



First 5 California Home Visiting Coordination Request for Application

Due: June 30, 2020

Submit applications and questions to the First 5 home visiting [mailbox](mailto:HVC@ccfc.ca.gov) at HVC@ccfc.ca.gov or hvc@first5.ca.org

Forms and documents are available at the First 5 California [home visiting webpage](http://www.ccfc.ca.gov/partners/investments.html) at <http://www.ccfc.ca.gov/partners/investments.html>

The Home Visiting Coordination Funding [Application](https://www.surveymonkey.com/r/HVCoordination_Application) is available at https://www.surveymonkey.com/r/HVCoordination_Application

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I. Introduction

A. History of First 5 California

In 1998, California voters passed Proposition 10, the California Children and Families Act (the Act), which established the California Children and Families Commission, also known as First 5 California (F5CA), to promote, support, and improve the early development of children from the prenatal stage through five years of age. Since its inception, F5CA has launched innovative programs and services designed to help young children grow up healthy and be successful in school and in life.

The Act calls for F5CA to “facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development and to ensure that children are ready to enter school.” The promise of F5CA is to continue to invest in systems and programs that directly benefit children and families, building upon past accomplishments and the latest research to advocate for a sustainable early childhood system for today and future generations. F5CA strives to deliver leadership to the First 5 movement and the development of a support system serving children prenatal through age 5, their families, and communities that result in sustainable and collective impact.

B. Authority and Funding Summary

California Health and Safety Code (HSC) section 130105(d)(1)(B) authorizes the expenditure of funds from the California Children and Families Trust Fund to ensure that children are ready to enter school. It also authorizes the development of programs focusing on education, including, but not limited to, the development of educational materials, professional and parent education and training, and technical support for county commissions. HSC section 130125(i) provides F5CA the authority to allocate funds to county commissions to carry out the purposes of the Act.

In April 2019, F5CA approved a five-year Strategic Plan. This investment supports Strategic Priority Area III: *Family Functioning*, and the goal to ensure “all families have the knowledge, skills, and resources to support their children’s optimal development.” This funding will support F5CA’s vision statement that “California’s children receive the best possible start in life and thrive.”

In October 2019, the F5CA State Commission approved up to \$24 million in funding for five years through Fiscal Year 2024–2025 to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families. This catalytic funding is meant to promote increased coordination and collaboration, and is expected to yield significant systems changes, including, but not limited to:

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1. Increased cross-agency understanding of local population needs and readiness to collaborate on local home visiting services
2. Efficient, coordinated, and sustainable local home visiting that serves more families more effectively
3. Interconnected local early childhood systems with home visiting embedded as a vital component leading to strong family outcomes
4. Networks of cross-county coordination and collaboration that promote shared learning and capacity-building, resource sharing, and expertise to strengthen local systems change efforts

This funding will be offered to county agencies in two stages:

1. Stage 1: Counties may apply for up to two years of funding (through June 30, 2022) to improve local home visiting coordination. This funding will be administered through Local Assistance Agreements (LAA). During this time, F5CA will provide technical assistance to help county agencies strengthen local early childhood development and family support systems, including home visiting, and collect information about policy- and process-related successes and challenges, with the goal of promoting policies, processes, and requirements that support local efforts.
2. Stage 2: Opportunity for funding to continue coordination between July 1, 2022, and June 30, 2025, will be released by early 2022. This funding may be administered through Grants or LAAs, and will prioritize the needs identified by counties in the first two-year funding period.

II. Background of Key Issues

Children are born into families and communities with varying conditions and resources to support their growth and development. The Strong Start [Index](http://www.strongstartindex.org) (www.strongstartindex.org) summarizes, in a standardized way using assets-oriented indicators, the conditions into which a child is born. While every family with a newborn may benefit from community and social support to help adjust to their new lives and promote their child's healthy development, for those with fewest assets, home visiting is a critical service to help families access supports and resources to help their child thrive. Planned and supported coordination across multiple home visiting agencies and other community services is necessary to identify gaps in services and resources as well as strengths, and fill a need projected by the Strong Start Index for babies born in the lowest 10% of their county.¹

¹ Hutchful, E. (2019). [Home Visiting Can Improve Outcomes for Children, But Few Receive Services](https://calbudgetcenter.org/resources/home-visiting-can-improve-outcomes-for-children-but-few-receive-services/). California Budget and Policy Center. Available at <https://calbudgetcenter.org/resources/home-visiting-can-improve-outcomes-for-children-but-few-receive-services/>

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In 2017, nearly 45,000 families were served through a combination of federal and local funding for home visiting services in California. In the 2018–19 California state budget, one-time Temporary Assistance for Needy Families (TANF) funds for the CalWORKs Home Visiting Initiative targeted support for more than 10,000 additional families. Governor Newsom’s 2019–20 Budget includes a significant and increased investment in home visiting through a mix of federal funds and General Fund. This brings the total home visiting investment in FY 2019–20 to nearly \$230 million. By 2021, through a mix of new state and federal funding, the overall number of families served is expected to triple.

With the rapid release of significant new funding and program requirements to target the most vulnerable families through evidence-based programs, it is imperative that local agencies currently investing in home visiting or interested in drawing down home visiting funds coordinate with one another to maximize impact on family well-being. To realize this goal, local home visiting programs must communicate with each other regularly, refer families to one another and to other community services whenever indicated by the needs of the child and parents, and invest in shared system elements that enable them to work together toward collective goals and common outcomes.

This funding is intended to improve counties’ ability to draw down and maximize state and local funding to serve more families with the services they need by strengthening coordination of an interconnected local early childhood system, that embeds home visiting as a vital component leading to strong family outcomes.

A. Systems Change and Coordination

The purpose of this Home Visiting Coordination (HVC) funding is to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families. The Home Visiting Applied Research Collaborative (HARC) defines coordination as the “intentional organization of activities between two or more [entities] to facilitate, in partnership with the family, the delivery of the right services in the right setting at the right time.” (See more at the Home Visiting Applied Research Collaborative website.) Researchers agree that the quality of inter- and cross-agency collaboration and coordination is critical to achieving home visiting initiatives’ goals of implementation with fidelity, scale up, and sustainability. (See [. Making Replication Work: Building Infrastructure to Implement, Scale-up, and Sustain Evidence-Based Early Childhood Home Visiting With Fidelity](https://www.mathematica.org/our-publications-and-findings/publications/making-replication-work-building-infrastructure-to-implement-scaleup-and-sustain-evidence) at <https://www.mathematica.org/our-publications-and-findings/publications/making-replication-work-building-infrastructure-to-implement-scaleup-and-sustain-evidence>.)

A key to successful, collaborative system-change work (known as *collective impact*) is the backbone support, or “a dedicated staff or organization who can manage the interagency engagement, facilitation, communications, and implementation of the group’s vision on a day-to-day basis. (See more at the

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Collective Impact Forum website.) HVC Funding is intended to provide the backbone support to engage agencies in systems building collaboration. The Fiscal Lead Agency for coordination funding will be responsible for facilitating or employing/contracting with a facilitator to engage in a range of coordination activities.

This funding has been structured to meet counties where they are in their stage of implementing and coordinating home visiting programs. The type of activities in which the counties will be expected to engage through this HVC Funding will depend on the county's history and readiness to coordinate home visiting services. Information about the continuum of coordination activities is described in Section III, Coordination Funding Goals and Activities. More information about which agencies can apply to be the Fiscal Lead Agency and the role of the Fiscal Lead Agency as the primary liaison as the benefactor of the HVC Funding is found in Section IV, Funding Application and HVC Funding Requirements.

B. Technical Assistance for Systems Coordination

Systems coordination is not easy. F5CA is offering counties technical assistance to assist counties in carrying out the objectives of this RFA. Throughout the funding period, counties will be offered technical assistance to inform the design and enhancement of planning, implementation, and integration funds objectives described in the following sections. (See III.A., B. and C.). Technical assistance will be tailored based on the deliverables for the three funding types and county-specific barriers to advancing coordination. For example, technical assistance related to environmental scans will be available for counties awarded planning and implementation funds; depending on county-specific needs, such support could include interpreting county specific data to facilitate prioritization of families who would most benefit from home visiting services. For counties receiving implementation funds, support might include consideration of facilitators and strategies to overcome barriers to expanding access to home visiting services. For counties receiving implementation or integration funds, support might include identification of facilitators and strategies to address barriers to coordination between home visiting programs, and between home visiting programs and other county and community services. In addition to individualized technical assistance, counties will participate in a statewide home visiting network, described in Section III.D.

III. Coordination Funding Goals and Activities

Although most California counties offer home visiting programs to families, county agency leaders report being at different stages of service coordination. For most, home visiting programs operate as separate and distinct when they actually have many shared goals, principles, and desired outcomes across both home visiting and other maternal and infant health programs.

The Fiscal Lead Agency, as the backbone organization, will facilitate activities that

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improve cross-program service coordination and integration into a system of supports that enables qualifying families to be served by having their needs met efficiently and being connected with the most appropriate programs and services. Based on counties' existing infrastructure for home visiting, and self-identified levels of home visiting coordination, counties will have access to different levels of funding. The table below provides an overview of the different funding types, which are explained in detail in sections A – C.

Exhibit III.1. Summary of HVC Funding Types, Purpose, and Match Requirement

	PLANNING FUNDS	IMPLEMENTATION FUNDS	INTEGRATION FUNDS
ELIGIBILITY	For counties without funding from DPH or DSS for home visiting.	For counties with at least one home visiting program funded by DPH or DSS and at least one evidence-based home visiting program (may be the same program).	For counties implementing more than one <i>evidence-based</i> home visiting program AND meets Prerequisites. (See page 11.)
GOAL	Assess and address readiness to coordinate and apply for State home visiting funding.	Identify and overcome barriers to system coordination and alignment.	Embed home visiting into other local early childhood development systems.
ACTIVITIES	Map county resources and family needs, strengthen relationships across family service agencies, and develop a plan to implement at least one evidence-based home visiting program.	Expand families' access to evidence-based home visiting services and strengthen coordination across home visiting programs.	Integrate home visiting into other early childhood development and family support systems.
MATCH	No match required.	One-to-one match required.	One-to-one match required.

Counties that choose to participate in the HVC Funding must ensure the home visiting model(s) used to meet the “evidence-based” requirement at each phase meets the minimum requirement established in Section IV.B.3: Approved Evidence-Based Home Visiting Models.

A. Planning Funds

Goal: Assess and Address Readiness to Coordinate. Planning funds are intended to help local leaders assess and address local agencies' readiness to engage in systems-changing collaboration and overcome barriers to drawing down funding from Department of Public Health (DPH) or Department of Social Services (DSS) to implement evidence-based home visiting programs.

Counties applying for Planning funds will be expected to make progress on three objectives:

Objective 1: Build shared vision for including home visiting within the broader local early childhood development and family support systems.

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Objective 2: Select one or more home visiting models to serve community needs by:

- Conducting an environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being
- Identifying existing and potential community partners who provide services to support children and families
- Using existing data to identify and prioritize families who would benefit from home visiting services
- Identifying one or more evidence-based models that would best meet local needs

F5CA will provide the format and elements of the environmental scan upon contract execution. F5CA and its contractor(s) will support counties in carrying out the scan, analyzing data, and identifying a home visiting model(s)

Objective 3: Identify State funding for an evidence-based home visiting model that addresses the needs identified in the environmental scan by:

1. Selecting one or more evidence-based home visiting models that supports local needs and is listed on the list of [Home Visiting Evidence of Effectiveness](https://homvee.acf.hhs.gov/) (HomVEE) models at <https://homvee.acf.hhs.gov/>.
2. Applying for State (DSS or DPH) home visiting funding to implement the home visiting program(s)

B. Implementation Funds

Prerequisite for Implementation Funds: Applicants must have more than one home visiting program in the county funded by any source (local, state, grants, etc). Of these,

- at least one home visiting program is funded by DSS or DPH, and
- at least one home visiting program is evidence-based.

The same program may meet both requirements.

Counties having received a 2020–2022 CalWORKS HVP funding award are eligible for implementation funds.

Goal: Identify and overcome barriers to early childhood system coordination and alignment. Once families are enrolled in the home visiting program, home visitors are key to ensuring positive family outcomes, including both retaining families through the course of the program and ensuring they are referred to additional community-based services.

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During the term of the HVC Funding, counties receiving implementation funds will be expected to make progress on three broad Objectives:

Objective 1: Conduct or update the county’s environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being. The environmental scan includes data about families, existing and potential collaborators, partners, and community assets relevant for children and families.

1. Collect or update data about *communities with concentrations of risk* indicating children and families who may benefit from home visiting and other supports for family and child well-being. Counties already having conducted a needs assessment as a requirement of DSS or DPH home visiting funding or Title V should use these data as a starting point.
2. Create or update information showing the quality and capacity of existing local services, including:
 - The number and types of home visiting programs and the numbers of individuals and families who are receiving services under these programs or initiatives during the year
 - The extent to which services provided align with documented needs of families enrolled
 - The gaps in early childhood home visitation in the county (e.g., population eligible but not served, programs not operating at capacity)
 - Barriers to families signing up for home visiting

Objective 2: Expand access to evidence-based home visiting services.

1. Determine whether existing evidence-based home visiting programs have the capacity to serve more children and families and identify strategies to overcome known barriers to families signing up for home visiting
2. Identify at least one new evidence-based home visiting model that can be implemented in the county and supports family needs if existing evidence-based program(s) are capacity-limited
3. Develop a plan to secure funding to expand and/or implement new evidence-based home visiting program(s)

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Objective 3: Strengthen home visiting coordination.

1. Reach and codify agreements across home visiting implementing agencies and agencies within other early childhood development and family support systems about coordinated processes, including:
 - Common point(s) of entry for families
 - Common intake or eligibility screening process/tools
 - Formal process/forms/protocols to refer families to home visiting services
 - Formal process/forms/protocols to assess family needs for other family support services, refer families to local services based on assessed needs, and follow up on referrals
 - Shared accountability and staff responsibility for assessment, screening, referral, and follow through of service provision
 - Develop (or update) formal agreements or memoranda of understanding (MOU) to support communication, coordinated funding, referral, implementation, and information sharing across funded home visiting implementing agencies (e.g., First 5 county commission, departments of public health and mental health, Early Head Start, as applicable).
2. Use data and other information to assess and address both of the following:
 - Strengths and challenges implementing a coordinated entry process (intake, assessment, and referral) and services connected to the coordinated entry process)
 - Whether and how families are being served by the programs that best meets their needs
3. Implement systems-strengthening activities to ensure families receive high quality, appropriate home visiting supports. For example, counties may:
 - Trouble-shoot systems barriers to adequate supports and resources to sustain implementation of evidence-based programs with a high degree of fidelity over time (including local resource barriers, as well as barriers caused by events beyond a county's control, such as public charge concerns, demographic shifts, changes in minimum wage, community agency closures)
 - Implement cross-training and support opportunities to address common technical assistance needs for home visitors and their supervisors across programs and models

C. Integration Funds:

Prerequisites for Integration Funds: Home visiting programs in counties applying for Integration funds will have at the time of application a coordinated intake, assessment, and referral process, as well as an agreed upon process for linkage to services and follow-up.

Goal: Embed Home Visiting into Other Local Early Childhood Development and family Support Systems. In a universal system that supports family and child well-being, home visiting is connected to and depended upon an array of family and early childhood support services and must be integrated into planning with other early childhood planning efforts. When leadership within different early childhood systems come together regularly to integrate systems, families have access to a seamless continuity of services in multiple early childhood programs.

During the term of the LAA, counties receiving integration funds will be expected to make progress on strengthening coordination and integration of home visiting into local early childhood development and family support systems, through activities that support the following objectives:

Objective 1: Continue to strengthen coordination across home visiting programs.

1. Conduct or update the county's environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being. The environmental scan includes data about families, existing and potential collaborators, partners, and community assets relevant for children and families.
2. Use data and other information to:
 - Evaluate the coordinated entry process (intake, assessment, referral, and follow up) and services connected to the coordinated entry process
 - Assess and address whether families are being served by the programs that best meets their needs
 - Understand how county can leverage existing initiatives and programs to strengthen coordination (e.g., MIECHV, PDG B-5, Title V)
3. Implement systems-strengthening activities to ensure families receive high quality, appropriate home visiting supports:
 - Trouble-shoot systems barriers to adequate supports and resources to sustain implementation of evidence-based programs with a high degree of fidelity over time (including local resource barriers, as well as barriers caused by events beyond a county's control, such as public charge)

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concerns, demographic shifts, changes in minimum wage, community agency closures)

- Identify and implement cross-training and technical assistance opportunities and address common technical assistance needs for home visitors and their supervisors across programs and models

Objective 2: Strengthen coordination of services for families enrolled across early childhood development and family support systems (e.g., Help Me Grow, Quality Counts California consortium, housing, mental health, other systems as applicable to the county), including:

1. Developing a shared vision with cross-sector agency leaders about what it means to have a seamless system of support for families
2. Reaching and codifying agreements with agency leaders about cross-sector processes to support families using services across multiple systems, including, but not limited to, coordinated funds, policies, procedures, referral opportunities, and transition plans
3. Creating or updating formal agreements and/or MOUs to support communication, information sharing, referrals, and agreements about roles and responsibilities of cross sector agencies in a comprehensive system that supports family and child well-being

Objective 3: Identify and address local barriers to realizing a comprehensive, integrated early childhood development and family support system, for example:

1. Implementing cross-system training and technical assistance opportunities for home visitors and supervisors
2. Providing opportunities for staff across systems to understand one another's services and facilitate cross-referral and systems integration

D. California Home Visiting Network

In addition to the coordination activities, HVC-funded counties should plan to participate in a statewide network meeting (one during the Agreement period). In addition, county partners and collaborators will be invited to participate in virtual and/or face-to-face learning collaboratives and regional network meetings throughout the Agreement period.

In partnership with DSS and DPH, F5CA will support strategic connections through facilitated regional and statewide virtual and face-to-face convenings where visiting leaders have an opportunity to bring their efforts into a shared domain of learning, share promising systems strategies and resources, learn from one another, collaborate to achieve independent and collective goals, and ultimately strengthen local systems change efforts. Research shows strategic

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networks are particularly powerful when individuals across the network are at different stages of development.

The statewide network meeting and ongoing learning collaboratives also will inform state leaders on policy- and process-related challenges and recommendations for improving coordination of local home visiting programs, braiding multiple funding streams, and integrating home visiting into early childhood development and family support systems to maximize the number of families served through evidence-based home visiting.

IV. Funding Application and HVC Requirements

This section covers critical dates, eligible applicants, application submission requirements, and funding information.

A. Required Activities

Counties receiving HVC Funding will be required to:

1. Submit the county's Action Plan by December 31, 2020, describing activities and timeline to meet each of the objectives relative to the type of HVC Funding received, provide data annually through an Annual Performance Report, and submit other requested data (see Section V. B. Reporting Requirements)
2. Report to F5CA annually by:
 - Updating the county's Action Plan (after initial submittal) by July 31, 2021 and June 30, 2022
 - Submitting data and annual performance report (APR) as indicated in Section V. B. Reporting Requirements
3. Participate in California Home Visiting Network activities (see Section III.D. California Home Visiting Network)
4. Support requests from Child Trends to carry out the Home Visiting Workforce Study (see Section V.C. Support of the California Home Visiting Workforce Study)

B. Approved Evidence-Based Home Visiting Models

Counties receiving Planning funds are required to identify and apply for State funding to implement at least one evidence-based home visiting program during the funding period. Counties receiving Implementation funds are required to have at least one evidence-based home visiting program operating in the county. Counties receiving Integration funds are required to have multiple evidence-based home visiting programs that coordinate with one another.

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Only those models listed on the U.S. Department of Health & Human Services and Administration for Children & Families Home Visiting Evidence of Effectiveness [website](https://homvee.acf.hhs.gov/) (<https://homvee.acf.hhs.gov/>) during the period of HVC Funding are acceptable to meet this requirement.

C. Eligible Applicants

Counties may apply individually, or as a group of counties to maximize resources. (See next section: D. Multi-county Partnerships)

HVC Funding is not intended to be competitive. F5CA will accept one applicant per county (or group of counties). In multi-county applications, the application must be signed by a lead agency in each participating county. (See next section, D. Multi-County Partnerships.)

First 5 county commissions have first right of refusal to be the Fiscal Lead Agency. If the local First 5 commission chooses not to act as the Fiscal Lead Agency, F5CA will accept an application from either a county Welfare Department (CWD) or Department of Public Health (DPH). Counties should determine which department has the greatest capacity to meet the requirements of the program and deliver services effectively and efficiently. Failure to demonstrate adequate staffing to carry out the funding requirements may result in the dismissal of the application or rejection of payment.

Signatures of collaborating home visiting agencies must be submitted as part of the application package. (See Attachment C: HVC Signature Pages.)

D. Multi-County Partnerships

Counties are encouraged to partner with other counties and apply jointly for HVC funds to support activities across the partnering counties. The Fiscal Lead Agency will receive the total allocation for all counties in the partnership to leverage facilitation and other resources across the participating counties.

For example:

- Counties with similar needs that apply jointly for Planning funds may opt to hire a facilitator to help each county conduct its local environmental scan, assess local strengths and barriers (e.g., qualified staff, caseload thresholds), facilitate analysis of the data, and lead development of a multi-county plan to secure funding to implement one or more evidence-based home visiting program(s).
- Neighboring counties applying jointly for Implementation funds may hire an expert to help agencies within each county build trust; craft interagency agreements about intake, eligibility, indicators, and staff responsibilities; and

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help agencies analyze local data to improve the local system. The expert could support each county individually, but the combined funding may attract a more qualified candidate whose time would be split.

Applications by partnering counties must include a signature of a lead agency within each county (See Attachment C: HVC Signature Pages). In the event a partner agency separates from the partnership, a formal amendment to the LAA is required.

E. Role of the Fiscal Lead Agency

The Fiscal Lead Agency will act as the backbone organization, to support facilitation of and ensure there is a process for vision-setting, shared decision making about priorities and activities, and continuous communication. The Fiscal Lead Agency is responsible for managing the activities and ensuring timeframes for the completion of work are met. The Fiscal Lead Agency should have capacity to act as lead to ensure the HVC Funding requirements are met and report to F5CA annually about progress toward Objectives. The Fiscal Lead Agency may choose to utilize existing staff, hire staff, or initiate contracts/subcontracts to facilitate coordination and/or carry out the agreed-upon work. (See more in Section V. A. Fiscal Lead Agency Responsibilities.) Failure to demonstrate adequate staffing to carry out the funding requirements may result in the dismissal of the application or rejection of payment.

F. Critical Dates and Funding Terms

1. F5CA will accept applications continuously, through June 30, 2020.
2. F5CA will review applications within two weeks of receipt and will contact the Fiscal Lead Agency if questions arise.
3. The funding list for award recipients will be posted on the F5CA website as they are approved.
4. Counties may not begin work to be charged to the HVC Agreement until the Agreement is fully executed.

G. Funding Allocations and Term

HVC Funding is intended to provide the backbone support that enables county-level home visiting implementing agencies to strengthen, expand, and sustain their evidence-based home visiting programs, whether county agencies are just beginning to coordinate or are further along in their inter-agency, cross-system coordination journey. Funding amounts and match requirements vary by type of HVC Funding. The term of the Agreement will begin upon execution of the Agreement through June 30, 2022.

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1. Counties requesting Planning funds are eligible for up to \$100,000.00 for the term of the Agreement. There is no match requirement for this funding.
2. Counties requesting Implementation or Integration funds are eligible for up to \$200,000 for the term of the Agreement. Counties are required to demonstrate a one-to-one-match. (See section VI.D. Matching Funds Requirement for details about what constitutes an approved match.)

Counties must make progress toward Objectives in their Action Plan to continue receiving funds from one year to the next. Failure to make progress on the county's Action Plan and submit data and reports as indicated in this RFA, as required by F5CA, may result in the withholding of a disbursement of funds, until which time the requirements have been met.

H. HVC Funding Application Submission Process

1. All documents related to applying for the HVC Funding are available on the [F5CA home visiting webpage](http://www.cffc.ca.gov/partners/investments.html#visiting) at <http://www.cffc.ca.gov/partners/investments.html#visiting>.
2. Applications must be developed and submitted in accordance with the acknowledgements described herein and must be complete at time of submission. The [application](https://www.surveymonkey.com/r/HVCoordination_Application) is available at https://www.surveymonkey.com/r/HVCoordination_Application. (See SurveyMonkey application in Attachment B).
3. Any Lead Agency unable to complete the documents online should [contact](mailto:HVC@ccfc.ca.gov) F5CA at HVC@ccfc.ca.gov to make arrangements to submit documents by alternate means via mail or e-mail. Forms requiring signatures must be sent in PDF format by mail to First 5 California, 2389 Gateway Oaks Drive, Suite 260, Sacramento, CA 95833 or [e-mail](mailto:HVC@ccfc.ca.gov) to HVC@ccfc.ca.gov.

V. Program, Evaluation, Administrative, and Fiscal Accountability

This section describes HVC program, fiscal, administrative, and evaluation responsibilities of the Fiscal Lead Agency.

A. Fiscal Lead Agency Responsibilities

Once a Fiscal Lead Agency has been approved to receive HVC Funding, there are multiple responsibilities and restrictions regarding how funds may be spent. This section includes information regarding the responsibilities of participating Fiscal Lead Agencies, allowable costs, use of subcontractors, compliance requirements, and other fiscal considerations integral to program implementation and accountability.

The Fiscal Lead Agency shall be responsible for the oversight and administration of the HVC Funding, including all requirements and responsibilities outlined in

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this RFA, and fiscal accountability for state and local funds. All requirements and responsibilities described in this RFA are material to the award of the HVC funds. Reimbursement and expenditure claims are contingent on the Fiscal Lead Agency's performance of and compliance with these responsibilities and requirements.

The Fiscal Lead Agency's submission of the documents required in this RFA constitutes its assurances that it will meet all requirements (program, administrative, evaluation, and fiscal) of the HVC Funding, and retain records that substantiate its performance and compliance. For monitoring and auditing purposes, the Fiscal Lead Agency will follow all fiscal accounting, reporting, and auditing standards required by F5CA, including, but not limited to, applicable sections of the First 5 Financial Management Guide.²

If the Fiscal Lead Agency is found to be out of compliance with any program, administrative, evaluation, or fiscal requirements, this RFA or the LAA, subsequent expenditure reimbursements will be contingent upon the Fiscal Lead Agency's diligence in achieving the objectives provided by F5CA in a written corrective action plan. In addition, prior reimbursements may be subject to recovery by the State.

The Fiscal Lead Agency must maintain accurate fiscal data, in accordance with generally accepted accounting principles and standards for governmental entities, and report actual expenditures by category on the HVC Funding Annual Budget and Reimbursement Table. All invoices or claims must be substantiated by adequate supporting documentation and based on verifiable financial records.

B. Reporting Requirements

1. Annual Performance Report

Lead Agencies will provide an annual performance report (APR) describing activities and accomplishments for each fiscal year as indicated on the county's Action Plan. The APR will be structured to elicit data on both progress toward meeting objectives as well as barriers that could inform policy and statewide supports. APRs will be due annually each fiscal year as follows:

- Due July 30, 2021, for the first year (from contract execution through June 30, 2021)
- Due June 30, 2022, for the second year (between July 1, 2021, through June 30, 2022)

² The [First 5 Financial Management Guide](http://www.ccfc.ca.gov/about/about_fiscal.html) is available on the First 5 California website at http://www.ccfc.ca.gov/about/about_fiscal.html.

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F5CA will make available an annual performance reporting template on the [home visiting webpage](http://www.cafc.ca.gov/partners/investments.html#visiting) at <http://www.cafc.ca.gov/partners/investments.html#visiting>.

2. Other Data

Annually, counties receiving Implementation and Integration funds will provide to F5CA the following data:

- Number of families enrolled by program model and demographics
- Length of time families remain in the program compared to the allowable service period for each model, and reasons for termination
- Rates of referral from one home visiting program model to another
- Rates of referral to family support services, types of family support services referred to, and referrals with follow-through and linkage to service
- Contextual factors, implementation systems, and activities that support coordination

The format and timeline for delivery of these data will be provided to counties in fall 2020.

C. Support of the California Home Visiting Workforce Study

In February 2020, F5CA procured Child Trends as the contractor to carry out an evaluation of California's home visiting workforce. The evaluation is designed to identify the current strengths, gaps, and unmet needs in the home visiting workforce in California to inform workforce recruitment, retention, professional development infrastructure, and policy.

Beginning March 2020 through summer 2021, Child Trends is funded to collect data about the workforce delivering home visiting and out-of-home prenatal/perinatal support service models across California, including supervisors. While evaluators will work with evidence-based models, DSS, and DPH to collect as much data as possible, F5CA is requesting the Fiscal Lead Agency, and partners and collaborators in the HVC work cooperate with Child Trends to identify programs and home visitors/providers to participate in the study. Child Trends will then follow up with these programs and providers to conduct surveys and interviews to develop a comprehensive picture of the home visitor and out-of-home prenatal/perinatal support provider workforce. Child Trends will be seeking data, including, but is not limited to, workforce demographics, tenure in the field, preservice training, educational attainment, workforce conditions, compensation, ongoing service training, skills and competencies, participation in public subsidy, and other factors related to home

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visitor/practitioner well-being. F5CA will communicate timeframes related to the evaluation conducted by Child Trends to awarded parties upon LAA execution.

D. Other Evaluation

Fiscal Lead Agencies and collaborative partners will participate in other evaluation activities sponsored by F5CA to better understand local implementation systems and activities that support coordination, the role of HVC Funding in promoting coordination across home visiting programs, and policy implications for strengthening local early childhood development and family support systems. Requests for participation may come from F5CA directly or a contracted evaluator. Participation is likely to involve focus groups, interviews, and/or surveys. F5CA will communicate timeframes related to the evaluation conducted by F5CA or a contracted evaluator to awarded parties upon LAA execution.

E. Reimbursement Requirements

To receive reimbursement for HVC expenditures, Fiscal Lead Agencies must:

1. Submit the HVC Invoice with backup documentation for expenses. Reimbursements may be requested biannually, by January 31 for the period July 1 – December 31, or July 31 for the period January 1 – June 30.
2. Certify expenditures were used only for the purposes detailed in the RFA and HVC LAA, and are allowable, accurate, and consistent with budget/funding information submitted to and approved by F5CA.
3. Comply with all requirements (program, administrative, evaluation, and fiscal) identified in the HVC Funding RFA and LAA.

If due dates fall on a weekend or holiday, claims will be due the following business day. If all requirements above have been satisfied and no discrepancies exist, payment to Lead Agencies will be processed within 60 business days of receipt at F5CA. If all requirements are not satisfied, payment will be withheld pending resolution. (See Dispute Resolution section for process.)

VI. Allowable Activities and Expenses

Applicant budgets submitted during the RFA evaluation and reimbursement requests for the use of HVC Funding will be reviewed and any items that are deemed non-allowable, excessive, or inappropriate will be eliminated or disputed. Generally, all expenditures must contribute to the goals and objectives outlined in Section III, Coordination Funding Goals and Activities.

A. Reimbursable Costs

Funds can be used only for costs incurred for the implementation of the HVC

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Funding and include the following allowable expenditures (either performed by the Fiscal Lead Agency or a subcontractor):

Personnel: Compensation (salaries and benefits) for the time devoted and identified specifically to the performance of coordination activities.

Operating: Expenditures for activities related directly to the performance of HVC activities, including, but not limited to, the following:

- Materials and supplies
- Meetings and networking events (excluding meals, snacks, and beverages)
- Equipment with a unit cost of \$2,500 or less (unit cost includes all costs required to make the item serviceable, such as taxes, freight, installation costs, site preparations costs, etc.)
- In-State travel related specifically to implementation of the HVC Funding, reimbursed at the rates and terms determined by the [California Department of Human Resources](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (See <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.)
- Consultants or subcontracts with partner agencies to facilitate, support, or carry out the coordination activities (see Section VI.C. Use of Subcontractors)
- Data collection and storage

Administrative: F5CA will reimburse Fiscal Lead Agencies for administrative costs incurred (both direct and indirect, as defined below) related to HVC implementation. For budgeting and reimbursement purposes, administrative costs related directly to the HVC program implementation should be reflected in the Personnel and/or Operating expenditure categories. Administrative costs incurred for a common purpose and not specific to the funding should be included in the Indirect Cost section of the budget.

Direct costs include the salaries, wages, and benefits of employees while they are working exclusively on the delivery of a specific project/service (preparing Action Plans, developing budgets, facilitating meetings, monitoring activities, etc.), as well as materials, supplies, equipment, utilities, rent, training, travel, etc. These costs should be easily identifiable with a specific project or directly assigned with a high degree of accuracy.

Indirect costs are shared costs that benefit or support multiple projects/services administered by a Fiscal Lead Agency, and cannot be readily identified with a specific project/service (e.g., legal, accounting, human resources, procurement, facilities, maintenance, technology, etc.). **Indirect costs shall not exceed 15% of total reimbursable costs paid by F5CA** (expended amounts) on an annual fiscal year basis, and must be substantiated for the appropriate fiscal year. These

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costs should be apportioned by a systematic and rational allocation methodology, and that methodology should be documented by the Fiscal Lead Agency and available upon request.

B. Non-reimbursable Costs

Non-reimbursable direct and indirect costs include:

Program Costs

- Costs associated with implementing the local home visiting program(s), including, but not limited to, home visitor or supervisor compensation and benefits, travel, or materials and supplies provided to families
- Promotional items and memorabilia, including gifts and souvenirs
- Capital assets (see section E)

Facilities

- Facilities renovation, improvements, and repairs
- Idle facilities or idle capacity, except to the extent they are: 1) necessary to meet fluctuations in workload, or 2) necessary when acquired and are now idle because of changes in program requirements, efforts to achieve more economical operations, reorganization, termination, or other causes that could not have been reasonably foreseen

Travel

- Out-of-State Travel

Other

- Current-year agreement funds to pay prior or future year obligations
- Bad debts, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs
- Costs of advertising and public relations designed solely to promote the governmental unit, lead agency, or partners
- Entertainment, including amusement, diversion, and social activities and any expenses directly associated with such costs

Home Visiting Coordination Funding – Request for Application

- Goods or services for personal use of the Fiscal Lead Agency and partners' employees regardless of whether the cost is reported as taxable income to the employees
- Legal costs incurred in defense of any civil or criminal fraud proceeding; legal expenses for prosecution of claims against the State of California;
- Lobbying costs, whether direct or indirect
- Political activities
- Organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.

F5CA will reimburse Fiscal Lead Agencies in arrears for allowable expenditures upon receipt and approval of a Home Visiting Coordination Invoice Form (Form available on the [F5CA home visiting webpage](http://www.cafc.ca.gov/partners/investments.html#visiting) at <http://www.cafc.ca.gov/partners/investments.html#visiting>). Payment will be made in accordance with, and within the time specified in, Government Code, Part 3, and Chapter 4.5, commencing with section 927.

C. Use of Subcontractors

The Fiscal Lead Agency may subcontract with other entities to implement HVC activities as intermediaries. However, the Fiscal Lead Agency remains legally responsible for all program, administrative, evaluation, and fiscal requirements of the RFA and LAA even if administered through an intermediary.

If a Fiscal Lead Agency subcontracts with another agency to implement HVC activities, any communication with F5CA must occur through the Fiscal Lead Agency. F5CA will not discuss any program, administrative, evaluation, or fiscal issues with a subcontractor. The Fiscal Lead Agency must adhere to the State of California's contracting requirement of three competitive bids, unless local county regulations or policies differ. The Fiscal Lead Agency also is responsible for collection of necessary data.

If during an audit it is discovered that the Fiscal Lead Agency did not attempt to obtain prior F5CA approval or three formal written bids were not received, consultant/subcontractor charges will be disallowed.

Any subcontract entered into as a result of the subsequent HVC Funding shall contain all of the provisions held within.

D. Matching Funds Requirement

Match funds are not required for counties applying for Planning funds. Counties applying for HVC Implementation or Integration funds are required to

Home Visiting Coordination Funding – Request for Application

demonstrate a one-to-one match for F5CA funds. HVC funds must be used to supplement not supplant existing funding used for coordination. The same source may not be used as match for multiple state-funded projects. Counties' applying as a partnership must demonstrate a match equal to their allocation (e.g., up to \$100,000.00 per year) and share of expenditures.

Match funds may be provided in the form of cash match, in-kind contribution, or donations.

Cash match includes funding from the Fiscal Lead Agency or an agency partner or collaborator dedicated to supporting coordination. Allowable matching funds include, but are not limited to, funds from:

- Local, state or federal government
- Non-profit organization
- Private foundation
- Grants

In-kind contributions are defined as the value of *non-cash* contributions (percentage of personnel/salary, space, etc.).

Examples of acceptable match:

- Counties receiving CHVP funding must designate a minimum of five percent of the MCAH director (or designee) salary to implementation of CHVP funds, including collaboration, coordination, and systems integration work. The portion of those funds dedicated to systems integration may be used as a match.
- A county has an existing, part-time, contracted facilitator funded by a grant. The HVC funds may be used to increase the facilitator's time, and the grant-funded portion would be considered a match.
- Agreements among county agencies may include a requirement for one or more staff to set aside time to participate in the coordination activities. If agency A designates .1 FTE and agency B designates .2 FTE, their combined in-kind contribution of time can be counted as a match.

Counties will report matching funds on their annual budget and verify with signature all matching funds are accurate as reported. Counties may be asked to provide evidence of match during the county's audit.

Attachment A: Definition of Terms

Communities of Concentrated Risk, as defined by Health Resources and Services Administration (HRSA) Maternal, Infant, and Early Childhood Home Visiting (MIECHV), includes “premature birth, low birth-weight infants, and infant mortality, including infant death due to neglect, or other indicators of at-risk prenatal, maternal, newborn, or child health; poverty; crime; domestic violence; high rates of high-school drop-outs; substance abuse; unemployment; or child maltreatment.”

Early childhood systems include services and supports that promote children’s mental, social, and physical health and development.

Early childhood development and family support systems include, but are not limited to, early care and education, housing and food assistance, physical and mental health care, and welfare that positively contribute to the well-being of families and their children. Subsets of this are the early childhood systems and family support system.

Evidence-Based home visiting includes models that serve families with pregnant women and children from birth to kindergarten entry (through age 5) where rigorous review of primary research demonstrated favorable impacts on child development, school readiness, parenting, maternal health, or other indicators the model purports to impact. (See <https://homvee.acf.hhs.gov>.)

Family support systems include community-based services that assist and support parents in their role as caregivers.

Strong Start Index is an [online tool](https://strongstartindex.org/) that uses information about health, family, and community assets collected at birth from every child in California to create a portrait of the resources that promote resilience for children in a given neighborhood, county, or region. The intent is to understand the resources children have at birth to allocate resources and services equitably and early. (See <https://strongstartindex.org/>.)

Attachment B: Sample Application

The [application](https://www.surveymonkey.com/r/HVCoordination_Application) is available at https://www.surveymonkey.com/r/HVCoordination_Application.

I. Home Visiting Coordination Funding: Instructions

First 5 California (F5CA), in partnership with the Departments of Social Services and Public Health, is offering Home Visiting Coordination (HVC) funding to help counties coordinate implementation of evidence-based home visiting programs, facilitate cross-agency and cross-county peer learning, and strengthen local coordination across home visiting programs as a vital component of the broader early childhood development and family support system. Please identify the Fiscal Lead Agency to support one or more counties. A single application may be submitted on behalf of multiple counties applying as a partnership. (See IV.D. Multi-County Partnerships.)

The application consists of three parts: (1 Lead Agency Contacts, (2 Information about current Home Visiting programs, and (3 Budget and Budget Narrative (upload). Counties seeking implementation or integration funds also will answer questions about their current home visiting coordination efforts.

F5CA will accept applications through June 30, 2020.

II. Home Visiting Coordination Funding: Contact Information for the Local Assistance Agreement

Information on this page will be included in the Local Assistance Agreement (LAA).

- * 1. Please provide information about the Fiscal Lead Agency and person authorized to sign the LAA.

First and Last Name of Authorized Signer

Title

Email address

Phone Number

Fiscal Lead Agency

Street Address

City

State

Zip Code

Home Visiting Coordination Funding – Sample Application

* 2. Provide information about the contract manager for this LAA.

First and Last Name of Contract Manager

Title

Email address

Phone Number

* 3. Provide information about the fiscal manager for this LAA

First and Last Name of Fiscal Manager

Title

Email address

Phone Number

* 4. Identify the Fiscal Lead Agency's county

* 5. Counties are encouraged to submit a joint application with other counties for a Multi-County Partnership (See RFA Section IV.D.) HVC Agreement that can be implemented across the partnering counties. Which county(ies) is part of this application?

My county only

Multiple counties (Please specify: _____)

Note: If multiple counties are part of a single application, at least one agency lead from each county must sign the Signature Page.

* 6. For which type of funding is this application?

Planning → (skips to Section III)

Implementation → (skips to Section IV)

Integration → (skips to Section IV)

Home Visiting Coordination Funding – Sample Application

III. Home Visiting Coordination Funding: Planning Funds

* 7. Does the county offer home visiting services to expectant families and families with children ages 0 to 5?

No home visiting services are available.

Yes. The county offers home visiting services. (Please specify: _____.)

* 8. Counties applying for planning funds do not have state funding for home visiting. What barriers has the county faced in drawing down state funding for home visiting?

→ skip to Section V.

Home Visiting Coordination Funding – Sample Application

IV. Home Visiting Coordination Funding: Implementation and Integration Funds

To qualify for implementation or integration funds, counties must be implementing at least one [evidence-based home visiting program](https://homvee.act.hhs.gov/) (go to <https://homvee.act.hhs.gov/> for a list of models with evidence of effectiveness). Counties having received approval for 2020-2022 CalWORKS HVP funding also qualify for F5CA's implementation funds if other conditions are met.

* 9. Which of the following evidence-based home visiting model(s) is implemented in this county? (Check all that apply.)

- Attachment and Biobehavioral Catch Up (ABC) Intervention
- Early Head Start Home-Based Option
- Early Intervention Program for Adolescent Mothers
- Family Check Up
- Family Connects Family Spirit Healthy Beginnings
- Healthy Families America (HFA)
- Home Instruction for the Parents of Preschool Youngsters (HIPPIY)
- Maternal Early Childhood Sustained Home Visiting Program (MECSH)
- Nurse-Family Partnership (NFP)
- Parents as Teachers (PAT)
- Other (Please specify _____.)

* 10. Are there other evidence-informed or local home visiting programs in this county?

- No other home visiting programs.
- Yes. The county offers other home visiting program(s). (Please specify: _____)

* 11. Identify the source(s) of funding for the county's home visiting program(s). Note: Counties applying for implementation and integration funds must have funding from HVP or CHVP for home visiting at the time of application. (Check all that apply.)

- California Department of Social Services CalWORKS - Home Visiting Program (HVP)
- California Department of Public Health - California Home Visiting Program (CHVP/MIECHV)
- Local First 5 County Commission
- Grant funding (Please specify below.)
- Other state or federal funding (Please specify below.)
- Other (Please specify: _____)

Home Visiting Coordination Funding – Sample Application

- * 12. Identify the local agencies funded to implement home visiting programs in this county.
(Check all that apply.)

- Department of public health
- Department of mental health
- Department of social services First 5 county commission
- Hospitals
- Community-based organization
- School district/local education agency
- Other (Please specify: _____)

V. Home Visiting Coordination Funding: Document Uploads

Please upload your county's home visiting Action Plan corresponding to the type of funding for which you are applying, as well as the county's budget and budget narrative.

- * 15. Attach signature page with contact information for required and optional agencies, as appropriate. The signatures confirm:
- The applicant(s) has read and agreed to, to the extent applicable, the funding terms and conditions associated with the Home Visiting Coordination funding.
 - The applicant(s), partner(s), and collaborators have knowledge of and agreement with their county's Application, and all forms required to be submitted as part of the Application are certified to be true and binding on the applicants.
 - The county(ies), partner(s), and collaborators will follow all RFA requirements and conditions.
 - New funds supplement and do not supplant existing investments.

Choose File

- * 16. Upload the county's HVC Budget here.

Excel budget workbook must be saved as PDF; please label the file with your county's name.

Choose File

- * 17. Upload the county's HVC Budget Narrative here.

Please label the file with your county's name.

Choose File

Attachment C: HVC Signature Pages

Please visit the [F5CA home visiting webpage](http://www.cafc.ca.gov/partners/investments.html#visiting) at <http://www.cafc.ca.gov/partners/investments.html#visiting> for fillable forms. Please use the appropriate forms matching the county's type of HVC Funding.

Attach signature page with contact information for required and optional agencies, as appropriate. The signatures confirm:

- The signatories have read and agreed to, to the extent applicable, the funding terms and conditions associated with the HVC Funding.
- Counties and their partners will follow all requirements and conditions of the RFA.
- HVC funds supplement and do not supplant existing investments.

Section 1. Required for all applicants

Fiscal Lead Agency:
Agency Name:
Agency Address: (Street, City, Zip Code)
Home Visiting Program:
Name of Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Counties applying for Planning funds submit section 1 only.

Counties applying for Implementation funds submit section 1 and 2.

Counties applying for Integration funds submit sections 1, 2, and 3.

Counties applying for a Multi-County Partnership also will submit section 4.

Section 2. For counties applying for implementation and integration funds

Obtain signatures from at least two county agencies committed to collaborating on coordination activities, including, at minimum, a local leader(s) whose agency oversees implementation of DSS- or DPH-funded home visiting program(s) and the agency leader overseeing implementation of the evidence-based home visiting program, if different. If signatures are not available at the time of application, include the agency name and contact information and submit an updated form with signatures within 10 working days of contract execution.

Agency implementing a State-funded home visiting program:

Agency Name:
Agency Address:(Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Agency implementing an evidence-based home visiting program:

Agency Name:
Agency Address: (Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Home Visiting Coordination Funding – Signature Pages

Section 3. Other agencies implementing home visiting programs

- Optional for counties applying for **Implementation Funds**: include signatures of other home visiting agencies committed to coordination
- Required for counties applying for **Integration Funds**: include signatures from all home visiting lead agencies

If signatures are not available at the time of application, include the agency name and contact information, and submit an updated form with signatures within 10 working days of contract execution.

Agency Name:
Agency Address: (Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Agency Name:
Agency Address: (Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Agency Name:
Agency Address: (Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Please duplicate this page as needed.

Home Visiting Coordination Funding – Signature Pages

Section 4. For counties applying as a multi-county partnership

Applications by partnering counties must include a signature of a lead agency within each county. Use this page for information about other counties' lead agencies.

Signatures indicate partners have knowledge of and agree with the Application. All forms required to be submitted as part of the Application are certified to be true and binding on the applicants.

Partner County 1:
Lead Agency Name:
Agency Address:(Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Partner County 2:
Lead Agency Name:
Agency Address: (Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Partner County 3:
Lead Agency Name:
Agency Address: (Street, City, Zip Code)
Agency Representative:
Representative Title:
Email Address:
Phone Number:
Signature:
Date Signed:

Please duplicate this page as needed.

Attachment D: HVC Sample Budget Template

**Home Visiting Coordination Funding Budget
Fiscal Years 2020-2021 and 2021-2022**

Fiscal Lead Agency:	
Agency Address:	
City, Zip Code:	
Fiscal Lead Agency Contact:	
Phone Number:	
Email:	

Budget Category	FY 2020-2021	FY 2021-2022	Total
A. PERSONNEL			
Salaries	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Total Personnel	\$ -	\$ -	\$ -
B. OPERATING			
Materials and Supplies	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total Operations	\$ -	\$ -	\$ -
C. TOTALS			
Total Direct Costs (A+B)	\$ -	\$ -	\$ -
Indirect Cost Rate (not to exceed 15%)	0%	0%	\$ -
Total Indirect Costs	\$ -	\$ -	\$ -
Total Funds	\$ -	\$ -	\$ -
D. TOTAL MATCH FUNDS (if applicable)	\$ -	\$ -	\$ -

Please visit the [F5CA home visiting webpage](http://www.cfc.ca.gov/partners/investments.html#visiting) at <http://www.cfc.ca.gov/partners/investments.html#visiting> for the fillable form.

Attachment E: HVC Budget Narrative Information and Template

The budget narrative provides justification for each expenditure category and includes information about roles, time allocation, salary and benefits of the lead agency staff, equipment and supplies, travel, incentives, indirect costs, and contracted services. Differentiate expenditures for Fiscal Years 2020–2021 and 2021–2022, and total across fiscal years.

A. Personnel

Total Personnel, including all salaries and benefits:

2020–2021	2021–2022	Total
\$	\$	\$

1. Salaries

2020–2021	2021–2022	Total
\$	\$	\$

Include the following information for each position employed by the Fiscal Lead Agency to support the HVC activities. This information must be broken out by fiscal year. The following is required information for each position:

- Position title
- Position description
- Time base (% FTE) or hours
- Base salary or hourly rate
- Unit of time as multiplier (e.g., number of months or hours)
- Position total

Example:

Project manager (PM) will facilitate communications with partners, convene meetings, report to F5CA.

*Time base=0.25 FTE; Base salary=\$75,000/year (6,250.00/mo); FY 2020-21=9 months.
Calculation for FY 2020-21: \$6,250.00 X 0.25 FTE X 9 mo = **\$14,670.00.***

In 2021-22, PM will receive a 3% COLA = \$6,437.50/month beginning July 1, 2021

*Calculation for 2021-22: \$6,437.50 X .25 FTE X 12 mo = **\$19,312.50***

2. Benefits

2020–2021	2021–2022	Total
\$	\$	\$

Include in the description, by fiscal year:

- The fringe benefit percentages for all personnel in the project by position title
- The basis for cost estimates or computations

B. Operations

Total Operations, including all entries under materials and supplies, travel, equipment, incentives contractual, and other.

2020–2021	2021–2022	Total
\$	\$	\$

1. Materials and Supplies

2020–2021	2021–2022	Total
\$	\$	\$

Include all of the following information for each item listed under materials and supplies, broken out by fiscal year, as well as any additional basis for cost estimates or computations:

- Item (and source, if applicable)
- Purpose
- Unit cost
- Number of units
- Additional basis for cost estimates or computations, as needed
- Item total

2. Travel

2020–2021	2021–2022	Total
\$	\$	\$

Please include all of the following information for each trip, by fiscal year:

- Trip name and purpose
- Number of individuals
- Cost per individual
- Additional basis for cost estimates or calculations, as needed
- Trip total

3. Equipment

2020–2021	2021–2022	Total
\$	\$	\$

HVC funds may be used to purchase equipment with a unit cost up to \$2,500. Unit cost includes all costs required to make the item serviceable, such as taxes, freight, installation costs, site preparation costs, etc. Please specify:

- Type of equipment (and vendor, as applicable)
- Purpose of the equipment
- Number of units
- Unit cost
- Additional basis for cost estimates or computations, as needed
- Total by type of equipment

4. Incentives

2020–2021	2021–2022	Total
\$	\$	\$

Describe the types of incentives provided to individuals to encourage their participation in HVC coordination activities (e.g., resources, materials, or financial incentives), by fiscal year. Include:

- The type of incentive
- Purpose
- Cost of incentive
- Number of incentives
- Additional basis for cost estimates or computations, as needed
- Total by incentive type

5. Contractual

2020–2021	2021–2022	Total
\$	\$	\$

Explain the purpose and relation to the coordination activities. In the description, provide, by fiscal year:

- The products to be acquired and/or the professional services to be provided
- The estimated cost per expected procurement
- For professional services contracts, the amounts of time to be devoted to the project, including the costs to be charged to the grant award
- Any additional basis for cost estimates or computations

Home Visiting Coordination Funding – Budget Template and Budget Narrative Information

6. Other

2020–2021	2021–2022	Total
\$	\$	\$

Explain other expenses by fiscal year, including:

- Purpose of expenditure
- Other item by major type or category (e.g., communications, copying, postage, equipment rental)
- Cost per item
- Any additional basis for cost estimates or computations

C. Match Funds, if applicable

2020–2021	2021–2022	Total
\$	\$	\$

See section VI.D. for description of eligible match funds.

In the section below, please provide the all of the following information for each source:

- Source of match funding
- Purpose of match funding to support coordination-related activities
- Type of match provided (cash, in-kind, donation, etc.)
- Mechanism for providing match funds to local QRIS (e.g., contract, MOU, etc.)
- Total match per source
- Any additional basis for cost estimates or computations

D. Totals

In the section below, please summarize the total budget.

Funding Category	FY 2020–21	FY 2021–22	Grand Total
Total Personnel	\$	\$	\$
Total Operations	\$	\$	\$
Total Direct Costs (Sections A+B)	\$	\$	\$
Indirect Cost Rate (%) (may not exceed 15%)			
Indirect Costs	\$	\$	\$
Total First 5 Funds (Direct + Indirect costs)	\$	\$	\$
Total Match Funds	\$	\$	\$

Attachment F: HVC Action Plan Instructions

The HVC Action Plan will outline how the county will use its funding, and the processes by which counties will accomplish the goals specified by each type of coordination funding. The Action Plan template must be completed by December 31, 2020.

Action Plan templates specific to each type of HVC Funding will be available at the [F5CA home visiting webpage](http://www.cafc.ca.gov/partners/investments.html#visiting) at <http://www.cafc.ca.gov/partners/investments.html#visiting> by the time county Agreements are executed. Please download the appropriate form matching the county's type of HVC Funding.

Goals and **Objectives** as detailed in section III.A., III.B. and III.C. will be prepopulated in the Action Plans as describe in section III:

- Planning Funds Goals and Objectives (see III.A.)
- Implementation Funds Goals and Objectives (see III.B.)
- Integration Funds Goals and Objectives (see III.C.)

Action Steps: Every project will include multiple steps to carry it out successfully. For the purpose of the Action Plan, action steps include both:

- The activities the county will undertake to carry out each objective
- What is produced as a result of these activities (outputs)

Some of the action steps and outputs are described in the description of each funding type (Section III). The actions listed can be at a high level but should indicate key milestones to be achieved in the project, and by which the contract can be monitored.

Detail: Please include detail to explain aspects of implementing of the specific task not included in the action column.

Timeframe: For each action step, indicate the timeframe it will be carried out.

Resources: These are the inputs required for success of the action step. Resources may be financial or material, or they may include experts, partner agencies, or other staff within your agency.