Contract Support Committee Meeting

Virtual Meeting – Via Zoom

Thursday, December 9, 2021
10:00am to 12:00pm
“The Contract Support Committee will meet from 10:00 a.m. to 12:00 p.m. on Thursday, December 9, 2021. Remote Virtual Participation Only.

IMPORTANT NOTICE REGARDING PUBLIC PARTICIPATION. The California State Legislature recently passed, and the Governor signed, Assembly Bill (AB) 361, which amends the Government Code to allow Brown Act bodies to continue to meet remotely after September 30, 2021, if there is a proclaimed state of emergency and the State or local officials recommend measures to promote social distancing. Based on the proclaimed state of emergency and the State’s and local officials recommended measures to promote social distancing in order to slow the spread of COVID-19, the First 5 Advisory Board meeting will not provide in person participation.

Instructions for public participation are below:

The public may observe the meeting online at Zoom.us by going to:

https://us02web.zoom.us/j/89488269578?pwd=ajVMTUNLOW9uNWk3REt5UUWdzA0UT09

The Meeting ID is 894 8826 9578, and password is 500663. If you are unable to join the online meeting, you may also call in to 669-900-6833 and when prompted, enter the Meeting ID 894 8826 9578, and password is 500663. Persons desiring to participate in public comment may use one of the options below:

1. **Online via Zoom**
   a. You may ‘raise your hand’ via a hand icon on your screen. The Chair will call on you, open your mic, and let you address the Contract Support Committee for up to 2 minutes.
   b. You may indicate your wish to speak in the chat window. The Chair will call on you, open your mic, and let you address the committee for up to 2 minutes.

2. **By phone** – If you would like to make a comment by phone, please call (805) 568-4430 before 10:05 a.m. the day of the meeting. The Chair will call on you, open your mic, and let you address the Contract Support Committee for up to 2 minutes.

3. **Distribution to the Contract Support Committee** – Submit your comment via email, preferably limited to 250 words or less, to the Committee Clerk at sgonzalez@countyofsb.org prior to noon the day before the meeting. Your comment will be placed into the record and distributed appropriately. To assist staff in identifying the agenda item to which the comment relates, the public is encouraged to indicate the meeting date and agenda item or state “general comment” for items not on the day’s agenda.
4. **Read into the record at the meeting:** Submit your comment via email, preferably limited to 250 words or less, to the Committee Clerk at sgonzalez@countyofsb.org prior to the start of the meeting. To assist staff in identifying the agenda item to which the comment relates, the public is encouraged to indicate the meeting date and agenda item or state “general comment” for public comment for items not on the day’s agenda.

Individuals with disabilities who desire to request a reasonable accommodation or modification to observe or participate in the meeting may make such request by contacting Sara Gonzalez at (805) 568-4430 or by sending an email to sgonzalez@countyofsb.org. The request should be made no later than noon on the day prior to the meeting in order to provide time for the County to address the request.

The Contract Support Committee rules on hearings and public comment remain applicable to each of the participation methods listed above. The Chair may set reasonable rules as needed to conduct the meeting in an orderly manner.”
CONTRACT SUPPORT COMMITTEE MEETING AGENDA

- Thursday, December 9, 2021 -
  10:00 am to 12:00 pm

Join Zoom Meeting
https://us02web.zoom.us/j/89488269578?pwd=ajVMTUNLOW9uNWk3REt5UUVodzA0UT09

Meeting ID: 894 8826 9578
Passcode: 500663
One tap mobile +1-669-900-6833# US (San Jose)

A. REGULAR BUSINESS

1. Welcome and Roll Call

2. Motion to approve minutes from the October 13, 2021 meeting 5 Min

3. Public Comment for items not in the agenda 5 Min

B. INFORMATIONAL ITEMS

1. Overview of Today’s Meeting – Michelle Robertson/Sharol Viker 5 min

2. Disclosure of Conflicts of Interest 10 Min
   Request that each Committee Member disclose any Conflicts of Interest that may have pertaining to the pending proposals

C. ACTION ITEMS

1. Committee Review, Score, and Discuss the proposals received for award of Capacity Building Grants – Sharol Viker 90 Min
   a. CALM – Applicant

   Public Comment
   Comments from Public or Committee members

   b. UC Santa Barbara Children’s Center – Applicant

   Public Comment
   Comments from Public or Committee members

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, or if translation assistance is requested please contact First 5 Santa Barbara County, Children and Families Commission
c. Motion to recommend recipient of the Capacity Building Grants to the First 5 Commission

C. DISCUSSION ITEMS

1. 2022 Calendar for Regular and Special Meetings – Sara Gonzalez 5 Min

Adjourn
REGULAR BUSINESS
CONTRACT SUPPORT COMMITTEE MEETING MINUTES

• Wednesday, October 13, 2021 •
  2:00 pm to 4:00 pm

Join Zoom Meeting
https://us02web.zoom.us/j/88389504486?pwd=WGppRzhpenViUmJpVCtnbEtWSDhLUT09

Meeting ID: 883 8950 4486
Passcode: 049707
One tap mobile
+1-669-900-6833# US (San Jose)

A. REGULAR BUSINESS

1. Welcome and Roll Call
   Chair Paredes Ulloa convened meeting at 2:00 pm

   Committee Members Present: Ismael Paredes Ulloa, Suzanne Grimmesey, Thesa Roepke, and Ann McCarty

   Committee Members Absent: Susan Walsh

   Staff Present: Michelle Robertson, Sharol Viker, Maria Novatt, County Counsel, and Sara Gonzalez

2. Brown Act Virtual Meeting Requirements – Maria Novatt
   Received a review of the legislation and requirements to continue to allow Brown Act meeting to be held virtually.
   a. The State and County remain under a proclaimed state of emergency related to COVID-19; and

   b. The State and many local officials recommended measures to promote social distancing.

Public Comment
   None Received

   c. A motion was made by Roepke, seconded by McCarty to recommend that the First 5 Contract Support Committee direct staff to join the Advisory Board’s special meeting on November 5, 2021 @ 9:30am via zoom to reconsider the

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, or if translation assistance is requested please contact First 5 Santa Barbara County, Children and Families Commission

Item A-2
3. A motion was made by Roepke, seconded by Paredes Ulloa to approve minutes from the April 29, 2021 meeting. The motion carried by the following votes: **YES – 3** **NO – 0** **ABSTAIN – 1**

4. **Public Comment for items not in the agenda**
   None Received

**B. INFORMATIONAL ITEMS**

1. **Overview of Today’s Meeting — Michelle Robertson**
   Michelle Robertson provided the committee an overview of today’s meeting

**C. ACTION ITEMS**

1. **RFP Review, Input, and Discussion**
   a. **Innovation Request for Proposal — Sharol Viker**
      i. A motion was made by Grimmesey, seconded by McCarty to recommend the FY 2021-2022 Innovation Request for Proposal to the Commission to be reviewed and approved at the October 18, 2021 meeting. The motion carried by the following votes: **YES – 4** **NO – 0** **ABSTAIN – 0**

   b. **Capacity Building Request for Proposal — Sharol Viker**
      i. A motion was made by McCarty, seconded by Roepke to recommend the FY 2021-2022 Capacity Building Request for Proposal to the Commission to be reviewed and approved at the October 18, 2021 meeting. The motion carried by the following votes: **YES – 4** **NO – 0** **ABSTAIN – 0**

   c. **Express Request for Proposal — Sara Gonzalez**
      i. A motion was made by Grimmesey, seconded by Paredes Ulloa to recommend the FY 2021-2022 Express Request for Proposal to the Commission to be reviewed and approved at the October 18, 2021 meeting. The motion carried by the following votes: **YES – 4** **NO – 0** **ABSTAIN – 0**

   d. **Disaster Response Request for Proposal — Sara Gonzalez**
      i. A motion was made by McCarty, seconded by Roepke to recommend the FY 2021-2022 Disaster Response Request for Proposal to the Commission to be reviewed and approved at the October 18, 2021 meeting. The motion carried by the following votes: **YES – 4** **NO – 0** **ABSTAIN – 0**

2. Meeting adjourned at 4:06 pm
INFORMATIONAL ITEMS
Conflict of Interest Policy and Checklist

A Commissioner shall refrain from voting on any matter, regarding a “request for proposal” from any entity in which that commissioner has any of the following relationships:

1. Employee of an applicant agency or department;
2. Independent Contractor relationship;
3. Member of Governing Board.

Each Commissioner shall publicly disclose, at the earliest opportunity, whether they hold any of the above relationships with any proposer.

CONFLICT OF INTEREST CHECKLIST

I. Do you have an economic interest in the Prop 10 funding decisions?

1. Will one or more of the decisions affect your personal expenses, income, assets or liabilities, or those of your spouse or dependent children?  
   Yes  No

2. Will one or more of the decisions affect any business in which you, your spouse or dependent children have an investment of at least $1,000?  
   Yes  No

3. Will one or more of the decisions affect any real property (including mortgages, options or leases) in which you, your spouse or dependent children have an interest of $1,000 or more, or any property within 2,500 feet of your property?  
   Yes  No

4. Will one or more of the decisions affect any person or business that has paid you more than $250, or that has paid your spouse more than $500 (including payments of salary, rent, interest, some loans, payments for sale of a house, car or investment, or other types of income) in the last 12 months?  
   Yes  No

5. Will one or more of the decisions affect any business or person that gave or donated more than $300 in cash or goods or other gifts to you in the last 12 months?  
   Yes  No

6. Will one or more of the decisions affect any business in which you are a director, partner, officer, trustee, manager or employee?  
   Yes  No

II. Do you have a non-economic interest in the Prop. 10 funding decisions in Santa Barbara County

1. Do you feel you should not participate in one or more decisions because of a non-economic interest you may have, or another family member or close friend might have?  
   Yes  No

If you answered "Yes" to any of the above questions, you have a conflict of interest and should not serve on the proposal review panel.

If you have any questions, please contact Maria Salido Novatt at (805) 568-2950

Name (Print) _______________________  Signature _______________________  Date ________
ACTION ITEMS
Capacity Building Grant RFP
FY 21-22

1. Name of Organization: Child Abuse Listening Mediation (CALM)

2. Mailing Address of Organization 1236 Chapala St. Santa Barbara CA 93101

3. Contact Person Name: Tarah Connolly

4. Contact Person Phone #: 805-965-2376

5. Contact Person E-Mail: tconnolly@calm4kids.org

6. Are you currently funded by First 5? ☐ Yes ☒ No

7. Have you applied for a similar funded activity in the past? If so, please explain: CALM received a training grant in the amount of $1,000 to support training of clinical staff in Interpersonal Psychotherapy in June 2021. ☒ Yes ☐ No

8. Who is to be trained? CALM clinical and administrative staff and Board of Trustees

9. How many will be trained? 12 DEIJ committee members; ~100 CALM staff countywide, ~30 Trustees

CAPACITY BUILDING PROJECT DESCRIPTION / SCOPE OF WORK

Please answer the following questions.

A. Describe the capacity building goals, objectives and evaluation. Include how many individuals will benefit from this capacity building project. Describe the timeline for the project.

Throughout the 2021-22 fiscal year, CALM is collaborating with JGN Consulting to deepen our efforts as a trauma-responsive organization by engaging in comprehensive diversity, equity, inclusion, and justice (DEIJ) work at all levels. As a continuation of our ongoing efforts promote social justice and equity in our work, we saw it best to engage a third-party consultant to support CALM’s growth in addressing policies, practices, and culture through an equity lens.

Following an RFP process in the summer of 2021, CALM selected a proposal by JGN Consulting, led by Judy Guillermo-Newton, MFT. Ms. Guillermo-Newton has over 35 years of experience in Organizational Development as well as in providing marriage and family therapy. After selecting a consultant, an internal process invited CALM staff to apply to join the DEIJ committee, which is now operating as a working committee alongside our consultants to drive the analysis and development of future policies, procedures and strategies to address inequities in our services and workplace. The group is comprised of staff from across all departments, locations, and levels of the organization, as well as two board members. Starting in September 2021, JGN Consulting began meeting for two hours each month with this committee to produce the following outputs:

1. An organizational roadmap with concrete recommendations and actionable steps for the advancement of DEIJ efforts including short- and long-term goals.
2. A scorecard and report to document and communicate progress made on DEIJ practices.
3. On-going support, consultation, and guidance.
4. Trainings and facilitated dialogue sessions with board and staff members.

The goals of the consultation and committee members’ efforts are to generate these deliverables, identify needs and opportunities for growth, and plan trainings that will address those needs. While the group of 12 staff are working directly with the consultant to prepare these outputs an average of 5.5 hours per month, the entire CALM staff (approximately 100 people countywide) will benefit from identified trainings which will be provided from January-June 2022. In turn, these trainings and the pursuit of identified long-term goals will benefit the thousands of children and families we serve throughout the County. Surveys will be conducted with staff who participate in trainings to evaluate their effectiveness and impact. CALM’s Continuous Quality Improvement department also implements a semi-annual Trauma-Informed Efforts survey to measure staff’s perception of and satisfaction with CALM’s operations through a trauma-informed lens.

While this project is already ongoing, we seek to fill a gap in funding for this essential capacity building work. At present, the time of our committee members is being paid for through program budgets, diverting funds from direct services. This arrangement is compromising service provision and clinical trainings that are related to client needs. Because DEIJ work is a priority for CALM, we were motivated to find funding where it was available in existing fund sources, but the tradeoffs are far from ideal. With a Capacity Building Grant from First 5, we can cover the time of our dedicated and thoughtful staff who are making critical contributions towards building our capacity to implement social-justice centered best-practices and policies. It is their participation and diverse perspectives that will most meaningfully address and enhance matters related to diversity, equity, inclusion and justice across our agency, and this support would make this work significantly more sustainable.

**STRATEGIC PLAN ADVANCEMENT DESCRIPTION**

B. Briefly describe how the capacity building activity will align with or advance First 5’s Strategic Plan and Social and Equity Statement and where possible include the research that supports the outcomes of the training.

CALM recognizes that marginalized groups, especially people of color, are more likely to experience the adverse impacts of trauma, educational and economic inequity, and systemic racism. As stated by the American Academy of Pediatrics, “racism is a social determinant of health that has a profound impact on children, adolescents, emerging adults, and their families. Although progress has been made toward racial equality and equity, the evidence to support the continued negative impact of racism on health and well-being through implicit and explicit biases, institutional structures, and interpersonal relationships is clear.” To provide the most effective clinical services, build meaningful partnerships, and maintain a positive client and staff experience, CALM must comprehensively and continually address the intersecting issues of race and identity across our organization.

In the Charter of our DEIJ Committee, the parallels between First 5’s priorities and CALM’s work to promote social justice and equity are clear. The Charter requires that the committee...

- “Assess organizational policies and practices to enhance DEIJ efforts, practice, and culture at CALM; disseminate best DEIJ practices in organization policies and practices, in all realms of organizational management, including clinical service, quality assurance, human resources, finance, fund development and board management” (First 5 Commitment 1)
“Coordinate trainings and facilitated dialogue sessions on DEIJ topics with board and staff members and engage agency-wide participation in DEIJ efforts and coordination of communication efforts, as appropriate” (First 5 Commitment 2)

Additionally, the motivating vision of this work – a vision of safe communities where every family is supported and every child thrives – evokes Commitments 3 and 4. The ultimate outcome of this work is to create a more accessible, culturally responsive, and trauma-informed agency that is trustworthy to all members of our community as a source of healing and support. Our work with preschools, young families, and other community-based agencies brings our clinical expertise to children ages 0-5 on a daily basis, and it is our responsibility to ensure that every one of our clients, staff, and community partners are able to receive mental health services that are safe, inclusive, and affirming.

Through the end of 2021, our committee is engaged in a process to identify needs and create a roadmap for our organization to move forward. When the committee is prepared to recommend specific training topics, our consultant has prepared a suite of trainings which are research-based to promote positive outcomes for our staff and clients. Proposed training topics include “Language Justice & Access,” “Implicit Bias: Breaking the Bias Habit for Mental Health Providers,” and “Structural Inequality as a Form of Trauma.” JGN Consulting cites research on the effectiveness of knowledge-based interventions (Devine, Forscher, Austin, & Cox, 2012; Forscher & Devine, 2014), understanding of bias as an unconscious habit of the brain (Spencer, Charbonneau, & Glaser, 2016, p. 50), and the role of bias and internalized racism on disparities in the classroom, workplace, healthcare, the non-profit sector, and the broader community (Carlana, 2017; Dovidio, Kawakami, & Gaertner, 2002; Green et al., 2007; Greenwald, Poehlman, Uhlmann, & Banaji, 2009; Heins et al., 2006; Jost et al., 2009; McConnell & Leibold, 2001). As an agency committed to the gold-standard best practices in our clinical practice, it is a key criterion that any interventions use evidence-based approaches to training and DEIJ work as we continue our consultation process.

**Amount Requested (Maximum allowable = $15,000): $15,000**

Complete the budget description on page 2.

### BUDGET

<table>
<thead>
<tr>
<th>Name of Organization:</th>
<th>Child Abuse Listening Mediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has organization ever received payment from the County of Santa Barbara?</td>
<td>☒ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Item Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JGN Consultation Services</td>
<td>$9,975</td>
</tr>
<tr>
<td>Training Offerings (not included in consultation)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Staff Time in DEIJ Committee 5.5 hours/month per member</td>
<td>$14,217</td>
</tr>
<tr>
<td>Staff time in Trainings 4 hours training for all CALM staff</td>
<td>$17,451</td>
</tr>
</tbody>
</table>
## Capacity Building Grant RFP
### FY 21-22

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount requested from First 5 SBC</td>
<td>$15,000</td>
</tr>
<tr>
<td>NOTE: First 5 investment will not be more than 33% of the total project cost.</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$45,643</td>
</tr>
<tr>
<td>Of this amount, how much is already secured from other funding sources?</td>
<td>$8,000</td>
</tr>
</tbody>
</table>
| If applicable, list funding source here                                     | McCune Foundation  
|                                                                             | Santa Barbara Foundation |

### Budget Narrative

Below please provide a brief budget narrative that describes and explains the cost listed above. How will the grant funds be used to support the activities being requested? What specifically will the grant funds be used for?

CALM has chosen to invest in agency-wide DEIJ efforts with the support of our Board of Trustees. The cost-effectiveness of consultation was an important consideration throughout the RFP process in addition to criteria related to the quality and relevance of the proposal. The initial consultation fee of JGN Consulting is just under $10,000 and the cost of trainings is in addition to the consultation work. A portion of this fee is being paid with a capacity-building grant from the Santa Barbara Foundation.

We estimate that recommended trainings will cost a minimum of $4,000. A grant from the McCune Foundation in the amount of $3,000 has been secured to directly support this training expense; $783 of the requested funds would cover a portion of the cost to hire our consultant for these trainings.

There are 12 CALM staff members serving on the DEIJ committee; given that they represent a diagonal cross-section of the organization, pay rates are highly variable. The estimated cost of committee staff time assumes that each member contributes 5.5 hours/month from January-June 2022. This will be a cost of $14,217 to the agency, including 28% for benefits. $14,217 of the requested grant funds will cover the salaries and benefits of staff time contributed to this committee work.

There are 99 CALM staff members, all of whom would be expected to attend trainings identified by the DEIJ committee and consultant as being of benefit to the entire staff. An estimate of 4 hours of training from January-June serves as a baseline; the expense of having all-staff attend 4 hours of training is $17,451, including 28% for benefits. The expense of this staff time will be covered by CALM through existing fund sources allocated for staff participation in training.
Executive Summary
Request for Proposal Capacity Building 2021 - 2022

Applicant Name-Agency/Organization: CALM
Requested Amount: $15,000
Total Budget: $45,643

Primary Focus Area: System Change

1. **Summary of Staff Screening** (Indicate staff yes/no decisions related to the 6 screening questions in the RFP)
   First 5 staff were able to answer yes to all six screening criteria questions based on the proposal submitted.

2. **Does the overall proposal have an emphasis on capacity building? Capacity Building Activity Addressed by Proposal:**
   Yes, the proposal has a strong emphasis on capacity building. The process of identifying needs and creating an agency wide equity and social justice plan is already underway under the leadership of a consultant. The goal is to use the hired consultant to help train staff and address policies, practices and culture through an equity lens that will lead to a more accessible, culturally responsive and trauma informed agency.

   The proposal addresses the “organization capacity building that includes a series of workshops, trainings, learning communities or meetings focused on equity and social justice in order to increase the capacity of an organizations to connect with and serve clients in a way that leads to longer-term impacts”.

3. **Brief project abstract:**
   CALM has chosen to invest in an agency wide Diversity, Equity, Inclusion and Justice (DEIJ) effort with the support of their Board of Trustees. CALM hired JGN Consulting, to help facilitate their equity work that includes an internal working committee, administrative policy and practice development and staff training. The DEIJ committee will support the consultant in identifying agency needs, developing an agency road plan and identifying a series of equity and diversity training for all 100 staff from January – June 2022.

   CALM is requesting assistance to fill the funding gap for staff who are participating in the DEIJ committee. Currently staff are being paid through program budget, which has diverted funds from direct services and compromising service provision and clinical trainings related to client needs. First 5 funding would cover the time of these employees to move this agency wide work forward.

   CALM will use effectiveness and impact surveys as their training evaluation along with their semi-annual Trauma Informed Efforts survey that measures staff’s perception and satisfaction with CALM’s operations.

   The ultimate outcome of the work is to create a more accessible, culturally responsive, and trauma informed agency.
Executive Summary
Request for Proposals 2014-2017

4. Community(ies) to be served. Description and number of individuals to be served:
   This is a county-wide effort to support 12 CALM DEIJ Committee staff members, train 100 CALM clinical and administrative staff and 30 Board of Trustees. The training and long-term goals of equity and diversity will benefit the hundreds of children and families across Santa Barbara County. CALM’s work with preschools, young families and other community-based organizations brings clinical expertise to children ages 0-5 on a daily basis.

5. Is this a collaborative proposal (Note: this is not required) List Partners?
   Yes, CALM is partnering with other philanthropic organizations to fund parts of this project. The funding partners include Santa Barbara Foundation and the McCune Foundation

6. If indicated, does the staff possess the experience to carry out the activities proposed?
   Yes, CALM has hired a local experienced organizational development consultant from JGN Consulting to lead this work. CALM has also engaged a diverse core group of staff members in a DEIJ Committee to drive the work of policy and practices to address inequities in their services and workplace.

7. Does the proposal address First 5 Strategic Plan and Statement of Social Justice – which commitment is addressed? at project narrative and abstract as well as attachment 2. This will address approach and methodology/practice)
   Yes, the proposal clearly outlines the alignment of CALM’s work with First 5 Strategic plan and Equity and Social Justice Statement. There is a strong correlation between CALM’s work and the First 5 statement Commitment # 1: Looking critically at all aspects of our organizations to ensure our policies, procedures, and practices reflect a more just and equitable space and Commitment # 2: Engaging in ongoing staff professional development and training on implicit bias and an antiracist framework to inform agency practice regarding racial, economic and social justice.

8. Does the budget for the application correlate with the outcomes of the application? (Look for majority of budget to be allocated to direct services/staffing, indirect cost at or below the 15%, subcontractors budgets, other program expenses and # of FTE’s to be funded)
   Yes, the total budget correlates with the outcomes through the funding of a consultant, training and staff time. The organization is requesting 33% of the total budget from First 5 to directly support the 12 staff members who are working on the DEIJ working committee.

STAFF OBSERVATIONS- (Comments on RFP alignment with strategic plan, staffing, cultural relevance competency, budget, evaluation or other observations)
Executive Summary
Request for Proposals 2014-2017

Strengths:

- Agency has an on-going commitment to this equity and social justice work after the funding has ended.
- Use of an internal subcommittee to identify needs and develop a road map for the agency.
- RFP clearly shows the alignment between CALM’s work and the First 5 Racial and Social Equity Statement.

Challenges/Recommendations:

- The timeline is not clearly listed with the exception of training target dates of Jan – June 2022 and monthly committee meetings. If funded a more developed and detailed timelines will be needed.
- Program is dependent on securing additional funds or using CALM training funds to fully execute the RFP activities outlined. Need assurance that these funds are secure so work can continue.
- May need additional clarity on how this work would change and enhance the direct impact for children birth through 5 and their families.
1. Name of Organization: UC Santa Barbara Early Childhood Care and Education Services

2. Mailing Address of Organization: MC 1060, Santa Barbara, CA 93106

3. Contact Person Name: Tamara Thompson

4. Contact Person Phone #: 805-893-4904

5. Contact Person E-Mail: tamarat@ucsb.edu

6. Are you currently funded by First 5? ☐ Yes ☒ No

7. Have you applied for a similar funded activity in the past? If so, please explain: Click or tap here to enter text. ☐ Yes ☒ No

8. Who is to be trained? Administrative and teaching staff

9. How many will be trained? 42

CAPACITY BUILDING PROJECT DESCRIPTION / SCOPE OF WORK

Please answer the following questions.

A. Describe the capacity building goals, objectives and evaluation. Include how many individuals will benefit from this capacity building project. Describe the timeline for the project.

In these unprecedented times, UC Santa Barbara’s Early Childhood Care and Education Program (ECCES) has had to adjust and adopt ways to deal with the unintended negative outcomes on child behavior due to lockdown and home confinement following the corona virus disease (COVID-19) pandemic. This has been evident with increased referrals and displays of “extreme behavior” in the classrooms.

Goals:
ECCES strongly believes that to support young children’s social-emotional development and effectively address challenging behavior, we must promote the use of culturally responsive, evidence-based practices in the context of program-wide, multi-tiered systems of support.

Increasing the skills and expertise of our teaching staff is particularly relevant for those children exhibiting serious, persistent challenging behaviors. The Pyramid Model for Promoting Social and Emotional Competence in Infants and Young Children is a support framework that organizes evidence-based practices that caregivers can use to support young children’s social, emotional, and behavioral competence. The majority of our staff has been trained in the first tier of the Pyramid, which includes universal supports for all children through nurturing and responsive relationships and high quality environments. Given our current concern for children that are experiencing a higher level of challenging behaviors, ECCES plans to focus on the top two tiers of The Pyramid emphasizing “targeted social emotional supports” for children at risk for
Capacity Building Grant RFP  
**FY 21-22**

behavioral problems (prevention); and “intensive intervention” for children exhibiting challenging behavior (intervention).

**Objectives:**
To successfully implement a plan for addressing challenging behaviors, all staff will receive training and coaching/support needed to effectively implement the Pyramid practices identified in the top two tiers. Topics will include:

- deepening teachers content knowledge in therapeutic practices
- culturally responsive practices to reduce implicit bias, disproportionality, suspension & expulsion
- social emotional learning programs
- trauma informed care
- universal design for learning
- materials and training on implementing targeted strategies
- training on using Behavior Incident Reports (BIRS)
- developing behavior support plans to inform decision making

During this time the admin team will also develop policies and procedures for providing support to families and to staff to address challenging behavior. This includes providing a mechanism for support in crisis situations, developing a problem solving process for children with emerging challenges, and providing a system for identifying children who need a behavior support plan developed through a team driven process.

**Evaluation:**
Both individual classrooms and the administration team will gather and review data on implementation and outcomes using The Behavior Incident Report System (BIRS). The BIRS provides early care and education programs and classrooms with a system to collect and analyze behavior incidents in their program. The system provides an efficient mechanism for gathering information on elements related to behavior incidents that can be used analytically to make decisions about providing supports to teachers and children within the program. Teachers will collect data on behavior incidents that are not developmentally normative or are a cause of concern to the teacher. This data will be summarized monthly to provide formative data for examining factors related to behavior incidents (child, teacher, activity, behavior type, behavior motivation, and responses to the behavior). In addition, this data will provide summative information on the frequency of behavior incidents over time and an analysis of potential equity issue by calculating disproportionality related to race, ethnicity, IEP status, gender, and dual language learners.

**Outcome:**
The number of individuals who would benefit from this project is innumerable. Minimally, the teaching and administrative staff would be provided with tools and strategies that would support them in creating productive relationships with both children and their families, as well as learning environments so that they are more competent and confident when having to address challenging behaviors. Ultimately this translates to staff that feel more efficacious, experience less stress in their jobs, and are more likely to stay in the profession, providing children and families with the stability they need.

**Timeline:** February 1-July 1, 2022
## Capacity Building Grant RFP
### FY 21-22

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
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</table>
| **February**        | • Secure trainers and purchase materials for Calming Kits and OT Resource Library  
                      • CALM coaching/support to individual classrooms begins (ongoing for 6 months)  
                      • IEEEP Coaching/support on inclusion practices with admin team begins (ongoing for 6 months)  
                      • Admin begins Positive Behavior Intervention Trainings (Matching function to behavior, developing behavior plans, data collection and analysis)  
                      • Teaching staff participate in online courses on Culturally Responsive Practices to reduce Implicit Bias, Disproportionality, Suspension & Expulsion and Trauma-Informed Care and the Pyramid Model |
| March 1, 2022       | OT Resource Library completed (Pediatric Occupational Therapy)                                                                                                                                              |
| March 24, 2022      | All staff Development Day/Trainings include:  
                      • Individualized Support Strategies w/ IEEEP  
                      • Sensory Integration w/ Pediatric Occupational Therapist w/ MP Health  
                      • Behavior Incident Report System w/ IEEEP  
                      • Developing Behavior Support Plans TBD  
                      Calming Kits for classrooms and teachers are distributed.                                                                                                                                               |
| April 1, 2022       | Completion of revised policies and procedures for providing support to families and to staff to address challenging behavior.                                                                          |
| mid April           | Mid project virtual check                                                                                                                                                                                |
| June 16 and 17 2022 | All Staff Development Days/Trainings include:  
                      • Trauma Informed Care w/ IEEEP  
                      • Universal Design for Learning w/ Pamela Brillante  
                      • Nonviolent Crisis Intervention w/ SELPA                                                                                                         |
| July 1, 2022        | Review data from Behavior Incident Reporting System                                                                                                                                                         |
| July 15, 2022       | Submit final report to First 5                                                                                                                                                                             |
This capacity building activity represents ECCES’s commitment to the social-emotional development of all young children. One of First 5’s social justice commitments states:

3) Striving for equity and inclusion for every child, every family, and every member of society.

It also reflects a deep commitment to serve, educate, and advocate on behalf of children, especially those whose behavior has historically presented a barrier to inclusion. All young children, including those with challenging behavior, social-emotional needs, or mental health concerns must be included and supported in early care settings. In our role as early childhood educators, we have a unique opportunity and obligation to advance equity by creating early learning environments that equitably distribute learning opportunities.

First 5’s Social and Equity Statement states:

“First 5 California stands with families, children, and communities against all racial injustice, hate, and violence. Every act of hate and racism destroys opportunities for children to develop and grow.”

Data from the U.S. Department of Education Office of Civil Rights show that suspension and expulsion continue to be used extensively in early childhood settings (United States Department of Education, 2016) and identify gender and racial disparities in their implementation.

The US Departments of Education and Health and Human Services (2014) provide recommendations on the prevention and elimination of expulsion and suspension practices especially as they reflect disproportionate rates among children of color. These recommendations suggest that:

- Programs and schools use of evidence-based practices such as the Pyramid Model to promote social/emotional competence in young children
- Staff engage in self-reflective practice that can prevent and eliminate potential biases, and
- Programs and schools provide behavioral supports to children with disabilities, including preschool children with disabilities

The National Center for Pyramid Model Innovations (NCPMI) is a process that is rooted in implementation science and evidence-based practices to help infants and young children develop. As well, NCPMI promotes policies and practices that advance equity, diversity, and the full inclusion and participation of all young children and their families in early care and education environments. The Pyramid Model practices and implementation approach affirm and celebrate the unique identities of young children and their families across all social identities.

This aligns directly with the all four required focus areas outlined in First 5’s Strategic Plan:
Amount Requested (Maximum allowable = $15,000): $14,000. Complete the budget description on page 2.

**BUDGET**

<table>
<thead>
<tr>
<th>Name of Organization:</th>
<th>UC Regents Early Childhood Care &amp; Education Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has organization ever received payment from the County of Santa Barbara?</td>
<td>XX Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Item Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Calming Kit Materials for 15 classrooms</td>
<td>$1500</td>
</tr>
<tr>
<td>Teacher Calming Kit Materials for 15 classrooms</td>
<td>$1500</td>
</tr>
<tr>
<td>Training on Individualized Support Strategies w/ Inclusive Early Education Expansion Program (IEEEP)</td>
<td>$1500</td>
</tr>
<tr>
<td>Online courses on Culturally Responsive Practices to reduce Implicit Bias, Disproportionality, Suspension &amp; Expulsion and Trauma- Informed Care and the Pyramid Model</td>
<td>$2800</td>
</tr>
<tr>
<td>Pediatric Occupational Therapy/Sensory Integration Training</td>
<td>$1200</td>
</tr>
<tr>
<td>Universal Design for Learning Training w/Pamela Brillante</td>
<td>$1200</td>
</tr>
<tr>
<td>Trauma Informed Care Training</td>
<td>$1500</td>
</tr>
<tr>
<td>Occupational Therapy Resource Library (Equipment/Books)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Behavior Incident Reports Training w/ Inclusive Early Education Expansion Program (IEEEP)</td>
<td>$1500</td>
</tr>
<tr>
<td>Positive Behavior Behavior Intervention Trainings for Admin</td>
<td>$1600</td>
</tr>
</tbody>
</table>
# Capacity Building Grant RFP
## FY 21-22

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NonViolent Crisis Intervention Training</td>
<td>$1000</td>
</tr>
<tr>
<td>Classroom Coaching/Support w/ CALM</td>
<td>$15,000</td>
</tr>
<tr>
<td>Inclusive Early Education Expansion Program (IEEEP) Coaching/ Support w/ admin</td>
<td>$1500</td>
</tr>
<tr>
<td><strong>Total amount requested from First 5 SBC</strong></td>
<td>$14,000</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$41,800</td>
</tr>
</tbody>
</table>

Of this amount, how much is already secured from other funding sources?  

If applicable, list funding source here  
UCSB Early Childhood Care and Education Services  
Santa Barbara County Office of Education

## Budget Narrative

Below please provide a brief budget narrative that describes and explains the cost listed above. How will the grant funds be used to support the activities being requested? What specifically will the grant funds be used for?

All grant funds will be used specifically to supplement the cost of trainings for staff and for any materials associated with the trainings (Calming Kits, Occupational Therapy Resource Library, books, copies, etc...).
Executive Summary
Request for Proposal Capacity Building 2021 - 2022

Applicant Name-Agency/Organization: UCSB Early Childhood
Requested Amount: $14,000
Total Budget: $41,800

Primary Focus Area: System Change & Improved Child Development

1. **Summary of Staff Screening** (Indicate staff yes/no decisions related to the 6 screening questions in the RFP)

   Five out of the six screening questions can clearly be answered by First 5 staff. The screening question regarding the connection to racial equity and social justice can be loosely answered yes, as the proposal is overshadowed by the stronger focus on addressing children with challenging behaviors and CSEFEL training.

2. **Does the overall proposal have an emphasis on capacity building? What RFP Capacity Building Activity is being addressed by proposal:**

   Yes, the goal of the proposal is to include all sectors of the center, both administrative and teaching staff, in training and coaching that will create a center staff that is better prepared, competent and confident in working with children with challenging behaviors thus ensuring equity and inclusion of all children.

   The applicant in the RFA puts forward the linkage with “organization capacity building that includes a series of workshops, trainings, learning communities or meetings focused on equity and social justice in order to increase the capacity of an organizations to connect with and serve clients in a way that leads to longer-term impacts”.

3. **Brief project abstract:**

   The proposal states that COVID has had a marked effect on children. Staff are now seeing children who are exhibiting extreme behaviors. The goal of this project is to support children’ social -emotional development using program wide, culturally responsive, evidence-based training and coaching in the top two targeted social emotional supports in the Teaching Pyramid Model that include prevention and intervention strategies. Both administrative and teaching staff will be trained and coached in a variety of topics including culturally responsive practices to reduce implicit bias, disproportionality, suspension and expulsion. In parallel to this training administration staff will develop policies and procedures for providing support to families and staff to address challenging behaviors. Staff and administration will be using the Behavior Incident Report System to gather data and evaluate the behavioral incidents in the program. Data collected will provide summative information and an analysis of potential equity issues by calculating disproportionality related to race, ethnicity, IEP status, gender, and dual language learners.

4. **Community(ies) to be served. Description and number of individuals to be served:**
Executive Summary
Request for Proposals 2014-2017

Forty-two (42) administration and teaching staff will be trained and coached via CALM at the UCSB Children center that serves over 100 children ages birth to 5 and their families in the Isla Vista and Santa Barbara area.

5. Is this a collaborative proposal (Note: this is not required) List Partners.
The proposal lists a variety of funded partners that will support the project outcomes. They include:
- CALM as a funded partner delivering coaching services to the staff
- SBCEO via IEEEP support to provide IEP and BIR training
- SELPA for nonviolent crisis intervention training

6. If indicated, does the staff possess the experience to carry out the activities proposed?
Yes, this effort is led by UCSB administrative staff that have many years of experience developing and supervising teachers. They are using local experts to carry out some of the work including CALM and the SBCEO IEEEP team.

7. Does the proposal address First 5 Strategic Plan and Statement of Social Justice – which commitment is addressed? at project narrative and abstract as well as attachment 2. This will address approach and methodology/practice.
Yes, this application addresses First 5’s Result Area 3: Improve Child Health: Children enter school with their developmental, health and safety needs met and more specifically the Outcome: Children enter school healthy, with any social-emotional and behavioral challenges addressed. The proposal throughout addresses the need to address challenging behavior through evidence-based strategies such as CSEFEL.
The closest equity and social justice commitment addressed is # 3: Striving for equity and inclusion for every child, every family and every member of society. The proposal clearly demonstrates the need for including all children by developing the skills of the teachers and administrators.

8. Does the budget for the application correlate with the outcomes of the application? (Look for majority of budget to be allocated to direct services/staffing, indirect cost at or below the 15%, subcontractors budgets, other program expenses and # of FTE’s to be funded)
The budget is quite comprehensive and detailed as to material, and training. Based on the information provided, UCSB has already allocated a majority of the funding to this project. The First 5 funding is being requested to train staff and provide the staff materials.

The $14,000 request represents First 5 contribution of no more than 33% of the total budget.

STAFF OBSERVATIONS- (Comments on RFP alignment with strategic plan, staffing, cultural relevance competency, budget, evaluation or other observations)
Executive Summary
Request for Proposals 2014-2017

Strengths:

- The RFP does a good job to reference the value and importance of addressing children with challenging behavior and the need for evidence-based strategies that aligns with First 5 strategic plan to address the social – emotional well-being of children.
- A detailed timeline has been included that lays out a comprehensive plan that could be accomplished over the next 6 months.
- There is an evaluation strategy being proposed that includes identification and self-reflection around equity and social justice.
- The coaching provides opportunity for self-reflection that supports teachers looking at their own biases and practices that may contribute to inequities.

Challenges/Recommendations:

- At first read, the RFP looks more like an inclusion proposal built around Teaching Pyramid training. If funded, additional work will need to occur to ensure there are clear equity and social justice goal and outcomes.
- The budget narrative is requesting First 5 funding to support the training and classroom materials. If funded, First 5 staff will need to work with UCSB to define the trainings and strategies that clearly address racial and social inequities or ensure funded training address social and equity within the context of the other training topics.
- If funded, it is recommended that the policies and practices being developed also include an equity and social justice emphasis.
PRESENTATION/DISCUSSION ITEMS
2021-2022 Contract Support Meeting Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 3**</td>
<td>8:00 AM – 8:30 PM</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>December 9</td>
<td>10 AM – 12 PM</td>
<td>Via Zoom</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>January 7**</td>
<td>TBD</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>February 4**</td>
<td>TBD</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>March 4**</td>
<td>TBD</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>April 1**</td>
<td>TBD</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>April 29**</td>
<td>TBD</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>May 27**</td>
<td>TBD</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>June 24**</td>
<td>TBD</td>
<td>Via Zoom</td>
<td>Special Meeting</td>
</tr>
</tbody>
</table>

**NOTE:** **Special Meeting via Zoom**