

**FIRST 5 SAN MATEO COUNTY (F5SMC)
 PROGRAM, OPERATIONS AND PLANNING (POP)
 COMMITTEE MEETING**

DATE: November 2, 2015
 TIME: 12:00 – 1:00 PM
 ADDRESS: San Mateo County Office of Education, 101 Twin Dolphin Drive
 Superintendent’s Conference Room, 2nd Floor,
 Redwood City, CA 94065

COMMISSION MEMBERS: Anne Campbell (Chair), Sandra Phillips-Sved, Iliana Rodriguez

PUBLIC MEMBER: Harvey Kaplan

STAFF: Michelle Blakely, Kitty Lopez, Chonne Sherman

AGENDA

1.	Approval of the November 2, 2015 Program, Operations and Planning Committee Meeting Agenda	Campbell
2.	Approval of the August 31, 2015 Program, Operations and Planning Committee Meeting Minutes (See Attachment 2)	Campbell
3.	Discussion: F5CA IMPACT Application and Next Steps (See Attachment 3)	Blakely
4.	SPIP Verbal Update: Family Engagement; Policy/Pre- K -Kindergarten Articulation and Alignment; Safe, Equitable and Healthy Communities; Oral Health Systems <ul style="list-style-type: none"> ▪ Timeline and Planning Process ▪ Strategy Implementation 	Blakely
5.	Communications RFQ Verbal Update: <ul style="list-style-type: none"> ▪ RFQ <ul style="list-style-type: none"> ○ RFQ Released: 10/6/2015 ○ RFQ Responses Received: 10/20/2015 ▪ Review Panel <ul style="list-style-type: none"> ○ Review Panel Meeting: 11/10/2015 ○ Respondent Interviews: 11/13/2015 ▪ Commission Approval to Negotiate and Award Contract: 11/23/2015 <ul style="list-style-type: none"> ○ Contract Finalized: 1/4/2016 	Blakely
6.	Grantee & Community Survey Verbal Update	Lopez
7.	Discussion: Upcoming SPIP Activities / 2016 POP Meeting Schedule <ul style="list-style-type: none"> ▪ First Monday of each month: January 4th; February 1st; March 7th; April 4th; May 2nd; June 6th; July 11th (replaces July 4th); August 1st; September 5th; October 3rd; November 7th; and December TBD 	Lopez
8.	Adjournment	Campbell
NEXT MEETING: TBD		

This page is intentionally blank

**FIRST 5 SAN MATEO COUNTY
PROGRAM, OPERATIONS AND PLANNING
COMMITTEE MEETING**

DATE: August 31, 2015
TIME: 12:00 – 1:30 PM
ADDRESS: San Mateo County Office of Education, 101 Twin Dolphin Drive, Superintendent's Conference Room, 2nd Floor, Redwood City, CA 94065

COMMISSION MEMBERS: Angel Barrios, Anne Campbell (Chair), Iliana Rodriguez , Sandra Phillips-Sved
PUBLIC MEMBER: Harvey Kaplan
STAFF: Michelle Blakely, Kitty Lopez, Chonne Sherman
CONSULTANT: Christina Bath Collosi

MINUTES

Commissioner Campbell called the meeting to order at 12:13 p.m. The August 31, 2015 Program, Operations and Planning Committee Meeting Agenda was approved. Following approval of the Agenda, the March 2, 2015 Program, Operations and Planning Committee Meeting Minutes were then approved. The following is an overview of topics discussed at the meeting:

RFP/ITN Procurement Processes Audit: Kitty Lopez presented a Procurement Audit prepared by F5SMC staff which identified the funding procurement processes that were utilized by F5SMC during the 2014-15 fiscal year. The Procurement Audit also listed First 5 California and First 5 Association's Procurement Guidelines (as identified in F5CA's Fiscal Management Guide) to determine if and where changes should be made for future best practices. The Procurement Audit compared F5CA Association Guidelines to F5SMC's current processes side by side and also identified Staff's recommendations to either continue utilizing the procurement options currently being used for each funding mechanism or identified recommended revisions to current processes.

The Procurement Audit showed that F5SMC is following F5CA practices, which are more stringent processes than the County; F5SMC is following both processes. The following are Staff recommendations for revisions to current procurement processes:

- Simplify and update templates; revise for more user friendly templates;
- Involve one or two Commissioners on future review panels, particularly when funding is reduced for direct services;
- Revise and update the Conflict of Interest Form to include the "perception of Conflict of Interest" as referenced in F5CA's Management Guide;
- For more competitive processes, require a more in-depth Letter of Intent (LOI) as a first step in the review process to reduce the number of full length proposals and to elevate organizations from submitting proposals unnecessarily; and
- Incorporate a variety of procurement processes, depending on the goals and strategies (there are other processes that F5SMC historically has not used)

POP members will review the Procurement Audit at a deeper level and will then follow up with staff and the full Commission. The Procurement Audit Review was a follow up item from the June 29, 2015 Commission meeting.

Commission/ Staff Mini Retreat: POP Committee members are in favor of a retreat-like meeting that includes all Commissioners and staff to discuss best practices and procedures, including protocols during the release of funding mechanisms, discussion about conflict of interests and “perceived conflict of interest,” onboarding of new Commissioners, etc. We will look towards scheduling this meeting before the end of December, 2015.

Review of Upcoming 2015 Funding Mechanisms for Strategic Plan Implementation Plan (SPIP): Kitty Lopez and Michelle Blakely reviewed the completed release of funding for strategies in the focus areas of Early Learning, Family Engagement, Health and Development and for Policy, Advocacy and Communication strategies as outlined in the 2015-2020 Strategic Plan. In the focus area of Early Learning, Expanded Access for Infants and Toddlers, staff is looking into First 5 California IMPACT matching funds as a potential funding source and is also working on strategies to implement this work as there is much that needs to be done to support the needs of infants and toddlers.

The POP Committee reviewed strategies that have completed the procurement process, such as Intensive Support for Families with Multiple Risk Factors. Michelle Blakely updated Committee members about remaining strategies in the area of parent connectivity, parent partnerships, and capacity and education. Staff is planning on holding a series of planning and community meetings with facilitated discussion by a consultant, to garner more of a scan of what is being done around family engagement in the County.

At the end of the planning period a more competitive process or strategy could be identified or an enhanced existing strategy with a less competitive process could be utilized. Staff is looking at family engagement best practices within other counties and will take the necessary time to develop a common idea about where F5SMC should invest funding that will be sustainable and strategic.

Kitty Lopez and Chonne Sherman are working on the Communications Consultation RFQ; updating the website, a communications tool is a component of the RFQ and communications process.

First 5 Policy Work/Policy Cabinet Initiatives: The following is a brief overview of Christina Bath Colossi’s update on policy work: The POP Committee members reviewed draft documents that may be used as “visuals” that could be helpful in discussions and conveying information about the focus of future policy work by POP and the Commission. Both documents (visuals) conveyed the same information, engaging the Commission and partners about F5SMC’s advocacy role and partnerships utilizing two different graphic designs. The documents clarified the relationship of advocacy and policy efforts on the local, state and national levels. Committee members were asked to provide input on which visual resonated for them.

At the August 20, 2015 Policy Cabinet meeting, the discussion spanned the cross-sector issues of Early Learning Landscape and Facility Needs; Promotion of Quality in Early Learning Care Choices in San Mateo County; and Increasing Child Development knowledge among San Mateo County Social Service Professionals.

A modified quintile analysis was used to map San Mateo County's subsidized care landscape. The findings that arose from the mapping process are 1) the need for more services for infants and toddlers; 2) additional services for 3-4 year olds; and 3) need for services in rural areas.

Discussions regarding policy work and the focus of the Policy Cabinet are ongoing. Once recommendations have been solidified, they will be reviewed with staff and the POP committee, and then brought before the Commission for review and discussion and to determine next steps.

POP Meeting Schedule for the remainder of 2015: The October POP meeting was cancelled; the November meeting will be held as scheduled.

Adjournment: Commissioner Campbell adjourned the meeting at 1:30 p.m.

This page is intentionally blank

DATE: November 4, 2015
TO: F5SMC Program, Operations and Planning (POP) Sub-Committee
FROM: Kitty Lopez, Executive Director
RE: Discussion: F5CA IMPACT Application and Next Steps

BACKGROUND

First 5 California IMPACT (Improve and Maximize Programs so All Children Thrive): In July 2015, First 5 California (F5CA) released a Request for Application (RFA) totaling \$190M in funding to support First 5 IMPACT FY2015-FY2020. Per the RFA, the goal of IMPACT is to utilize partnerships between F5CA and First 5 Counties to increase the number of high-quality early learning settings, for children birth through 5, including supporting and engaging families in the early learning process.

IMPACT is designed to align with and leverage other initiatives and funding sources to expand efforts and reach more diverse settings. IMPACT targets local continuous quality improvement efforts; local Quality Rating and Improvement Systems (QRIS), that better coordinate, implement, and assess early learning programs; builds on the Race to the-Top Early Learning Challenge (RTT-ELC) QRIS Framework, F5CA's past and current program investments, and aligns with federal and state direction.

IMPACT also provides State-Level Systems Supports and Technical Assistance in three areas: systems supports, early educator workforce supports and policy & public outreach support. IMPACT requires common evaluation and data collection activities across all participating programs (statewide).

DISCUSSION

F5SMC/Local Early Learning Funding Opportunity: F5SMC and partners are eligible for over \$2M of IMPACT funding over the next five years and have been meeting to design a local IMPACT program that is tailored to the specific needs of San Mateo County.

- IMPACT provides the opportunity for increased access & supports for infants and toddlers, and is in alignment with the Strategic Plan Implementation Plan (SPIP) (**See Attachment 3A - page 3, 9a**).
- Current planning partners in the San Mateo County Consortium include the San Mateo County Office of Education (SMCOE), Child Care Planning Council (CCPL) and 4C's; additional partners will participate in the planning and RFA process over the next few months.
- F5SMC and partners are utilizing multiple sources of funding (local, state and federal) in the best ways to maximize outcomes and resource allocation for IMPACT and our local early learning initiatives (e.g., EQ+IP, The Big Lift, Child Signature Programs and RTT- QRIS)
- F5SMC has submitted a Letter of Intent and Phase 1 Application as the Lead Agency in our local San Mateo County Consortium. The final IMPACT application is due to F5CA on December 11, 2015.

REQUIRED QUALITY SUPPORTS FOR IMPACT: Table 1 provides an overview of Quality Supports required by F5CA for children, providers, parents and learning environments.

TABLE 1: CA – QRIS FRAMEWORK (QUALITY SUPPORTS)	
Elements In the Rating Matrix (Centers/Family Child Care Homes)	Elements in the Continuous Quality Improvement Pathways
CHILD HEALTH AND DEVELOPMENT AND SCHOOL READINESS	
1. Child Observational Assessments 2. Developmental and Health Screenings	1. School readiness 2. Social- Emotional Development 3. Health, Nutrition and Physical Activity
TEACHERS AND TEACHING	
3. Qualifications for Lead teacher/FCC Home Owner Education and Professional Development 4. Classroom Assessment Scoring Systems (CLASS)	4. Effective Teacher- Child Interactions 5. Professional Development
PROGRAM AND ENVIRONMENT	
5. Rations and Group Size (Centers only) 6. Environment Rating Scales (ERS) 7. Director Qualifications (Centers Only)	6. Environment 7. Program Administration 8. Family Engagement

PROPOSED SERVICE STRATEGIES FOR F5SMC IMPACT: Table 2 identifies 6 target areas and proposed IMPACT services.

TABLE 2: PROPOSED SERVICE STRATEGIES
1. Maintain the 92 current Participating Sites in QRIS, RTT and local quality efforts (blended/leveraged funding from multiple sources)
2. Enhance the Experience of QRIS Participants to: • Better serve & care for infants & toddlers • Better serve & care for children with special needs • Retain participation in the QRIS The following supports were discussed: • Incentives • Professional development • Coaching • Materials • Improvements to facilities • Honors event
3. Consider Areas for Possible Expansion, including: • Centers serving large numbers of Alternative Payment voucher children or Children with Special Needs • Large Family Child Care Centers serving large numbers of Alternative Payment voucher children • Infant Toddler Care
4. Prepare for Continuous System Improvement, Planning & Development • Conduct participant focus groups to better understand the user experience • Collect and evaluate data to identify system strengths and areas for improvement
5. Build Organizational Infrastructure Supports
6. Create a Shared Vision for QRIS in San Mateo County • Establish a shared MOU for all QRIS efforts in the county • Develop a communications strategy for the QRIS umbrella • Consider creating defined leadership and governance structures with a clear input & decision making process

ISSUES TO CONSIDER

- Consider designating a portion of the SPIP Round 1 allocation for Infant and Toddler-Expanded Access for an IMPACT match contribution to support deeper work with infant and toddlers **(See Attachment 3A - page 3, 9a)**.
- The SPIP Round 1 Infant and Toddler-Expanded Access allocation is \$525,000 over 3 years, 2015-2018. At this time the funding needed for a new IMPACT match contribution is unknown.
- The SPIP Round 1 funding cycle time frame (3 years thru 2018) and the IMPACT funding cycle time frame (thru 2020) are not aligned. Funding levels for the last 2 years of IMPACT need to be determined.

NEXT STEPS

Staff will finalize service strategies, budget and application requirements for the December 11, 2015 application deadline, incorporating any feedback and/or ideas from POP Committee members.

This page is intentionally blank

STRATEGIC PLAN IMPLEMENTATION PLAN (SPIP) FY 2015-2018

Commission Approved on October 29, 2014

Strategies	Language in the Strategic Plan	Sub-Strategies	FY 15-16 Allocation	FY 16-17 Allocation	FY 17-18 Allocation		Funding Mechanism	Projected Release Date	Notes & Rationale	Timeframe	Status
Family Engagement	1) Intensive Support for Families with Multiple Risk Factors	Provide ongoing, individualized, professional support to children and parents in families experiencing multiple challenges, such as: homelessness, low income, domestic violence, incarceration, mental illness or substance abuse. Activities may include: home visiting, care coordination, case management, family needs assessment, social-emotional screening, and therapeutic services.					RFP	By early January 2015	COMPLETED	New Contract July 1, 2015	COMPLETED
	2) Parent Partnerships	Capitalize on parents' intrinsic strengths by engaging them as equal partners in services delivered to their families and by promoting parent leadership opportunities during service delivery that value their unique experiences, knowledge of their child, and ability to advocate on their behalf. Activities may include: groups, classes, and workshops that reinforce and strengthen parenting practices while appreciating the importance of the reciprocal process between parents and providers.	Elements from this strategy may be funded as part of the continuum of care for families with multiple risk factors through the RFP above	\$ 250,000	\$ 250,000		ITN or TBD	By October 2015	Dedicated funds are allocated to this strategy in FY 16-17 & 17-18. Although some Intensive Support services may provide components of this strategy, there will be a more intentional effort to support this work through the ITN process.	New Contract July 1, 2016	FSSMC will engage providers in a community-based planning effort to identify the current landscape, specific needs & opportunities and identify the providers best able to meet these needs. The result of the community-based planning meetings will result in an ITN or other funding mechanism.
	3) Parent Connectivity	Support informal or semi-formal social networks to promote parental resiliency and reduce social isolation. Activities may include: mothers' or fathers' groups; paraprofessional- or peer-led support groups; social media networking opportunities; father involvement efforts; developmental play groups; and partnering with parents to identify parent leaders who understand and share knowledge about attachment and early child development among their peers.	Elements from this strategy may be funded as part of the continuum of care for families with multiple risk factors through the RFP above	\$ 200,000	\$ 200,000		ITN or TBD	By October 2015	Dedicated funds are allocated to this strategy in FY 16-17 & 17-18. Although some Intensive Support services may provide components of this strategy, there will be a more intentional effort to support this work through the ITN process.	New Contract July 1, 2016	FSSMC will engage providers in a community-based planning effort to identify the current landscape, specific needs & opportunities and identify the providers best able to meet these needs. The result of the community-based planning meetings will result in an ITN or other funding mechanism.
	4) Training & Capacity Building	Increase the understanding of early brain development and the parent-child relationship among service providers from sectors whose decisions affect family functioning, and promote the appropriate application of that knowledge within their work. Activities may include: training and capacity building of both service sector leaders and direct service staff on early childhood development, adheres early childhood experiences and related subjects; promotion of family-centric practices; and increased cross-sector knowledge of programmatic services and eligibility. Examples of target service sectors may include: housing, law enforcement, criminal and family court, child welfare, probation, and other community agencies.		\$ 100,000	\$ 100,000		ITN or TBD	By October 2015	Once new contracts and services are in place for FY15-16 for other strategies, staff will have time to address this strategy. Staff will engage with funded and unfunded partners to create a training plan. The training and capacity building would begin FY 16-17.	New Contract July 1, 2016	FSSMC will engage providers in a community-based planning effort to identify the current landscape, specific needs & opportunities and identify the providers best able to meet these needs. The result of the community-based planning meetings will result in an ITN or other funding mechanism.
			TOTAL ALLOCATION	\$ 1,679,334	\$ 2,229,333	\$ 2,229,333	\$ 6,138,000			This is the full allocation of funds for this focus area for FY15-18	

STRATEGIC PLAN IMPLEMENTATION PLAN (SPIP) FY 2015-2018

Commission Approved on October 29, 2014

Child Health & Development	5) Health Care Access & Utilization	Fund unmet need for Healthy Kids health insurance premiums as part of a funder collaborative and promote the utilization of preventative services and benefits of health, special needs, and oral health. Activities may include: outreach, enrollment, retention, and utilization support; funding for health insurance premiums; partnerships to improve young children's utilization of preventative oral health care and to increase the number of San Mateo County dental providers serving children on public dental insurance; and partnerships to address the persistent shortage of mental health, developmental, and behavioral services for young children.	5a) Health Insurance Premiums, Enrollment, and Utilization	\$ 350,000	\$ 300,000	\$ 300,000		Sole Source	By March 2015	COMPLETED	New Contract July 1, 2015	COMPLETED
			5b) Oral Health Systems Building	\$ 50,000	\$ 50,000	\$ 50,000		Sole Source for FY15-16, TBD for FY16-18	Sept. 2015	There is an existing planning effort to which F5SMC can contribute and make more robust.	New Contract Oct, 2015	
			5c) Oral Health Service Delivery	\$ 300,000	\$ 300,000	\$ 300,000		Sole Source	Jan-15	COMPLETED	New Contract July 1, 2015	COMPLETED
			5d) Mental/ Behavioral Health Systems Building		\$ 80,000	\$ 260,000		RFQ for FY16-17, TBD for FY17-18	By May 2016	The \$80,000 will support community planning and needs assessment activities in FY16-17, including: Convening community partners who work with young children and their families to explore best practices related to early childhood mental health/parent mental health screening and training (policy cabinet suggestion) and a service capacity analysis. Subsequent funding decisions will be determined by the results.	New Contract July 2016	TBD
	6) Integrated Systems for Children with Special Needs and their Families	Bolster the continuum of services that identify and treat children with special needs, and the ongoing efforts to address systemic issues that impact access to and the quality of these services. Activities may include: promoting universal health, social-emotional, and developmental screening services for children 0-5; co-location of services; incorporating screenings, assessments, and care coordination into pediatric clinics, early learning settings, or family support services; supporting timely access to assessment, care coordination, and services for children and families requiring additional assistance.		\$ 1,146,000	\$ 1,146,000	\$ 1,146,000		ITN	By early January 2015	COMPLETED	New Contract July 1, 2015	COMPLETED
	7) Safe, Healthy, and Equitable Communities	Promote equitable access to safe environments and healthy foods, beverages, and activities for children 0-5 and their families. Activities may include: population- or place-based interventions; public education and awareness campaigns; or participation in other collective efforts to build health equity.			\$ 50,000	\$ 50,000		TBD by staff	TBD	Possibility of braiding funding to make our \$\$ go farther. Specific program ideas in mind in addition to policy work.	TBD	TBD

STRATEGIC PLAN IMPLEMENTATION PLAN (SPIP) FY 2015-2018

Commission Approved on October 29, 2014

		TOTAL ALLOCATION	\$ 1,846,000	\$ 1,926,000	\$ 2,106,000	\$ 5,878,000			This is the full allocation of funds for this focus area for FY15-18		Round One = \$5,438,000 Round Two = \$440,000
Early Learning	8) Quality Improvement	In partnership with existing community efforts, support formal quality improvement frameworks in early learning environments, and provide the services required to help providers and programs improve their quality as measured by these frameworks. Such services may include: program quality assessments, facility enhancements, early learning provider training, technical assistance, coaching/consultation, and peer mentoring. Recruiting, retaining, and educating the early learning workforce is vital in creating and sustaining high-quality early learning programs.	\$ 1,296,000	\$ 1,296,000	\$ 1,296,000		ITN	By early January 2015	The positive impact of early learning environments on child development, school readiness, and success in school is contingent on those environments being high quality. Big Lift target: 80%	New Contract July 1, 2015	Completed
	9) Expand Access to Early Learning Settings for Children with Special Needs and for Infants and Toddlers	9a) Expanded Access for Infants, Toddlers	\$ 175,000	\$ 175,000	\$ 175,000		RFP		Big Lift target in FY15-16, 16-17, 17-18: 60%	TBD	This strategy may be addressed thru FSCA IMPACT service delivery; Proposal due to FSCA in November
		9b) Expanded Access for Children w Special Needs	\$ 475,000	\$ 475,000	\$ 475,000		ITN	By early January 2015	These funds will be included in the ITN process around Quality Improvement; they will be earmarked during that process for strategies that expand access to and maintain participation in early learning settings for children with special needs. Big Lift Target: 70%	New Contract July 1, 2015	Included in EQ+IP Contract, July 2015
	10) Strengthen Understanding of High Quality Early Learning Settings	Increase parents' understanding of the importance of quality care environments, and their knowledge and ability to choose quality care. Activities may include: supporting the creation of a publically available and user-friendly online directory of early learning program quality ratings.		\$ 150,000	\$ 150,000		RFP	TBD	There is currently no simple, user-friendly way for consumers to find standard and reliable information about the quality of early learning programs. Once a sufficient number of programs have been assessed with the QRIS and had an opportunity to improve their quality, quality information can be made available to the public	TBD	TBD

STRATEGIC PLAN IMPLEMENTATION PLAN (SPIP) FY 2015-2018

Commission Approved on October 29, 2014

	11) Big Lift Participation	In addition to the many strategies already listed in this strategic plan that are foundational to the Big Lift and its quality elements, the Commission will also continue to support the effort and respond to its emerging needs that meet the intent of this plan and are complimentary to the San Mateo County community collaboration.							Investments targeted to Big Lift: 80% of Quality Improvement allocation (8); 60% of Infant/Toddler Access allocation (9a); 70% of Special Needs Access allocation (9b); 100% of Big Lift Consultation and Planning allocation (13a); 100% of Early Learning-School District Policy & Practice allocation (13b). The dollar amount targeted to Big Lift over FY 15-18 will total \$4,815,900 (\$420,000 of this proposed amount to be presented to Commission in November 2014 as part of the Policy, Advocacy, and Communications allocation)	TBD		
			TOTAL ALLOCATION	\$ 1,946,000	\$ 2,096,000	\$ 2,096,000	\$ 6,138,000		This is the full allocation of funds for this focus area for FY15-18	Round One = \$ 5,313,000 Round Two = \$ 825,000		
		GRAND SUBTOTAL FOR FAMILY ENGAGEMENT, CHILD HEALTH & DEVELOPMENT, AND EARLY LEARNING FOCUS AREAS		\$ 5,471,334	\$ 6,251,333	\$ 6,431,333	\$ 18,154,000					
Policy, Advocacy, & Communications	12) Leadership on Early Childhood Advocacy & Policy Development	Identify strategic partners and align leadership and resources to promote optimal child and family outcomes. Activities may include: Convening high-level, multiagency policy conversations that keep early childhood priorities and the impact of early childhood in the forefront of decision making; development and implementation of a Policy and Practices Platform that advances First 5 San Mateo County's vision of Success for every child; partnering with elected officials, community leaders, and other stakeholders to promote an early childhood agenda.	12a) Policy Cabinet facilitation and implementation of policy priorities (policy cabinet suggestion)	\$ 50,000	\$ 50,000	\$ 50,000		RFQ	By early January 2015	This is an estimate. Cost will depend on how much capacity is required to implement policy cabinet suggestions, and will vary greatly depending on agency capacity, expertise and/or use of professional services. We anticipate that F5SMC will facilitate and staff the Cabinet meetings; resources may be required to ensure that ideas generated at those meetings are brought to fruition.	New Contract July 1, 2015	Policy Cabinet priorities/initiatives identified; will be reviewed with POP Committee on 8/31/2015 and with the full Commission afterwards
			12b) Early Childhood Policy briefs pertinent to SMC; newsletter; website updates	\$5,000	\$5,000	\$5,000		Does not require Commission approval	TBD	Mostly staff work. This allocation is to support any graphic design or TA	TBD	TBD

STRATEGIC PLAN IMPLEMENTATION PLAN (SPIP) FY 2015-2018

Commission Approved on October 29, 2014

		12c) Uniform online program reporting system to give F5SMC staff and grantees the tools they need to better advocate for children and families.	80,000	40,000	40,000		RFQ	Sept. 2015	Cost includes data migration, initial set up, technical assistance to staff and agencies, licensing fees.	New Contract November 2015	Vendors have provided demonstrations for F5SMC staff.	
13) Community Partnership	Foster cross-agency and multidisciplinary partnerships to better serve children 0-5 and their families. Activities may include: Facilitation of partnerships and collaborative efforts that increase the capacity and quality of services to children 0-5 and those that care for them; and hosting facilitated opportunities for multidisciplinary cross-training and networking for both funded and unfunded partners.	13a) Big Lift consultation and planning	15,000	15,000	15,000		TBD by staff	TBD	Will be procured as advised by and in partnership with Big Lift exec team. Big Lift target: 100%	New Contract November 2015	TBD	
		13b) Policy and practice Integration between the early learning system and Big-Lift eligible districts, including incorporating early learning and transition support into LCAP funding streams	125,000	125,000	125,000		Could be included in the Early Learning ITN; otherwise RFQ or Sole Source	RFQ or Sole Source	Integration and alignment between the early learning community and elementary school districts are critical to the success of the Big Lift. Funding for these activities can be leveraged through the LCFF and LCAPs. Big Lift target: 100%	New Contract November 2015	In progress; RFQ on target to release Septmeber 2015	
		13c) In partnership with other funders, contribute to data project with Gardener Center to map unique clients and services across agencies serving 0-5. (policy cabinet suggestion)	40,000					Sole Source	TBD	Possibility of beginning this project during current FY 14-15, which would be funded out of our FY 14-15 allocation for Communications & Systems Change if approved. The allocation in this Table covers costs for FY15-16.	New Contract November 2015	Working w/ Gardner Center + Bella Vista Foundation to develop Scope of Work
		13d) Creation of customized materials and "Go Kits" for children 0-5 specific to HSA emergency response (policy cabinet suggestion)	10,000	7,000	7,000			Does not require Commission approval	TBD	Approximately 40 children ages 0-5 are removed from their homes each year in San Mateo County. There are no specialized resources currently available to support these children or the social workers who interact with them during this traumatic time. Materials could also support other children involved with the Child Welfare system.	New Contract December 2015	In preliminary discussions w/ Child Support Division of HSA

STRATEGIC PLAN IMPLEMENTATION PLAN (SPIP) FY 2015-2018

Commission Approved on October 29, 2014

	13) Community Partnership	Foster cross-agency and multidisciplinary partnerships to better serve children 0-5 and their families. Activities may include: Facilitation of partnerships and collaborative efforts that increase the capacity and quality of services to children 0-5 and those that care for them; and hosting facilitated opportunities for multidisciplinary cross-training and networking for both funded and unfunded partners.	13e) Research need for increased understanding, training, and outreach to physicians to utilize newly covered ACA mandates particular to 0-5 and parents such as developmental screenings and behavior health services (policy cabinet suggestion)	50,000	50,000			RFQ or sole source; TBD by staff	By August 2015	Mechanism TBD based on conversations about need and best process to achieve outcome	New Contract November 2015	TBD		
			13f) In partnership with the Housing agency, explore the possibility of establishing priority for Section 8 Housing vouchers for families with children 0-5" (policy cabinet suggestion)	TBD						TBD			TBD	2/18/20: SMC Housing Authority convening w/ Campaign for Grade Level Reading to discuss ways housing authorities can work with early learning/F5 partners. 3/18/15: Mtng. w/ Dir. Housing SMC & F5 ED.
			13 g) Communications and Implementation plan will provide F5SMC with a blueprint on how communications activities and public education campaigns will be developed, implemented and measured.	\$150,000	\$150,000	\$150,000			RFQ	Sept. 2015	Communication efforts will be prioritized and coordinated to enhance and augment the success of agency-wide efforts.		New Contract December 2015	In progress
			TBD	TBD	TBD	New/additional PAC/Systems staff work includes, but not limited to: Researching cross-sector needs around								
			TOTAL ALLOCATION	\$ 525,000	\$ 442,000	\$ 392,000	\$ 1,359,000			This is a partial allocation of funds for Policy, Advocacy, and Communication. The full FY 15-18 allocation is \$2,046,000, which reflects 10% of the overall Community Investment budget over the 3 year period. The remaining allocation of \$687,000 will be brought to the appropriate committees and the Commission for approval as recommendations are ready.				
Other Activities														
Evaluation	14) External Evaluation Contract			\$ 224,000	\$ 224,000	\$ 224,000	\$ 672,000	RFP	By early January 2015	Prop 10 mandates that we evaluate our investments. The allocation for these services has already been approved and is included in our Long Term Financial Plan. Staff require approval to develop and release the RFP.	TBD	RFP released on April 3rd 2015. Proposals were submitted on May 1st 2015. The Review Panel suggested not to release funding and for the Early Childhood Evaluation Advisory Committee to review evaluation needs based on the Strategic Plan Implementation Plan to determine evaluation strategies; the Committee will meet in September to review and discuss Evaluation priorities.		
		OVERALL TOTAL ALLOCATION		6,220,334	6,917,333	7,047,333	20,185,000							