

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

TITLE PAGE

PART A

- 1. Project/Program Name: Benicia Child Assault Prevention Program**
- 2. Amount of Funding Request: Annual: \$ 5000 Grant period (2 years): \$10,000**
- 3. Organization Submitting Proposal: Children's Nurturing Project**

Organization Data:

Name: Children's Nurturing Project
 Address: 490 Chadbourne Road, Suite A
Fairfield, CA 94534
 Phone: 707-422-0464
 Fax: 707-422-0465
 Fed. ID #: 72-1553818

Contact Person:

Name: Debbi Davis, RN
 Title: Executive Director, CEO
 Phone: 707-422-0464 ext 18
 Email: ddavis@cnpkids.org
 Fax: 707-422-0465

4. Year organization legally established: 2001 State: California

5. Project or Program Category (check applicable categories and subcategories):

<input type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> Health & Wellbeing	<input type="checkbox"/> Other
<input type="checkbox"/> Rent	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Affordable Housing
<input type="checkbox"/> Food	<input type="checkbox"/> Suicide Prevention	<input type="checkbox"/> Job Skills
<input type="checkbox"/> Utilities	<input checked="" type="checkbox"/> Domestic Violence	<input type="checkbox"/> Literacy
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Child Abuse Prevention	<input type="checkbox"/> Parenting
<input type="checkbox"/> Childcare	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mental Health	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Serving clients (check all that apply):

<input checked="" type="checkbox"/> Children Under 5	<input checked="" type="checkbox"/> Youth (5-18)	<input type="checkbox"/> Adults (19 to 59)	<input type="checkbox"/> Seniors Over 60	<input type="checkbox"/> Family Unit
<input checked="" type="checkbox"/> Low-Income	<input checked="" type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Anticipated Number of Unduplicated Benicia Residents to be Served: 1000

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE BENICIA HUMAN SERVICES BOARD.

Debbi Davis For
 Authorizing Signature *Debbi Davis*
 Typed name: Debbi Davis

Executive Director
 Title

1/26/2015
 Date

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Part B – BUDGET INFORMATION

8. Provide a budget for the project. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$ **4500	\$ 2600	\$ 1900
Benefits (Direct ¹)	1125	540	585
Personnel (Support ¹)	**600	560	40
Benefits (Direct ¹)	150	120	30
Contract Services			
Project-Supplies	1000	500	1000
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs	800	480	320
SUBTOTAL	8175	4800	3375
INDIRECT COSTS			
(Administrative ¹)			
Personnel	1000		
Benefits	250		
Space Rental	1200		
Utilities	500		
Telephone	200		
Office Supplies	300		
Transportation (e.g. gas costs, rental)	750		
Other Indirect Costs	300	200	100
SUBTOTAL	4500	200	4700
TOTAL COSTS	\$ 12,675	\$ 5000 (per year)	\$ 7675

Column A = Total cost of the proposed project.
 Column B = Amount you are requesting in this grant application.
 Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

****CAPP Coordinator at 150 hrs / yr at \$20 / hr = \$3000 / yr. CAPP Facilitators average 100 hrs / yr at \$15 / hr = \$1500 / yr. Admin support at 50 hrs / yr at \$12 / hr = \$600**

¹ Provide names, titles, education and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

**CITY OF BENICIA
 BENICIA HUMAN SERVICES BOARD
 FY 2015-2017 GRANT APPLICATION**

Part B – BUDGET INFORMATION – (continued)

9. APPLICANT SOURCES: Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)		Amount or Value	Indicate if Cash or In-kind
Donations and Sponsorships anticipated	\$	2000	Cash
Unrestricted funding		5675	Cash
TOTAL	\$	7675	

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Program		Amount	Benicians Served
2013-14	CAPP	\$	4500	558
2011-12	CAPP		5000	557
2010-11	CAPP		5000	612
2009-10	CAPP		5000	524
2008-09	CAPP		5000	593
2007-08	CAPP		5000	656
2006-07	CAPP		5000	647
2005-06	CAPP		5000	688
2004-05	CAPP		5000	598
TOTALS		\$	44,500	5433

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)

11. Brief Project Summary (Two to three sentences describing the grant proposal):

Children's Nurturing Project (CNP) operates the nationally recognized Child Assault Prevention Program (CAPP) throughout Solano County and specifically to preschool through 4th grade classrooms in Benicia Elementary Schools and Benicia State Preschool. With the continued support of the Benicia Human Services Fund, CNP will provide onsite classroom workshops to approximately 1000 children over the 2 year period. CNP respectfully request support in the amount of \$10,000 for this purpose.

12. Describe organization's general purpose and activities:

Children's Nurturing Project (CNP) has provided the Child Assault Prevention Program (CAPP) in Benicia preschool and elementary classrooms since 2002. Prior to CAPP merging with CNP, the previous CAPP agency provided this program in Benicia classrooms since 1984. CAPP is a primary prevention and early intervention model with the mission to prevent child abuse and to empower children to grow and develop into productive, caring, and capable members of the community.

Children are vulnerable to abuse because they lack specific information about dangerous situations such as bullying, unwanted touch, and stranger abduction. Through a fun and interactive role play based program, children are taught in a developmentally and age appropriate way how to identify and respond to unsafe situations. Students are also taught how to identify and utilize the support of trusted adults to report unsafe situations. A parent information sheet goes home with each child participating in CAPP at school, providing valuable information about family violence and its' impact on children, child and family safety information, tools and resources for parents. By involving students, teachers and parents in CAPP, we facilitate a community approach to keeping children safe. An important part of the CAPP workshop is time set aside at the end where children have the opportunity to ask questions and/or talk privately with CAPP facilitators. This review time is also an opportunity for children to talk about fears and/or disclose if they are in an unsafe situation. As an outcome of this review time, some Child Protective Services (CPS) reports are made each year by CAPP staff. Many more times, teachers or other school staff take action to follow up on concerns brought forth by children following CAPP workshops. Children understand CAPP's message about their rights to be "safe, strong and free", and feel safe to discuss their unsafe experiences and seek help. This is a powerful, positive outcome for kids.

CNP CAPP facilitators are certified by the International Center for Child Assault Prevention to implement and facilitate this standardized safety curriculum. This program serves children preschool through 4th grade, as desired by individual school staff. The entire age-appropriate CAPP curriculum available is from preschool through high school age.

In addition to CAPP, Children's Nurturing Project provides other services County-wide, including home visiting family support, early childhood mental health, parenting education programs, school based mental health, pregnant mother support and mentoring, and a brand new "H.O.P.E." program to focus on human trafficking prevention and awareness. All of our programs

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

are designed to support our mission of facilitating optimal child development through education and support.

13. List all financial liabilities or pending legal action:

N/A

14. Is your organization applying for other grants for fiscal years 2015-2017? If so, list the project, funding source(s), proposed budgets, and requested amount(s).

CNP continually applies for additional funding and sponsorship to support CAPP countywide, as well as other programs provided by the agency. Since the State budget virtually eliminated any non-mandated curriculum, we are solely relying on grants to continue to provide the workshops to schools. Some schools or Parent Teacher Clubs may pay a fee for service for workshops as budgets allow.

15. At what location will the proposed project take place and how long has the organization been at this location?

All CAPP workshops are provided onsite in classrooms in Benicia Elementary schools and Benicia State Preschool. Our services are provided countywide, with our office located in Fairfield, CA.

Part C - PROJECT / ORGANIZATION DISCUSSION (continued)

16. What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?

Direct services to children in local schools occur during school hours, generally between 8:30 am and 2:30 pm. Workshop schedules are coordinated between the CNP CAPP Coordinator, CAPP facilitator and each school. Our office is open and staffed Monday through Friday from 8:00 am to 5:00 pm. Staff is available to assist during business hours and by voicemail, fax and email.

17. Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.

CNP utilizes the nationally recognized Child Assault Prevention Program (CAPP) curriculum which teaches young children personal safety skills in the areas of peer assault (bullies), abduction prevention (stranger safety), physical abuse (safe and unsafe discipline), and sexual abuse (safe and unsafe touch). CAPP workshops will serve at least 500 Benicia children each year.

Children and teachers will benefit by participating in the workshops and hearing the same information regarding safety and abuse prevention. Parents will benefit from getting the same information via parent resource information sent home with participating children.

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

- 18. If the proposed project involves direct services to youth, please indicate the number of volunteers providing direct services, how those individuals are screened and trained, specific duties assigned to volunteers, and how volunteers are supervised. If the proposed project does not involve direct services to youth, please indicate "N/A".**

CNP currently has no volunteers for CAPP, however we may utilize volunteers if the opportunity arises. Volunteers within the agency are screened in the same way as our Board members and staff. The screening includes fingerprinting and background check, urine analysis for illegal substances and a DMV driving record. All staff members and volunteers of CNP are also trained to be mandated child abuse reporters. The Program Coordinator would provide training of CAPP curriculum and all policy and procedures of program. Volunteers would be supervised by the Program Coordinator with oversight by Executive Director.

- 19. Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?**

Child abuse and abduction prevention education is important not only for parents and professionals, but for children themselves, to empower them to be safe and healthy. Self-awareness and knowledge about how to react in a situation such as potential stranger abduction, unwanted touch or bullying can be the turning point for a child being empowered to safety. Research in brain development proves that the trauma associated with abuse or neglect can have devastating long term health consequences including depression, anxiety, suicide, substance abuse, delinquency, criminal behavior, high risk sexual behavior, violence, and tendency to repeat the cycle of abuse. Prevention and early intervention programs such as CAPP are essential in supporting the healthy development of Benicia's children, who will be our future adults, parents, and work force.

- 20. How will outreach be conducted?**

CAPP services are provided in partnership with local schools. Each school year, phone calls are made to each school to offer CAPP and coordinate a workshop schedule that fits each school's needs, bell schedule, and curriculum. Follow up is provided to secure scheduled dates and times for each school. The majority of the workshops are held between January and June each year, scheduled on a first come, first serve basis. CAPP provides the school with workshop schedules, parent consent forms, and teacher information to prepare for the visit.

CNP participates in outreach opportunities through the City of Benicia Human Services Board such as farmer's markets and parades. Because the program is established in Benicia already, additional outreach efforts will not likely be needed.

- 21. List the specific quantifiable goals of the project.**

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

Report total services provided	Annual goal
CNP will provide Child Assault Prevention school based workshops to 1000 preschool or elementary school children in Benicia.	500

OVERARCHING PROGRAM GOAL: Children in Benicia will be safe and free from abuse in order to develop to their full potential and contribute their special talents and gifts to the community.

PROGRAM OBJECTIVES:

During the 2015 to 2017 grant period, CNP will offer Child Assault Prevention workshops to all Benicia elementary schools and Benicia State preschool with the target goal of 1,000 young children (500 children each school year) throughout Benicia.

CHILD-CENTERED OBJECTIVES:

- (1) Following CAPP training, children will identify potentially dangerous situations involving peers, unknown adults (strangers) and those abuse situations involving a known adult.
- (2) Following CAPP training, children will be aware of effective prevention strategies including: (a) the ability to say “No” and be assertive in potentially dangerous situations, (b) a special safety YELL, (c) basic physical self-defense skills, (d) to tell the difference between a safe and unsafe touch and (e) to tell a trusted adult if something unsafe happens.
- (3) Following CAPP training, children will be aware of support networks available to them including identifying trusted adults in their community setting and recognizing teachers and other school personnel as trusted adults.

TEACHER EDUCATION OBJECTIVES:

- (1) Elementary school teachers will develop an increased understanding of how abusive situations and violence may impact their students; and will possess resource information that will assist them in responding to family violence issues presented by their students and/or parents.

EVALUATION METHODS

CNP/CAPP utilizes a standardized curriculum authored by The International/National Center for Assault Prevention. Program staff are trained and certified by the Northern California Child Assault Prevention Training Center. The National Child Assault Prevention organization has conducted intensive studies about the effectiveness of the interactive model used in the classroom and continues to serve as a clearinghouse for research related to safety education of children. Our local program records the number of children served at each classroom visit utilizing a Classroom Census form completed by the teacher. An oral review is conducted at the end of the workshop with the students to ensure children clearly understood the material. Students generally answer all of the questions correctly, demonstrating their grasp of the concepts presented during the workshop. There

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2015-2017 GRANT APPLICATION**

is also time following each workshop for children to discuss concepts learned or concerns individually with workshop facilitators.

Discuss how your organization will collect, organize and disseminate this data.

The CAPP Coordinator collects data from each classroom workshop, including number of students, number of adults, language of students and teacher feedback. This information is compiled into quarterly reports for funder and for internal agency use.

22. Is this project an existing program or activity provided by your organization? Please explain.

CAPP has been providing child abuse prevention education in Solano County, including the City of Benicia for over 24 years. The City of Benicia has provided financial support for the program since 1991. CNP has administered CAPP since 2005, after the previous CAPP agency merged with CNP.

23. Identify similar programs in the community and how yours will differ.

CAPP is the only nationally recognized child abuse prevention program of its kind working with Benicia schools.

24. Describe previous comparable projects or programs that your organization, has undertaken that demonstrate successful administration and implementation.

CAPP has a long and successful history of providing quality educational services in our Benicia schools. Deborah Davis, CNP Executive Director, is a pediatric registered nurse with extensive experience in working with high risk infants and children, including those exposed to trauma and neglect. Ms. Davis and 7 CNP staff members received extensive training in the CAP curriculum by the National CAP training center in 2005 to ensure a seamless transition to the new agency. Schools express a high degree of trust in the program and the ability of the CAPP staff to implement a high quality curriculum. Teacher evaluation comments rate the program as extremely valuable for children and state that CAPP provides essential training for children that is not included in the regular school curriculum. The community support for CAPP has been evidenced by the organization's ability to secure local financial support when state funding was eliminated in 1990. With continued support from the Benicia Human Services Fund, CNP will continue to empower the young children in Benicia public schools to be "Safe, Strong, and Free" through the CAPP workshops.

**CITY OF BENICIA
 BENICIA HUMAN SERVICES BOARD
 FY 2015-2017 GRANT APPLICATION**

25. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
(X)	1.	IRS Letter of Tax Exempt Status
(X)	2.	Organization's total budget for the current year
(X)	3.	Copy of most recent audit or financial statement
(X)	4.	Names and addresses of Board of Directors
(X)	5.	List of paid principal staff and positions
(X)	6.	Job descriptions for principal staff and personnel <u>to be paid partially or in full with grant funding</u>
(X)	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
()	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

Thank You!

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 07 2003

CHILDRENS NURTURING PROJECT
C/O DEBBI DAVIS
912 LIMWOOD ST
SUISUN, CA 94585

Employer Identification Number:
72-1553818
DLN:
17053161007043
Contact Person:
JULIE CHEN ID# 31261
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
February 19, 2003
Advance Ruling Period Ends:
December 31, 2007
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

CHILDRENS NURTURING PROJECT

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period

Letter 1045 (DO/CG)

CHILDRENS NURTURING PROJECT

that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories

Letter 1045 (DO/CG)

CHILDRENS NURTURING PROJECT

showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

Children's Nurturing Project
Agency Wide Budget
For Fiscal Year 2014-2015

<u>Description</u>	<u>2014-2015 Budget</u>
Unrestricted Income	\$175,000
Fee for Service	10,626
Government Grants	3,271,243
Restricted Income Carryover	<u>74,956</u>
Total Budgeted Income	<u>3,531,825</u>
Salaries	2,256,872
Benefits	417,245
Professional Services	184,948
Travel	60,621
Rent & Occupancy	147,641
Equipment/Copier	33,464
Supplies	59,225
Insurance	9,957
Interest & Loans	210,050
Outreach	17,980
Trainings, Meetings, & Conferences	23,331
HR & Recruitment	1,495
Taxes, Fees & Licenses	<u>16,020</u>
Total Budgeted Expenses	<u>3,438,849</u>
Net	<u><u>\$92,976</u></u>

Children's Nurturing Project
(A California Nonprofit Public Benefit Corporation)

Financial Statements

Years Ended June 30, 2014 and 2013

Richard E. Watson, Jr.
Certified Public Accountant

Children’s Nurturing Project
(A California Nonprofit Public Benefit Corporation)
Financial Statements
Years Ended June 30, 2014 and 2013

C O N T E N T S

Independent auditor’s report on the financial statements.	1
<u>Financial statements</u>	
Statements of financial position.....	2
Statements of activities.	3
Statements of functional expenses.....	4 - 5
Statements of cash flows.	6
Notes to the financial statements.	7 - 17

Richard E. Watson, Jr.

Certified Public Accountant

8 Metro Lane • Sacramento, CA 95816
(916) 606-0552 • (916) 443-4112 fax

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Children's Nurturing Project
Fairfield, California

I have audited the accompanying financial statements of Children's Nurturing Project (a California Nonprofit Public Benefit Corporation), which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

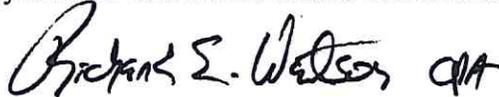
My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Children's Nurturing Project as of June 30, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



Sacramento, California
October 17, 2014

Children's Nurturing Project
A California Nonprofit Corporation
Statements of Financial Position
June 30, 2014 and 2013

	Assets	
	2014	2013
Current Assets		
Cash and cash equivalents (note 2)	\$ 49,005	\$ 65,548
Grants and contracts receivable (note 3)	395,353	376,764
Employee receivable	2,503	1,950
Prepaid expenses and deposits (note 4)	14,904	14,620
Total current assets	461,765	458,882
Fixed assets, net of accumulated depreciation of \$26,894 in 2014 and \$24,243 in 2013 (note 5)	13,166	1,780
Total assets	\$ 474,931	\$ 460,662
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 73,669	\$ 69,432
Accrued wages and payroll taxes	87,874	83,917
Accrued vacation	44,595	47,589
Lease liability (note 7)	6,393	0
Current portion of long term debt	126,798	26,804
Total current liabilities	339,329	227,742
Long Term Liabilities (notes 6 and 10)		
Notes payable	191,803	110,635
Less current portion	(126,798)	(26,804)
Total long term liabilities	65,005	83,831
Total liabilities	404,334	311,573
Net Assets		
Unrestricted	4,530	149,089
Temporarily restricted (note 14)	66,067	0
Total net assets	70,597	149,089
Total liabilities and net assets	\$ 474,931	\$ 460,662

The accompanying notes are an integral part of this statement.

**Children's Nurturing Project
A California Nonprofit Corporation
Statements of Activities**

For the Years Ended June 30, 2014 and 2013

	2014			2013		
	Temporarily		Totals	Temporarily		Totals
	Unrestricted	Restricted		Unrestricted	Restricted	
Revenues:						
Program service revenue						
Solano County contracts	\$ 996,218	-	\$ 996,218	\$ 809,984	-	\$ 809,984
Special Education Local Plan Area	872,059	-	872,059	655,043	-	655,043
Solano County First 5	648,329	-	648,329	621,628	-	621,628
Dixon Unified School District	153,585	-	153,585	254,400	-	254,400
Solano County Office of Education	238,623	-	238,623	227,101	-	227,101
Other contracts	39,354	-	39,354	31,741	-	31,741
Total program service revenue	<u>2,948,168</u>	<u>0</u>	<u>2,948,168</u>	<u>2,599,897</u>	<u>0</u>	<u>2,599,897</u>
Contributed revenue	57,934	98,604	156,538	38,354	-	38,354
Net assets released from restrictions	32,537	(32,537)	0	0	-	0
Interest income	0	-	0	2	-	2
Total revenues	<u>3,038,639</u>	<u>66,067</u>	<u>3,104,706</u>	<u>2,638,253</u>	<u>0</u>	<u>2,638,253</u>
Expenses:						
Program services						
Partnership for Early Access for Kids (PEAK)	378,868	-	378,868	404,805	-	404,805
Solano County Office of Education (SCOE)	235,613	-	235,613	212,266	-	212,266
Early and periodic screening, diagnosis and treatment medical program (EPSDT)	790,404	-	790,404	588,204	-	588,204
Special Education Local Plan Area (SELPA)	868,289	-	868,289	597,630	-	597,630
Dixon Unified School District (DUSD)	154,146	-	154,146	218,707	-	218,707
Healthy Families America (HFA)	143,952	-	143,952	113,052	-	113,052
Baby Coach	151,699	-	151,699	127,766	-	127,766
Help Me Grow Solano	125,348	-	125,348	0	-	0
Other programs	64,214	-	64,214	86,998	-	86,998
Total program services	<u>2,912,533</u>	<u>0</u>	<u>2,912,533</u>	<u>2,349,428</u>	<u>0</u>	<u>2,349,428</u>
Supporting services						
Management and general	172,297	-	172,297	118,873	-	118,873
Fundraising	98,368	-	98,368	48,224	-	48,224
Total supporting services	<u>270,665</u>	<u>0</u>	<u>270,665</u>	<u>167,097</u>	<u>0</u>	<u>167,097</u>
Total expenses	<u>3,183,198</u>	<u>0</u>	<u>3,183,198</u>	<u>2,516,525</u>	<u>0</u>	<u>2,516,525</u>
Increase / (decrease) in net assets	(144,559)	66,067	(78,492)	121,728	0	121,728
Net assets, July 1	149,089	0	149,089	27,361	0	27,361
Net assets, June 30	<u>\$ 4,530</u>	<u>\$ 66,067</u>	<u>\$ 70,597</u>	<u>\$ 149,089</u>	<u>\$ 0</u>	<u>\$ 149,089</u>

The accompanying notes are an integral part of this statement.

Children's Nurturing Project
Statement of Functional Expenses - with Comparative Totals for the Prior Year
For the Year Ended June 30, 2014

	Program Services										Supporting Services		Totals	
	PEAK	SCOE	EPSDT	SELPA	DUSD	HFA	Baby Coach	Help Me Grow	Other Programs	Total	Management and General	Fundraising	2014	2013
Personnel														
Salaries and wages	\$ 283,028	206,193	547,854	632,395	123,786	104,324	106,848	81,340	31,521	2,087,289	53,746	50,211	\$ 2,201,246	1,745,168
Payroll taxes	25,566	19,792	39,763	44,235	9,374	11,817	10,758	12,085	2,604	175,994	4,791	4,454	185,239	151,045
Health benefits	26,020	2,017	48,408	41,762	8,719	10,392	9,243	6,269	1,443	164,273	23,404	3,669	181,346	130,221
Workers' compensation insurance	2,600	2,000	5,400	6,900	1,000	1,000	1,000	800	300	20,400	934	500	21,834	19,369
Total personnel	317,214	230,002	641,425	724,692	142,879	127,533	127,849	100,494	35,868	2,447,956	82,875	58,834	2,589,665	2,045,803
Contracted services and fees														
Audit and accounting	0	0	0	0	0	0	0	0	0	0	8,101	0	8,101	5,910
Retirement plan administration	0	0	0	0	0	0	0	0	0	0	1,315	0	1,315	1,210
Contract labor	17,820	253	69,013	59,278	804	1,003	4,772	539	7,862	161,344	3,188	0	164,532	127,109
Total contracted services and fees	17,820	253	69,013	59,278	804	1,003	4,772	539	7,862	161,344	12,604	0	173,948	134,229
Occupancy and facilities														
Rent (note 7)	12,712	1,329	27,207	32,708	5,007	2,560	4,702	3,202	1,025	90,452	21,016	2,208	113,676	73,464
Maintenance and repair	523	67	1,810	1,708	288	240	255	166	57	5,114	434	124	5,672	3,725
Total occupancy and facilities	13,235	1,396	29,017	34,416	5,295	2,800	4,957	3,368	1,082	95,566	21,450	2,332	119,348	77,189
Administrative expenses														
Insurance (note 8)	1,192	18	3,376	2,263	602	463	525	120	78	8,637	1,637	233	10,507	12,851
Telephone and internet	4,288	346	663	7,351	1,520	2,280	1,665	3,750	366	22,231	10,052	2,570	34,853	29,314
Print and copy	2,349	146	4,175	6,679	271	920	673	2,085	104	17,402	1,317	2,890	21,609	19,675
Penalties (note 9)	0	0	0	0	0	0	0	0	0	0	12,553	0	12,553	1,181
Office supplies	6,942	230	8,846	175	22	2,825	2,557	1,754	687	24,038	3,234	918	28,190	19,557
Meeting supplies	3,714	20	527	232	48	47	453	8,866	752	14,659	548	95	15,302	2,458
Postage and delivery	236	28	706	715	118	101	106	71	22	2,103	129	50	2,262	1,929
Small furniture and equipment	1,652	16	3,961	4,390	118	351	983	799	22	12,174	727	63	12,964	20,229
Dues and subscriptions	187	11	478	634	92	83	76	609	14	2,184	43	95	2,262	1,175
Marketing and advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	3,200
Bank fees and payroll processing	0	0	0	0	0	0	0	0	43	43	5,699	0	5,742	2,289
Tax and license	3	0	5	5	1	1	1	0	0	16	193	21	230	110
Software	648	29	1,554	2,091	314	256	260	194	66	5,412	222	128	5,762	1,906
HR and recruitment	104	6	552	410	40	46	41	29	12	1,240	392	19	1,651	0
Interest expense	0	0	0	0	0	0	0	0	0	0	10,763	0	10,763	6,715
Depreciation expense (note 5)	0	0	0	0	0	0	0	0	0	0	3,560	0	3,560	3,822
Total administrative expenses	21,315	852	24,843	24,945	3,028	7,373	7,340	18,277	2,166	110,139	51,069	7,022	168,230	126,411
Travel, conference and mileage														
Staff and board development	679	34	1,674	1,691	215	786	905	255	16,030	22,269	485	94	22,848	18,752
Travel and mileage	7,247	2,708	18,278	14,564	1,318	1,560	2,776	1,916	1,208	51,593	3,814	377	55,794	50,367
Total travel, conference and mileage	7,926	2,742	19,952	16,275	1,533	2,346	3,681	2,171	17,238	73,862	4,299	471	78,632	69,139
Fundraising and events														
Fundraising and events	0	0	0	0	0	0	0	0	0	0	0	29,709	29,709	5,312
Donations	700	0	0	0	0	0	0	0	0	700	0	0	700	750
Program and class supplies	658	368	8,154	8,683	607	2,897	3,100	499	0	22,966	0	0	22,966	57,692
Total expenses	\$ 378,668	235,613	790,404	868,289	154,146	143,952	151,699	125,348	64,214	2,912,533	172,297	98,368	\$ 3,183,198	2,516,525

The accompanying notes are an integral part of this statement.

**Children's Nurturing Project
A California Nonprofit Corporation
Statements of Cash Flows**

For the Years Ended June 30, 2014 and 2013

<u>Cash Flows From Operating Activities</u>	<u>2014</u>	<u>2013</u>
Increase / (decrease) in net assets	\$ (78,492)	\$ 121,728
Adjustments to Reconcile Change in Net Assets to Net Cash Provided / (Used) by Operating Activities:		
Depreciation and amortization	3,560	3,822
Decrease / (Increase) in Operating Assets -		
Grants and contracts receivable	(18,589)	(79,384)
Employee receivable	(553)	2,683
Prepaid expenses and deposits	(284)	(112)
(Decrease) / Increase in Operating Liabilities -		
Accounts payable	4,237	(6,237)
Accrued wages and payroll taxes	3,957	18,449
Lease liability	6,393	0
Accrued vacation	(2,994)	7,756
Net cash provided / (used) by operating activities	<u>(82,765)</u>	<u>68,705</u>
<u>Cash Flows From Investing Activities</u>		
Purchase of furnishings and equipment	<u>(14,946)</u>	<u>0</u>
Net cash (used) by investing activities	<u>(14,946)</u>	<u>0</u>
<u>Cash Flows From Financing Activities</u>		
Draws on WestAmerica loan	211,000	0
Draws on related party note (note 10)	10,500	0
Payments on WestAmerica loan	(19,197)	0
Payments on related party notes (note 10)	(10,500)	(22,130)
Payments on Umpqua Bank loan	<u>(110,635)</u>	<u>(25,346)</u>
Net cash provided / (used) by financing activities	<u>81,168</u>	<u>(47,476)</u>
Net increase / (decrease) in cash	(16,543)	21,229
Cash, July 1	<u>65,548</u>	<u>44,319</u>
Cash, June 30	\$ <u><u>49,005</u></u>	\$ <u><u>65,548</u></u>
<u>Supplemental disclosure of cash flow information:</u>		
Cash paid for interest expense during the period	\$ <u><u>10,763</u></u>	\$ <u><u>6,715</u></u>

The accompanying notes are an integral part of this statement.

Children's Nurturing Project
Notes to the Financial Statements
Year Ended June 30, 2014

Note 1: Organization

Children's Nurturing Project (the "Organization") was incorporated as a California nonprofit public benefit corporation on February 27, 2003. The Internal Revenue Service has determined that the Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(1) of the Internal Revenue Code. The Organization is also exempt from state franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code.

The Organization works with families in Solano, and parts of Napa and Yolo counties to help parents and care givers provide the best start for their infants and young children so that they develop into healthy and happy children when they reach school age. Children's Nurturing Project utilizes a multi-disciplinary team approach to best meet the needs of children and families. The team consists of specialists from various backgrounds who work together to assist the children and family in a coordinated way. The Organization provides specialty services that benefit the children and their families in meeting their individual needs in the areas of parenting support and coaching, infant and early childhood development screening and assessment, and infant-parent mental health. The Organization's mission is to promote healthy parent-child relationships and child development through support services and education.

The principal programs of the Organization are:

Partnership for Early Access for Kids Initiative (PEAK)

PEAK is a county wide multi-agency partnership that provides prevention and early intervention services with the goals of early identification and treatment for special needs, and prevention of child abuse and neglect. The Organization is the lead agency in a seven agency collaborative, and provides coordination for the entire initiative. PEAK service strategies include developmental screening and assessment, parent coaching, parent and provider education, and short term treatment. Families engaged in PEAK services are linked to partner agencies and services as appropriate to their individual needs. The Organization's Family Support Specialist provides a developmental screening and refers the family for higher level of services as indicated, such as Regional Center, School Districts, mental health, or the pediatric health care provider. The Organization is also a recognized vendor for the State of California Department of Developmental Services, and provides one-on-one (home-based) and group (center-based) infant development intervention for children

Note 1: Organization (continued)

eligible under the California Early Start program from birth through thirty-six months. The Organization is a contracted provider for children referred by North Bay Regional Center (Solano and Napa Counties), and Alta California Regional Center (Yolo County).

Solano County Office of Education (SCOE)

School based Mental Health services for children in grades 4 through 12 who have moderate adjustment difficulties resulting in academic performance issues. The Organization employs mental health clinicians who provide school based mental health services in Solano County schools. Funded by the State of California Mental Health Services Act (Proposition 63), the program seeks to prevent more serious school related mental health conditions.

Early Periodic Screening, Diagnosis, and Treatment (EPSDT)

Home based early childhood mental health and behavioral services provide comprehensive assessment and treatment for children from birth to age five to assess social and emotional health, and improve the parent-child relationship. The Organization's strengths-based relational approach allows it to use developmentally appropriate therapeutic intervention with the goal of strengthening families to promote the emotional development of young children, so they are better prepared to enter school at age five. Clients referred for EPSDT services include those who have been traumatized, prenatally exposed to drugs and alcohol, those with developmental delays needing further evaluation, children in the Child Welfare system, or those with other family stressors such as homelessness, domestic violence, and poverty. Services are generally less than a year in duration and involve the family unit and other care givers as appropriate.

Solano County Special Education Local Plan Area (SELPA)

The Organization is contracted with the Solano Special Education Local Planning Area (SELPA) to provide mental health as a related service to students in special education who qualify under their Individualized Educational Plans (IEPs). Counseling and services are provided to students at their school site with California Board of Behavioral Sciences registered or licensed therapists who are experienced in working with children from kindergarten through high school. The area served is comprised of all schools in five Solano County school districts: Benicia Unified School District, Dixon Unified School District, Fairfield-Suisun Unified School District, Travis Unified School District, and Vacaville Unified School District.

Note 1: Organization (continued)

Dixon Unified School District (DUSD)

CNP school based Clinicians work at all schools in the Dixon Unified School District providing mental health counseling and support services, groups, and parenting education for general education students referred for additional support. This program has proven very successful in improving the social and emotional health of students with various issues that do not yet rise to the level of needing special education services, but nonetheless affect the student's life at school and/or at home.

Healthy Families America (HFA)

HFA is a home visiting program designed to work with overburdened families who are at-risk for adverse childhood experiences, including maltreatment. The goals are: to promote healthy pregnancies and birth outcomes; and, to promote healthy growth and development of babies from birth to age two.

Baby Coach

The Baby Coach program is a mentoring program that matches moms-to-be with a caring and supportive mentor to help make sure their babies are healthy and nurtured, provide support and education, and link them to resources. The mentors, in conjunction with the multi disciplinary team at CNP, provide parent education and support, and help link new moms to resources throughout Solano County. Training for the volunteers, interns and staff members is based on the *Nurturing Parenting Program* that provides group support and training on how to care for their pregnant/new mothers who are many times without a support system.

Help Me Grow Solano

Help Me Grow Solano connects young children and their families to programs and services throughout Solano County to enhance the health, development, behavior, safety and learning of children from birth through five years. By calling the Help Me Grow Solano toll free number 844-501-KIDS (5437), parents, child care providers, early educators and health care providers have a point of access to all services for all young children who live in Solano County.

Other Programs

Child Assault Prevention Program provides Solano County School based safety and empowerment workshops for kids from kindergarten through fourth grade. The program utilizes a nationally recognized curriculum that teaches concepts of stranger danger, safe/unsafe touch, bullying, and how to react in an emergency.

Kaiser- Trauma Informed Care: Kaiser Permanente Northern California has funded CNP as one of ten California grantees to provide evidence based interventions for children aged 10 to 19 with symptoms of untreated trauma. CNP clinicians work with students and their parents who screen "in" for signs of trauma and link them to therapy and other needed services. The program serves students in the DA Mediation or SARB (Student Attendance Review Board) for the Fairfield Suisun Unified School District.

Note 1: Organization (continued)

Other Programs (continued)

Commercially Sexually Exploited Children (CSEC): CNP is a community leader in community awareness and public outreach on the issues of child abuse, child sexual exploitation, and human trafficking. The Organization is developing programs that target prevention and community education as well as response/treatment with child victims of sexual exploitation. Seeded for year one by the Fairfield/Suisun and Vacaville Chambers of Commerce Leadership Today program, CNP is embarking on a program development process that includes prevention programming in schools in addition to direct services to victims/survivors in the juvenile detention facility, foster care, and other venues where child victims are identified.

Note 2: Summary of Significant Accounting Policies

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Basis of Presentation

In accordance with U.S. Generally Accepted Accounting Principles, net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. *Unrestricted net assets* are not subject to donor-imposed restrictions as to purpose or use. *Temporarily restricted net assets* are subject to donor-imposed restrictions or stipulations that may be met either by the actions of the Organization or the passage of time. Permanently restricted net assets are subject to donor-imposed restrictions in perpetuity. As of June 30, 2014 and 2013, temporarily restricted net assets were \$66,067 and \$0, respectively (see Note 14). There were no permanently restricted net assets.

Cash and Equivalents

The Organization considers all highly liquid investments, except for those held for long-term investment, with maturities of three months or less when purchased to be cash equivalents.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Revenue Recognition

All contributions are considered available for general programs unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor are reported as temporarily or permanently restricted support and increase the respective class of net assets.

Note 2: Summary of Significant Accounting Policies (continued)

Income Taxes

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and is exempt from state franchise and income taxes under Section 23701(d) of the California and Revenue Taxation Code. Currently, the Organization engages in no activities that would be taxed as unrelated business income.

The Organization recognizes the financial statement effects from a tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization and various positions relating to potential sources of unrelated business income. The Organization has analyzed its tax positions taken for filings with the Internal Revenue Service and believes that its positions will be sustained upon examination.

The Organization's federal Return of Organization Exempt From Income Tax (Form 990) for 2013, 2012 and 2011, are subject to examination by the IRS, generally for three years after they were filed.

Functional Expenses

Functional expenses are allocated to a category of program services and to supporting services based on direct expenditures incurred. Expenses not directly chargeable to a particular functional category are allocated based on an analysis of personnel time for the related activities.

Accrued Paid Time Off

The Organization allows employees to accumulate paid time off (PTO) based upon their employment status as defined in the Employee Handbook up to a maximum of twenty-two days. Unused PTO is paid to employees upon separation.

Property and Equipment

The Organization capitalizes all expenditures in excess of \$1,000 for property and equipment at cost. Contributed property and equipment is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives. Routine repairs and maintenance are expensed as incurred. The estimated service lives of the assets for depreciation purposes may be different than actual economic useful lives.

Furniture and equipment	3 and 5 years	Straight-Line
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Note 3: Grants and Contracts Receivable

Grants and contracts receivable at year end consisted entirely of funds receivable for work performed under various grant agreements and contracts as listed below. Based on the payment history, management believes that no allowance for possible uncollectible amounts is necessary. All amounts are due in less than one year.

	<u>2014</u>	<u>2013</u>
Solano County	\$251,282	\$174,637
Special Education Local Plan Area	34,016	31,469
Solano County First 5	68,770	115,699
Dixon Unified School District	0	42,400
Fairfield-Suisun Leadership	39,022	0
Other grants and contracts	2,263	12,559
Total grants and contracts receivable	<u>\$395,353</u>	<u>\$376,764</u>

Note 4: Prepaid Expenses and Deposits

Prepaid expenses and deposits consisted of the following at June 30:

	<u>2014</u>	<u>2013</u>
Prepaid property, liability and D&O insurance	\$0	\$2,528
Prepaid health insurance	11,986	10,918
Other prepaid expenses	916	0
Workers' compensation insurance premium deposit	2,002	1,174
Total prepaid expenses and deposits	<u>\$14,904</u>	<u>\$14,620</u>

Note 5: Fixed Assets

Fixed assets at June 30 consisted of the following:

2014	Cost	Accumulated Depreciation	Net Fixed Assets
<u>Depreciable:</u>			
Equipment and computers	\$22,460	(22,460)	\$0
Furniture and fixtures	17,600	(4,434)	13,166
Totals	<u>\$40,060</u>	<u>(26,894)</u>	<u>\$13,166</u>

2013	Cost	Accumulated Depreciation	Net Fixed Assets
<u>Depreciable:</u>			
Equipment and computers	\$23,370	(21,834)	\$1,536
Furniture and fixtures	2,653	(2,409)	244
Totals	<u>\$26,023</u>	<u>(24,243)</u>	<u>\$1,780</u>

Depreciation expense for the years ended June 30, 2014 and 2013, was \$3,560 and \$3,822, respectively.

Note 6: Long Term Liabilities

The Organization's long term debt consists of:

	2014	2013
Promissory note dated April 26, 2012, to Umpqua Bank in the original amount of \$140,000. The note bears interest at the rate of 5.25%. Monthly payments of principal and interest are \$2,664. The note is secured by a <i>Commercial Security Agreement</i> on the Organization's assets as defined in the <i>Agreement</i> and is due in full on April 30, 2017. Interest expense for the years ended June 30, 2014 and 2013, was \$986 and \$6,628, respectively.	\$0	\$110,635

	<u>2014</u>	<u>2013</u>
Promissory note dated August 28, 2013, to WestAmerica Bank in the original amount of \$111,000. The note bears interest at the rate of 4.75%. Monthly payments of principal and interest are \$2,548. The note is secured by a <i>Commercial Security Agreement</i> on the Organization's assets as defined in the <i>Agreement</i> and is due in full on September 1, 2017. Interest expense for the year ended June 30, 2014 was \$4,723.	91,803	0
Promissory note dated August 28, 2013, and modified on March 12, 2014, to WestAmerica Bank in the original amount of \$100,000. The note bears variable interest at the initial rate of 6.25%. The note is payable in full upon the lender's demand. In the absence of such demand, monthly interest only payments are due until the note matures on February 28, 2015, at which time, the outstanding principal balance is due in full. The note is secured by a <i>Commercial Security Agreement</i> on the Organization's assets as defined in the <i>Agreement</i> . Interest expense for the year ended June 30, 2014 was \$4,721.	100,000	0
Subtotal long term liabilities	191,803	110,635
Less current portion	(126,798)	(26,804)
Total long term liabilities	<u>\$65,005</u>	<u>\$83,831</u>

Aggregate maturities of long term debt at June 30 are as follows:

2015	\$126,798
2016	28,098
2017	36,907
Total	<u>\$191,803</u>

Total interest expense for the years ended June 30, 2014 and 2013, was \$10,763 and \$6,715, respectively.

Note 7: Lease Commitments

The Organization leases space for its operations in Fairfield, California, under the terms of an operating lease. The provisions of the lease agreement dated August 22, 2013, provide for a monthly base rent plus a share of the operating expenses of the building as described in the lease agreement. In the event that the Organization's funding is reduced by 25%, the Organization has the option to terminate the lease upon 60-days written notice. The term of the lease is five years beginning on January 1, 2014 and ending on December 31, 2018.

Future minimum lease payments are as follows:

Year ending June 30, 2015	\$127,700
Year ending June 30, 2016	133,816
Year ending June 30, 2017	135,384
Year ending June 30, 2018	137,998
Year ending June 30, 2019	<u>69,522</u>
Total minimum lease payments	<u><u>\$604,420</u></u>

The Organization also leases space from the Fairfield-Suisun Unified School District under the terms of an operating lease dated March 10, 2014. The lease provides for a monthly rent of \$2,320 which increases by 3% annually. The term of the lease is for two years and is effective until January 3, 2016. The Organization has the option to renew the lease for an additional two-year period. The District may terminate the lease for any reason by providing sixty days advance notice to the Organization. The Organization may terminate the lease for cause as defined in the lease agreement.

Future minimum lease payments are as follows

Year ending June 30, 2015	\$28,117
Year ending June 30, 2016	<u>16,726</u>
Total minimum lease payments	<u><u>\$44,843</u></u>

Rent expense is recognized on a straight-line basis, and the difference between rent expense and rent paid is recorded as lease liability. Total rent expense for the years ended June 30, 2014 and 2013, was \$113,676 and \$73,464, respectively.

Note 8: Insurance

The Organization carries the following insurance coverage:

Company	Coverage	Aggregate Limit	Through
Nonprofits' Insurance Alliance of California	General liability	\$2,000,000	06/30/14
	Social service professional liability	2,000,000	06/30/14
	Directors and Officers	1,000,000	06/30/14
	Business personal property	60,000	06/30/14

Note 9: Penalties

During the years ended June 30, 2014 and 2013, the Organization paid \$12,553 and \$1,181, respectively, in interest and penalties to the Internal Revenue Service in connection with the late payment of payroll tax deposits.

Note 10: Transactions With Related Parties

During the year ended June 30, 2014, the Organization's Community Relations Officer advanced \$10,500 to the Organization for the purpose of providing operating cash flow. This non-interest bearing loan was repaid by the Organization as of June 30, 2014.

The father of the Organization's Chief Executive Officer advanced \$35,030 to the Organization during the year ended December 31, 2011, for the purpose of providing operating cash flow. During the year ended June 30, 2013, the Organization made payments totaling \$10,030 on this non-interest bearing note. As of June 30, 2013, the note was paid in full.

The Chief Executive Officer advanced \$12,100 to the Organization during the year ended December 31, 2011, for the purpose of providing operating cash flow. During the year ended June 30, 2013, the Organization made payments totaling \$12,100 on this non-interest bearing note. As of June 30, 2013, the note was paid in full.

Note 11: Concentrations

During the year ended June 30, 2014, the Organization received approximately 32% of its annual revenue from contracts with various departments of Solano County, California. Additionally, approximately 28% and 21% of the Organization's annual revenue was received for work performed under contracts with Solano County Special Education Local Plan Area and Solano County First 5, respectively.

During the year ended June 30, 2013, the Organization received approximately 31% of its annual revenue from contracts with various departments of Solano County, California. Additionally, approximately 25% and 24% of the Organization's annual revenue was received for work performed under contracts with Solano County Special Education Local Plan Area and Solano County First 5, respectively.

No contracts, grants or pledges exist as a guarantee that this level of funding will continue. Funds received under these contracts are for specific purposes that are subject to review and audit by the funding source. Such audits could result in a request for reimbursement for expenditures disallowed under the terms and conditions of the agreements. Management believes that no material liabilities would result from such potential audits.

Note 12: Subsequent Events and Contingencies

In preparing these financial statements, Children's Nurturing Project has evaluated events and transactions for potential recognition or disclosure through October 17, 2014, the date the financial statements were available to be issued.

Note 13: Pension

The Organization maintains a defined contribution pension plan as defined under Section 401(k) of the U.S. Internal Revenue Code covering substantially all employees. There were no employer contributions to the plan during the years ended June 30, 2014 or 2013.

Note 14: Temporarily Restricted Net Assets

Temporarily restricted net assets consisted of the following as of June 30:

Donor	Program	2014	2013
Various donors	Human Trafficking Prevention and Awareness	\$48,370	\$0
Kaiser Permanente	Youth and Trauma, Informed Care	17,697	0
Totals		<u>\$66,067</u>	<u>\$0</u>



CHILDREN'S NURTURING PROJECT

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Children's Nurturing Project Board of Directors – 2015

<u>Name</u>	<u>Affiliation/Contact Info</u>	<u>City</u>	<u>Title</u>
Gerry Raycraft	Retired City Planner/Project Manager 3250 Mustang Circle, Fairfield, CA 94533 Home: (707) 426-2585 Cell: (707) 631-5597 Email: graycraft@cnpkids.org	Fairfield	Board Chair
Olivia Ruiz	Accountant 107 Cambridge Drive, Vacaville, CA 95687 Cell: (707) 718-2951 Work: (707) 428-9113 Email: oruiz@fssd.com	Vacaville	Interim Secretary
Rocky Sheridan	Retired Military and Child Abuse Prevention Home: 830 Pueblo, Napa, CA 94558 Home Phone: (707) 226-5665 Email: N/A	Napa	Director
Randy Fenn	Law Enforcement 1000 Webster Street, Fairfield, CA 94533 Home: (925) 381-8776 Cell: (707) 580-1005 Email: rfenn@fairfield.ca.gov	Fairfield	Director
Andrew Ownby	Education 3736 Wild Oak Trail, Vacaville, CA 95687 Cell: (707) 301-0776 Work: (707) 399-5071 Email: andrewgo@fsusd.org	Vacaville	Director
Linda Baldwin	Education 1449 Westminster Drive, Fairfield, CA 94533 Home: (707) 422-6457 Email: haydensnana@gmail.com	Fairfield	Director



Principal Staff for Child Assault Prevention Program

Debbi Davis – Chief Executive Officer

Laurie Andres – Chief Operations Officer

Denise Winters – Administrative Manager

Rebecca McDonald – Executive Assistant

Ivette Campos – Administrative Assistant



JOB CLASSIFICATION

CEO

PRINCIPAL ACCOUNTABILITIES

The CNP Executive Director holds primary accountability for oversight of all programs, services, staff, and contracts/grants. When appropriate per program design the Executive Director may also perform direct service activities under funded programs. The Executive Director is Accountable to the CNP Board of Directors.

RESPONSIBILITIES

The Executive Director is responsible for the following:

- Recruit, interview and hire all staff and approve all volunteer and intern placements in conjunction with CNP Program Managers
- Disciplinary action and/or termination of staff
- Annual performance evaluation of staff, in coordination with Program Managers
- Grantwriting, grant applications and contract negotiation
- Management of grants and contracts including overall fiscal oversight and data and evaluation outcomes
- Program Development and Coordination, Policy Planning and implementation for MediCal Administrative Activities (MAA), Infant Mental Health (EPSDT) Developmental Services (Regional Centers) First 5 Solano funded programs and services, and other program design and policy coordination as appropriate. (MAA 15,17)
- Ensuring all corporate documents are completed and filed in a timely manner, including tax returns, articles of incorporation, bylaws, registration with the Attorney General's office of charitable trusts, Accounting Audits, etc.
- Payroll and state and federal payroll tax payments in coordination with CNP CFO
- Training and oversight of all CNP programs and staff
- Staff development
- Participation in community events, meetings, collaboratives, health fairs and outreach activities targeted to MediCal eligible clients as well as the public. (MAA 4,6)
- Linkage with County Departments and other child focused CBO's
- Public speaking at local and national conferences, trainings and events



CHILDREN'S NURTURING PROJECT

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- Direct client services in area of expertise, provide RN services and resources to children at risk of health or developmental concerns, and their families
- Coordinate and facilitate Board and Staff meetings
- As funded, coordinate Solano Early Childhood Developmental Health Collaborative
- As funded, provide coordination and direct services (provider education and training) under Partnership for Early Access for Kids (PEAK) Initiative.
- Obtain initial and ongoing training regarding Medi-Cal administrative activities and time survey coding per State of CA requirements. (MAA 20)
- Assist with referrals to Medi-Cal eligibility office, verification of client Medi-Cal status and forms completion. (MAA 8)

SPECIALTY AREAS

Desired areas of specialty expertise for this position include:

- In depth working knowledge of local systems of care for infants children and families including mental health, developmental services, parenting, family support, health education and outreach, medical, and social services systems.
- Training and experience in infant mental health and early intervention models.
- Training and experience in family support and parenting models.
- Working knowledge of Medi-Cal system, eligibility, health insurance resources for children
- Working knowledge of local child abuse prevention and intervention systems

MINIMUM QUALIFICATIONS

Masters Degree in Health Services Administration, Public Health, Nonprofit Business Management, Social Work, or licensed Registered Nurse in California

Significant business and administrative experience.

Minimum of 10 years of experience in a nonprofit child and family services agency or related field.

Ability to communicate effectively both verbally and in writing



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PROJECT

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OTHER REQUIREMENTS

- *Must be proficient in computer skills, basic word processing, report writing, email and Internet use.
- *Working knowledge of public child welfare systems in Solano County.
- *Program development and creation of innovative program experience desired.
- *Bilingual Spanish preferred.



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Job Description

Chief Operations Officer

The Children's Nurturing Project (CNP) Chief Operations Officer (COO) works under the supervision of the Chief Executive Officer (C.E.O.) and is the principal manager overseeing operational functioning of all CNP programs, administrative functions, and services, including:

- Baby Coach program
- Child Assault Prevention Program (CAPP)
- EPSDT Early Childhood Mental Health Program
- Healthy Families America (HFA)
- Nurturing Parenting Program
- Outreach and Resource Events
- Partnership for Early Access for Kids (PEAK)
- School Based Programs
- Fund Development and Marketing
- Finance/Payroll
- Human Resources

RESPONSIBILITIES:

- **Program Implementation/Design and Development/Evaluation:** Monitor needs assessments and work with E.D. to design strategies for improving program/agency operations, Medi-Cal programs, and access to services. (MAA-F)
- **Draft and monitor program goals, objectives and methodologies** in conjunction with program managers, to meet funder and agency requirements and targets.
- **In collaboration with program coordinator(s), evaluate and measure outcomes of program services; plan and execute meaningful activities for program participants; recommend program service adjustments to program managers as needed.** (MAA-F) Meet regularly with managers to monitor program progress. Coordination of MAA activities with CFO and E.D. (MAA G) Assist the E.D. in identifying new programming initiatives and funding opportunities.
- **Manage Daily Operations:** Ensure a smooth and healthy, positive atmosphere in day to day operations of programs, services, and agency functions, including Medi-Cal and non-Medi-Cal services.
- **Budget Management:** Oversee and ensure staff productivity levels for all programs, and monitor Medi-Cal billing and expenditures for all programs and client activities in coordination with



CHILDREN'S NURTURING PROJECT

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- C.E.O. and Fiscal Manager. Review monthly program expenses and tracking documents with program managers to assure adherence to approved budgets.
- **Personnel Management:** with the assistance of the Human Resources Manager, coordinate continuing education, supervise, evaluate, and oversee health, morale and welfare of employees and approve employee terminations.
 - Approve employee leave requests; authorize and approve time sheets, mileage logs and various other personnel actions.
 - Addresses employee performance issues and disciplinary actions in collaboration with HR Manager.
 - Responsible for conducting regular individual meetings to assess progress in achieving goals of program managers established at performance appraisal, address work performance issues, address areas of concern identified by quality assurance related to case notes and care plan content etc.
 - **Licensing/Policies/Procedures and other Regulations:** Provides leadership for the development of policies and procedures designed for Children's Nurturing Project programs, ensuring that these areas operate in a consistent and high quality manner. Monitor and comply with all agency, Municipal, State, and Federal regulations regarding program operations and or funding requirements/restrictions. Work with Program Managers to draft/implement with approval appropriate program policies and procedures. Maintain employee and client confidentiality.
 - **Facility Operations/Management:** oversee that the facilities are in safe, good condition and clean at all times. Attend to capital projects as approved.
 - **Procurement:** Oversee and approve purchases as budgeted in program budgets, and coordinate with C.E.O. and Fiscal Manager to request purchases outside of program budgets.
 - **Donation management:** in coordination with Fiscal Manager, Development Coordinator, and administrative assistants, develop and maintain system for tracking agency donations.
 - **Inter/intra agency relations:** network with other providers and attend community meetings on behalf of agency as directed. Responsible for attending external programmatic meetings associated with Children's Nurturing Project.
 - Provide outreach services to build collaborative networks. Be an advocate for the clients and maintain a networking relationship with other social services such as, Public Aid offices, CWS, domestic violence providers, substance abuse treatment centers, hospitals, support groups, Family Resource Centers, food pantries, etc.
 - **Reporting:** submit monthly and quarterly reports, statistics and narratives to Executive Director for use in grant writing and other reports as needed. Responsible for participating in regular executive team meetings as scheduled by C.E.O.
 - Complete duties within timelines and budget.

DIRECT SERVICE RESPONSIBILITIES:

- Coordinates and oversees direct outreach activities related to Medi-Cal services to the community via health fairs, resource expos, and one on one contacts with clients, including

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assistance in filling out Medi-Cal applications (MAA-C), linking with SKIP for Medi-Cal coverage, access to health dental, and mental health Medi-Cal services (MAA A and B1)

- Responsible for performing other case management, direct service, or clinical duties when needed, based on agency and staff capacity.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- BA/BS in related field preferred and minimum of 5 years experience working with high risk families in a home or community based setting. Master's Degree highly desirable. Additional experience may be substituted for Bachelors or Master's Degree if candidate demonstrates exceptional expertise and leadership through experiential learning and professional growth.
- Other qualifications: Must be certified as a Nurturing Parenting Program group facilitator. Child Assault Prevention Program certification within 6 months of hire. Must have excellent organizational skills, ability to handle multiple tasks and priorities. Ability to communicate effectively verbally and in writing. Must be able to drive throughout Solano County and possess current automobile insurance and DMV clearance. Must pass fingerprint clearance. Must be proficient in computer skills, word processing, including Microsoft Word and Excel, email, internet use. Bilingual / bicultural candidates preferred. MAA activities include: Medi-Cal outreach, Facilitating the Medi-Cal application, Non-emergency & non-medical transportation of Medi-Cal eligible individuals to Medi-Cal covered services, Contracting for Medi-Cal services, Program planning and policy development, MAA coordination and claims administration, TCM coordination and claims administration, Training, and General administration.

DESIRED QUALIFICATIONS:

Desired areas of specialty and/or continuing education include child development, early childhood education, mental health, and management, grant writing, fundraising, public relations. Experience in project management, staff supervision, reflective practice, project management, outcomes and evaluation and reporting, leadership skills, and public speaking skills. Physical requirements include the ability to work on a computer keyboard, lift up to 30 pounds; stand, sit, bend, and twist side to side, reach, sit on floor with child clients for play based activity, and drive throughout Solano County.

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Job Description

Administrative Manager

Position Summary:

The Children's Nurturing Project (CNP) Administrative Manager (AM) manages the office environment, providing the day to day office support services for the internal operations of the Agency and ensures the organizational effectiveness and efficiency of those administrative functions.

The AM will also provide support to Program Managers with contract administration and compliance goals, serves as fiscal backup for the Chief Financial Officer and renders services to other Program functions within the Agency, including the administration and facilitation of the Child Abuse Prevention Program (CAPP) and coordination of MAA/Medi-Cal activities. The AM reports directly to the VP of Operations and Finance (VPOF) and supervises administrative assistants and office assistant staff as assigned.

This job description is only intended to convey information essential to understanding the scope of the position and the general nature and level of work performed, and is not an exhaustive list of the duties, responsibilities or working conditions associated with the position.

Responsibilities:

- Supervise administrative staff, ensuring office coverage, ordering supplies, etc.
- Manage and coordinate administrative support services; facilities, security, mail distribution, record management, bank deposits, cash handling and other office support services.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Improves office, program and service quality by devising new applications; updating procedures; evaluating system results with users.
- Contributes to team effort by accomplishing related results as needed.
- Participate in Management team and/or program team meetings as necessary.
- Training of new administrative staff, interns, volunteers and continuing staff on related program policies and procedures including community agency training updates as indicated.
- In partnership with Program Mangers, generate monthly and quarterly reports for agency contracts and grants.
- Serve as liaison for grant and contractual agreements for administrative functions and maintain program files for all grants and contracts.
- Administer contractual agreements, including preparation of monthly contract tracking documents, budget modification requests, maintenance of contract files and tracking of compliance reports.
- Develop programmatic budget and budget narratives for grant applications and new programs.
- Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Provide fiscal backup for all accounting activities; monitor cash flow.

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PROJECT

- Manage payroll, including routine processing of payroll, running payroll reports, coordination of benefits changes with Human Resources.
- Administer the Child Abuse Prevention Program, including facilitation of classroom discussions with school-aged children, coordination with school districts and management of the associated CAPP contracts and budgets
- Participation in community events, meetings, collaborative's, health fairs and outreach activities targeted to Medi-Cal eligible clients as well as the public to inform attendees of the different types of services the agency provides. *(MAA 4)*
- Draft, revise, oversee, and coordinate agency MAA claiming plans to County Liaison; serve as agency contact with claiming programs within the LGA on community MAA activities. *(MAA 19)*
- Assists Executive Director and Program Mangers in program planning and policy development for MAA, Outreach, and other programs as appropriate. *(MAA 19)*
- Prepare cost-benefit analysis and Medi-Cal and Non Medi-Cal client data for planning purposes to close service gaps for current and future clients. *(MAA 15 & 17)*
- Assist in preparing proposals for the expansion of Medi-Cal and Non Medi-Cal services and programs. *(MAA 15 & 17)*
- Obtain initial and ongoing training regarding Medi-Cal administrative activities and time survey coding per State of CA requirements. *(MAA 20)*
- Assist with coordination and in oversight of direct outreach activities related to Medi-Cal services to the community via health fairs, resource expos and one on one contact, including assistance in filling out Medi-Cal applications, referral and linkage to Medi-Cal coverage and access to Medi-cal resources. *(MAA 4)*
- Participates in various community committees with key stakeholders to evaluate needs and program improvement of delivery and gaps in services. *(MAA 15 & 17)*
- Other duties as assigned by VPOF or Executive Director.

Minimum Qualifications:

BA/BS in Business or related field and a minimum of 3 years working in an office setting with managerial responsibility.

Other Qualifications and Competencies:

Must have excellent organizational and time management skills, and the ability to handle multiple tasks and priorities. Experience with business and management principles, requires excellent judgment & decision making ability. Must communicate effectively both verbally and in writing with strong teamwork and collaboration skills. Computer skills and knowledge of office software packages, problem solving analysis and assessment. Must have the ability to drive throughout Solano County for meetings, and possess current auto insurance and DMV clearance. Must successfully pass fingerprint and drug screen. Must be proficient in computer skills, including Microsoft Office suite, email, internet use and basic word processing. Physical requirements include the ability to work on a computer keyboard, lift up to 30 pounds, stand, sit, bend, twist side to side, reach and drive.

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Job Description

Job Title:	Executive Assistant
Employment Type:	Full Time
Salary:	\$21.00 - \$23.00 an hour, depending on education and experience
Hours per Pay Period:	40-64
Degree Required:	B.A. / B.S. or Equivalent Experience
Date Posted:	December 2013

Children's Nurturing Project (CNP) Executive Assistant is responsible for providing high level administrative and programmatic support to the Executive Director / CEO. Under general supervision, Executive Assistant will perform a variety of administrative, technical and clerical functions and duties, provide direct support for the Help Me Grow Solano Collaborative and coordinate the Child Assault Prevention Program (CAPP).

This individual effectively manages the day-to-day and long term activities of the Executive Director / CEO, remains accountable for organizing meetings and trainings, collaboration and process improvements, website development and management, creates and compiles presentation and training materials as requested, data and outcomes measurement, maintains confidentiality and sensitivity when assisting staff and community members who contact agency for assistance, coordinates Child Assault Prevention Program, facilitates workshops, train staff and volunteers to co-facilitate workshops.

Responsibilities:

The Executive Assistant is responsible for the following duties:

- Assistant to Executive Director as needed
- Professional communication skills, interpersonal, verbal and written
- Supervise administrative staff
- Approve timesheets / Time off requests
- Exceptional presentation skills
- Database administration
- Data Tracking and Reporting
- Data entry
- Bank deposits / Cash handling
- Participation in committees
- Technologically savvy, experience with computer interfaces, webinar and conference call set up and organization

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- Development and maintenance of email lists, calendaring and electronic newsletters
- Attends community and internal meetings and trainings as appropriate, taking notes and meeting minutes
- Strong customer service and public relations skills
- Proficient in Microsoft Office Suite, including Publisher and Visio as well as aptitude for quick learning
- Ability to handle multiple complex tasks simultaneously
- Excellent time management and organizational skills
- Physical requirements include the ability to work on a computer keyboard, lift up to 30 pounds, stand, sit, bend, twist side to side, reach, sit on floor with child clients for play based activity, and drive.
- Schedule, coordinate and facilitate CAPP workshops
- Provide training to other staff and volunteers
- Maintain working relationships with school staff, principals, and teachers
- Other duties as assigned

Education and Experience:

- B.A./B.S. or Equivalent Experience
- One year supervisory experience
- Knowledge of data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of business and management principles
- Computer skills and knowledge of office software package

Key Competencies:

- Communication skills
- Problem analysis and assessment
- Judgment and problem solving
- Decision making
- Planning and organizing
- Work and time management
- Attention to detail and high level of accuracy
- Delegation of authority and responsibility
- Information gathering and monitoring
- Coaching skills
- Initiative
- Integrity
- Stress tolerance
- Adaptability
- Teamwork and collaboration
- Presentation skills
- MAA activities include: Medi-Cal outreach, Facilitating the Medi-Cal application, Non-emergency & non-medical transportation of Medi-Cal eligible individuals to Medi-Cal covered services, Contracting for Medi-Cal services, Program planning and policy development, MAA coordination and claims administration, TCM coordination and claims administration, Training, and General administration.



CHILDREN'S NURTURING
PROJECT

Desired Qualifications:

- Previous experience working in a children and families social services/health care/mental health agency
- Working knowledge of Solano County agencies serving children prenatal through five
- Critical thinking and problem solving skills
- Initiates duties and activities without the need for supervision
- Maintains good and effective working relationships with staff and community, in an effort to provide assistance and support as needed and on request
- Presents a professional image and approaches situations carefully and with tact
- Demonstrated ability to independently manage administrative processes
- Must work well independently as well as in a team environment

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Job Classification Administrative Assistant

The CNP Administrative Assistant provides a wide variety of office and staff support functions internally, as well as provide support to phone and fax inquiries and referrals, and community based outreach activities. The Administrative Assistant is supervised by the CNP Program Coordinator and Executive Director.

RESPONSIBILITIES:

The Administrative Assistant is responsible for the following activities:

- Basic office and reception duties including answering and responding to incoming phone calls and faxes. Routing correspondence to the appropriate person.
- Coordinating and maintaining staff weekly schedules
- Responsible for coordination with Program Coordinators and ED for MAA paperwork and required data collection as well as assisting the program coordinator, fiscal manager, and Executive Director with program planning for MAA outreach activities, health fairs, and the development of policies and procedures around administrative and outreach activities.
- Assemble all materials necessary for case managers to work with clients including compiling client files, assembling Welcome Baby outreach bag with community resource information and information on Medi-Cal services, and preparing additional client materials for case managers.
- Communication via phone and email with staff for messages, coordination of CNP outreach activities and health fairs
- Maintaining supply of outreach materials including agency brochures, flyers, Medi-cal information, and promotional items, keeping health fair box stocked with materials for staff, attending outreach events as appropriate
- Taking minutes and notes of staff meetings and other meetings as directed
- Receiving and routing mail and supply shipments, make bank deposits
- Community and internal meetings and trainings as appropriate
- Coordinate and participate in health fairs and community outreach events to inform clients about Med-Cal eligible services for them and their children.
- Co-facilitate Child Assault Prevention Workshops
- Other duties as assigned



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SPECIALITY AREAS:

Desired areas of specialty and/or continuing education include PR and outreach skills, bookkeeping, public speaking

MINIMUM QUALIFICATIONS:

High School graduate, with college coursework preferred. Experience with office work and organization. Other qualifications: Must have excellent organizational skills, ability to handle multiple tasks and priorities. Must work well independently as well as in a team environment. Must be proficient in computer skills, word processing, report writing, spreadsheets, email, and internet use. Bilingual in Spanish preferred. Must possess understanding and knowledge of all CNP programs and services, in order to effectively communicate with the public as well as staff. Ability to communicate effectively verbally and in writing. Must have the ability to drive all over Solano County for meetings or events and possess current auto insurance and DMV clearance. Must pass fingerprint clearance.



CHILDREN'S NURTURING PROJECT

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**CNP Meeting of the Board of Directors
November 20, 2014
Children's Nurturing Project
490 Chadbourne Road, Suite A
Fairfield, CA 94534**

Board Members:

Gerry Raycraft – Board Chair	Present
Randy Fenn – Vice Chair	Present
Olivia Ruiz – Board Secretary	Excused
Rocky Sheridan – Director	Present
Andrew Ownby – Director	Present
Linda Baldwin – Director	Present

Regular CNP Staff in Attendance:

Deborah Davis – Chief Executive Officer	Present
Laurie Andres – Community Relations Officer	Present
Patricia Donati – Fiscal Manager	Present
Rebecca McDonald – Executive Assistant	Present
Denise Winters – Administrative Manager	Present

Guests:

Richard Watson - Auditor	Present
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1. Call to Order; Introductions and Announcements

Children's Nurturing Project Board of Directors Meeting was called to order by Gerry Raycraft at 11:40 AM. Introductions were made.

Gerry announced that he has completed his drug testing and fingerprinting. He suggested making an appointment prior to going in for fingerprinting.

Gerry also announced that he is joining a Fairfield Rotary Club.

Andrew announced the grant is very close to being complete for Head Start. This is a grant for \$7 million for a 5 year contract. He has received letters of support from CNP, all school districts in Solano County and others.

2. ACTION ITEM: Approval of November Agenda and October Minutes

Andrew motioned to approve agenda and minutes as is. Rocky seconded the motion. Agenda and minutes approved.

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3. Board Member Updates and Board Recruitment

Andrew heard back from Rose Marie Crouch of Stanke and Associates. She doesn't have time to commit to the Board of Directors at this time.

4. Committee Reports

• Development Committee

Laurie reported that she met with Steve Spencer of Gateway Realty to ask for support. The way they can help is to get us into a building. They have one in mind, it would be a 7 year lease with option to buy. It would cost approximately \$7000 / month of which we would pay \$4800 and other tenants would make up the remainder. \$2000 of each monthly payment would go towards the down payment towards the purchase of the building when the 7 year lease is up. We can possibly utilize the extra space that tenants occupy later. The building is located on the corner of North Texas and Cement Hill in Fairfield. Seneca Center is in the complex and some dental offices. This is a great location for CNP, in the heart of the community. We are currently working with current landlords to get out of our lease at Chadbourne and that is our first step in this process. Denise provided the BOD a breakdown of costs for the lease. Randy and Gerry visited the location. It was suggested that we have extensive building inspections completed and consider what the payments would be on the loan when we begin purchasing. It was determined that Board will put together an ad hoc committee to work through the details. The members of this committee will be Randy, Andrew, Olivia and Elaine Cromby (our banker). Laurie will set up the ad hoc meeting and report back on current status of the lease when she hears back. Rocky commented that he likes the idea of the purchase of CNP. It is a good opportunity for the longevity of our agency. Andrew said he will reach out to a friend of his in property management who may be willing to donate some time to consult with CNP regarding decisions about purchasing property.

Laurie reported that the Golf Tournament funds haven't been completely totaled but we made an approximate profit of \$20,000. We are working on the Kresge Foundation Grant for the Help Me Grow call center. We continue to look for grants for unrestricted funding, but there is not a lot out there now.

We will attend the November 29th Tree Lighting at Jelly Belly. We will be handing out Candy Canes. We will also be at the mall on December 6th from 8:00am – 9:00am for the Soothing Santa for families with Autistic children who need a more calming environment. We are also holding our own Sensitive Santa event on December 13th at our Sullivan Campus. From 9:00am – 12:00pm we will see special needs children and from 12:00 – 4:00pm, it will be open to all CNP clients and community members.

There is a church in Vacaville doing an art show that will benefit our sex trafficking program. Laurie reported that she is meeting with Yardborough's to ask for unrestricted funding.

Turkey Trot is coming up on Thanksgiving and we could use as much help as possible if anyone is interested.

• Finance Committee



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Patty reported that the total year budget stayed the same from the previous quarter reports, besides some decreased interest on loans. We are currently \$105,000 ahead, with \$75,000 carrying over from prior year. Also, some donations from the Golf Tournament have not been entered.

5. Director's Report

Debbi reported that she is meeting with a psychologist from the University of Washington regarding plans for Trauma Informed Care centers here in the Bay Area. They are looking for local sites and we are being considered one of the local sites. They will present their model and hopefully they choose us to be one of the three sites in the Bay Area.

Debbi also reported that Rebecca attended the City of Benicia Human Services Board Meeting earlier in the month. The Human Services Board announced the 2015-17 Request for Funding and discussed application and process with potential applicants. The application will be emailed and out we plan on applying for continued funding for CAPP work in Benicia.

6. Program Operations / Staffing Updates

Debbi reported that we are still in the process of recruiting a COO. We have received some resumes but don't have the right fit as of yet.

7. Audit Review with Rick Watson

Rick provided the Board Members copies of the draft Audit report. Rocky made a motion to accept the draft report and Andrew seconded the motion and the motion was so moved. Rick is reporting as a third party looking at overall financial records. He reported that Patty has done a good job keeping things in order. He suggested working on having a more profitable balance sheet as most banks wouldn't be likely to give a loan based on these figures. Because expenses went up over \$500,000 this year, it would be ideal to have at least \$500,000 in the bank to cover a few months of expenses. In order for a bank to finance our agency to buy a location, we should have a minimum operating expense in the bank. Rick will finalize statement and get final copy to Board of Directors.

8. Other Items

Laurie let the Board members know that the end of the year appeal letter will be going out. She asked that you let her know if you have people you would like to send it out to personally. Laurie can send the letter template to you and she asked that you keep track and let her know who you send it to.

Meeting was adjourned at 12:50 pm by Chair Gerry Raycraft.

Minutes respectfully submitted by Rebecca McDonald