

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
January 9, 2007**

AGENDA TITLE: Mini Grant Contract #662 with First 5 El Dorado Children and Families Commission, Retroactive to and Effective November 13, 2006 and Corresponding Budget Transfer Request

DEPARTMENT: Human Services-Social Services

DEPT SIGNOFF:

CAO USE ONLY:

CONTACT: John Litwinovich

DATE: 12/18/2006

PHONE: 6163

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Human Services, Social Services Division, recommends that the Board:

1) Authorize the Chairman to sign Mini Grant Contract #662 with First 5 El Dorado Children and Families Commission in the amount of \$7,375 to be used by the El Dorado County Child Abuse Prevention Council (CAPC) to conduct child abuse prevention and intervention activities, specifically the sponsoring of an event on March 29, 2007, a "Champions for Children" recognition luncheon and summit conference to kick off Child Abuse Prevention Month (April 2007). 2) Approve a Budget Transfer Request in the amount of \$14,750 within the El Dorado County Children's Trust Fund, #20-553-313, Index Code 7753313, which incorporates the \$7,375 in grant revenues and corresponding expenditures.

CAO RECOMMENDATIONS: Recommend approval. Laura A. Hill 12/27/06

Financial impact? () Yes (X) No

Funding Source: () Gen Fund (X) Other

BUDGET SUMMARY:

Other:

Total Est. Cost \$7,375.00

CAO Office Use Only:

Funding

Budgeted

New Funding \$7,375.00

Savings

Other

Total Funding \$7,375.00

Change in Net County Cost \$0.00

4/5's Vote Required (X) Yes () No

Change in Policy () Yes (X) No

New Personnel () Yes (X) No

CONCURRENCES:

Risk Management ✓

County Counsel ✓

Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or

Ayes:

Noes:

Abstentions:

Absent:

Rev. 6/04 ISKW001 Agenda

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____

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EL DORADO COUNTY
DEPARTMENT OF HUMAN SERVICES
John Litwinovich
Director

December 18, 2006

El Dorado County Board of Supervisors
330 Fair Lane
Placerville, California 95667

Members of the Board:

Title: Mini Grant Contract #662 with First 5 El Dorado Children and Families Commission, Retroactive to and Effective November 13, 2006 and Corresponding Budget Transfer Request

Recommendations:

Human Services, Social Services Division, recommends that the Board:

- 1) Authorize the Chairman to sign Mini Grant Contract #662 with First 5 El Dorado Children and Families Commission in the amount of \$7,375 to be used by the El Dorado County Child Abuse Prevention Council (CAPC) to conduct child abuse prevention and intervention activities, specifically the sponsoring of an event on March 29, 2007, a "Champions for Children" recognition luncheon and summit conference to kick off Child Abuse Prevention Month (April 2007).
- 2) Approve a Budget Transfer Request in the amount of \$14,750 within the El Dorado County Children's Trust Fund, #20-553-313, Index Code 7753313, which incorporates the \$7,375 in grant revenues and corresponding expenditures.

Reasons for Recommendations:

On April 9, 2002, the El Dorado County Board of Supervisors established a Child Abuse Prevention Council (CAPC) and designated that Council as the Children's Trust Fund Commission. As Commission of the Children's Trust Fund, CAPC is authorized by the Welfare and Institutions Code 18982.2 to accept donations, gifts and grants into the Children's Trust Fund (CTF), and to spend money from the CTF for Child Abuse Prevention efforts. On November 8, 2006, the Board adopted Resolution #356-2006 authorizing the Department of Human Services to receive and deposit grant funds on behalf of CAPC in the El Dorado County CTF, #20-553-313, Index #7753313, for CAPC to use for Child Abuse Prevention activities. CAPC has identified the need to recognize key contributors in past and current child abuse prevention efforts and to further community discussion and collaboration among key leaders of County departments, other government agencies, community based organizations, non-profit agencies, private sector businesses, faith-based community entities and concerned individuals to meet their goal of expanding coordinated child abuse prevention activities. CAPC will use the First 5 Mini Grant to sponsor and fund an event on March 29, 2007, a "Champions for Children" recognition luncheon and summit conference to kick off Child Abuse Prevention Month (April 2007). CAPC will rent the Sequoia Room to accommodate this event and purchase invitations, decorations, awards and lunch to recognize a number of Human Services and other County employees and community agency leaders and staff who have made significant contributions towards child abuse prevention. Leaders of the represented agencies will engage

in a summit conference about ways to strengthen collaborative efforts to further the goal of child abuse prevention throughout the County. Mini Grant Contract #662 is effective retroactive to November 13, 2006, and grant activities must be completed by June 30, 2007. The contract was received from First 5 El Dorado on December 12, 2006, and processing was expedited. County Counsel and Risk Management have approved the Mini Grant Contract and a copy is on file with the Board Clerk.

Fiscal Impact:

The \$7,375 Mini Grant revenues will cover all cost associated with the planned event.


Net County Cost:

None.

Action to be Taken Following Approval:

Board Clerk to provide Department of Human Services, Social Services Division, with three (3) signed originals of Mini Grant Contract #662 with First 5 El Dorado and process the Budget Transfer Request.

Sincerely,

A handwritten signature in black ink, appearing to read "John Litwinovich", is written over a light blue rectangular background.

John Litwinovich
Director of Human Services



EL DORADO COUNTY
DEPARTMENT OF HUMAN SERVICES
John Litwinovich
Director

MEMO

To: Joe Harn, Auditor/Controller
Laura Schwartz, Analyst, Administration
From: John Litwinovich, Director *Grant Walker Conroy for John Litwinovich*
Date: December 18, 2006
Subj: Human Services County Budget Transfer Request

This is a request for a Budget Transfer Request in the amount of \$14,750 within the El Dorado County Children's Trust Fund, #20-553-313, Index Code 7753313, which incorporates the \$7,375 in grant revenues and corresponding expenditures.

The new grant revenues result from the award of Mini Grant Contract #662 from First 5 El Dorado for provision of Child Abuse Prevention activities, specifically, CAPC will use the First 5 Mini Grant to sponsor and fund an event, a "Champions for Children" recognition luncheon summit conference on March 29, 2007 to kick off Child Abuse Prevention Month (April 2007).

Please process the attached budget transfer request, submit the Agenda Request to the CAO by the 12/20/06 deadline for the 1/9/07 Board Agenda and return a copy of the approved transfer to Jasara. Thank you for your assistance.

AUDITOR / CONTROLLER'S USE	
TRANSFER #	
DATE	
CODE BY	

EL DORADO COUNTY APPROPRIATION TRANSFER (29130 GOV. CODE)

BUDGET TRANSFER REQUEST #1

Human Services-Community Services Division

DEPARTMENT OR AGENCY NAME

TO BE COMPLETED BY THE DEPARTMENT	
DOCUMENT TOTAL	14,750
NUMBER OF LINES	5
TRANSACTION CODE TOTAL*	046

12/18/06

DATE

Genet Walker-Correa for John Levunovich

DEPARTMENT AUTHORIZATION SIGNATURE AND PHONE NUMBER

PAGE 1 OF 1

COMPLETE THE INFORMATION BELOW WITH JUSTIFICATION NARRATIVE OR ATTACH A MEMO.

REMOVE THE GOLD COPY AND SUBMIT COMPLETE REQUEST TO THE AUDITOR / CONTROLLER'S OFFICE.

A BUDGET TRANSFER MUST BE AT LEAST TWO LINES, NOT EXCEED TWENTY-SIX LINES AND USE AN "ODD AND EVEN" NUMBERED TRANSACTION CODE*

* 002 = INCREASE ESTIMATED REVENUE

* 011 = INCREASE IN APPROPRIATION / BOS APPROVED

* 003 = DECREASE ESTIMATED REVENUE

* 012 = DECREASE IN APPROPRIATION / BOS APPROVED

x	TRANS CODE NO.*	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	AMOUNT	DESCRIPTION (50 CHARACTERS MAX.)
1	002	7753313	1200		7,375	CAPC First 5 Grant Budget FY 06/07
2	011	7753313	4266		500	CAPC First 5 Grant Budget FY 06/07
3	011	7753313	4261		250	CAPC First 5 Grant Budget FY 06/07
4	011	7753313	4501		5,500	CAPC First 5 Grant Budget FY 06/07
5	011	7753313	4502		1,125	CAPC First 5 Grant Budget FY 06/07
6						
7						
8						
9						
10						
11						
12						
13						

REVIEWED
FOR
FORMAT BY

JOE HARN, C.P.A. AUDITOR / CONTROLLER

DATE

APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

CHIEF ADMINISTRATIVE OFFICE - ANALYST

DATE

SIGNATURE: CHAIRMAN, BOARD OF SUPERVISORS

DATE

CHIEF ADMINISTRATIVE OFFICE

DATE

ATTEST: CLERK, BOARD OF SUPERVISORS

Contract #: First 5 #662

CONTRACT ROUTING SHEET

Date Prepared: **December 12, 2006**

Need Date: **12/18/06 for 01/09/07 Board Agenda to allow the Child Abuse Prevention Council to expend the grant money by the due date of June 1, 2007**

URGENT

PROCESSING DEPARTMENT:

Department: Human Services
Dept. Contact: DeAnn Schott
Phone #: 530-642-7268
Department
Head Signature: 
John Litwinovich

CONTRACTOR:

Name: First 5 El Dorado
Address: 4111 Creekside Drive, Suite B
Shingle Springs, CA 95682
Phone: 530-672-8298


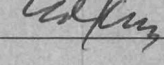
EL DORADO COUNTY COUNSEL
12/13 AM 10:10
Hand Delivered

CONTRACTING DEPARTMENT:

Human Services

Service Requested: _____
Contract Term: 11/13/06 to 06/01/07 Contract Value: \$7,375.00
Compliance with Human Resources requirements? Yes: _____ No: N/A
Compliance verified by: _____


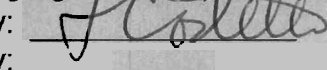
COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved:  Disapproved: _____ Date: 12-13-06 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

ASSIGNMENT

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved:  Disapproved: _____ Date: 12/14/06 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

Self insurance letter for submission to First 5 requested under separate cover.

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____



MINI GRANT CONTRACT

Contract # 662
Mini Grant Proposal RFP #060701
(Original release date November 13, 2006)

This agreement is made this 13th day of November, 2006 by and between **FIRST 5 EL DORADO CHILDREN AND FAMILIES COMMISSION** and

El Dorado County Child Abuse Prevention Council
P.O. Box 3477
Diamond Springs, CA 95619
ATTN: Judy Knapp

RECITALS:

WHEREAS, Grantee has successfully proposed strategies to further the Vision, Goals and Objectives in **FIRST 5 EL DORADO CHILDREN AND FAMILIES COMMISSION STRATEGIC PLAN**.

WHEREAS, Grantee warrants that it is qualified and agreeable to render the work proposed in the Application submitted in response to RFP #060701.

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by Commission, the parties agree to the following:

1. **SCOPE OF WORK:** Grantee agrees to use the grant to:
 - Purchase of supplies for Champions for Children Luncheon & Summit
2. **REPORTING REQUIREMENT:** Grantee shall fill out and return the attached Expenditure and Performance Report (see "Attachment IV") to Commission after the work is completed as described in the proposal, with documentation of all purchases and expenditures. Grantee shall use funds derived from this Contract as outlined in the budget submitted to and approved by the Commission. Amendments to the proposed project budget may be made with prior written approval of the Commission. Grantee's project proposal is incorporated by reference. **Administrative costs are not an allowable budget item.**
3. **PAYMENT:** Grantee shall be approved to receive ninety percent (90%) of grant award upon the signing of this Contract, and ten percent (10%) upon contract completion. The Commission shall forward the payment request to the County Auditor/Controller within five days of the signing of the Contract, and within five days of completion of the contract.

The County officer or employee with responsibility for administering the Contract is John Litwinovich, Director, Department of Human Services, or successor.

4. **CONTRACT PERFORMANCE TIME:** All the work required by this contract shall be completed **no later than June 1, 2007.** Grantee shall have up to thirty (30) days beyond the contract completion date to submit the Mini Grant Expenditure Report and required documentation to the Commission.
5. **MAXIMUM COST TO COMMISSION:** Notwithstanding any other provision of this contract; in no event will the cost to Commission for the work to be provided herein exceed the maximum sum of **\$7,375.00**
6. **Insurance:** The Grantee shall maintain a commercial general liability insurance policy in the amount of one million dollars (\$1,000,000.00). Said policy shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless the Commission specifically consents to a "claims made" basis. Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement.
7. **BOOKS OF RECORD AND AUDIT PROVISION:** Grantee shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. These documents and records shall be retained for at least three years from the completion of this Contract. Grantee will permit Commission accounts or records of any business entities controlled by Grantee who participated in this Contract in any way.
 - a) Any audit may be conducted on Grantee's premises or, at Commission's option; Grantee shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from Commission. Grantee shall refund any money's erroneously charged. If Commission requires an audit due to errors on the part of the Grantee, Grantee shall be liable for the costs of the audit in addition to any other penalty imposed.
 - b) Grantee agrees to remain in business two full years after completion of this contract or all materials/funds may, at the discretion of the Commission, be requested to be returned to the Commission.
8. **WRITTEN NOTICE:** Grantee agrees to provide immediate written notice to the Commission if significant changes or events occur during the term of the award which could potentially impact the progress or outcome of the grant including, but not limited to, changes in the Grantee's management personnel, loss of funding, revocation or suspension of the Grant Recipient's tax-exempt status (if applicable) or license.
9. **TITLE TO PROPERTY:** At the conclusion of this Contract, title to all expendable and nonexpendable personal or real property purchased with Commission funds shall vest with the Grantee as long as written certification is grant-related purposes and the Commission approves such certification in writing.
 - a) If the above-noted certification is not made, or the Commission disapproves such certification, title to all property with an aggregate or individual value of \$1,000. or more shall vest with the Commission, and the grantee must await specific written instructions from the Commission regarding transfer of title or disposition.
10. **TIME OF COMPLETION:** Time is of the essence with respect to this Contract. Grantee agrees to commence and to complete the work within the time schedules outlined within this contract.

11. **INDEMNIFICATION:** Grantee agrees to indemnify and hold Commission harmless from any and all liabilities, which it may incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of Grantee's willful misconduct or negligent performance of this Contract. Grantee agrees to immediately notify Commission staff if any legal action is filed against Grantee related to work funded by this Contract.
12. **COMPLIANCE WITH APPLICABLE LAWS:** The Grantee shall comply with any and all state and local laws affecting the services covered by this Contract. No funds provided by the Commission shall be used for any political activity or political collaborations.
13. **ADVERTISEMENT:** The Grantee agrees to utilize the First 5 El Dorado logo or a statement shall appear on all documents, for the duration of the contract, designating that the agency/organization receives funding from First 5 El Dorado, The Children and Families Commission.
14. **NOTICES:** Notices shall be given to Commission at the following location:

FIRST 5 EL DORADO
4111 Creekside Drive, Suite B
Shingle Springs, CA 95682
Contact: **Steven M. Thaxton, Ph.D.**
Executive Director

Notices shall be given to Grantee at the following address:

El Dorado County Child Abuse Prevention Council
P.O. Box 3477
Diamond Springs, CA 95619
ATTN: Judy Knapp

IN WITNESS WHEREOF, the parties have executed this Contract on the date written.

APPROVED BY: FIRST 5 EL DORADO

Steven M. Thaxton
Executive Director, First 5 El Dorado

Date

Commissioner, First 5 El Dorado

Date

Grantee or Authorized Agent

Date



www.first5eldorado.com



COMMISSION DESIGNATED FUNDS (MINI-GRANT) APPLICATION

RFP- 060701

Directions and Restrictions:

Please fill out this application completely with concise factual information. It is important to provide an accurate description of your project. Mini Grants are one time only less than one year duration projects. The Commission will not fund vehicles, computers or staff positions. Applicants must demonstrate your program has been in service for at least one year prior to the application and sustainable for at least three years after the completion of the Mini-Grant. If you have had a Mini-Grant previously, make certain this application is unique and will not supplant existing services.

Applicant Information

Name of Organization or Group:		
El Dorado County Child Abuse Prevention Council		
Contact Person	Contact's Title:	
Judy Knapp	Coordinator	
Address:	City:	Zip:
P.O. Box 3477	Diamond Springs, CA	95619
E-mail Address:	Website:	
jknappconsulting@sbcglobal.net		
Phone Number	Fax:	
530.417.0256	520.344.9075	
Name of Fiscal Agent (if applicable)	Phone Number of Fiscal Agent:	
Department of Human Services	530.642.7215 Cathy Kinzel	
Describe your program/agency and how long your program/agency has been in operation?		
The El Dorado County Child Abuse Prevention Council is currently organized as an independent organization within county government. It operates as a county entity under the umbrella of the Department of Human Services and the jurisdiction of the county Board of Supervisors. Our mission is to increase awareness and respect for the rights of children to be free of abuse and neglect. The Child Abuse Prevention Council was revived in April of 2002.		
Describe the ages of children you currently serve.		
The Child Abuse Prevention Council focuses on the needs of children age 0-18 year and their families in El Dorado County. Of the 2400 child abuse reports made to CPS last year, 837 or 35% were for children ages five and under. The Council does not provide direct services to children.		

Briefly describe how your proposed program/services will improve or enhance services to children prenatal to age five and their families.

The Champions for Children Luncheon and Summit will support a multi-organization, culturally competent, community collaborative bringing together the public and private sector including community based organizations, agencies, non-profits, businesses, and the faith based community. Because strengthening families is critical from birth to age five, we would like to help agencies and the community at large work together to support young children and their families. Collaborative partnerships will allow CAPC to gather information, develop and strengthen community leadership, assess the needs of families of El Dorado County, bring about the awareness of early childhood development, and lessen the frequency of abuse and neglect. This collaborative approach will lead to enhanced long-term parent support, as well as improved educational and health services to both young children and their families.

Project Name: Champions for Children Luncheon and Summit

Brief Project Description (Scope of Work):

The El Dorado County Child Abuse Prevention Council in conjunction with sponsors will host a luncheon and summit for key leaders of community based organizations, businesses, churches, non-profits, agencies, and government. The luncheon and summit will be held the latter part of March as a precursor to April's Child Abuse Prevention Month campaign and will include South Lake Tahoe, Georgetown Divide, and the Western Slope.

The goal of the luncheon and summit will be to work with our community leaders in a countywide proactive effort to enhance prevention and early identification services by gathering data on existing services and to whom, sharing challenges and unmet needs, and developing an action plan for the improvement of an effective array of family strengthening services for El Dorado County.

We would also like to acknowledge those in the community who are already champions for children, especially individuals who are "behind the scenes," with an awards ceremony.

The requested funds will support printing, educational materials, media advertisements, food and room, and awards.

Estimated number of prenatal, 0-5 children and families directly benefiting from project:

This project would benefit all prenatal, 0-5 children and families in El Dorado County

Project Start Date: September 1, 2006		Project Completion Date: (if prior to June 30, 2007)
List prior First 5 applications submitted not funded		List prior First 5 applications submitted funded CAPC Coordinator 2003/2004

8/18/06

4111 Creekside Drive, Suite B
 Shingle Springs, CA 95682
 530-672-8298 530-672-8576 (Fax)
www.co.el-dorado.ca.us/first5

Budget Information

Briefly describe each resource to be used in the project/event	Funds requested from the Commission	Funds from other sources/in-kind
Printing and Postage of "Save the Date" postcards, invitations, educational handouts and resource materials, commitment cards, participant list	\$ 750.00	
Rental of Sequoia House Restaurant and food	\$2500.00	
Awards (10 x \$100)	\$1000.00	
Educational Materials (Happiest Baby on the Block, Happiest Toddler on the Block DVDs or Books) (75x \$15)	\$1,125.00	
Media advertisement (county-wide community involvement)	\$2000.00	
Other (describe)		
Preparation, planning, and coordination of event (150 hours x \$23.50)		\$ 3,525
Creation of media ads (50 hours x \$23.50)		\$ 1,175
Safe From The Start Materials and CD/DVD		California Attorney General's Office

Total amount requested \$ 7,375

I hereby state that the funds requested in this application do not supplant any existing revenue sources. I certify that all that has been stated in this application is true and correct.

Name of Agency /Organization's Authorized Representative: Judy Knapp

Signature: _____ Date: August 14, 2006

Application Process:

US Mail

**First 5 El Dorado Children and Families Commission
4111 Creekside Drive Suite B
Shingle Springs, Cal. 95682
Attention: Stacy Sisson**

FAX

530-672-8576 Attention: Stacy Sisson

Email

ssisson@pacbell.net

8/18/06

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Shingle Springs, CA 95682
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