

SAN MATEO COUNTY

CAPIT AND CBFRS

THREE- YEAR PLAN

2003 - 2005

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CAPIT – CBFRS THREE-YEAR PLAN

I. THREE YEAR PLAN TEAM KEY REQUIREMENTS

The San Mateo County Board of Supervisors designated the Human Services Agency as the public agency responsible for the administration of the combined Child Abuse Prevention, Intervention and Treatment (CAPIT) and Community Based Family Resource and Support (CBFRS) Programs. The Notice of Intent for Fiscal Years 2003 – 2005 Grant Cycle was signed by the President of the Board of Supervisors, and it was submitted by Children’s Collaborative Action Team (CCAT) to the Office of Child Abuse Prevention (OCAP) in November 2001 (see attached copy of Notice of Intent).

Children’s Collaborative Action Team (CCAT) is the Child Abuse Prevention Council of San Mateo County (see attached copy of resolution). CCAT is also the designated AB2994 Child Abuse Trust Fund Commission for the distribution of child abuse prevention funds (see attached copy of resolution). The Council is an advisory board formed by volunteer members. CCAT members are directors, or executive directors from private nonprofit agencies, and middle managers from public agencies. To support the Council, the Human Services Agency Children and Family Services Program provides a full time staff person. This staff coordinates the Council’s activities and will also be in charge of the CAPIT/CBFRS Liaison duties. CCAT is the lead agency in the development of the three-year plan and assisted the CAPIT/CBFRS liaison with the planning activities.

San Mateo County’s Three -Year Plan was developed reflecting the Office of Child Abuse Prevention (OCAP) efforts to support the integration of local prevention/family support resources and activities.

The San Mateo local planning activities for the three-year plan included a team that assisted the CAPIT/CBFRS liaison with the completion of the plan. To develop and implement the plan, CCAT convened a meeting on December 17, 2001. CCAT invited its 39 members (see attached members directory), the Directors from the 16 existing Family Resource Center in the county, and the 235 agencies that currently exist and provide children and family services in the community. Twenty-eight of the invited agencies and CCAT members were present (See attached copy of all members in attendance).

At the CCAT meeting, all members in attendance received copies of Three -Year Plan Requirements, CAPIT- Key Requirements, CBFRS – Key Requirements, funding amount and funding sources, funding allocation history, and summary of three existing needs assessments in the county (see attached copies).

Members in attendance agreed on the following:

- a. To follow a competitive process or Request for Proposal (RFP) for the funding allocation procedure.
- b. The new RFP will follow the existing AB2994 RFP process that CCAT uses to allocate the county's Child Abuse Trust Fund.
- c. To combine AB2994, CAPIT/ CBFRS funding into one RFP.
- d. RFP funding will be based upon on unmet needs
- e. RFP will seek to coordinate services with existing providers.

Members in attendance evaluated the three existing needs assessment summaries. Based on the summaries, members developed a list of funding priorities and objectives. They also agreed to appoint a subcommittee to work in the development of an RFP, and to ensure the incorporation of the set priorities and objectives in the RFP (see attached list of subcommittee members).

CCAT funding goals, priorities and objectives:

1. Overall Funding Goal: To reduce the incidents of child abuse in San Mateo County
 2. Funded services are to be provided by private nonprofit agencies in the delivery of direct services.
 3. Activities to be funded are the following:
 - i. Prevention /education
 - ii. Warm line
 - iii. Family Resource Centers (FRC's)
 4. Services shall be coordinated with other service providers.
 5. Target population of funded services: isolated families, high risk children, children with chemical dependency, families of children with special needs
 6. Funded services shall be family focused, assets based, community based and culturally sensitive.
 7. Funded services should be geographically accessible.
 8. Service providers should be working in collaboratives.
 9. Services must be language and culturally sensitive.
 10. Proposals shall Identify how families are to be engaged.
 11. Funded services should demonstrate best practice models.
 12. Services should take into account the County's Outcome Based Management (OBM) initiative.
 13. Mental health services for individual and families should be considered.
 14. Funded services should avoid duplication of existing services.
 15. Funded services should demonstrate knowledge of attitudes and beliefs that lead to child abuse.
 16. Funded services should address parents' understanding of children 's developmental stages.
 17. Programs must address outcomes and agree to data collection.
- These priorities are also part of the OCAP three-year plan requirements.

A. CAPIT

CCAT is the Child Abuse Council of San Mateo County. The San Mateo County Human Services Agency Children and Family Services Program provides a full time staff to coordinate CCAT's activities. The Coordinator will serve as the CAPIT/CBFRS Liaison.

The Human Services Agency is the public agency designated to administer CAPIT/CBFRS. The liaison will ensure that all subcontractors will have the capacity to transmit information electronically (e-mail).

At the September 24, 2001, meeting, CCAT approved the allocation of a portion of CAPIT funds for the treatment of child abuse. This decision to allocate a portion of funds for targeted mental health services to San Mateo County residents was also reiterated at the December 17, 2001 CAPIT/CBFRS Planning meeting.

The decision to fund treatment will result in the allocation of a portion of San Mateo County's CAPIT funding, in the amount of \$125,00, to San Mateo County Mental Health. The money will be transferred to the Mental Health Division, of the San Mateo County Health Agency under the provisions of an existing Interagency Agreement. This transfer of funds allows San Mateo County to draw down a significant amount of federal Medi-Cal funding using the CAPIT money as local match. The Mental Health Division will use a competitive process or RFP to allocate the funds for FY 2003-2005.

CCAT also approved CAPIT funding of \$116,390 for FY 2003 - 2005 to be allocated using a competitive process (RFP). The RFP will clearly specify that priority will be given to prevention programs through nonprofit agencies, including, where appropriate, programs that identify and provide services to isolated families with children.

B. CBFRS

Funding allocations will be made to Family Resource Centers that demonstrate the existence of and/or expansion of an existing, effective network of community based family resources, as agreed upon at the December 17, 2001 CAPIT/CBFRS Planning meeting. An estimated \$41,554 will be allocated for FY 2003 – 2005 using a competitive process (RFP).

The RFP will specify that an FRC must be composed of local collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation of private and public sector members, consumers, nonprofit individuals and organizations with experience serving families with special needs children. RFP will require the exploration of methods for leveraging additional

Resources and blending appropriate funds. RFP will also require a peer review process designed to ensure quality assurance in services and service delivery. The RFP and the peer review process will involve parents as consumers. Parents will participate in prevention/family support planning and decision making. In addition, the RFP process will also address the need to assess client's satisfaction with service providers.

II. NEEDS ASSESSMENT

A. COUNTY OVERVIEW

Stretching from the Pacific Coast to the San Francisco Bay, bordered on the North by San Francisco and the South by Santa Clara County, the 442 square miles of San Mateo County are diverse economically, ethnically, and geographically. The county population is 707,161, with 7% of residents children age five and under and an additional 17% between ages 5 and 18. The ethnic makeup of the County is 50% white, 22% Latino, 20% Asian/Pacific Islander, and 4% African American. Thirty-four percent of households have children under age 18, compared to 40% of households statewide.

Of the twenty cities in San Mateo County, the largest are Daly City, San Mateo, Redwood City, and South San Francisco, which together make up 48% of the population. Approximately 7% of the population live in the unincorporated areas of the County. Rural communities west of the coastal mountains have a large number of low-income working families, many of whom work in the agriculture and fishing industries, and many of whom are undocumented. East of the mountains are the wealthy suburbs of Silicon Valley, as well as urban centers with densely populated low-income communities.

The economy is diverse, including computers, biotechnology, the airline industry, and finance. At the same time, the recession is hitting hard. The Internet bubble burst in March 2000, but the diversity of the local economy helped to ameliorate the impact. However, a full-blown recession is more of a challenge. The airline industry laid off thousands in the months after September 11. The ripple effect on travel and tourist-related businesses has been enormous. In November 2000, the County's unemployment rate was an enviable 1.3%. By November 2001, it had more than tripled, to 4% - still lower than the state average of 5.4%, but higher than the County has seen it in years. The welfare rolls, which declined dramatically from almost 5,000 families in October 1996 to 640 families in October 2000, have for the first time began to inch up, with 733 families in October 2001. Those families who have left the welfare rolls and are striving for self-sufficiency are the hardest hit in a recession. In 2000, the median income was \$69,901 in San Mateo County compared to \$46,543 for the state.

San Mateo County's median income has historically tended to be one of the highest in the nation, and unemployment rates some of the lowest. Sixty-one

percent of residents are homeowners, which is higher than the state average. However, increasing economic disparity exists between the well-to-do and those with lower incomes. Even before the recession, one in four of the county's children lived in relative poverty.

Overall, our children and families enjoy a very good quality of life, with low crime, good education, and good health and well-being. We value our rich ethnic, cultural, linguistic and geographic diversity. However, the quality of life for everyone in San Mateo County is impacted by the lack of affordable housing, the high cost and shortage of child care, and traffic congestion. With one of the least affordable housing and rental markets in the country, it is increasingly difficult for families to find housing. In addition, child care costs are among the highest in the state, and finding affordable quality child care is another challenge for families (The Children's Report Initiative 2002).

The San Mateo County CAPIT/CBFRS 2003-20005 plan is based on the summary of several San Mateo County needs assessment unmet needs.

At the December 17, 2001, CAPIT/CBFRS Three Year Planning meeting, members agreed on following a competitive process for the funding allocation process. Members also agreed that the competitive process would combine AB2994, CAPIT, and CBFRS funding into one RFP. Funding for the RFP will be based upon on unmet needs, coordinated with the array of services available in the County, and will also consider the following county demographics/indicators:

The San Mateo County Demographics	
A county population of	707,161
A 0-19 age population of	177,286
The number of children attending school	91,205
The number of children born to teen parents	599 live births
The number of children dropping out of school	627 in public schools
The number of child abuse reports	4,688 allegations
The number of first entries into Foster Care	265
The number of families in CalWORKS	4,419
The number of families living below poverty level	Not Available
The number of low birth weight babies	638

The San Mateo County Demographics	
The number of children participating in subsidized school lunch programs	21,469
The number of children on child care waiting list	1580
The number of children receiving age-appropriate immunization	Not available

Data available for the year 2000

Data Sources: Census 2000

California Department of Education

California Department of Health Services

Needell, B., et al (2001) Performance Indicators for Child Welfare in California

California Children's Services Archive

California Department of Social Services "Public Welfare in CA"

San Mateo County Child Care Coordinating Council

Based on the above mentioned county demographics and the summary of needs assessments provided, CCAT appointed a subcommittee of 6 members to work in the development of an RFP keeping under consideration the list of priorities and objectives agreed on.

III. DESCRIPTION OF SERVICES

The San Mateo County Three -Year Plan does not include a description of the specific services to be provided at this time. CCAT will put together an RFP (see attached copy of Funding Announcement) to contract for child abuse prevention/intervention services. The RFP will utilize CAPIT, CBFRS, and AB2994 money that will be competitively available to all private nonprofit agencies in the county that provide children and family services.

The same RFP will also be offered to all 16 Family Resource Centers existing in the county to consider contracting for services in accordance with CBFRS key requirements.

IV. GOALS AND OUTCOMES

To ensure program effectiveness and efficiency, CCAT will support OCAP's approach to the evaluation of CAPIT/CBFRS Programs. CCAT will ensure data collection to assist OCAP to:

- a. Analyze what is and is not working in individual programs.
- b. Communicate to the community what services are available from prevention and how they benefit the participants and the community.
- c. Input/recommendations for public policy development.
- d. Accountability of funding source
- e. Support program staff by identifying program strength and weaknesses.

CCAT does not have the specific outcomes at this time. CCAT will developed an RFP to solicit services to be provided. Goals and outcomes will be provided at a later date. After CCAT receive the proposals in response to the RFP, CCAT will review the proposals for contracts, and will forward the information to OCAP. The RFP developed by CCAT will incorporates the following outcomes:

Engagement Outcomes

- Customer Satisfaction Survey

Short Term Outcomes

- Administering pre/post assessment tools measuring participants Knowledge, attitude, skill and aspirations

Intermediate Outcomes

- Self-Assessment tools administered to participants at regular intervals during and after accessing services.

Long Term Outcomes

- San Mateo County has a County Report Card. The Report provides the basis for local planning efforts and addresses the changes in the community.
CCAT will submit a copy of the 2002 Report in its first CAPIT/CBFRS annual report.

V. ADMINISTRATIVELY COMBINE CAPIT/CBFRS PLANNING AND FUNDING ACTIVITIES

The San Mateo County Three- Year Plan will combine the CAPIT/CBFRS, and AB2994 Children’s Trust Fund money. At its December 17, 2001, meeting, CCAT agreed to combine the three funding streams for the next three fiscal years. CCAT is combining the administration, planning, and reporting activities of CAPIT/CBFRS/AB2994, however; CCAT will continue to track separately all service provider expenditures, services provided and individual/families served.

CCAT will use the tracking forms provided by OCAP. CCAT will continue to report CAPIT/CBFRS data separately on an annual basis.

VI. CHILD ABUSE PREVENTION COUNCIL

The Children's Collaborative Action Team (CCAT), is the designated San Mateo County Child Abuse Council. CCAT is also the designated Commission for the distribution of the Children's Trust Fund money. CCAT is the lead agency in the planning, development and implementation of the CAPIT/CBFRS Three -Year Plan.

As the designated Children's Trust Fund Commission for San Mateo County, CCAT has used a competitive process to allocate those funds. In the last two years, CCAT has funded diverse types of child abuse prevention services in the community. Some of those services included: early childhood intervention and prevention; comprehensive monolingual child abuse prevention and treatment; bilingual parent education; a "warm line" to provide child abuse prevention information and referral services; child abuse services for children with grandparents and other relatives; counseling; crisis intervention and case management to 4 schools; mandated reporter training; and prevention education services.

VII. QUALITY ASSURANCE MANAGEMENT (Oversight and Monitoring)

The San Mateo County Human Services Agency (HSA) is the agency designated to administer the CAPIT/CBFRS Program funds. The Children and Family Services Division Program, under the direction of Stuart Oppenheim, will provide the monitoring; the County Liaison is Judyt Bardales, Community Liaison for Children and Families, Human Services Agency, 400 Harbor Blvd., Bldg., B, Belmont, CA 94002, Tel. # (650) 802-6465, Fax # (650) 802-6401.

By providing a full time staff, HSA supports CCAT/ San Mateo County Child Abuse Council. Judyt will be responsible for monitoring of the CAPIT/CBFRS subcontractors, integration of local services, grant compliance, data collection, preparing amendments to the county three year plan, preparing annual reports, and outcome evaluation. To ensure subcontractors accountability for the CAPIT/CBFRS programs, in addition to following the current county practices, the Liaison will:

- a- Meet all established report due dates
- b- Collect data from subcontractors
- c- Compile subcontractors' data
- d- Analyze subcontractors' data and prepare required reports

- e- Disseminate prevention/family support information throughout the county
- f- Coordinate county participation in the peer review process
- g- Prepare amendments to the county three-year plan.

VIII. FISCAL/ ADMINISTRATIVE

The San Mateo County Human Services Agency is the agency designated by the Board of Supervisors to administer the CAPIT/CBFRS Programs Fund. The Human Services Agency is the lead agency in the implementation and support of the county's child abuse prevention efforts. The Human Services Agency Children and Family Services Program provides a full time staff person to support CCAT's activities. CCAT will retain ten percent (10%) from CAPIT/CBFRS allocation to accomplish administrative tasks.

The CCAT Coordinator will serve as the CAPIT/CBFRS Liaison.

The CAPIT/CBFRS Liaison agrees to

- a. Maintain responsibility for prevention activities in addition to those accomplished by the CAPIT/CBFRS subcontractors.
- b. Submit for approval the three-year plan.
- c. Submit invoice for the annual release of the CBFRS funds after assuring compliance with all program requirements.
- d. Maintain complete financial records of the CAPIT/CBFRS costs and operating expenses.
- e. Submit CAPIT invoices on quarterly basis.
- f. Secure and maintain, according to CAPIT Program requirements, the ten percent cash or in-kind match; this match amount will be included in the CAPIT invoice accounting.
- g. Develop a comprehensive expenditure plan (budget) that identifies all services providers, services and proposed expenditures.
- h. Include in the expenditure plan funds for the county liaison and consumers to attend meetings, conferences and training events.
- i. Maintain the capacity to transmit information electronically (e-mail).
- j. Ensure that nonprofit agencies competing for the CAPIT/CBFRS funds will have capacity to transmit information electronically (e-mail).
- k. Ensure that CAPIT/CBFRS funds will not be used for purchase of equipment.
- l. Provide detailed information about the County Children's Trust Fund.
- m. Start the RFP process to select CAPIT/CBFRS service providers as soon as the three-year plan is completed, thus ensuring that there is no gap in the delivery of services.

IX. BUDGET

SAN MATEO COUNTY CCAT ALLOCATION

Funding Source	Total Funding FY(2003-2005)	Funding Amount (Including administrative cost deduction)			
		Type of Services	FY 2003-2004	FY 2004-2005	FY 2004-2005
CAPIT	\$545,994	Treatment	\$125,000	\$125,000	\$125,000
		CAPIS*	\$ 35,087	\$ 39,543	\$ 41,776
CBFRS	\$ 41,544 **	RFC	\$ 13,848	\$ 13,848	\$ 13,848
AB2994	\$313,000	Warm Line	\$ 30, 000	\$ 35, 000	\$ 38,000
		CAPIS*	\$ 60,000	\$ 60,000	\$ 60,000
		Mandated Reporting	\$ 10,000	\$ 10,000	\$ 10,000
CAPIT 10 % AC***	\$ 54,599	County + Liaison Expenses	HSA Budget	HSA Budget	HSA Budget
		FCAC ++ Meetings, conference, & training Events. Council +++ Operating Expenses	\$ 17,787	\$ 18,531	\$ 18, 281

CAPIS* Child Abuse Prevention and Intervention Services

** Amounts are estimated state/federal figures allocated to the Council

AC*** Administrative Cost

+ Salary, Meetings, conference, & training Events

FCAC++ Family and Community Advisory Committee (parents group)

+++ Community outreach efforts, Printing, etc,

X. ATTACHMENTS

1. Office of Child Abuse Prevention Three Year Plan Application Guidelines
2. Notice of Intent for San Mateo County
3. Resolution 63139 appointing Children's Collaborative Action Team (CCAT), formerly known Children's Executive Council Action Team (CECAT) as the Child Abuse Prevention Coordinating Council
4. Resolution 63140 appointing Children's Collaborative Action Team (CCAT) formerly known as Children's Executive Action Team (CECAT) as the designated AB2994 Child Abuse Trust Fund Commission for the distribution of child abuse prevention funds.
5. Children's Collaborative Action Team (CCAT) 2002 Members Directory.
6. Children's Collaborative Action Team (CCAT) meeting December 17, 2001 Attendees list.
7. Three Year Plan Requirement
8. CAPIT- Key Requirements
9. CBFRS- Key Requirements
10. Estimated San Mateo County Child Abuse Council Allocations for FY 2002-2005
11. CCAT AB2994 Funding Allocation History, and CAPIT/ CBFRS Funding Allocation History
12. Needs Assessments
 - a. Peninsula Partnership Sites – City Needs Assessment
 - b. Human Services Agency FY 2002- FY 2003 OBM
 - i. Economic Self-Sufficiency
 - ii. Family Strength
 - iii. Community Capacity Building
 - c. Childhood Injury Prevention Collaborative - Needs Assessment
13. CCAT RFP subcommittee members list
13. CCAT Funding Announcement

OFFICE OF CHILD ABUSE PREVENTION
CAPIT/CBFRS THREE-YEAR PLAN/APPLICATION

GUIDELINES
(July 2002 – June 2005)

NOVEMBER 14, 2001

- I. THREE YEAR PLANNING TEAM – KEY REQUIREMENTS
- II. NEEDS ASSESSMENT - DEMOGRAPHICS/INDICATORS
- III. DESCRIPTION OF SERVICES
- IV. GOALS AND OUTCOMES – CONTINUUM OF OUTCOMES
- V. ADMINISTRATIVELY COMBINE CAPIT/CBFRS
- VI. CHILD ABUSE PREVENTION COUNCILS
- VII. QUALITY ASSURANCE MANAGEMENT – PEER REVIEW
(Oversight/Monitoring)
- VIII. FISCAL/ADMINISTRATIVE
- IX. REVIEW TOOL

In order for the county application to be reviewed, scored and approved, all of the above items must be fully addressed.

OFFICE OF CHILD ABUSE PREVENTION

**CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT AND COMMUNITY
BASED FAMILY RESOURCE AND SUPPORT PROGRAMS**

**THREE-YEAR PLAN/APPLICATION
(JULY 2002 – JUNE 2005)**

GUIDELINES

NOVEMBER 14, 2001

I. COUNTY CAPIT/CBFRS THREE-YEAR PLAN TEAM/KEY REQUIREMENTS

The three-year plan that each participating county will develop should reflect the Office of Child Abuse Prevention's (OCAP) efforts to support the integration of local prevention/family support resources and activities. Protecting children requires a comprehensive commitment at the local level to integrate prevention/family support activities as a means of improving child and family well-being. The OCAP will continue to provide training and technical assistance to counties in order to ensure the continuation of ongoing local efforts to plan and coordinate these services.

The local planning activities for the three-year plan must include a team that will assist the county CAPIT/CBFRS liaison with completion of the plan. This team should include, but not be limited to, local stakeholders such as the Child Abuse Prevention Council, consumers, Promoting Safe and Stable Families recipients and public/private agencies. The planning, implementation and evaluation of prevention/family support services at the local level must be multidisciplinary, inclusive of consumers, collaboratively designed and delivered and integrate/coordinate local resources. Local prevention/family support services that are woven together can more efficiently identify families, assess risk level and type of intervention needed and provide appropriate services that will strengthen families and communities. It is critical that all members of the three-year planning team become familiar with the Welfare and Institutions Code (WIC) Sections that authorize prevention services/activities, e.g., WIC Section 18960 et. seq. The three-year plan must include the names of all the team members and the agencies that they represent.

The CAPIT grant requires that a competitive process (request for proposals) be used to select agencies that will provide direct services. As a result, counties need to be mindful of any potential conflict of interest for agencies that help develop the three-year plan and compete for CAPIT funds.

As the county three-year planning team develops the plan, please review the key CAPIT/CBFRS features/program requirements listed below.

CAPIT – Key Requirements

There have been no recent legislative changes to the CAPIT program and the key requirements remain:

In 1998 the Legislature augmented CAPIT funding to a total of \$14,840,000 per year (Chapter 329, Statutes of 1998, AB 2779, Aroner). With this increase in funding came additional requirements. The following WIC Sections contain the key requirements.

- A. WIC Section 18963 (c) authorizes the California Department of Social Services to withhold approval of CAPIT funding until the formation of a Child Abuse Prevention Council, Board or Commission established by the County Board of Supervisors.
- B. WIC Section 18960 (a)(3) "Priority shall be given to prevention programs through nonprofit agencies, including, where appropriate, programs that identify and provide services to isolated families, particularly those families with children five years of age or younger...."
- C. WIC Section 18963 (c)(1) ensures that each county allocates revenues through the use of an accountable process that utilizes a multidisciplinary approach particularly strengthening child abuse councils and allocates revenues in a manner consistent with a county expenditure plan for all Child Abuse Prevention, Intervention and Treatment program revenues. The county plan shall explain how services funded under this article are coordinated with the array of services available in the county and are based on unmet need. The OCAP shall review and approve these plans prior to authorizing county expenditure of funds and shall require counties to submit annual reports on program services.
- D. WIC Section 18963 (c)(2) ensures CAPIT program compliance and accountability to the county plan and legislative intent by providing for administrative oversight and consultation.

CBFRS – Key Requirements

There have been no recent legislative changes to the CBFRS program and the key requirements continue to be:

- A. Recipients of funds must demonstrate the existence of and/or expansion of an existing, effective network of community based family resource and support programs. These networks must be composed of local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation of private and public sector members, consumers, nonprofits, individuals and organizations with experience serving families with special needs children. The scope of these statewide networks must include all program participants.
- B. Participants are required to explore methods for leveraging additional resources and blending appropriate funds to maximize grant funds.

- C. A peer review process designed to ensure quality assurance in services and service delivery must exist. The OCAP will continue to refine this process in partnership with county liaisons and local service providers.
- D. Participants are required to have a process that ensures meaningful involvement by parents as consumers in prevention/family support planning and decision-making.
- E. A process to assess client satisfaction with services provided through these funding streams must exist. CDSS/OCAP, through the program instructions provided to counties, is requiring the use of a Consumer Satisfaction Survey for all funded service providers.

II. NEEDS ASSESSMENT

The county three-year plan must be based on a countywide needs assessment (data collected in the last three years) which identifies local unmet prevention needs. Effective change requires communities to maintain focus on the needs of their families as they identify resources and then direct those resources toward unmet needs. It also requires that all local stakeholders maintain an outcome-based focus when making decisions regarding the allocation of resources. Counties may choose to conduct a new needs assessment or use a current needs assessment completed for another commission, board or agency (e.g., Prop 10 Commission, Head Start, Child Care Planning Council, Promoting Safe and Stable Families (FPSP) or CalWORKs) as long as unmet prevention needs are clearly identified. The needs assessment should include, but not be limited to, all of the following county demographics/indicators:

- County Population
- Age 0 – 18 Population
- Number of Children Attending School
- Number of Children Born to Teen Parents
- Number of Children Attending Special Education Classes
- Number of Children Dropping Out of School
- Number of Child Abuse Reports
- Number of First Entries Into Foster Care
- Number of Families in CalWORKs
- Number of Families Living Below Poverty Level
- Number of Children Participating in Subsidized School Lunch Program
- Number of Children on Child Care Waiting List
- Number of low birth weight babies
- Number of children receiving age-appropriate immunizations

A copy of the county needs assessment must be included with the three-year plan.

III. DESCRIPTION OF SERVICES

The county three-year plan must clearly describe each CAPIT and CBFRS service to be provided. This description must link each service to unmet needs identified in the needs assessment.

The priority for CAPIT and CBFRS funds during the next grant cycle is prevention services. The OCAP will assist counties in their efforts to find appropriate sources of funds for non-prevention services, e.g., treatment services, Court Appointed Special Advocate (CASA), etc.

IV. GOALS and OUTCOMES

The OCAP approaches the evaluation of CAPIT and CBFRS programs as a critical function in assuring program effectiveness and efficiency. An evaluation is a multi-dimensional process which requires that information be collected and analyzed to accomplish the following:

- Determine what is and is not working in individual programs;
- Communicate to the community what services are available from prevention programs and how these services benefit participants and the community;
- Support program staff by identifying agency/program strengths and weaknesses;
- Add to the existing body of knowledge lessons learned about what does and doesn't work for specific programs/participants;
- Provide the basis for input/recommendations for public policy development; and
- Provide accountability to the funding source.

The OCAP believes that family support outcomes are best viewed as a continuum of results, beginning with engagement, followed by short term outcomes, which lead to intermediate outcomes, and which ultimately result in long-term outcomes or impact. In an effort to maximize the favorable impact child abuse prevention programs may have on participants, the OCAP has continued to promote public/private sector partnerships to enhance the effective delivery of services. The philosophical underpinning of services and the manner in which they are delivered are predicated on the Principles of Family Support Practice developed by Family Support America (Attachment G).

Engagement Outcomes

Since participation in family support programs is generally voluntary, the OCAP will continue to emphasize the importance of recruitment and high participant satisfaction. Examples of engagement outcomes include developing trust with the service provider staff, feeling welcome while receiving services, and attending programs voluntarily.

Counties must document their effectiveness through the use of consumer satisfaction surveys. County liaisons will continue to be required to collect and analyze all surveys and include this data in their annual report to OCAP.

Short-Term Outcomes

Counties must capture the changes in knowledge, attitude, skills and aspirations of participants. Examples of short-term outcomes include increased knowledge of positive discipline techniques, increased motivation to succeed in school, or increased job readiness skills. Counties will capture short-term outcomes by administering pre/post assessment tools measuring participant knowledge, attitudes, skills and aspirations. County liaisons will continue to include this data in their annual report to OCAP.

Intermediate Outcomes

Many programs report favorable intermediate outcomes as captured on self-assessment tools administered to participants at regular intervals during and after accessing services. Examples might include improved family functioning as a result of reduced stress levels or completion of a job-training course. County liaisons will include this data in their annual reports to OCAP.

Long-Term Outcomes

Many counties have developed a local process that produces a county Report Card that identifies demographics, risk factors, trends, program services, and service effectiveness. This valuable information on the health and well-being of families and children is critical in determining the changing social, political and economic landscape of the community; and, it provides a basis for local planning efforts to address these changes. Examples of long-term outcomes include a decrease in the incidence of child abuse, establishment of safe and supportive family environments and a decrease in substance abuse. County liaisons will include copies of county Report Cards or other community indicators that monitor countywide progress in supporting at-risk families and children in their annual report to OCAP.

Based on the county's needs assessment and resulting identified services, state the projected goals for the first year of the grant (July 2002 – June 2003). As an example, the needs assessment identified parent education as an unmet need and the planning team included parent education as a service requirement in the RFP. The GOAL would be the number of families/children that the service provider has projected to service. Counties should use Attachment H to submit projected GOALS for the first year of the grant. At the end of each year, counties must report to OCAP on the actual number of families/children receiving services. The number served is one outcome measure; however, a more important measure is how have the services impacted/strengthened the family. Counties should develop outcome measures to capture this information on service impact.

V. ADMINISTRATIVELY COMBINE CAPIT/CBFRS PLANNING AND FUNDING ACTIVITIES

Based upon the positive results experienced by counties and CAPIT/CBFRS program requirements, all county three-year plans for the next grant cycle must be based on administratively combining CAPIT and CBFRS planning and reporting activities.

It will remain important to track separately all service providers' expenditures, services provided and individual/families served on forms provided by OCAP. Counties will continue to report CAPIT and CBFRS data separately on an annual basis.

Please note that the State-funded CAPIT and Federally-funded CBFRS programs both operate on the State Fiscal Year (SFY) of July-June and all funds must be expended during the SFY they are received.

VI. CHILD ABUSE PREVENTION COUNCILS

Child Abuse Prevention Councils (CAPC) definitely have a role in the integration/coordination of the counties prevention and family support efforts. As an example, CAPC's must be represented on the team that develops the CAPIT and CBFRS three-year plan.

The responsibility for establishing and funding CAPC's rests with the County Board of Supervisors. The county three-year plan must include a Board of Supervisors Resolution affirming the existence of a CAPC and identifying the group that the Board of Supervisors has identified as the CAPC (WIC 18980 et seq.). Additionally, the CAPIT and CBFRS three-year plan must include a Board of Supervisors Resolution establishing a commission, board or council to administer the County Children's Trust Fund (WIC 18965 et seq.). The Board of Supervisors has a number of funding resources that may be used to support CAPC's and some of these resources are CAPIT, CBFRS, County Children's Trust Fund and KidsPlate (funds received from specialty license plates).

The California Department of Social Services (CDSS) is authorized (WIC Section 18963) to withhold approval of CAPIT funding until the formation of a child abuse prevention council, board or commission by the County Board of Supervisors.

Through our Child Abuse Training and Technical Assistance (CATTa) grantees (CSU Sonoma and San Diego Children's Hospital) and in collaboration with the Office of Criminal Justice Planning (OCJP), the OCAP has supported CAPC's by providing a variety of content-specific training events and technical assistance.

During the next grant cycle the OCAP and our CATTa grantees will continue to work with the CAPCs to develop regional approaches to supporting the CAPC's growth and development.

VII. QUALITY ASSURANCE MANAGEMENT (Oversight and Monitoring)

Accountability will continue to be a major requirement of the CAPIT and CBFRS programs. To ensure that counties are meeting the legislative requirements described in Chapter 329, Statutes of 1998, AB 2779, the OCAP will provide oversight and monitoring of the CAPIT and CBFRS programs. However, responsibility for monitoring of the CAPIT and CBFRS subcontractors, integration of local services, grant compliance, data collection, preparing amendments to the county three-year plan, preparing annual reports and outcomes evaluation rests with the public agency designated by the County Board of Supervisors to administer the CAPIT and CBFRS programs. The oversight and monitoring section of the county three-year plan must include a detailed description of how the public agency will ensure subcontractor accountability for the CAPIT and CBFRS programs. This description must be CAPIT and CBFRS specific and not limited to a general description of current county practices.

The CAPIT grant requires that a county liaison be assigned and that the county will meet all established report due dates. Failure to comply with either of these contractual requirements will result in the county being in noncompliance.

The public agency staff person assigned to be the CAPIT and CBFRS liaison will be responsible for collecting data from subcontractors, compiling subcontractor data, analyzing subcontractor data and preparing required reports. The liaison is also responsible for dissemination of prevention/family support information throughout the county. The liaison's responsibilities are not intended to be limited to contract management activities.

In pursuit of promoting best practices and quality assurance in program services, the OCAP will continue the development, refinement and implementation of the Peer Review process. In partnership with Family Support America, the OCAP has completed the Peer Review Training Manual for Family Resource Centers and is launching the implementation of this peer review process through all Answers Benefiting Children grantees. Concurrently, the OCAP will continue to work with Family Support America to expand the application of the Peer Review process to programs that are non-center-based. To accomplish this, a pilot program has been completed in eight counties. The OCAP will contract with Family Support America to provide training and technical assistance to all counties and agencies choosing to participate in the Peer Review process.

VIII. FISCAL/ADMINISTRATIVE

The CAPIT grant is a contractual agreement between the County Board of Supervisors and the California Department of Social Services (CDSS) and must be administered by the public agency designated by the Board. The CAPIT program is funded entirely by State General Funds and these funds are subject to approval through the annual State Budget process. The public agency designated by the Board of Supervisors is expected to take an active role in the integration of all the county's prevention efforts and not delegate all responsibility for prevention activities to the CAPIT and CBFRS subcontractors.

The CBFRS program is entirely federally-funded and these funds are subject to the annual federal budget process. CBFRS funds are released annually to each county as a lump sum after the county has met all program requirements.

The CAPIT and CBFRS Programs are NOT entitlement programs. Counties must voluntarily apply for available funding through the development, submission and approval of a three-year plan.

The public agency must maintain complete financial records of the CAPIT and CBFRS costs and operating expenses. The public agency must submit CAPIT invoices monthly or quarterly at their option. Failure to submit invoices on a monthly or quarterly basis will result in county noncompliance.

Counties have expressed a need for an increase in CAPIT and CBFRS administrative costs. **As a result, effective July 1, 2002, the OCAP will approve up to 10 percent of county CAPIT and CBFRS funds for administrative costs.** Additionally, counties are reminded that the CAPIT program requires ten-percent cash or in-kind match and the match amount must be included on the CAPIT invoice.

County CAPIT and CBFRS administrative agencies must develop a comprehensive expenditure plan (budget) that identifies all service providers, services and proposed expenditures. This expenditure plan must also include funds for the county liaison and consumers to attend meetings, conferences and training events.

The public agency designated to administer CAPIT/CBFRS and all subcontractors must have the capacity to transmit information electronically (e-mail). Public agencies currently have this capability and all nonprofit agencies competing for CAPIT and CBFRS funds must include in their proposals/budgets to the county how they will meet this requirement. If necessary, a portion of the CAPIT and CBFRS allocation can be used by the nonprofit agency selected to provide direct services to purchase the equipment needed to meet this requirement.

The purchase of equipment (other than that described above) with CAPIT and CBFRS funds is discouraged. Service providers should seek alternative funding for equipment.

Typically, counties wait until the CAPIT grant is executed to begin the RFP process. This can result in gaps in prevention services since no services are provided during the period that counties are selecting a provider. It is highly recommended that counties consider developing a process that will address potential gaps in prevention services. As an example, the county could fund CAPIT providers until the RFP process is completed and the contract is executed or the county could start its RFP process to select CAPIT/CBFRS service providers as soon as the three-year plan is completed. By utilizing either of these processes, counties will ensure that there is no gap in the delivery of prevention services.

As part of the 2000/2001 annual report, the OCAP is requiring that counties provide detailed information on the County Children's Trust Fund. This will be an ongoing annual requirement and the OCAP will be working with counties to maximize use of these funds during the 2002 – 2005 grant cycle.

The county plan/application will be reviewed and scored by the OCAP using the attached review tool (Attachment D).

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

NOTICE OF INTENT FOR County of San Mateo COUNTY
(STATE FISCAL YEARS 2002 - 2005 GRANT CYCLE)

The undersigned agrees that the County intends to contract or not contract with public or private nonprofit agencies to provide services in accordance with Welfare and Institutions Code Article 4 (Section 18960-et. seq.).

In addition, the undersigned assures that allocations made by the County under the Child Abuse Prevention, Intervention and Treatment Program and Community Based Family Resource and Support Programs will be used in the development, implementation, expansion or enhancement of a local network of child abuse prevention programs.

Please check the appropriate box.

- The County intends to contract with public or private nonprofit agencies to provide prevention services.
- The County does not intend to contract with public or private nonprofit agencies to provide prevention services.

The County Board of Supervisors designates Human Services Agency as the public agency to administer the combined Child Abuse Prevention, Intervention and Treatment and Community Based Family Resource and Support Programs.

In order to receive funding effective July 1, 2002, please sign and return the Notice of Intent by August 20, 2001 to:

California Department of Social Services
Office of Child Abuse Prevention
744 P Street, MS 19-82
Sacramento, CA 95814

Michael D. Nevin
County Board of Supervisors Authorized
Signature

11/15/01
Date

Michael D. NEVIN
Print Name

President, Board of Supervisors
Title

RESOLUTION NO. 63139

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

**RESOLUTION APPOINTING CHILDREN'S EXECUTIVE COUNCIL
ACTION TEAM (CECAT) CITIZENS REVIEW PANEL AS THE
CHILD ABUSE PREVENTION COORDINATING COUNCIL**

RESOLVED, By the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, Since June 1986, Child Advocacy Council now known as Child Abuse Prevention Center, a private non-profit organization, has been the designated child abuse prevention coordinating council except for funding recommendations; and

WHEREAS, Children's Executive Council (CEC), since 1988 determined that CECAT was the best forum to create a partnership with the community to work issues regarding child abuse and prevention; and

WHEREAS, in 1989 California Legislation mandated expanded membership for Child Abuse Prevention Coordinating Council; and

WHEREAS, CECAT has created a Citizens Review Panel to evaluate and monitor our County's children and family services programs; and

Regularly passed and adopted the 19th day of October, 1999.

AYES and in favor of said resolution:

Supervisors:

MARY GRIFFIN

JERRY HILL

RICHARD S. GORDON

ROSE JACOBS GIBSON

MICHAEL D. NEVIN

NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE

MARY GRIFFIN

*President, Board of Supervisors
County of San Mateo
State of California*

Certificate of Delivery
(Government Code section 25103)

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

DALE ELLEN YOUNG

*DALE ELLEN YOUNG, Deputy
Clerk of the Board of Supervisors*

RESOLUTION NO. 63140

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION APPOINTING CHILDREN'S EXECUTIVE COUNCIL ACTION TEAM (CECAT) AS THE DESIGNATED AB 2994 CHILD ABUSE TRUST FUND COMMISSION FOR DISTRIBUTION OF CHILD ABUSE PREVENTION FUNDS

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California,
that

WHEREAS, California legislature created the California State Children's Trust Fund (CSCTF) in 1982 to promote programs related to services for child abuse and neglect prevention and intervention; and

WHEREAS, Children's Executive Council Action Team (CECAT) was created in 1988 to develop, implement and continually refine a collaborative interagency system of children's services; and

WHEREAS, Family and Child Abuse Services Advisory Committee (FACSAC) used to oversee child abuse and neglect prevention and intervention RFP, and it is no longer in existence; and

WHEREAS, for several years there has not been a Board appointed committee; and

WHEREAS, the Children's Trust Fund consists of fees collected from birth certificates, grants, gifts and bequests; and

Regularly passed and adopted the 19th day of October, 1999.

AYES and in favor of said resolution:

Supervisors:

MARY GRIFFIN

JERRY HILL

RICHARD S. GORDON

ROSE JACOBS GIBSON

MICHAEL D. NEVIN

NOES and against said resolution:

Supervisors:

NONE

Absent Supervisors:

NONE

MARY GRIFFIN

*President, Board of Supervisors
County of San Mateo
State of California*

Certificate of Delivery

(Government Code section 25103)

I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

DALE ELLEN YOUNG

*DALE ELLEN YOUNG, Deputy
Clerk of the Board of Supervisors*

**Children's Collaborative Action Team (CCAT)
San Mateo County Child Abuse Council
2002 Members Directory**

Deborah Torres, Director
San Mateo County Mental Health
3080 La Selva Street
San Mateo, CA 94403

Anand Chabra, MD Co-Chair
San Mateo County Health Services
225 W 37th Avenue
San Mateo, CA 94403

Debra Crumrine- Parent
Family Community and Advisory Committee
1121 Mirador Terrace
Pacifica, CA 94044

Gary Long, Director
Family Service Agency
1870 El Camino Real
Burlingame, CA 94010

Cynthia Yao
Institute of Human & Social
Development, Inc.
1265 Mission Road
So. San Francisco, CA 94080

Stuart Oppenheim, Co-Chair
Human Services Agency
350 90th Street
Daly City, CA 94015

Sherri Sager
Lucile Packard Children's Hospital
725 Welch Road
Palo Alto, CA 94304

Cheryl Zando, Director
Youth and Family Assistance
609 Price Avenue, Suite 108
Redwood City, CA 94063

Mary Ann O'Shea, Director
Probation Department
21 Tower Road
San Mateo, CA 94402

Jeff McKeever, Parent
Family Community and Advisory Committee
94 Lausanne Avenue
Daly City, CA 94014

Chris Trailer
Family and Community Enrichment Services,
Inc.
610 Elm Street, Suite 212
San Carlos, CA 94070

Pamela Ptacek, Director
Special Education Plan Area
101 Twin Dolphin Drive
Redwood City, CA 94065-1064

Janet Hofmann, Director
Community Information Program
262 Harbor Blvd.,
Belmont, CA 94002

Judyt Bardales, Coordinator
Human Services Agency
400 Harbor Blvd., Bldg., B
Belmont, CA 94002

Jeanine Asche, Director
San Mateo County Library
25 Tower Road
San Mateo, CA 94402

Mary Hansell, Director
Prenatal-to-Three Initiative
225 37th Avenue
San Mateo, CA 94403

Harry Leonard
Hillcrest Mental Health
21 Tower Road
San Mateo, CA 94402

Lynda Gayden, Director
Child Abuse Prevention Center
400 Convention Way, Suite 200
Redwood City, CA 94063

John Mehl
San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood Shores, CA 94065

Kimberly Wheeler, Director
P O Box 1879
Pacifica, CA 94044

Julie Scales
The Legacy Foundation
1155 Broadway # 129
Redwood City, CA 94063

Sheila George
East Palo Alto Teen Home, Inc.
2265 Oakwood Dr.
East Palo Alto, CA 94303

Robin Holcomb, Director
Family Connections
2410 Oraceland Avenue
San Carlos, CA 94020

Monica Torres- Hersch
Connect Family Resource Centers
2450 Ralmar Avenue/ Green Oaks Academy
East Palo Alto CA 94303

Cristina Lisor
Our Second Home
Daly City Peninsula Partnership
Lawson Hall
125 Accacia Street
Daly City, CA 94014

JoAnna Caywood
The Children's Report Initiative
Peninsula Partnership
1700 So. El Camino Real # 300
San Mateo, CA 94402

Ann Sims, Director
Bayshore Child Care Services
45 Midway Dr.
Daly City, CA 94014

Patricia Black
455 County Center, 5th Floor
Redwood City, CA 94063

Sherri Rafanan
San Mateo County District Attorney
Family Support Division
555 County Center, 2nd Floor
Redwood City, CA 94063

Cathy Nessier
262 Harbor Blvd.,
Belmont, CA 94002

Nattie Fong
255 Ellington Avenue
San Francisco, CA 94112

Steve Eckert
YMCA Mental Health
1486 Huntington Avenue
So. San Francisco, CA 94080

Evelyn Taylor
Homework Central
P O Box 6687
San Mateo, CA 94403

Beth Ross, Director
Redwood City 2020
1017 Middlefield Road
Redwood City, CA 94064-0391

Tiare Pena
Legislative Aide San Mateo County Board of
Supervisors
Hall of Justice
Redwood City, CA 94063

Stephanie Hazen
Youth and Family Assistance
1860 El Camino Real, Suite 400
Burlingame, CA 94010

Sue Digre, Director
PARCA
1750 El Camino Real , # 105
Burlingame, CA 94010-3210

Children's Collaborative Action Team (CCAT)
Meeting Date December 17, 2001

Name	Agency	Address	CCAT Member Y/N	Would you like to be a member? Y/N
Stephanie Hazen	YFA Crisis Center	1860 El Camino Real, Suite 400 Burlingame, CA 94010	N	Y
Cheryl Zando	YFA	609 Price Avenue, Suite 205 Redwood City, CA 94063	Y	
Janet Hofmann	PLS/CLP	262 HARBOR BLVD Belmont CA 94002	Y	
Gary Long	PSA	1870 El Camino Real Burlingame, CA 94010	Y	
Julie Scales	Legacy Fnd. Children's Place	1155 Broadway #129 RWC, CA 94063		Y
Lebbie Crumrine	FCAC	1121 MIRADOR TERR Pacifica, Ca 94044	Y	
REBECCA HERNANDEZ	RAISING A READER	25 TOWER ROAD SAN MATEO, CA	N	
Steve LeClerc	YMCA	1486 Huntington Ave SO SF 94030	Y	
Kimberly Wheeler	PYSB	PO BOX 1879 435 EDGEMAR, Pacifica 94064	N	Y
Anand Chabra	Health		Y	Y
Sue Dugie	Parca ^{developmentally disabled}	1750 El Camino #105 Burlingame CA 94010	I was sent by mail	Y
Mary Hansell	Public Health	225 W 37th Ave, SM	Y	
Molly Orner	Friends for Youth	1741 Broadway 1st Fl. Redwood City	N	?
Christina Lison	Our 2nd Home DeFeninsula Partnerships	Lawson Hall 625 Accord St. Daly City, CA 94014		Y
Jeffrey McKeever	FOCAC	94 Lausanne ave	Y	
Ann Sims	Bayshore & child care services	Daly City Partnership 45 Midway Dr Daly City		Y
Bernie Plotnikoff	CAK	400 Convention Way #200 RWC 94063	? Y	
Lawrence Stevas	SPAT Partnership	Connect FRC 2450 Redman Greenoaks 3rd, CA 94303	Y	Y
Ann Oppenheim	Hum services	350 90th St Daly City 94015	Y	

Three Year Plan Requirements

1. The local planning activities for the three-year plan must include a team.
2. Team should include CAPC, consumers, public & private Agencies, promoting safe and stable families' recipients.
3. Purpose- collaboratively design, deliver and integrate (coordinate local resources).
4. Plan must include the names of all the team members and the agencies that they represent.
5. CAPIT requires a competitive process (RFP) used to select Agencies that will provide direct services
6. Plan shall explain how services funded under WIC, Sect. 18963 article are coordinated with the array of services available in the County and are based on unmet needs.
7. OCAP shall review and approve plans.
8. Annual Report on programs Services to be submitted.
9. Plan must be based on countywide need assessment, which identifies local unmet prevention needs.
10. Can use existing needs assessment and should include:
 - County population,
 - age 0-18 population,
 - # of children attending school,
 - # of children born to teen parents,
 - # of children dropping out of school,
 - # of child abuse reports,
 - # of first entries into Foster Care,
 - # of families in CALWORKS,
 - # of families living below poverty level,
 - # of children participating in subsidized school lunch programs,
 - # of children on Child Care waiting list,
 - # of low birth weight babies,
 - and # of children receiving age-appropriate immunizations.
11. Clear description of CAPIT& CBFERS services to be provided and must be linked to unmet needs identified in the needs assessment.

12. Data will be collected and will be part of the RFP

Goal—Outcomes- data to be collected

- a. What is and is not working in individual programs.
- b. Communicate to the community what services are available from prevention and how they benefit the participants and the community.
- c. Input/recommendations for public policy development.
- d. Accountability of funding source
- e. Support program staff by identifying program strength and weaknesses.

Engagement Outcomes

- Customer Satisfaction Survey

Short Term Outcomes

- Administering pre/post assessment tools measuring participants knowledge, attitude, skill and aspirations.

Intermediate Outcomes

- Self Assessment tools administered to participants at regular intervals during and after accessing services.

Long Term Outcomes

- Including copies of County Report Cards or other community indicators that monitor countywide progress in supporting at risk families and children in their annual report to ACAP.

13. County Children's Trust Fund Info must be included.

Child Abuse Prevention, Intervention and Treatment

CAPIT—Key Requirements

There have been no recent legislative changes to the CAPIT program and the key requirements remain:

In 1998 the Legislature augmented CAPIT funding to a total of \$14,840,000 per year (chapter 329, Statutes of 1998, AB 2779, Aroner). With this increase in funding came additional requirements. The following WIC Sections contain the key requirements.

- A. WIC Section 18963 (c) authorizes the California Department of Social Services to withhold approval of CAPIT funding until the formation of a Child Abuse Prevention Council, Board or Commission established by the County Board of Supervisors.
- B. WIC Section 18960 (a) (3) “ Priority shall be given to prevention programs through nonprofit agencies, including, where appropriate, programs that identify and provide services to isolated families particularly those families with children five years of age or younger....”
- C. WIC Section 18963 (c) (1) ensures that each county allocates revenues through the use of an accountable process that utilizes a multidisciplinary approach particularly strengthening child abuse councils and allocates revenues in a manner consistent with a county expenditure plan for all Child Abuse Prevention, Intervention and Treatment program revenues. The county plan shall explain how services funded under this article are coordinated with the array of services available in the county and are based on unmet need. The OCAP shall review and approve these plans prior to authorizing county expenditure of funds and shall require counties to submit annual reports on program services.
- D. WIC Section 18963 (c)(2) ensures CAPIT program compliance and accountability to the count plan and legislative intent by providing for administrative oversight and consultation.

Community Based Family Resource and Support

CBFRS—Key Requirements

There have been no recent legislative changes to the CBFRS program and the key requirements continue to be:

- A. Recipients of funds must demonstrate the existence of and/or expansion of an existing, effective network of community based family resource and support programs. These networks must be composed of local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation of private and public sector members, consumers, nonprofits, individuals and organizations with experience serving families with special needs children. The scope of these statewide networks must include all program participants.
- B. Participants are required to explore methods for leveraging additional resources and blending appropriate funds to maximize grant funds.
- C. A peer review process designed to ensure quality assurance in services and service delivery must exist. The OCAP will continue to refine this process in partnership with county liaisons and local service providers.
- D. Participants are required to have a process that ensures meaningful involvement by parents as consumers in prevention/family support planning and decision making.
- E. A process to assess client satisfaction with services provided through these funding streams must exist. CDSS/OCAP, through the program instructions provided to counties, is requiring the use of a Consumer Satisfaction Survey for all funded service providers.

**SAN MATEO COUNTY CHILD ABUSE COUNCIL
ALLOCATIONS**

CAPIT FY 2002 – 2005

Type of Service	Total Amount	Year Allocation *
Treatment	\$375,000	\$125,000 per FY
TO BE DETERMINED	\$116,390	\$35,087 FY 2002-2003 \$39,534 FY 2003-2004 \$41,776 FY 2004-2005

CBFRS FY 2002 – 2005

Type of Service	Total Amount	Year Allocation *
FRC	\$41,5441	\$13,848 Per FY

AB2994 FY 2002 – 2003

Type of Service	Total Amount	Year allocation **
Warm Line	\$65,000	\$30,000 FY 2002- 2003 \$35,000 FY 2003- 2004
Child Abuse Prevention and Intervention Services	\$60,000	\$60,000 FY 2002 – 2003
Mandated Reporting Training	\$10,000	\$10,000 FY 2002 – 2003 (already committed)

NOTE:

* Amounts are estimated figures based on state funds allocated to the Council

** Amounts are estimated figures based on birth certificates issued in the county

CAPIT – CBFRS Funding Allocation History

FY 2000 – 2001

CAPIT Allocation

Family Service Agency **\$125,000**

Child abuse and neglect treatment services

Child Abuse Prevention Center **\$72, 126**

Home visiting program in East Palo Alto (EPA) and the parent education component of Kindergarten Readiness program in EPA

CBFRS Allocation

Child Abuse Prevention Center **\$25,000**

To support the Family Resource Center at Green Oaks School in EPA

Children's Collaborative Action Team (CCAT)

AB 2994 Funding Allocation History

Allocation Amount \$199,371

FY 1999-2000

Child Abuse Prevention Center **\$100,000**

ECIP (Early Childhood Intervention and Prevention Program) Ensures primary prevention services to at risk families with children 0-8 in the 94063 zip code.

Family Service Agency of San Mateo "Familia Sana" **\$40,000**

Comprehensive child abuse prevention and treatment for Spanish-speaking families in which one or more parents are mono-lingual and there has been at least one reported incident of physical, sexual, or emotional child or neglect.

The Family Connection **\$25,000**

Bilingual parent education program where children from newborn to age five attend preschool Classes three times a week with their parents.

Youth and Family Assistance Crisis Center "Warm line" Services.

\$34,371

Provides child abuse prevention information and referral line services 24 hours a day 7 days a week.

AB 2994 Funding Allocation History
Allocation Amount \$150,000
FY 2001-2002

Edgewood Center for Children and Families
"San Mateo Kinship Support Network" **\$46,306**

Provides child abuse, neglect, and at-risk services to children who are living with their Grandparents or other relatives.

The Family Connection **\$30,000**

Bilingual parent education program where children from newborn to age five attend preschool Classes three times a week with their parents.

YMCA Pacifica Youth Service Bureau **\$15,484**

Weekly on campus counseling, crisis intervention and case management to children at risk of abuse and/or neglect to four schools in the Laguna Salada School District.

YFA- Center for Abuse Prevention "Safe 'n Strong" Program **\$8,216**

Prevention education workshops for children in the North Central San Mateo Area

Child Abuse Prevention Center **\$5,000**

Child Abuse mandated reporting training.

Family Service Agency of San Mateo **\$5,000**

Child Abuse mandated reporting training.

Part IVb - What We Will Be Doing to Improve Performance Over the Next Two Years

In order to improve performance for the next two years FY 2001-02 and FY 2002-03, the following Top 3 priorities have been identified as well as specific actions that will be taken to implement each priority. List each priority and, under each priority, provide a bullet list of action steps. Where applicable, indicate the partners/stakeholders that need to be involved in implementation.

1. Quickly respond to changing local economic conditions and shifting service demands.
 - A. Make better use of web-based services for assessments, training, and job search activities [SSPOT]
 - B. Expand capacity/resources for rapid response [SSPOT]
 - C. Redirect customers to growing employment sectors through individual and group career counseling [SSPOT]
 - D. Establish PeninsulaWorks Centers as the first stop for San Mateo County job seekers [SSPOT]
 - E. Link and enhance resources for the most vulnerable populations through referrals to community partners, including mental health, substance abuse, and community colleges [FSST]
 - F. Retool and streamline processes to effectively serve both new and traditional customer base [SSPOT]
 - G. Ensure that FSST plans include assessments and career counseling to prevent the "revolving door" use of services [FSST]
 - H. Ensure that all aided clients receive timely vocational assessments [SSPOT]

2. Enhance public profile through outreach and marketing of employment-related support and career development services.
 - A. Maximize the use of public forums as community outreach opportunities [Public Information & SSPOT]
 - B. Enhance public media contract to support a comprehensive multi-media marketing and outreach plan [SSPOT]
 - C. Coordinate health, nutrition, and income security outreach activities [M&NAOPT]

3. Provide San Mateo County residents with job development and referral assistance, job skills training, and related support services.
 - A. Work with community partners to enhance computer services training at PeninsulaWorks Central and PeninsulaWorks South, including services for Non-English speakers [SSPOT]
 - B. Increase education and career counseling, English as a Second Language (ESL), vocational and basic skills training/workshops [SSPOT]
 - C. Coordinate HSA and partner job development activities [SSPOT]
 - D. Expand employment advancement strategies [SSPOT]
 - E. Provide on-site community college training for credit [SSPOT]
 - F. Work with community partners to offer training at PeninsulaWorks Centers [SSPOT]

Part IVb - What We Will Be Doing to Improve Performance Over the Next Two Years

In order to improve performance for the next two years FY 2001-02 and FY 2002-03, the following Top 3 priorities have been identified as well as specific actions that will be taken to implement each priority. List each priority and, under each priority, provide a bullet list of action steps. Where applicable, indicate the partners/stakeholders that need to be involved in implementation.

1. Enhance services to individuals, families, and children that promote their well being and keep them safe.
 - A. Plan and implement a process to include resource parents (foster and relative caregivers), birth parents, and community members in all foster care placement decisions, in coordination with the Family to Family Initiative [CFSPT]
 - B. Increase transportation and visitation services for child welfare clients [CFSPT]
 - C. Improve emergency response to child abuse and neglect [CFSPT]
 - D. Increase the accessibility of substance abuse assessment and treatment services for youth 16-23 years old; link treatment services with mental health services [AOD]
 - E. Support early intervention strategies in organizations and communities with youth asset development initiatives [CFSPT, FSST, ACAT, FRC]
 - F. Streamline work processes and eligibility determination (presumptive eligibility) [M&NAOPT]
 - G. Decrease length of time required for clients to receive Medi-Cal [M&NAOPT]
2. Support the expansion of quality, affordable child care and child development programs.
 - A. Increase the availability of child care for families accessing substance abuse services, mental health counseling, and job training [SSPOT]
 - B. Advocate to maintain existing funding, and when possible to expand funding, for child care subsidies [SSPOT]
 - C. Participate in planning efforts to implement universal pre-school in San Mateo County [SSPOT]
 - D. Encourage employers to offer on-site child care facilities or other child care benefits and subsidies to employees [SSPOT]
3. Enhance access to stable, supported housing for individuals and families who are homeless, at risk of homelessness, or who have special needs.
 - A. Expand emergency rental assistance programs for individuals and families at risk of homelessness [Housing]
4. Improve service integration and collaboration among providers to leverage resources and enhance support systems for children, youth, families, and individuals.
 - A. Increase the availability of on-site substance abuse assessment and treatment in emergency and transitional shelter programs [AOD, Housing]
 - B. Link existing programs and services to youth asset development initiatives in organizations and communities [CFSPT]

Part IV- What Will Be Doing to Improve Performance Over the Next Two Years

order to improve performance for the next two years FY 2001-02 and FY 2002-03, the following Top 3 priorities have been identified as well as specific actions that will be taken to implement each priority. List each priority and, under each priority, provide a bullet list of action steps. Where applicable, indicate the partners/stakeholders that need to be involved in implementation

Social Capital

1. Strengthen communications and partnerships, and develop processes to prioritize program expansion when resources are available; develop sustainability and resource development strategies in times of resource reduction.
 - A. Work more closely with private foundations to establish program priorities [Planning]
 - B. Review the status of programs funded by private foundations and develop contingency plans for those whose funding will be discontinued [Finance]
 - C. Create a reserve fund the Human Services Agency and community-based organizations can access in times of economic downturn [Finance]
2. Expand service strategies to support service delivery to low-income, working individuals and families.
 - A. Provide education on clearing credit, managing mortgage debt, and financial literacy [SSPOT]
 - B. Develop a forum for community-based organizations and HSA to engage in service-specific planning efforts [Planning]
3. Establish better linkages to employers to support hiring at and through the One Stops and expand resources for employers seeking applicants and services.
 - A. Increase on-site recruitment and hiring [SSPOT]
 - B. Enhance relationships with businesses that use Rapid Response services to promote post-service linkages [SSPOT]
 - C. Encourage businesses to use Rapid Response services [SSPOT]
4. Improve service linkages.
 - A. between Family Resource Centers and Alcohol and Other Drug Prevention programs [AOD, FRC]
 - B. between Alcohol and Other Drug Treatment Providers and homeless shelters [Housing, AOD]
 - C. Build, support, and coordinate prevention and early intervention services [FRC, CFSPT, AOD]
 - D. Tap into public/community service programs sponsored by local businesses [Planning]
 - E. Improve communications between community-based organizations and the Human Services Agency at the line staff level [HRPT]
 - F. Host joint meetings between Human Services Agency and community-based organization staff to address critical process and service issues [HRPT]
5. Cultivate community partnerships to support and improve the child welfare system.
 - A. Recruit, train, and support resource families (foster and relative caregivers) [CFSPT, FSST, FRC]
 - B. Develop capacity to keep and maintain children/youth in their own communities in a family setting [CFSPT, FSST, FRC]

Physical Capital [Housing]

1. Enhance access to affordable housing.
 - A. Fast track land acquisition for housing development
 - B. Increase the availability of supported, affordable housing for individuals and families with special needs (e.g domestic violence, mental health disabilities)
 - C. Review processes related to Community Development Block Grant (CDBG) and HOME Investment Partnership Program grants to take advantage of the shift in the real estate market

City Needs Assessment - Peninsula Partnership Sites

	Population January 1999	Number Children age 0-5	% of county's young children	Median income	Number TANF cases July 99	% of County's TANF cases July 99	Number children age 0-5 on TANF	% of city's children age 0-5 who are on TANF	% of County's children 0-5 on TANF Aug 99	% of children age 0-5 on MediCal only Aug 99	% Children 0 5 w working parents
DALY CITY	104,200	8,066	12.9%	\$61,355	339	16%	327	4.1%	17%	12%	74%
EAST P A	25,550	2,991	4.8%	\$43,145	530	24%	522	17.5%	28%	14%	58%
HALF MOON BAY	11,200	1,343	2.1%	\$80,898	0	0%	11	0.8%	1%	2%	56%
MENLO PARK	31,550	2,900	4.6%	\$74,555	144	7%	105	3.6%	6%	3%	64%
PACIFICA	40,700	3,310	5.3%	\$70,219	85	4%	53	1.6%	3%	2%	64%
REDWOOD CITY	76,600	8,196	13.1%	\$62,073	421	19%	407	5.0%	22%	22%	65%
SAN MATEO	94,100	6,052	9.7%	\$63,366	217	10%	155	2.6%	8%	11%	63%
SOUTH S F	60,900	4,702	7.5%	\$63,404	164	8%	148	3.1%	8%	7%	68%
COUNTY TOTAL	722,800	62,642	100.0%	\$72,400	2,172	100%	1,728	2.8%	1,891	6,112	63%
STATE				\$54,800							51%
	(1)	(2)	(2)	(2)	(3)	(3)	(3)	(3)	(3)	(3)	(2)
	Number MediCal Births	% of County's MediCal births	% K-8 that is Af-Am	% K-8 that is White	% K-8 of Asian/ Other	% K-8 that speak non-Eng at home	% County's CPS referrals	% County's CPS cases	Number Children 0-5 served by County Mental Health FY 99	Number Children 0- 18 enrolled in Healthy Families 9/99	% of County's Healthy Families enrollment
DALY CITY	446	17%	10%	11%	47%	57%	10%	11%	46	213	21%
EAST PALO ALTO	498	19%	26%	1%	11%	63%	10%	16%	62	60	6%
HALF MOON BAY	65	3%	1%	70%	4%	34%	1%	0%	1	41	4%
MENLO PARK	104	4%	4%	79%	10%	8%	3%	10%	14	24	2%
PACIFICA	76	3%	6%	59%	18%	14%	6%	2%	14	28	3%
REDWOOD CITY	592	23%	3%	32%	7%	56%	19%	20%	82	145	14%
SAN MATEO	325	13%	4%	48%	23%	33%	11%	6%	55	75	7%
SOUTH S F	212	8%	5%	24%	36%	69%	8%	6%	40	83	8%
COUNTY TOTAL	2,600	100%	4.8%	39.9%	23.2%	21% LEP	3,243	1,419	314	1,291	100%
STATE	(2)	(2)	(2)	(2)	(2)	(2)	(3)	(3)	(4)	(5)	(5)
Data Sources: (1) State Dept of Finance http://www.dof.ca.gov/html/Demograp/E-1table.xls : City/County Population Estimates with annual % change (2) Child Care Partnership Council Needs Assessment, Phase II draft (3) Human Services Agency of San Mateo County (4) County Mental Health Department (5) MRMIB http://www.mrmib.ca.gov/MRMIB/HFP/HFPPReports.html											
										PP Cities Data	

Question One: Do you have a formal childhood injury prevention plan and what types of programs are in place?

prevention plan	cars seats/belts	bike safety	cpr	drug awareness	home safety	helmets	pedestrian safety	general injury prev	911	safe/sober driving	sports	fire/burns/detector	child abuse	domestic violence	child abduction	conflict resolution	well baby checks	parent education	skate/scooter	poison	firearm safety	earthquake	traffic safety	gangs	other	
		x				x													x							North County
	x	x	x		x			x				x														Brisbane Police
									x																	Brisbane Fire
												x														x Colma Police
																		x								Daly City Fire
x			x		x													x								x Daly City Youth Health Center
x				x																	x					San Bruno Police
	x	x		x						x																San Bruno Fire
						x																				x South San Francisco Police
																								x		Daly City Police
																										Mid County
	x				x		x														x					x Belmont Police
												x														x California Department of Social Services
																										Family Service Agency of San Mateo Co
			x																							Foster City Fire
			x																			x				Foster City Police
				x			x		x										x							Health Plan of San Mateo
																										Hillsborough Police
																										San Mateo County General Hospital
													x	x												San Mateo County Office of Education
																					x					San Mateo County Pediatric Death Review
																										South County
	x	x			x			x	x										x							California Highway Patrol
	x		x																							Kaiser Permanente/Redwood City
					x																					Kinship Support Services
x	x			x		x				x																Menlo Park Police
				x																						New Perspectives
	x	x			x						x										x					x Palo Alto Medical Foundation
																										x Redwood City Fire
																										x Redwood City Police
																										x South County Fire
x	x	x		x	x	x	x		x	x	x									x	x		x			SAFE KIDS/Packard Children's Hospital
				x				x																		Woodside Fire
													x													x YFA Center for Abuse Prevention
																										Coastside
	x		x					x				x														Half Moon Bay Fire
																										Pacifica Police

Question Three: What ways do you conduct outreach?

Brochures/flyers	Community events	Community policing activities	Health Fairs	Health Provider Networks	Homeowner associations	Schools	Newspaper	TV	Radio	Other	
	X		X			X					North County
			X			X					Brisbane Police
			X			X					Brisbane Fire
	X		X		X		X				Colma Police
	X		X			X	X				Daly City Fire
	X					X	X			X	Daly City Youth Health Center
	X					X		X			San Bruno Police
						X					San Bruno Fire
X		X				X					South San Francisco Police
						X	X			X	Daly City Police
											Mid County
	X		X							X	Belmont Police
											California Department of Social Services
						X				X	Family Service Agency of San Mateo Co
X	X			X		X				X	Foster City Fire
	X	X				X				X	Foster City Police
						X				X	Health Plan of San Mateo
											Hillsborough Police
X						X				X	San Mateo County General Hospital
											San Mateo County Office of Education
											San Mateo County Pediatric Death Review
											South County
X	X	X	X	X		X				X	California Highway Patrol
	X					X					Kaiser Permanente/Redwood City
	X					X					Kinship Support Services
	X					X					Menlo Park Police
X	X			X		X				X	New Perspectives
	X					X				X	Palo Alto Medical Foundation
	X					X				X	Redwood City Fire
	X					X				X	Redwood City Police
X	X		X	X		X	X	X	X		South County Fire
	X		X								SAFE KIDS/Packard Children's Hospital
	X									X	Woodside Fire
	X									X	YFA Center for Abuse
											Coastside
	X					X					Half Moon Bay Fire
											Pacifica Police

Question Four: What areas would you like to expand your efforts for childhood injury prevention?

Bike helmet distribution	Car seat program	Police week collaboration	PAL collaboration	General childhood safety program	Earthquake preparedness	Smoke detector installations	Infant/Child CPR	Risk Watch Program	Childcare Center collaboration	Staffed positions	Other	
				X								North County
		X			X	X					X	Brisbane Fire Brisbane Police Colma Police Daly City Fire Daly City Youth Health Center San Bruno Fire San Bruno Police South San Francisco Police Daly City Police
				X								Mid County
												Belmont Police California Department of Social Services Family Service Agency of San Mateo Co Foster City Fire Foster City Police Health Plan of San Mateo Hillsborough Police San Mateo County General Hospital San Mateo County Office of Education San Mateo County Pediatric Death Review
X	X		X				X					South County
												California Highway Patrol Kaiser Permanente/Redwood City Kinship Support Services Menlo Park Police Palo Alto Medical Foundation Redwood City Fire Redwood City Police South County Fire SAFE KIDS/Packard Children's Hospital Woodside Fire YFA Center for Abuse Prevention
				X								Coastside
	X									X	X	Half Moon Bay Fire Pacifica Police

RFP

Attachment

12

Bernie Plotnikoff

San Diego Parca 312 0730

Jeff

jeff@parca.org
755-2834

Steve Leach

877-8642

CHCIS TRAILER (FACES, Inc)

Debbie Crumrine

591.9623 X25

650 359-1530

Sunshine Room

1-3-02

1 to 2:30

FEBRUARY 11, 2002

FUNDING ANNOUNCEMENT

CHILDREN'S COLLABORATIVE ACTION TEAM (CCAT)

**REQUEST FOR PROPOSAL FOR
CHILD ABUSE PREVENTION/INTERVENTION, WARM LINE, FAMILY
RESOURCE CENTER SERVICES**

The Children's Collaborative Action Team (CCAT), is announcing a March 6, 2002 Request for Proposal (RFP) release for child abuse prevention/intervention, warm line, family resource center services. This RFP requests proposals from nonprofit 501 (C) (3) agencies that provide services to families and children at risk of or victims of abuse and neglect. Funds for this RFP were made available by Child Abuse Prevention, Intervention and Treatment (CAPIT), Community Based Family Resource and Supports (CBFRS), and the AB2994 Children's Trust Fund. The funding level for FY 03-05 is approximately \$428,000 (\$116,390 from CAPIT; \$41,544 from CBFRS; and \$270,000 from Children's Trust Fund. Existing providers of Child abuse services in contract with Human Services Agency, Children and Family Services must reapply for funding for FY 2003-2005. A Letter-of Intent is included with this funding announcement. Please submit this form on or before the Applicants Conference. This Letter is strongly recommended so that the Children's Collaborative Action Team, may select an unbiased Proposal Review Panel. Proposals will be due to the Proposal Review Panel on, Monday, April 1, 2002 at 400 Harbor Blvd. Bldg. B, Belmont, CA 94002.

An Applicants Conference Will Be Held:

Friday, March 15, 2002

9:30 a.m. – 11:30 a.m. (Conference will start promptly)

400 Harbor Blvd, Building B, Harvard Room

Belmont, CA 94002

Your attendance at the Applicants Conference is strongly recommended. The purpose of this conference is to clarify any questions that applicants may have regarding RFP specifications prior to the submission of their proposal. Staff will not be able to answer further questions after the Applicants Conference.

The schedule for the RFP process is as follows:

Release of RFP	Wednesday, March 6, 2002
Applicants Conference	Friday, March 15, 2002
Proposal Due	Monday, April 1, 2002
Notice of Tentative Award	Friday, May 10, 2002

Application Packets will be available for mailing or pick up on March 6, 2002 if you are interested in receiving a copy of this RFP or if you have questions prior to the Applicants Conference, Please call Judyt Bardales (650) 802-6465, fax (650) 802-6401, or e-mail her at jbardales@co.sanmateo.ca.us

**CHILDREN'S COLLABORATIVE ACTION TEAM
LETTER-OF-INTENT**

The Letter of Intent may be faxed to (650) 802-6401. By law (AB 2994, AB 1733, and AB 2779), only private nonprofit 501(C) (3) agencies are eligible to apply. (If this is a collaboration, name and address of collaborating agencies if known at this time are also required)

(Due 11:30 a. m. Friday, March 15, 2002)

TO: CCAT Proposal Review Committee
Human Services Agency
400 Harbor Blvd. Bldg. B
Belmont, CA 94002
Attn; Judyt Bardales

FROM: Agency's Name _____

Address _____

Phone: _____ Fax: _____

Contact Person: _____

This is to notify Children's Collaborative Action Team of _____

(agency's name)

and _____

(collaborating agency's name and address)

intent to submit a proposal for consideration of Children's Trust Fund, CAPIT, and CBFRS funds. This letter also acknowledges that the proposal must be received by the Proposal Review Committee by 3:00 p.m., Monday, April 1, 2002. Postmarks will not be accepted.