

Lucile Packard Foundation for Children's Health
Community Programs and Grants Department
Grant Terms & Conditions

The following terms apply to your organization's use of the Foundation's grant:

1. Use of Grant Funds. This grant is made only for the purposes stated in this letter and in your original proposal, and it is understood that these grant funds will be used for such purposes substantially in accordance with the approved budget. It is also understood that no substantial variances, including the timing of expenditures, will be made from the approved budget without the Foundation's prior approval in writing.
2. Use of Income. The Foundation encourages the deposit of grant funds in an interest-bearing account whenever feasible. Any interest earned is to be used in direct furtherance of the purposes of the grant. Any grant funds, and any income earned thereon, not expended or committed for the purposes of the approved grant will be returned to the Foundation.
3. Required Reports. Written reports, signed by the appropriate officer of your organization, are to be furnished to the Foundation, addressed to the Community Grants Coordinator. The Foundation should receive the interim report no later November 9, 2007. A final report is due no later than November 26, 2008. If these dates fall on a weekend or holiday, the due date becomes the next business day.
4. Monitoring and Evaluation. The Foundation may monitor and conduct an evaluation of operations under this grant. The process may include a visit from members of the Foundation's Board of Directors or other personnel to observe your organization's program, discuss the program with your organization's personnel, and review financial and other records and materials connected with the activities financed by this grant.
5. Communication. Communication is essential for an organization to achieve its mission. The Foundation will publicize its grants to various audiences, with the goals of increasing awareness of the work of grantees in the community and encouraging others to apply. In addition to listing grantees on the Foundation Web site, with links to other sites, the Foundation may issue news releases or employ other forms of communication. The Foundation encourages you publicize your grant, and how it will help you achieve your mission to your various audiences, including the media. However, we ask that you send the Foundation drafts of any communication materials that mention the grant so that we can ensure that information about us is accurate. Please contact the Communications Department at (650) 736-2881 or email Eileen.Walsh@lpfch.org if you have any questions or need assistance. In any publication referring to or resulting from this project/program, appropriate acknowledgement of the Foundation's support would be appreciated and should be made as follows: *Funded by a grant from the Lucile Packard Foundation for Children's Health, Palo Alto, California.* Please send the Foundation copies of all materials you produce that mention the Foundation grant.

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6. Tax Status. It is also understood that, by countersigning this letter, the San Mateo County Health Services Agency (SMCHSA) confirms that it is a governmental unity (government, government agency, subdivision, or instrumentality) and is qualified to be treated as a tax exempt public charity.

Accepted and Agreed:

Signature: _____

~~Executive Director~~ President, Board of Supervisors

Organization: County of San Mateo

Date: _____

Payment Received:

Amount: _____

Signature: _____

Title: _____

Date: _____

November 9, 2006

Ms. Mary J. Hansell, R.N., Dr. P.H.
Director
San Mateo County Health Services Agency (SMCHSA)
Prenatal to Three Initiative
225 - 37th Avenue
San Mateo, CA 94403

Re: #1002

Dear Ms. Hansell:

It is my pleasure to inform you that the Board of Directors of the Lucile Packard Foundation for Children's Health has approved a \$200,000 grant to San Mateo County Health Services Agency (SMCHSA) for the *Prenatal to Three Strategic Plan: Risk Assessment and Service Coordination*.

The grant period is from November 2006 to November 2008. Payments have been scheduled as follows:

Year 1:	November 2006 to November 2007	\$94,000
Year 2:	November 2007 to November 2008	\$106,000

Please note that these payments are contingent upon acceptance of the signed terms and conditions and the provision of appropriate interim progress reports (see below).

It is the Foundation's understanding that its grant will be spent exclusively to achieve the following goals and objectives:

Goal 1:

Improve community-wide screening for risk of child abuse and neglect in order to determine the appropriate level of prevention and intervention services for each family (Strategic Plan Objective A2).

Objective 1:

From March 1, 2007 to July 31, 2007, organize and guide the FHS RAC in finding and implementing a pilot of a tool to screen families for child abuse and neglect. Measurement: Minutes of RAC meetings.

Objective 2:

By April 30, 2007 develop a report to the RAC recommending a particular instrument(s), a process for implementation, and procedures for its use. Measurement: Report to RAC, screening tool, protocols.

400 Hamilton Avenue, Suite 340
Palo Alto, CA 94301
Phone: 650/497-8365
Fax: 650/498-2619
www.lpfch.org

Objective 3:

From August 1, 2007 to March 31, 2008, manage a pilot of the tool in FHS, including training of staff, collecting and analyzing data, and reporting results to RAC. Measurement: Training protocol, completed assessment tools, report of pilot findings.

Objective 4:

Between May 1, 2008 and October 31, 2008, manage implementation of instrument in FHS. Measurement: Number of FHS departments implementing the tool.

Objective 5:

By October 31, 2008, disseminate the instrument and pilot findings to at least 15 County agencies and community-based organizations, and assist in implementing its use in at least eight of those providers. Measurement: Number of agencies to which Pre-3 disseminated the tool, number of agencies that implemented the tool.

Outcome:

FHS and community providers use a formal, validated assessment instrument to screen for risk of child abuse and neglect and to identify families that need longer, more intensive services.

Goal 2:

Improve system-wide coordination of services for families with complex needs (Strategic Plan Objective 4a).

Objective 1:

By April 30, 2007, produce report on best practices in and community needs for service coordination. Measurement: Report on best practices.

Objective 2:

By August 31, 2007, produce report on laws, policies, and practices regarding data sharing, including recommendations to enable better service coordination. Measurement: report on data sharing.

Objective 3:

By January 31, 2008, with the input of community partners, develop protocols for the responsibilities and practices of a Service Coordinator. Measurement: Protocols.

Objective 4:

By February 28, 2008, execute MOUs with at least eight community partners around service coordination. Measurement: MOUs.

Objective 5:

Between March 1, 2008 and October 31, 2008, pilot the Service Coordinator function with at least 30 high-risk families and explore the sustainability of the program.

Measurement:

Descriptive and service data on families served, report on pilot and sustainability.

Outcome:

The San Mateo County system of services is coordinated and responds effectively to the needs of families.

Please note, as stated in the attached *Grant Terms & Conditions*, that your organization must seek prior approval from the Lucile Packard Foundation for Children's Health if you wish to modify these fundamental expectations.

If this letter and its attachments correctly set forth your understanding of the terms of this grant, please have the appropriate officer of your organization sign the attached agreement and fax it back to the Foundation at (650) 736-1045 by December 9. Upon receipt, we will forward payment to you in the amount of \$94,000 along with two hard copies of the agreement. Please sign both, and keep one for your file and return the other to the Foundation.

Please note that an interim report is due no later than November 9, 2007. A final report is due no later than November 26, 2008. If these dates fall on a weekend or holiday, the due date becomes the next business day. We will send you the report forms along with the payment and copies of the grant agreement. Throughout the course of your grant, please feel free to contact Marjorie Fujiki, associate director and program officer, Community Programs and Grants at (650) 498-2614 with any questions or concerns.

We are delighted to offer support to the San Mateo County Health Services Agency (SMCHSA) and we look forward to working and learning with you.

Sincerely,

A handwritten signature in black ink, appearing to read "James Mitchell", written over the printed name.

James Mitchell

Cc: Marjorie Fujiki