2007-2009 GRANTEE HANDBOOK

TARGETED

every child counts

FIRST 5
ALAMEDA COUNTY

TABLE OF CONTENTS

TABLE OF CONTENTS (CONTINUED)

WELCOME!

Welcome!

Welcome to the Community Grants Initiative! First 5 Alameda County is proud to partner with your agency to expand and enhance services for pregnant women, infants and children ages 0-5 and their families.

Your agency is one of 46 funded partners in the 2007 – 2009 Community Grants Initiative which collectively serve families throughout this richly diverse county. We look forward to getting to know you and your program and hope that you will make mutually enriching connections with other funded agencies.

It is our hope that together we will:

- Build the capacity of service providers in Alameda County to engage in culturally responsive best practices to serve children ages 0-5 and their families

- Engage in opportunities for peer-to-peer learning where we reflect on and share lessons learned

- Be accountable for the responsible and effective use of public funds to serve the intent of the Every Child Counts strategic plan and the needs of our community

First 5 Alameda County is an engaged funder. We seek not only to distribute and monitor the use of funds, but also to learn with our funded partners about emerging needs, promising practices and lessons that come from our funded programs. As we pursue our shared goals, First 5 Alameda County and our funded partners each have a role to play.

First 5 Alameda County will:

- Support a climate of partnership that encourages best practices

- Convene opportunities for staff of funded agencies to network, build skills and knowledge, and reflect on and share lessons learned

- Communicate clear expectations and provide timely feedback

- Create protocols for programmatic and fiscal reporting that support accountability

- Monitor grant performance and compliance with regulatory requirements

Funded Partners will

- Participate as a collaborative member of a learning community
- Deliver services as described in your accountability plan and grant agreement
- Track and report progress and expenses on a regular basis
- Track use of First 5 Alameda County restricted funds according to generally accepted accounting principles

Grantee Handbook

This handbook is a reference document that describes the:

- Requirements of the First 5 Alameda County Community Grants Initiative for funded agency partners
- Procedures for creating and submitting progress and expense reports
- Resources available to you to support your work and fulfillment of grant requirements

Also included are forms you will use throughout the grant cycle. We hope the Grantee Handbook will be a useful resource for program and fiscal staff. We also expect that it will be a living document that will change from time to time. Over the course of the grant cycle, you may receive additional or updated pages to add to the handbook.

We invite you to contact your First 5 Program Officer at any time with questions or to request assistance. We look forward to working with you.

First 5 Alameda County Every Child Counts

1100 San Leandro Blvd. Ste 120

San Leandro, CA 94577

Tel: 510.875.2400

First 5 Alameda County Program Officer Contact Information

AGENCY	PROGRAM OFFICER
Bay Area Children First CALICO Davis Street Family Resource Center Friends of Children with Special Needs Junior Center of Art and Science La Clinica de la Raza Safe Passages United Way of the Bay Area (Raising a Reader)	Jane Wellenkamp jane.wellenkamp@acgov.org 510.875.2440
Alameda Point Collaborative Asian Health Services BAHIA BANANAS City of Fremont, Youth and Family Services Emergency Shelter Program Family Resource Network Lifelong Medical Care Luna Kids Dance MOCHA Regents of the University of California Through the Looking Glass Tri Valley Haven Women's Daytime Drop In Center	Janice Edwards janice.edwards@acgov.org 510.875.2441
CEID Children's Hospital Oakland Habitot Children's Museum Tri City Homeless Coalition	Malia Ramler malia.ramler@acgov.org 510.875.2444

ECC Online

ECC ONLINE

First 5 Alameda County (First 5) will provide a user login and password to access our secure internet site (www.first5ecc.org) and ECC Online, which includes a web-based grants reporting tool and training registration system. You will use ECC Online to submit all reports to First 5 and to register for required meetings and trainings.

It is important for grantees to use computers which meet ECC Online systems requirements and online standards. It is also important for grantee staff who will submit the reports to First 5 understand how to use ECC Online. First 5 will provide training, support and access to a computer lab throughout the grant term.

SYSTEMS REQUIREMENTS

Your computer system must have the following configuration to access and use ECC Online:

- Internet Explorer 6.0 or above

- PC-based computer with Windows 2000 or Windows XP

- Internet connection

- Dedicated user(s)

First 5 only supports PC-based systems running Internet Explorer 6.0 or above. Other system configurations, including other browsers running on Macintosh computers, are not recommended for reporting and cannot be supported by the ECC Helpdesk.

First 5 offers computer lab hours for grantees who do not have access to a computer with the system configuration required by ECC Online.

ACCESSING ECC ONLINE

To access ECC Online:

- Enter the ECC Online web address into your browser: www.f5ecc.org
- Enter the email address and password assigned to you
  (Click *Forgot Password* or call the ECC Helpdesk if you forget your password)

Existing users can access ECC Online with their current login and password. New users will receive a login and password at the beginning of the grant cycle.

An example of the login screen is below.

It is possible for multiple staff from the same agency to work on reports in ECC Online simultaneously.

- Multiple users can use the login and password of one staff person to log into ECC Online
- Multiple users can access the same grant with their own separate logins and passwords

The following instructions are provided for information only. Please log into ECC Online in January 2008 to view and use the 2007-09 Community Grants Reporting module.

Once you have logged in, you will be at the Main Menu, where you will click on the link for your 2007-09 grant under the My Grants heading. This will take you to the Community Grants Reporting Page.

ECC ONLINE REPORTING – GENERAL TIPS

- **Required sections** are grouped under report headings (e.g., 2007-08 Midterm Report) for each reporting period. All reports are accessible at any time. One click on any link will open any document.

- **Status for each section** is shown as *Incomplete* or *Complete*. The status will change from *Incomplete* to *Complete* once you *Save As Final*.

   Note: *Service Locations for ECC Funded Activities* and *Invoice* do not show a status. These links serve as a reminder to update service locations (if needed) and to submit invoices offline. For more information about how to submit your invoice, please refer to the **Fiscal Guidelines and Expense Reporting** section of this handbook.

- **Supporting documents** cannot be submitted online and must be mailed or hand-delivered by the report due date. Send supporting documents to:

   Kevin Bremond
   First 5 Alameda County
   1100 San Leandro Blvd., Suite 120
   San Leandro, CA 94577

For more information on how to complete reports, please refer to the **Reporting** section of this handbook.

ECC ONLINE STANDARDS

Data Entry

- **Use Microsoft Word** to create your responses for text fields.

   Use the Edit...Copy...Paste feature to copy your response into ECC Online.

- **Limited text formatting features** such as indents and bullets in MS Word will copy into ECC Online. Formatting features such as bold, italicize and underline will NOT copy into ECC Online.

- **Calculated Fields** exist where appropriate to sum numbers automatically for accuracy.

Saving and Viewing Your Work

- **Cancel** button allows you to exit the section without saving any changes.
- **Save and Finish Later** button allows you to save your work and exit the section. You can review and change data at a later time.
- **Save as Final** button allows you to save your work and exit the section. You can review the data at a later time but you CAN NOT make any changes.
- **Return to Grants Summary** button allows you to exit the section after it has been saved as final.

ECC Online will "time out" after 2 hours if you have not clicked on a link to save work or navigate to another page. You will receive a "time out" warning 5 minutes before timing out. If your sessions time out, ECC Online will save your work and log you out.

SUPPORT AND ECC HELPDESK

The ECC Help Desk is available from 8:00 am to 5:00 pm, Monday through Friday. You can reach the ECC Help Desk by email at **ecchange@acgov.org** and by phone at 510.875.2453. If you need to fax, please use 510.875.2410.

The ECC Help Desk is staffed by Josue Huerta and June Allen. Please contact Josue and June using the ECC Help Desk email or phone number. Please DO NOT call or leave messages at their individual work phone numbers.

Please contact your Program Officer or the ECC Helpdesk if you anticipate difficulties using ECC Online so that we may help you.

You Should Call the ECC Helpdesk If You:

- Cannot access the ECC Online web site after you have successfully visited a common web site (e.g., **www.google.com**)

- Cannot access ECC Online because your login or password does not work

- Experience any type of error message while working in ECC Online

- Were unexpectedly logged out of ECC Online while working on your report

- Have any questions or comments about ECC Online

You Should Call Your Own Agency's Technical Support If You:

- Cannot access your agency network, email or print from your computer

- Cannot gain access to the Internet

- Have trouble with other applications and programs that you use

- Have problems with your computer (e.g., the computer won't turn on, the monitor doesn't display correctly)

How to Report an ECC Online Problem

Before you call the ECC Helpdesk or send an email, please try to have the following information available so that we can better identify and solve your problem:

- Your name and agency

- Where are you working (e.g., home, office, off-site)

- Location of the problem in ECC Online (screen)

- Description of the problem, including exactly what you were doing when the problem occurred

- Screen shot of error message (if possible)

Tips for Reporting ECC Online Problems

How do I identify my location in ECC Online?

1. Look at the top of your computer display screen and locate the Microsoft Internet Explorer window

2. Locate the area labeled Address

3. The text located to the right of the Address label is your location in ECC Online (e.g., https://www.f5ecc.org/CGStart.asp)

Address   Internet Explorer
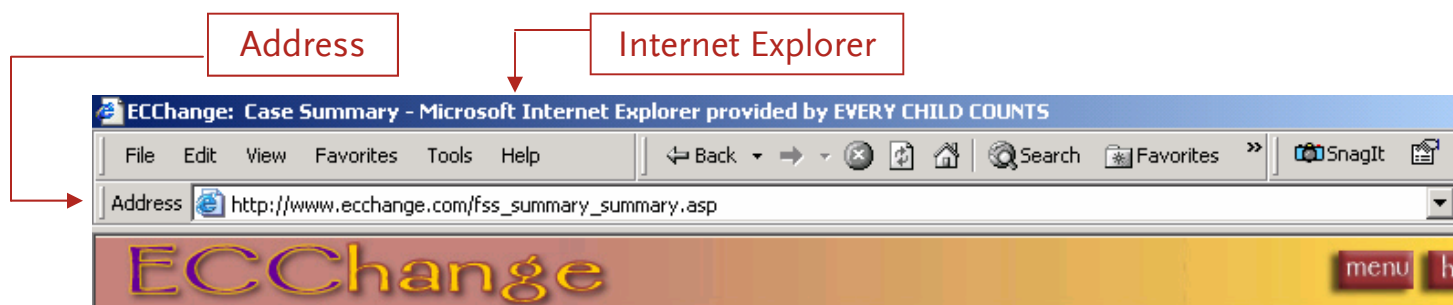
How do I take a screen shot of the problem?

1. Press the *Print Scrn* key at the top of your keyboard

2. Open a new Word document. Go to the *Edit* menu in Word and select *Paste* to paste the screenshot into the document

3. Save the document and attach it to an email message

4. Send the message to ecchange@acgov.org

GETTING STARTED

After you have successfully logged into ECC Online at www.f5ecc.org, click on your current grant to get to the Community Grants Reporting page. Reporting requirements for all reporting periods are displayed. Be sure to select the correct reporting period.

You can view your approved application by clicking on the View Submitted Application link.

To see your latest approved budget and Scope of Work, go to the **View Approved Budgets** or **View Scope of Work** areas and click on the arrow.

Data can be entered into any of the sections listed in the four reporting periods **Midterm or End of Year** at any time.

When you have **determined the period** for which you want to enter data, **click on the section link** and the appropriate screen will appear.

REPORT NARRATIVE

To respond to questions, click your mouse in the text box under each question and begin typing (your responses can be copied and pasted from a **Windows-based** word processor).

NOTE: These questions may be different for each reporting period.

SERVICE LOCATIONS

List all service sites where you provide First 5 funded activities. **Existing service sites should not be overwritten with new sites.**

Click on the add site button to enter new service sites. Press the Save New Site button to save the new site that you have entered. Use the Edit link, to correct any errors or add comments to existing sites.

CLIENTS SERVED

Enter only numeric values in the boxes and **only report unduplicated numbers**.
Question #1 will add the total for you automatically.

ACCOUNTABILITY PLAN

To enter a status and update for each performance target, click on the [enter/edit data] link associated with each target.

A new window will open. Select a status and enter comments. You will be prompted for comments if the status is "In Progress" or "Not Met". Press the save link to save your work or the cancel link to remove any changes

ACCOUNTABILITY PLAN

Reporting Measures (END OF YEAR REPORTING ONLY)

At the End of Year Reporting period, you are required to provide data to support your reporting measures **displayed at the bottom of the Accountability Plan section**.

Reporting Measure	
Number of parenting classes/support groups held	[enter / edit data]
Number of children screened with Ages and Stages (ASQ) Questionnaires	[enter / edit data]
Number of children screened with ASQ who score "of concern" in at least one developmental domain	[enter / edit data]
Number of children scoring "of concern" referred for further assessment or services	[enter / edit data]

To enter data for each measure, click the [enter/edit data]. Some measures only accept numeric data.

Reporting Measure	
Number of parenting classes/support groups held	[save] [cancel]
data: [ ]	

SUPPORTING DOCUMENTS (END OF YEAR REPORTING ONLY)

At the End of Year Reporting period, you are required to provide your supporting documents identified **at the bottom of the Accountability Plan section**. All documents must be submitted on, or prior to the report due date by mail or hand or by email with prior arrangement with your Program Officer.

NOTE: Refer to Section 3 Reporting; page 3.5 of your Grantee Handbook for more details.

Have you sent your supporting documents?
Blank copy of pre and post parent knowledge assessment
Copy of coloring book

EXPENSE REPORTING

Use the Expense Report to document all expenses incurred during the six month reporting period. **Use actual figures-no rounding or estimating.**

To enter expense numbers, click in the data entry field and type your numbers. Include decimal points if needed.

Some expense sections have **total fields** which will automatically update as you enter an expense.

You may also enter an expense justification. Click in the **Expense Justification** text box and enter text.

STATEMENT OF USE OF FUNDS

Completion of this page certifies that the First 5 funds were used appropriately for your funded program.

INVOICING

Prepare your agency's invoice according to the instructions listed below. Mail your invoices by the reporting period deadline to:

Kevin Bremond

First 5 Alameda County

1100 San Leandro Blvd. Suite 120

San Leandro, CA 94577

CLIENT DEMOGRAPHICS (END OF YEAR REPORTING ONLY)

To complete this section, enter cumulative data from the **ECC Race/Ethnicity and Language Data Collection Form** completed by each client. Enter only numeric values in the boxes and **only report unduplicated numbers**.

If a question has a total box, enter the number for each category and then click in the total box to calculate the total.

CLIENT SURVEY (END OF YEAR REPORTING ONLY)

A Client Survey Summary Report for each type of survey completed by clients who have participated in First 5 funded services should be entered.

Press the Add button to enter survey data.
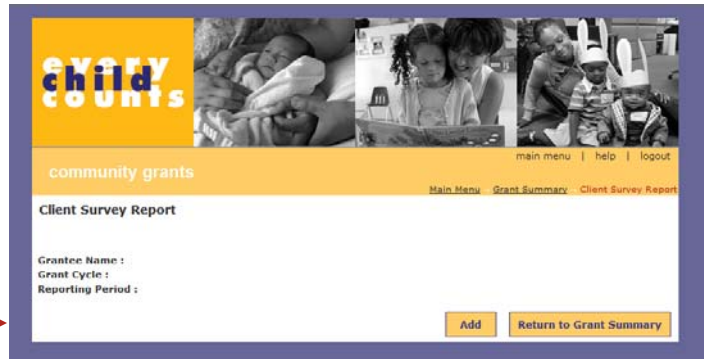
Complete the narrative questions.

You must also enter both the number of clients who responded to each answer as well as the total number completing that particular question in the "☐ out of ☐" format.

For example, 20 responded "not at all" to "Was the location of the services convenient for you" out of a total of 40 who answered the question.

Note: Be sure to add any customized questions you may have added and a summary of the results.
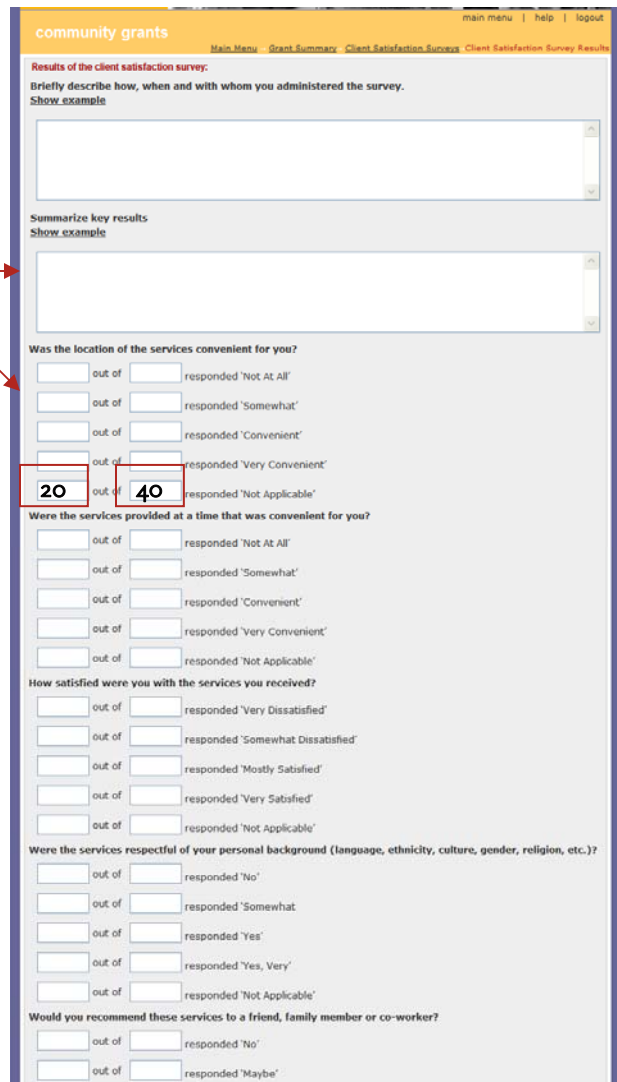
REPORTING

REPORTING

Your Program Officer wants to learn about and stay in touch with your program. We look forward to site visit(s), meeting your program staff at trainings and meetings and talking with you on the phone. Our primary source of information about the progress of your funded program will be reports you submit every six months.

All grantees are required to submit reports twice each fiscal year of the grant period. Reports must be submitted in English via ECC Online. All report sections for each reporting period must show a *Complete* status by 5:00 pm on the due date:

REPORT	REPORTING PERIOD	REPORT DUE
2007-08 Midterm Report	July 1, 2007 – December 31, 2007	January 28, 2008
2007-08 End of Year Report	January 1, 2008 – June 30, 2008	July 18, 2008
2008-09 Midterm Report	July 1, 2008 – December 31, 2008	January 23, 2009
2008-09 End of Year Report	January 1, 2009 – June 30, 2009	July 24, 2009

REPORT CONTENTS

Each report will include an update on progress made toward your performance targets and an accounting of expenditures during the reporting period. The reports submitted at the end of each fiscal year (July 2008 and 2009) will be more detailed than midterm (January 2008 and 2009) reports. The specific report sections to be completed are summarized below.

REPORT	REQUIRED SECTIONS
MIDTERM REPORT	■ Narrative ■ Service Locations ■ Clients Served ■ Accountability Plan: Status Update on Performance Targets ■ Expense Report ■ Statement of Use of Funds ■ Invoice

END OF YEAR REPORT	■ Narrative
	■ Service Locations (updates only)
	■ Clients Served
	■ Client Demographics: Race/Ethnicity, Primary Language & Special Needs
	■ Client Survey Report
	■ Accountability Plan:
	  ♦ Status Update on Performance Targets
	  ♦ Reporting Measures
	  ♦ Supporting Documents
	■ Expense Report
	■ Statement of Use of Funds
	■ Invoice

PROGRAM REPORTING

Please review each report section described below to identify the client and service data you need to routinely track for your reports.

NARRATIVE

For each reporting period, you will be asked to respond to several narrative questions. The questions may change for each reporting period. At least 30 days prior to each due date, you will receive the narrative questions required for that report via e-mail.

Examples of the kind of information you may be asked to provide include:

- Descriptions of significant programmatic or agency achievements

- Stories or examples of how your First 5-funded program or activities have had a positive impact on the children or families (or service providers) you serve

- Descriptions of barriers encountered and how you are responding to them

- Requests for support or technical assistance from First 5

- Information about the source and amount of any additional funding secured for your program

- Descriptions of "Lessons Learned", for example, strategies you found to be especially effective, unanticipated needs of the children and families you serve, aspects of the community or environment that facilitated your work, persistent challenges you face or changes you would make in the future

SERVICE LOCATIONS FOR ECC FUNDED ACTIVITIES

You will be asked to list all sites/addresses where First 5-funded activities were provided. After the first reporting period, you will only need to submit changes or updates in this section.

For example:

NAME OF SITE	ADDRESS TYPE	ADDRESS	COMMENTS
Seeds Preschool	Site	62 Low Street Hayward, CA 99999	

REPORTING

CLIENTS SERVED

All grantees are required to report the total UNDUPLICATED number of clients served under their First 5 grant. An unduplicated count means that you count each client only once, even if they participate in more than one type of service. For example, parents who attended parent education sessions as well as playgroups are counted only once. Also, clients who attended more than one session of services (e.g., a parenting education class in the Fall and in the Spring) are counted only once.

You will report the unduplicated numbers of clients to whom you provided services (first six months at midterm and the full 12 months at end of year). You must track clients in such a way that you can report an unduplicated count for all of the following categories:

- Number of children under 3 years
- Number of children 3 years of age
- Number of children 4 years of age
- Number of adult family members (parents/caregivers)
- Number of providers (e.g., child care providers, home visitors, mental health providers, etc.)

CLIENT DEMOGRAPHICS: RACE/ETHNICITY, LANGUAGE AND SPECIAL NEEDS

Race/Ethnicity and Language

All grantees are required to report the race/ethnicity and primary language of clients served with their First 5 grant. Your clients must identify their own race/ethnicity. You must ask clients to complete the **ECC Race/Ethnicity and Language Data Collection Form**. The form is currently available in English, Cambodian, Chinese, Farsi, Korean, Spanish and Vietnamese and should be administered in the language preferred by the client. Copies of the survey can be found in the **Appendix** section of this handbook and on our web site at: www.ackids.org/community/community_grantee_forms.htm. Please let us know if you need the survey translated into another language.

You may not complete the form for clients or report race/ethnicity based on your assumption about clients' race/ethnicity. If you are providing services to children, the child's parent or caregiver should be asked to complete the form for the child. Parents do not need to complete the form for themselves unless they are directly receiving services (e.g., parent education, mental health, case management, etc.). Grantees may request that this requirement be waived under certain circumstances (e.g., if you only provide "drop-in" services).

Special Needs

All grantees are required to report the number of clients (children 0-5, adult family members and/or service providers) with special needs served with their First 5 grant. Be sure to review First 5 Alameda County's definition of special needs in the **Appendix** section of this handbook or on our web site at www.ackids.org/community/community_grantee_forms.htm.

CLIENT SURVEY REPORT

All Targeted grantees are required to survey their clients once a year *using the ECC Client Survey*. The ECC Client Survey is a tool to provide both First 5 and your agency with client feedback about funded services. Grantees may request that this requirement be waived if "drop-in" services only are offered. The ECC Client Survey is currently available in English, Cambodian, Chinese, Farsi, Korean, Spanish and Vietnamese. The survey should be administered in the language preferred by the client. Copies of the survey can be found in the **Appendix** section of this handbook and on our web site at:
www.ackids.org/community/community_grantee_forms.htm.
Please let us know if you need the survey translated into another language.

You may modify the Client Survey to include additional questions specific to your agency that are useful for program planning and quality assurance. You can create your own questions and/or draw from the sample list of additional questions developed by First 5 (see **Appendix**).

Do NOT submit copies of each Client Survey you receive to First 5. In the Client Survey section of the report, we ask that you instead report the following:

- Brief description of how, when and with whom you administered the survey

  Example: "We asked parents to complete the written survey during the last 10 minutes of our final parenting session. Ten parents were present and nine completed surveys. The Parenting Coordinator verbally administered the survey to one of the nine parents and recorded the parent's responses."

- Brief summary of key results

  Example: "Parents were very satisfied with the program. They especially liked learning about developmental milestones and free or low-cost activities in the community. Five parents gave concrete examples of positive changes they made, such as spending more quiet time with their child while talking and reading together and creating a space in their home for floor time activities. Two parents suggested we change the time of the class, which we will do for the next session."

- Aggregated responses for each closed-ended questions

  Example:
  - 0 out of 11 responded "Not at all"
  - 1 out of 11 responded "Somewhat"
  - 1 out of 11 responded "Convenient"
  - 9 out of 11 responded "Very Convenient"
  - 0 out of 11 responded "Not applicable"
- Summary of responses for each open-ended question
- List of any questions your agency has added to the basic ECC Client Survey
- Summary of results of your added questions
- Summary of comments or suggestions made by survey respondents
- Any changes you made in your program as a result of the survey results
- Notable client quotes from the surveys

ACCOUNTABILITY PLAN

The accountability plan describes your funded program's desired outcome(s), strategies, specific performance targets, reporting measures and supporting documents to be submitted with year end reports.

In the first quarter of the grant term, your Program Officer may contact you about making adjustments to your accountability plan. Accountability plans will be finalized no later than September 30, 2007. Adjustments may be made in order to:

- Clarify components of the plan to facilitate reporting and monitoring

- Consolidate or streamline reporting measures

- Include measures that will be required of grantees providing similar services in order to assess outcomes across funded programs. These are referred to as "common measures".

All grantees will be required to provide a status update on performance targets for each reporting period. Data for reporting measures and any supporting documents will only be submitted at the end of each fiscal year (July 2008 and 2009).

Performance Target Status Update

For each performance target in your accountability plan, you will indicate if the target is *Complete*, *In Progress*, or *Not Complete*. If the performance is *In Progress* or *Not Complete,* describe why the target has not been met and what progress has been made. You may also provide comments for performance targets marked as *Complete*, but they are not required.

Reporting Measures

All grantees will provide data on their designated reporting measures at each end of year report. For example:

- Number of parenting classes provided: 36

- Languages of parenting classes: English, Spanish, Vietnamese

Supporting Documents

Supporting documents identified in your accountability plan will be submitted with your end of year reports. Supporting documents must be received by First 5 on, or prior to, the report due date by mail or hand delivery. *Please do not submit supporting documents via email.* If you are submitting photographs as supporting documents, be sure to include **Image Release Authorization** form from the individuals photographed (or their parents/caregivers in the case of children). The form is available in English, Cambodian, Chinese, Farsi, Korean, Spanish and Vietnamese. Please let us know if you need the form translated into another language. You can find the **Image Release Authorization** forms and **Image Release Guidelines** in the **Appendix** section of this handbook and on our web site at: www.ackids.org/community/ community_grantee_forms.htm.

FISCAL GUIDELINES AND EXPENSE REPORTING

Upon notification of award, grantees will work with their Program Officer to finalize their project budget. Your Program Officer may contact you to make adjustments to your budget in order to:

■ Clarify budget line items
■ Address concerns about potential supplantation
■ Prevent allocations that will be disallowed

Grantees' use of funds will be monitored against the final approved budget which will be completed no later than September 30, 2007.

FISCAL GUIDELINES

Grant recipients must adhere to the following First 5 Alameda County guidelines and policies during the 2007-09 grant term:

Supplantation

First 5 California prohibits grant funds from being used to replace existing funding (supplantation):

> *30131.4. 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 Commission 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 Commission Trust Fund shall be used to supplant state or local General Fund money for any purpose.*
>
> *Children and Families First Act of 1998 – Proposition 10*

Funded activities are NOT supplantation if:

■ This is a new service for your agency

■ You are adding clients (reaching a new service population or higher number of clients)

■ You are enhancing an existing service (adding a new service component)

■ You are adding new staff positions

■ First 5 funds are used to increase the hours of part-time positions

■ You provide documentation that funding from another source is no longer available

Your grant may only support program expansion and/or enhancement. Budgets may only support direct program expenses and the salaries of staff directly dedicated to the funded program.

Costs not directly related to the funded project will be disallowed. For example, percentages of salaries for your Executive Director, Finance Director or Office Manager or percentages of existing utility costs or rent will be disallowed. These costs may instead be captured in the Administrative/Indirect line item.

REPORTING

FISCAL GUIDELINES & EXPENSE REPORTING

In some cases, a grantee may need to allocate time of existing full-time staff to the funded project (e.g., a full-time Program Director may need to oversee the funded program). In this case, you will need to provide a brief supplantation statement which explains how the staff member's time was allocated in the past and how those past program duties were reallocated to free the staff person to perform the First 5-funded work.

Restricted Funds/Program Audits

Payments made for your First 5 Alameda County grant are RESTRICTED FUNDS. This means receipt and disbursement of First 5 funds must be accounted for separately in your bookkeeping system and records.

You must retain receipts and other substantiating documents related to grant expenditures and make these records available for First 5's review upon request. First 5, or a designated representative, reserves the right upon written notice to audit the grant recipient's books and records relating to the expenditure of any funds provided by First 5.

Matching Funds

Public agencies are required to match First 5 funds on a 1:1 basis. All expense reports must show matching expenses in addition to First 5 grant expenses. The only restriction on the type of funds used for match is that money from other First 5 Alameda County funding streams CAN NOT be used as match. Documentation of matching expenses must be auditable.

If matching funds are required and not provided in expense reports, the grantee will be considered out of compliance with the requirements of the grant.

Administrative/Indirect Costs

An Administrative/Indirect line item not to exceed 15% of actual direct costs may be included in the project budget for each year of the grant. Costs described below will only be allowed in the Administrative/Indirect item unless the grantee can demonstrate that they are for the exclusive support of the funded program.
- Audit, bookkeeping, payroll, finance
- Computer and information technology services
- Facilities maintenance
- Fiscal sponsor costs
- Insurance
- Rent, storage, utilities
- Other overhead and personnel costs (e.g., Executive Director's time or any other staff who works minimally on the funded project)

Evaluation Costs

A line item not to exceed 5% of actual direct costs may be included for costs associated with evaluation or accountability.

FISCAL GUIDELINES & EXPENSE REPORTING

EXPENSE REPORTING

All grantees are required to submit a six month midterm report and an end of year report for each fiscal year of the grant period (a total of four reports for the grant term). Each report will include a report on expenditures submitted via ECC Online.

Actual Expenses

You must track and report actual expenses rather than rounded or estimated amounts. Actual numbers reflect the true costs of implementing your First 5-funded work. Expense reporting based on rounded, estimated and/or allocated costs will not be accepted.

Disallowed Costs

Expense reports must align with line items and amounts in the approved budget. Grantees may exceed the approved line item amount up to 10% of the line item as long as the total project expense does not exceed the award amount. The only exceptions are the Administrative/Indirect line item, which cannot exceed 15% of actual direct costs and the Evaluation line item which cannot exceed 5% of actual direct costs.

Expenses that exceed an approved amount by more than 10% will be disallowed. Expenses for an unapproved line item will be disallowed. Disallowed costs will be deducted from your next scheduled grant payment unless they are reallocated by an approved rollover or budget revision request.

To prevent disallowed costs, closely track your actual expenditures. If actual expenditures are higher than projected, you may submit a budget revision request to your Program Officer. One budget revision request is allowed per year. First 5 will not accept retroactive scope and budget changes.

Statement of Use of Funds

With each expense report, every grantee will need to certify that First 5 funds were used to expand, enhance or initiate the program funded.

FISCAL GUIDELINES & EXPENSE REPORTING

INVOICING AND PAYMENT

Payment Schedule

Provided your agency is in compliance with its grant agreement terms, First 5 Alameda County will make payments according to the following schedule:

ITEM	DATE
Grant Agreements signed	July 2007
Payment #1: 25% of grant award, paid after receipt of signed Grant Agreement	July 2007
Progress Report #1 due	January 28, 2008
Payment #2: 25% of grant award, paid after timely receipt of Progress Report #1 and after compliance with terms of Grant Agreement has been ensured	February 2008
Progress Report #2 due	July 18, 2008
Payment #3: 25% of grant award, paid after timely receipt of Progress Report #2 and after compliance with terms of Grant Agreement has been ensured	August 2008
Progress Report #3 due	January 23, 2009
Payment #4: 20% of grant award, paid after timely receipt of Progress Report #3 and after compliance with terms of Grant Agreement has been ensured	February 2009
Final Report due	July 24, 2009
Payment #5: 5% of grant award, paid after timely receipt of final report, after compliance with terms of Grant Agreement has been ensured and after adjustment for reconciliation with final expense report	August 2009

REPORTING

FISCAL GUIDELINES & EXPENSE REPORTING

Invoicing

Approximately one month prior to report due date, the grants team will email you an invoice form to print on your agency letterhead. There are several fields in the form to update:

- Date

- Remittance Information (if your mailing address has changed)

- Tax I.D. Number

- Authorized By

- Signature (sign in ink)

- Name

- Title

PLEASE DO NOT CHANGE OR REFORMAT ANY OTHER INFORMATION ON THE FORM.

Once you have updated the necessary fields and printed the form on your agency letterhead, sign in ink and mail the invoice by the report deadline to:
Kevin Bremond
First 5 Alameda County
1100 San Leandro Blvd., Suite 120
San Leandro, CA 94577

The grants team will process the invoice for payment upon receipt and you should receive your checks for payments #1 - #4 within 4 to 6 weeks.

Payment #5 will be held until the final report has been received, compliance with the terms of the grant agreement has been determined and adjustments (if any) are made after final reconciliation of expenses.

End Of Term Reconciliation of Grant Award

Grantees receive payments according to the payment schedule outlined in the grant agreement. Grantees must report actual expenses. At the end of the grant term, actual expenses are reconciled with the funds received. If unspent First 5 funds remain, the amount will be deducted from the final grant payment.

MONITORING AND FEEDBACK

Your Program Officer will complete a review of each report. She will be looking for:

- Areas of excellence where you may serve as a model or resource to other grantees
- Progress toward timely achievement of performance targets
- When performance targets are not achieved, an explanation of why and any changes that are being made as a result
- Reporting measure data as described in your accountability plan
- Completeness and accuracy in reporting use of funds in compliance with fiscal guidelines and the approved budget
- Ways that First 5 may be able to support your work with technical assistance

After each report is submitted, grantees will receive a feedback memo. First 5 strives to provide feedback to grantees no later than 6 weeks after receiving reports. The memo will identify programmatic strengths and any areas needing improvement. It will also ask for additional information if sections of the report are incomplete and/or need clarification.

CHANGES IN SCOPE OR BUDGET

First 5 realizes that as implementation of a project moves forward, circumstances change and things do not always go as projected and planned. We expect that changes from your proposed scope of work and/or approved budget may occur.

Changes from the approved accountability plan or budget must be communicated to your Program Officer in writing.

SCOPE REVISIONS

Please notify your Program Officer in a timely manner if there are significant changes in your funded program. Examples of programmatic changes that require notification include:

- **Staffing**: Changes in key staff; changes from the staffing pattern reflected in the approved budget
- **Service sites**: Changes in locations where services are provided
- **Partnering agencies**: Loss or change of contractor or consultant who provides direct services to clients
- **Scope of work**: Any circumstances which you anticipate will require changes to the strategies or performance targets in your accountability plan

Changes to the strategies and performance targets in your accountability plan require approval from your Program Officer. Requests for revisions to the accountability plan must be made in writing. The request should describe the requested change and the reason for the change. Your Program Officer will notify you whether the request has been approved no later than 30 days from the date the request is received.

REPORTING

CHANGES IN SCOPE OR BUDGET

BUDGET REVISIONS

Budget revisions are necessary when actual expenses differ from projected expenses by more than 10% in any line item or when programmatic changes impact your project budget.

You may make adjustments of up to 10% of each line item without prior approval as long as the award total does not exceed the approved amount. The exceptions are the Administrative/Indirect line item which may not exceed 15% of actual direct costs and the Evaluation line item which may not exceed 5% of actual direct costs. Budget adjustments in excess of 10% of any other line item are subject to approval from your Program Officer. Without approval, line item costs that exceed the approved budget by more than 10% will be disallowed.

You may submit ONE budget revision request per grant year.

To make a budget revision request, submit a Budget Revision Request Form and a Budget Revision Justification to your Program Officer.

Budget Revision Request Form

Use the **ECC Budget Revision Request Form** to submit a request. The form is available in the **Appendix** section of this handbook and on our web site at:
www.first5ecc.org/community/community_grantee_forms.htm.

- Please fill out the form completely, including budget line items you wish to change and those that will remain the same. For each budget line item, you will be asked to provide:
  - The current approved amount
  - The proposed change (+/-)
  - The proposed new amount

- Budget Revision
  - Please submit a brief written narrative describing the reasons for the proposed change with your ECC Budget Revision Request form. For example, "We had salary savings for the Home Visitor due to a late hire" or "Our costs for family activity kits will be higher than anticipated because we have enrolled 20 additional families. We will be adding $1,200 to program materials to cover the costs of 20 additions family activity kits at $60 per kit".

Your Program Officer will notify you whether your budget revision request has been approved within 30 days of receiving the request.

First 5 will NOT approve retroactive scope and budget changes. Your Program Officer will notify you of the deadline for submitting budget revision requests in each grant year.

OTHER REQUIREMENTS

OTHER REQUIREMENTS

TRAININGS AND MEETINGS

First 5 will convene periodic grantee meetings, trainings and opportunities for peer learning. The intent of these gatherings is to share information and develop a learning community. Grantees are required to attend the events described below and are invited to take advantage of additional training opportunities offered by First 5 that may be useful for program staff.

To meet the minimum training requirement, grantees must attend:

- The Grantee Orientation

- One Accountability Training in 2007-08

- One Grantee Training in 2007-08

- One Grantee Training in 2008-09

- One Tobacco Policy/Education Training during the grant term

And:

- Provide one tobacco control and education training to grantee agency staff and/or clients during the grant term

TOBACCO CONTROL AND EDUCATION

All grantees must comply with the First 5 Alameda County comprehensive tobacco education and control policy and must show a good faith effort in the following areas:

- Implement an agency tobacco control policy

- Maintain a comprehensive smoke-free policy at agency locations

- Divest of tobacco-related investments

- Disclose to First 5 any funding from the tobacco industry, including event sponsorships and in-kind contributions

REQUIREMENTS

OTHER REQUIREMENTS

INSURANCE

All grantees must demonstrate proof of General Liability and Workers' Compensation insurance coverage at the levels described below and must name First 5 Alameda County as an additional insured on their policies. If the funded project supports professional staff whose disciplines typically carry liability insurance (e.g., physicians, allied health professionals, therapists, etc.), the grantee must provide proof of Professional Liability insurance coverage. Grantees whose funded projects transport clients must provide proof of automobile insurance coverage. Your grant agreement identifies which types of coverage are required. Grantees with fiscal sponsors are required to show evidence of the required levels of coverage for their projects.

Grantees must submit proof of insurance at levels described below to First 5 by **July 31, 2007** and must maintain coverage throughout the grant term.

- **Commercial General Liability** (attach insurance cover sheet) Minimum Limit $1,000,000, Additional Insured Endorsement (see below)

- **Professional Liability** (attach insurance cover sheet) Medical $1,000,000/3,000,000, Other $1,000,000

- **Automobile insurance** (attach insurance cover sheet) Levels of liability minimum: $50,000 and $100,000

- **Workers' Compensation** (WC) (attach insurance cover sheet) Required for all contractors with employees WC: Statutory Limits

All Insurance Certificates showing proof of insurance must include a 30-day Notice of Cancellation.

Additional Insured Endorsement shall name First 5 Alameda County, the individual members thereof, and all First 5 officers, agents, employees and volunteers, and Alameda County, its Board of Supervisors, officers, agents and employees as Additional Insureds with respect to services being provided. Additional insured endorsement shall be equivalent to ISO form CG 20 09 10 93.

Please have Additional Insured Endorsements sent to:
ZeeLaura Page
First 5 Alameda County
1100 San Leandro Blvd., Suite 120
San Leandro, CA 94577

OTHER REQUIREMENTS

CULTURAL ACCESS

Grantees must make every effort to ensure that clients receive effective, understandable and respectful care that is provided in a manner compatible with clients' cultural beliefs and practices and preferred language.

Grantees will make every effort to provide language assistance services, including bilingual services and interpreter services to each client with limited English proficiency at all points of contact. Grantees will NOT:

■ Use family members or friends as interpreters

■ Use minors as interpreters

■ Require members to pay for the services of an interpreter

Grantees will make every effort to recruit, retain and promote (at all levels of the organization) a diverse staff and leadership that are representative of the demographic characteristics of the service area.

Grantees will make every effort to ensure that staff at ALL levels and across all disciplines receive ongoing education and training in culturally and linguistically appropriate service delivery and will strongly encourage staff to attend trainings on cultural competency provided by First 5 or other agencies during the grant term.

SITE VISITS

First 5 Alameda County Program Officers hope to visit each grantee on-site at least one time during the grant cycle. Site visits are an opportunity for First 5 staff to see your program setting and an opportunity for you to share successes and challenges. If the program model allows, First 5 staff may ask to observe services. During site visits, you will also have the opportunity to offer feedback about ways that First 5 might provide additional support. Priority in scheduling site visits will be given to grantees receiving funding for the first time and to continuing grantees that did not receive a site visit during the last grant cycle.

AUDITED FINANCIAL STATEMENT

All grantees must submit a copy of their most recent audited financial statement to First 5 Alameda County by **July 31, 2007**. If your organization does not have an audited financial statement, you may submit your most recent federal tax return instead.

Please submit your most recent audited financial statement or tax return to:
ZeeLaura Page
First 5 Alameda County
1100 San Leandro Blvd., Suite 120
San Leandro, CA 94577

REQUIREMENTS

OTHER REQUIREMENTS

FISCAL LEVERAGING

First 5 Alameda County is committed to helping grantees identify sustainable sources of funding for services to children ages 0-5 and their families. Projects that serve significant numbers of MediCal-eligible clients may engage in activities that are eligible for reimbursement through federal funding sources.

Grantees will be required to complete a brief assessment of fiscal leveraging potential during the grant term and participate in claiming activities as appropriate.

Leveraged funds must be used to support your First 5-funded program. If your First 5-funded program is no longer funded by the time you receive your reimbursement, funds should be directed to support programs that serve children ages 0-5 and their families.

MEDIA AND ATTRIBUTION

First 5 Alameda County is funded by a tobacco tax. It is important for the public to know that their taxes are supporting your good work in the community. For this reason, grantees must acknowledge the grant from First 5 Alameda County in public statements and on web sites and printed materials. An exception is fundraising materials. PLEASE DO NOT USE THE FIRST 5 ALAMEDA COUNTY/EVERY CHILD COUNTS LOGO OR ATTRIBUTION LANGUAGE ON FUNDRAISING MATERIALS. All communications containing references to First 5 Alameda County and your First 5 grant must demonstrate cultural, ethnic and linguistic sensitivity.

If you have an opportunity to speak with the media about your funded project, please notify your Program Officer as far in advance of the interview as possible. First 5 may be able to provide additional information and support.

Grantees must use official attribution tools and logos provided by First 5 for promotional materials, public awareness campaigns and special events connected with funding.

The attribution language to be used is as follows:

<div align="center">

**Made possible by an Every Child Counts Grant
funded by First 5 Alameda County**

</div>

For more detailed information about media attribution and the use of First 5 Alameda County/ECC logos, please see the **Grantee Media and Attribution Guidelines** in the **Appendix** section of this handbook. Please contact your Program Officer if you have questions about media, attribution and use of our logos.

RESOURCES

FIRST 5 ALAMEDA COUNTY RESOURCES

First 5 Alameda County makes a variety of resources available to funded partners. These resources are intended to support you in the implementation of your funded program and to offer professional development opportunities for your staff. There are also resources for your clients, for example, the Kit for New Parents, referrals to interpreters and Kindergarten registration information.

Grantees can take best advantage of available resources and support if they communicate needs to their Program Officer as they occur. Your Program Officer is available to think with you about challenges and may be able to connect you with helpful resources. Let your Program Officer know if you are experiencing difficulties carrying out the strategies or reaching the performance targets in your scope of work. We would prefer to know early if you are experiencing challenges so that we can work together to find solutions.

We always welcome feedback about how First 5 can support you more effectively and resources you would find useful.

WWW.FIRST5ECC.ORG

RESOURCES

The First 5 Alameda County web site provides valuable information about the First 5 community, including information about our Commission, staff and programs with community partners. Check our site regularly for funding announcements, employment opportunities, free trainings and other useful information.

COMMUNITY GRANTS LINK:	
By clicking on the Community Grants link, you can access: ■ Forms for collecting data, obtaining image releases and requesting budget revisions ■ ECC Online ■ Grantee Directory	www.first5ecc.org/community/community.htm

BY VISITING OUR WEB SITE, YOU CAN LEARN MORE ABOUT:	
Our Commissioners, the role of the Commission and the Commission meeting calendar (all meetings are open to the public)	www.first5ecc.org/commission/commission.htm
Contact information for First 5 Alameda County staff by division	www.first5ecc.org/staff/eccstaff.htm
Programs and trainings offered through our Family Support Services division	www.first5ecc.org/fss/fss.htm
Training programs and funding opportunities for child care providers offered through our Early Care & Education division	www.first5ecc.org/ece/ece.htm
School readiness initiatives including Summer Pre-K programs and Kindergarten Registration Information Sheets	www.first5ecc.org/sr/sr.htm
Interpretation services and free interpretation equipment rentals through our Cultural Access division	www.first5ecc.org/cas/cas.htm
Free, monthly training opportunities for family service providers	www.first5ecc.org/training/training.htm
Kits for New Parents (a free parenting resource for families)	www.first5ecc.org/fss/fss_parent_kit.htm
First 5 Alameda County Strategic Plan, Annual Report, FYI Newsletters, published articles and links to other First 5 resources	www.first5ecc.org/

RESOURCES

FIRST 5 ALAMEDA COUNTY RESOURCES

TECHNICAL ASSISTANCE

First 5 Alameda County can provide a limited amount of individualized consultation and technical assistance to support grantees in fulfilling their grant obligations. Individual technical assistance may include site visits, meetings, trainings and review of policy.

Technical assistance can be used to:

- **Support programmatic efforts and best practice.** For example, a grantee using the Ages and Stages Questionnaire (ASQ) to conduct developmental screenings might request technical assistance to train home visitors to administer questionnaires or think through how to introduce the ASQ to parents.

- **Support the ability to track reporting measures and report data**. For example, a grantee might request technical assistance to identify the right measure to assess the outcome of a parenting education class or create client tracking forms to efficiently collect data required by First 5.

- **Support fiscal guidelines and expense reporting.** For example, a grantee might request technical assistance to comply with the supplantation restriction or create protocols to track the use of First 5 funds appropriately.

Technical assistance can be initiated by grantee request and may also be required based on performance. To request individualized technical assistance, please contact your Program Officer.

RESOURCES

FIRST 5 ALAMEDA COUNTY RESOURCES

TRAINING CONNECTIONS

Grantee staff are encouraged to participate in free educational and networking opportunities through Training Connections Specialty Topic Seminars. Staff at your agency who are not supported by First 5 funds and who serve families with children ages 0-5 in Alameda County are also welcome to register and attend.

The seminars are:

- Three-hour trainings offered on a monthly basis
- Culturally appropriate and cross-disciplinary
- Designed to promote delivery of quality services and support best practices in caring for children ages 0-5 and their families
- Tailored for service providers
- Free!

To register for a seminar, log into **www.f5ecc.org** and click *View Available ECC Trainings*. Click on the specialty topic seminar that interests you and then the *Register for Session* link. Complete the online form and click the *Register* button. The event name will display under the *Trainings I'm Registered to Attend* heading under the Main Menu.

Registration for Specialty Topic Seminars opens one month prior to the event date. Topics through December 2007 are listed below. Check our web site periodically for updates.

2007 SPECIALTY TOPIC SEMINARS	
Aug 2	Incarceration
Sept 6	Adoption, Foster Care and Kinship Care
Oct 4	Discipline
Nov 1	Parents with Special Needs
Dec 6	Engaging Fathers

RESOURCES

For additional information about Training Connections or Specialty Topic Seminars contact Susan Sullivan at susan.sullivan@acgov.org or 510.875.2462.

CULTURAL ACCESS SERVICES

Cultural Access Services (CAS) is a First 5 Alameda County program that supports our partners in providing culturally sensitive and accessible services for providers and the children and families they serve.

Upon request, CAS provides information and assistance to grantees about outreach, interpretation, translation services, training and technical assistance.

Interpretation and Translation Services

The **Resources for Interpretation and Translation Services** list in the **Appendix** section of this handbook can help you find an on-site or phone interpreter or a translator for written materials. The list shows the agency name, type of service, whether the provider has been trained or tested, their rate and their phone number. If an interpreter or translator is not available for the language you need, CAS can help you locate one.

We encourage our partners to support best practice by not using family members or friends as interpreters to communicate with clients.

First 5 does not support grantee costs for translation or interpretation services unless these costs are included in your project budget.

Interpretation Equipment

First 5 Alameda County makes simultaneous interpretation equipment available to the community at no cost to help ensure that services are accessible to those with language barriers. Grantees and other First 5 partners have first priority.

To rent equipment, complete the **Interpretation Equipment Rental Form**. A copy is available in the **Appendix** section of this handbook or you can download it from our web site. Email your request to ann.chun@acgov.org or fax to 510.875.2410.

If you are a new borrower, please read the **Interpretation Equipment Instructions** in the **Appendix** section of this handbook.

If you have questions or would like more information about cultural access resources, contact Ann Chun, Cultural Access Services Administrator, at ann.chun@acgov.org or 510.875.2421.

RESOURCES

KIT FOR NEW PARENTS

First 5 encourages funded partners to distribute Kits for New Parents. We now have Kits in DVD format. They are free of charge and available in English and Spanish to share with families with newborns and children up to five years of age.

Each Kit includes:

- Celebrity-hosted DVD and Advice for New Parents booklet
- Parents Guide
- "What To Do When Your Child Gets Sick"
- "Puppy and Friends" (Baby's First Book)
- Obesity Prevention guides
- Healthy Families leaflet
- Poison Control magnet
- "Healthy teeth begin at birth" brochure

There are two ways to help parents receive their free Kit:

- Have parents with children ages 0-5 order directly from First 5 California by calling 1-800-KIDS-025 (or 1-800-50-NIÑOS for a Kit in Spanish)
- Order a supply of Kits to distribute to the families you serve. For more information or to order Kits, contact ZeeLaura Page at zee.page@acgov.org or 510.875.2486.

SCHOOL READINESS PROGRAMS

The First 5 Alameda County School Readiness Initiative offers several programs which may be of interest to grantees and the families they serve:

Summer Pre-K Programs

First 5 sponsors Summer Pre-K Programs at local low-performing and high-need elementary schools. The programs provide quality transitional early childhood experiences for children without prior preschool or child care experience who will enter Kindergarten. The First 5 Alameda County evaluation of the Summer Pre-K Camps (using High Scope) demonstrated that participating children made significant gains in a number of developmental areas including Initiative, Language and Literacy and Social Interactions during the 6 week summer program which contributed to their ability to succeed in elementary school.

The free 5-6 week part-day Summer Pre-K Program is currently coordinated with six partner school districts: Berkeley, Fremont, Hayward, Livermore, Oakland and San Lorenzo.

Kindergarten Registration

The Kindergarten Registration Information and Outreach Project provides information to providers and parents to clarify the process and requirements to register children for Kindergarten throughout Alameda County.

Kindergarten registration for Fall begins in early Spring in most districts.

For detailed information on each district's registration dates and requirements, visit
www.first5ecc.org/sr/sr_kinder_reg.htm
and click on links for the 2007 Kindergarten Registration Information Sheet by language.

Registration Sheets can be downloaded directly from our web site or you can order a batch of printed copies to share with parents by using the **Kindergarten Registration Information Sheet Order Form.**

Kindergarten/ECE Collaborative

The K/ECE Collaborative brings together ECE providers, Kindergarten teachers and administrators working within our partner school districts to discuss common goals and activities that support children and families as they transition to Kindergarten.

Collaboratives are forming in Berkeley, Fremont, Livermore, Hayward, Oakland and San Lorenzo.

RESOURCES

FIRST 5 ALAMEDA COUNTY RESOURCES

Alameda County Early Childhood Literacy Network

The Alameda County Early Childhood Literacy Network is a multidisciplinary group of community members working to improve access to high quality literacy experiences for young children and their families in our community.

The Network's goals include to:

- Provide networking and collaboration opportunities and peer support for community organizations that offer literacy services for young children and families

- Disseminate information related to best practices, funding sources and policy making related to early childhood and family literacy

- Enhance literacy services to families with young children

Consultation to Grantees to Support School Readiness

First 5 School Readiness Initiative staff is available to provide training and technical assistance to grantees with a focus on school readiness. For example, school readiness consultants have reviewed curricula and offered feedback on developmentally appropriate program development.

For more information about School Readiness programs and support, contact Erin Freschi, School Readiness Program Services Administrator, at erin.freschi@acgov.org or 510.875.2471.

RESOURCES

Appendix

NAME OF DOCUMENT	AVAILABLE TRANSLATIONS
2007-09 Community Grant Recipients	
Budget Revision Request Form	
Client Survey Client Survey: Additional Questions	Cambodian, Chinese, English, Farsi, Korean, Spanish & Vietnamese
Grantee Media and Attribution Guidelines	
Image Release Form	Cambodian, Chinese, English, Farsi, Korean, Spanish & Vietnamese
Image Release Guidelines	
Interpretation Equipment Instructions Interpretation Equipment Rental Form	
Kindergarten Registration Information Sheet Order Form	
Kits for New Parents Description Kits for New Parents Order Form	
Race/Ethnicity and Language Data Collection Form	Cambodian, Chinese, English, Farsi, Korean, Spanish & Vietnamese
Resources for Interpretation and Translation Services	
Sample Invoice Form	
Special Needs Reporting Tool	
Staff Contact Information	
Web Resources for Diversity and Cultural Sensitivity	

Last revised July 11, 2007   Targeted

APPENDIX

YOUR
REPORTS

every
child
counts

FIRST 5
ALAMEDA COUNTY

NOTES