this outcome.	Number of children entering kindergarten ready in the areas of cognitive, social, emotional, language, approaches to learning, and health/physical development.	Child assessment by teachers and parent interviews (i.e. DRDP/MDRDP). Aggregated data will be reported to the State.
Children ages 0-5 are making developmental progress towards school readiness.	Choose appropriate service area that is consistent with the strategies being used	Number of children making developmental progress in the areas of cognitive, social, emotional, language, approaches to learning, and	Child assessment by teachers and parent interviews (i.e. DRDP/MDRDP). Aggregated data will be

	to address this outcome.	health/physical development.	reported to the State.
Children have access to high-quality early care and education.	Early Education Provider Programs	Number of licensed and accredited family child-care spaces per 100 children in SR catchment areas (counties without CARES funding only).	Survey programs to assess licensing status
	Early Education Provider Programs	Number of licensed and accredited centers per 100 children in SR catchment areas (counties without CARES funding only).	Survey programs to assess accreditation status
	Early Education Provider Programs	Number of providers with Bachelor's Degrees and 24 ECE units (counties without CARES funding only).	Survey programs to assess provider education status

<i>Result Area # 3 Improved Child Health</i>			
Outcomes	Services	Indicators	Data Sources

Children have health insurance.	Health Access	Number of children 0-5 served by SR programs with health insurance (counties without State Health Access funding only).	Client level intake data with 6 month follow-ups and at termination of SR services. Aggregated data will be reported to the State.
	Health Access	Number of children 0-5 served by SR programs with health, vision, and dental insurance (counties without State Health Access funding only).	
Children receive preventive and ongoing regular health care (as recommended by the AAP).	Primary Care Services	Number of children 0-5 who received the recommended number of well-baby and child checkups.	Client level intake data with 6 month follow-ups and at termination of SR services. Aggregated data will be reported to the State.
	Primary Care Services	Number of children 19-35 months who are fully immunized.	
	Health Access	Number of children with a regular medical home.	
Children have good oral health.	Oral Health	Number of children 0-5 who received dental services in the past year (including screening & treatments).	Client level intake data with 6 month follow-ups and at termination of SR services. Aggregated data will be reported to the State.

Result Area # 3 Improved Child Health			
Outcome	Service Area	Indicator	Data Sources

<p>Children receive early and comprehensive screening and intervention for developmental delays or other special needs. Note: Report on this outcome in Result Area 2 OR Result Area 3, but not in both.</p>	<p>Comprehensive Screening and Assessments</p> <p>Comprehensive Screening and Assessments</p> <p>Comprehensive Screening and Assessments</p>	<p>Number of children under age 3 who receive a comprehensive developmental screening within the last 6 months.</p> <p>Number of children over age 3 who receive a comprehensive developmental screening in the last 12 months.</p> <p>Number of children identified with disabilities/special needs who receive developmental services by the time of kindergarten entry.</p>	<p>Client level intake data with 6 month follow-ups and at termination of SR services. Aggregated data will be reported to the State.</p>
<p>Children are healthy and well nourished.</p>	<p>Nutrition and Fitness Education</p> <p>Home Visitation for Newborns</p> <p>Breastfeeding Assistance</p>	<p>Number of children 0-5 who are in the expected range of weight for their age and sex.</p> <p>Number of families served by home visitation programs that focus on postpartum and neonatal health.</p> <p>Number of mothers who are breastfeeding at 6 months.</p>	<p>Client level intake data with 6 month follow-ups and at termination of SR services. Aggregated data will be reported to the State.</p>

Result Area #4 Improved Systems of Care			
Outcome	Services	Indicator	Data Sources

<p>Schools are ready for children. NOTE: It is recommended that counties report on one indicator for EACH outcome in Result Area 4.</p>	Schools' Readiness for Children	<p>Number of elementary schools with home to school transition plans that meet the criteria of the NEGP "ready schools." http://govinfo.library.unt.edu/negp/reports/readysch.pdf</p>	Annual survey of school personnel and parents.
	Schools' Readiness for Children	<p>Number of schools with procedures that facilitate continuity between early care and education programs and elementary schools as described by NEGP "ready schools"</p>	Annual survey of school personnel and early care and education program staff
	Schools' Readiness for Children	<p>Number of preschools with formal linkages to public schools and private elementary schools, child-care centers, home-visiting programs, and community resources.</p>	Survey and assessment of the types of formal linkages (i.e. funding, training, co-located, joint planning etc.)
	Schools' Readiness for Children	<p>Number of children who participate in school-linked transition practices that meet NEGP criteria.</p>	Parent survey

<p>Systems are ready for children and families. NOTE: It is recommended that counties report on one indicator for EACH outcome in Result Area 4.</p>	<p>Service Outreach, Planning, Support and Management</p>	<p>Number of participants reporting satisfaction with the content, quality, and family centeredness of services.</p>	<p>Parent survey</p>
	<p>Case/Care Management</p>	<p>Amount of time families have to wait between initial referral and receipt of services.</p>	<p>Parent survey</p>
	<p>Program Management</p>	<p>Number of instances of joint planning and decision making with other agencies.</p>	<p>Survey and assessment of linkages with other agencies.</p>

Attachment 8

First 5 Result Areas and Services (Adapted from the Annual Report)

Result Areas and Services

Result Area	Services
Result Area 1: Improved Family Functioning (Family Support, Education and Services)	<ul style="list-style-type: none"> ▪ Behavioral and Mental Health Services ▪ Adult Education and Literacy for Parents ▪ Family Literacy Programs ▪ Community Resource and Referral ▪ Distribution of Kit for New Parents ▪ Provision of Basic Family Needs (Food, Clothes, Housing) ▪ Targeted Intensive Parent Support Services, including Parenting Classes through Adult Ed. ▪ Other Family Functioning Support Services
Result Area 2: Improved Child Development (Child Development Services)	<ul style="list-style-type: none"> ▪ Preschool for 3 and 4 Year Olds ▪ Comprehensive Screening and Assessments* ▪ Targeted Intensive Intervention for Identified Special Needs* ▪ Early Education Programs for Children (Other than School Readiness & Preschool for 3 & 4 year olds) ▪ Early Education Provider Programs ▪ Kindergarten Transition Services ▪ Other Child Development Services
Result Area 3: Improved Health (Health Education and Services)	<ul style="list-style-type: none"> ▪ Breastfeeding Assistance ▪ Nutrition and Fitness Education ▪ Other Health Education ▪ Health Access ▪ Home Visitation for Newborns ▪ Oral Health ▪ Prenatal Care ▪ Primary Care Services (Immunizations, Well- Child Checkups) ▪ Comprehensive Screening and Assessments* ▪ Targeted Intensive Intervention for Identified Special Needs* ▪ Safety Education and Intentional and Unintentional Injury Prevention ▪ Specialty Medical Services ▪ Tobacco Cessation Education and Treatment ▪ Other Health Services
Result Area 4: Improved Systems of Care	<ul style="list-style-type: none"> ▪ Service Outreach, Planning, Support and Management ▪ Provider Capacity Building, Training & Support ▪ Community Strengthening Efforts ▪ Schools' Readiness for Children ▪ Program Management ▪ Case/Care Management Integration

*School Readiness Programs should report on these service areas in either Result Area, but not in both.

SR Program Glossary of Terms

I. General Definitions

Result Area – An aggregation of program areas specifically designated to realize one of the four *Results to be Achieved*, as established at the inception of the First 5 initiative.

Result Area 1 = Improved Child Development

Result Area 2 = Improved Family Functioning

Result Area 3 = Improved Health

Result Area 4 = Improved Systems of Care

Services – A program or aggregation of programs of a particular purpose (e.g. address oral health issues in children) or designed to achieve the outcome detailed throughout the glossary.

II. School Readiness Practices

Scientificallly-based practices: practices that are supported by randomized field trials that include random selection/assignment and control groups that have been carefully implemented, monitored, and evaluated to demonstrate effectiveness of a model or practice.

Evidence-based practices: practices that are supported by implementation studies that that may lack randomization and/or control groups, but have been carefully implemented, monitored, and evaluated to demonstrate effectiveness of a model or practice.

(Note: Implementing evidence-based practices should incorporate all elements and must be carefully monitored and evaluated. Selecting individual elements of a practice is not recommended, and may not produce the same results as the unmodified Evidence-based practice.)

Promising practices: practices that have been in place a short time (less than five years) that do not have sufficient evidence of improvement of student performance. These practices must have been carefully implemented, monitored, and evaluated to demonstrate effectiveness of some intermediate step that leads to improved student performance.

The above definitions are taken from the University of Indianapolis, Center of Excellence in Leadership of Learning Web site: <http://cell.uindy.edu/clearinghouse/index.php>

III. Result and Services Definitions

RESULT AREA 1: Improved Family Functioning (includes Family Support, Education, and Services)

Behavioral, Alcohol and Other Mental Health Services – Providing behavioral and mental health services, including substance abuse services and treatment, and counseling and/or therapy for children or adult family members, including play, parent-child interaction approaches, child-abuse counseling and family therapy.

Adult Education and Literacy for Parents – Programs that provide parents with education, training, ESL classes, literacy, and/or a General Equivalency Diploma (GED). Note: Adult Education parenting classes should be reported in Targeted Intensive Parent Support Services.

Family Literacy Programs – Programs designed to increase the amount of reading that parents do with their children. Programs may include educating parents about the benefits of reading or looking through books and other written materials with children. May include adult literacy programs such as “Even Start,” “Reach out and Read,” “Raising a Reader,” etc.

Community Resource and Referral – Programs that provide referrals or service information about various community resources, such as medical facilities, counseling programs, family resource centers, and other supports for families, for instance, 211 services or community resource reporting.

Note: If the major emphasis is resource and referral to a specific service(s), the cost and services should be linked to the specific service. This category should reflect services that are designed as a broad practice for linking families with community services.

Distribution of Kit for New Parents – Programs whose purpose is to provide and/or augment the First 5 California Kit for New Parents to new and expectant parents. This should include programs and services whose primary purpose is the distribution of kits to new parents (e.g. a hospital visitation program to new mothers). Those programs for which distributing new kits constitutes a component of a broader effort should be reported within that broader effort. (e.g. providing kits as part of a Home Visiting for Newborns program or a prenatal care program should be reported under those categories).

Provision of Basic Family Needs (Food, Clothing, Housing) – Programs that provide meals, groceries, or store certificates for food through programs such as food pantries; providing clothing; assisting families in obtaining emergency funding or household goods (e.g., major appliances) and assisting families find temporary or permanent housing and related case management services.

Targeted Intensive Parent Support Services Programs – Programs whose purpose is to provide intensive support services to families at risk including home visitation, parenting classes provided through Adult Education programs, groups, or other support opportunities for parents or expectant parents to increase knowledge and skills related to parenting and improved family functioning. Examples of topics include positive discipline, ways to cognitively stimulate infants and children, stages of child development, and infant care. Note: Parent education programs on a specific topic related to Early Childhood Development or Health should be included within that service area reporting, where appropriate.

Other Family Functioning Support Services – Other services for improved family functioning and any other areas that do not fall under the program areas listed below.

RESULT AREA 2: Improved Child Development (Child Development Services)

Preschool for 3 and 4 year-olds – Programs designed to expand the availability of preschool for three and four year-olds distinct from a comprehensive school readiness program. This would include funding slots within existing preschool settings, or funding specific preschool expansion efforts, or Power of Preschool programs or other programs in which the intensity and quality are similar to Power of Preschool criteria.

Comprehensive Screening and Assessments – Programs that provide screening and diagnostic services including behavioral, mental health, developmental and physical health. This includes screening programs that measure cognitive/intellectual functioning, language and communication skills, independent-living skills, social and emotional development, and perceptual/motor functioning to identify children who show developmental delays, determine the nature and extent of the problem, and recommend a course of treatment and care.

Targeted Intensive Intervention for Identified Special Needs – Programs designed for early intervention for children with special needs, pre-diagnosis and post-diagnosis. Examples include case coordination, targeted special services, and pre-assessment services.

Early Education Programs for Children (Other than School Readiness and Preschool for 3 and 4 year-olds as defined below) – Programs with the purpose of providing quality intensive educational activities and experiences for children intended to foster social, emotional, and intellectual growth and prepare them for further formal learning. Also to be included are formal activities that provide access to programs including subsidies.

Note: “Drop in,” or short-term programs (e.g. Jump Start) should be noted under Other Child Development Programs.

Early Education Provider Programs – Training and educational services, supports, and funding to improve the quality of care and/or improve facilities. Examples include CARES, facility grants, supply grants, etc. directed at providers.

Kindergarten Transition Services – Programs that provide classes, home visits, camps, tours, or other activities designed to help children be more comfortable and accustomed to the learning environment, expectations, activities, and personnel of school when they enter kindergarten. This category also includes individual child learning plans and school-wide transition plans.

Other Child Development Services – Programs that provide child development services that do not fall into any of the categories listed above, for example “drop in” or short-term programs.

RESULT AREA 3: Improved Health (Health Education and Services)

Breast Feeding Assistance – Providing services and promoting the benefits of breastfeeding, including classes and individual support to women, families, employers, and the community on the benefits of breastfeeding.

Nutrition and Fitness Education – Programs whose purpose is to provide information and services about nutrition and fitness and obesity prevention. Examples include programs designed to teach the basic principles of healthful eating (including the basic food groups), food handling, and food preparation and shopping skills, vitamin and mineral requirements, and the relationship of nutrition to the preservation of good health (including obesity prevention and maintaining health during the pre and post natal period) and the prevention of illness.

Other Health Education – Programs whose purpose is to provide information and services about health, other than nutrition, fitness and obesity prevention (as defined above).

Health Access – Programs that assist families in obtaining enrollment in health insurance programs, ensure utilization of health services, retention strategies, premium payments or subsidies and includes state matching programs such as Healthy Families and Healthy Kids. This does not include treatment programs.

Home Visitation for Newborns – Programs designed to provide home visitation services intended to promote and monitor development of children ages 0-2.

Oral Health – Programs that provide dental screenings, checkups, cleanings, including preventative and acute treatments, education on prevention and preventative care, and related services. May include training for providers as well as for children and families.

Prenatal Care – Programs or services to promote healthy pregnancies and deliveries, including education, treatment, counseling, and other support services.

Primary Care Services (Immunizations, Well-child Check-ups) – Programs with the purpose of providing medical care services to children 0-5 including preventative, diagnostic, therapeutic, and curative care by a licensed healthcare professional.

Comprehensive Screening and Assessments – see definition in Result Area 2.

Targeted Intensive Intervention for Identified Special Needs – see definition in Result Area 2.

Safety Education and Intentional and Unintentional Injury Prevention – Education programs that provide information about child passenger safety, car safety when and how to dial 911, fire safety, water safety, increasing home safety (childproofing), not shaking babies, domestic violence prevention and unintentional /injury violence prevention. Referrals to community resources that focus on these issues may also be included.