

**CITY OF BENICIA  
BENICIA HUMAN SERVICES BOARD  
FY 2013-2015 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  
 Email: ddavis@cnpkids.org  
 Fax: 707-422-0465

4. **Year organization legally established:** 2001 years **State:** California

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

<input type="checkbox"/> Safety Net	<input 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"/>

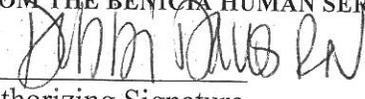
6. **Serving clients** (check all that apply):

<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:** 1200

**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.**



Authorizing Signature  
 Typed name: Debbi Davis

Executive Director, CEO  
 Title

1/21/13  
 Date

**CITY OF BENICIA  
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FY 2013-2015 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)
<b>DIRECT COSTS</b>			
Personnel (Direct <sup>1</sup> )	\$ 4500	\$ 4500	\$
Benefits (Direct <sup>1</sup> )	1125	500	625
Personnel (Support <sup>1</sup> )	600		600
Benefits (Direct <sup>1</sup> )	150		150
Contract Services			
Project-Supplies	1000		1000
Project Equipment			
Transportation (e.g. gas costs, rental)	800		800
Other Direct Costs			
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INDIRECT COSTS</b>			
(Administrative <sup>1</sup> )			
Personnel	1000		1000
Benefits	250		250
Space Rental	1200		1200
Utilities	500		500
Telephone	600		600
Office Supplies	300		300
Transportation (e.g. gas costs, rental)	750		750
Other Indirect Costs	300		300
<b>SUBTOTAL</b>	<b>13,075</b>	<b>5000</b>	<b>8075</b>
<b>TOTAL COSTS</b>	<b>\$ 13,075 (per year)</b>	<b>\$ 5,000(per year)</b>	<b>\$ 8,075</b>

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, Rebecca McDonald at 150 hrs / year at \$20 / hr = \$3,000 / year. CAPP Facilitators average 100 hrs / year at \$15 / hr = \$1,500 / year. Admin support at 50 hrs / year at \$12 / hr = \$600\*\***

<sup>1</sup> Provide names, titles and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

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**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	\$	3,075	Cash
<b>TOTAL</b>	<b>\$</b>	<b>3,075</b>	

**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
2011-12		\$	4200	In process
2010-11		\$	5000	612
2009-10			5000	524
2008-09			5000	593
2007-08			5000	656
2006-07			5000	647
2005-06			5000	688
2004-05			5000	598
2003-04			3000	638
<b>TOTALS</b>		<b>\$</b>	<b>42,200</b>	<b>4,956</b>

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**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 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 1,200 elementary children over the 2 year period. CNP respectfully requests 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 (CAP) Program in Benicia elementary and preschool classrooms since 2002. Prior to CAP merging with CNP, the previous CAP agency has provided this program in Benicia classrooms since 1984. CAP 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 CAP at school, providing valuable information about family violence and its' impact on children, child and family safety information, and tools and resources for parents. By involving students, teachers, and parents in CAP, we facilitate a community approach to keeping children safe. An important part of the CAP workshop is time set aside at the end where children have the opportunity to ask questions and/or talk privately with CAP 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 CAP staff. Many more times, teacher or school nurses take action to follow up on concerns brought forth by children during following CAP workshops. Children understood CAP's message about their right to be "*safe, strong, and free*", and felt safe to discuss their unsafe experiences and seek help. This is a powerful positive outcome for kids.

Since the 2011-12 school year CNP has provided children's mental health clinicians in Benicia Unified School District schools as well as other Solano County school districts for students who have mental health on their Individual Education Plans through special education. We are well-entrenched with the education community in supporting students and teachers through our programs and services.

CNP CAP facilitators are certified by the International Center for Child Assault Prevention to implement and facilitate this standardized safety curriculum. This program serves children preschool

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through 4<sup>th</sup> grade, as desired by individual school staff. The entire age-appropriate CAP curriculum available is from preschool through high school age.

In addition to CAP, Children's Nurturing Project provides other services County-wide, including home visiting family support, early childhood mental health, parenting education programs, and a new "Baby Coach" mother mentoring program. All of our programs and services 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 2013-2015? If so, list the project, funding source(s), proposed budgets, and requested amount(s).**

CNP continually applies for additional funding and sponsorship to support the CAP Program 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 PTC's (outside of Benicia Unified School District) may also pay a fee for service for workshops as school 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, Benicia State Preschool. Our services are provided countywide, with our office located at 490 Chadbourne Road, Suite A 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 CAP coordinator and facilitators with each school office contact person. Workshops are scheduled each year on a first come first served basis with schools contacting our office, and followed up by the CAP coordinator contacting other schools to schedule as time permits. Our office is open and staffed Monday through Friday from 8:00 am to 5:30 pm. Voicemail, fax, and email are available.

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**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 (CAP) 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). CAP workshops will serve at least 600 Benicia children each school 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.

**18. 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 CAP are essential in supporting the healthy development of Benicia's children, who will be our future adults, parents, and work force.

**19. How will outreach be conducted?**

CNP is already engaged in services with Benicia schools by providing school based mental health services for children in special education with mental health on their IEP's. CAP services are provided in partnership with local schools. At the beginning of each year, phone calls are made to each school individually to offer the CAP Program 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. CAP provides the school with workshop schedules, parent consent forms, and teacher information to prepare for the visit. Because this program is established in Benicia already, additional outreach for workshops will not likely be needed. CAP will participate in outreach events to increase public awareness of CAP through City of Benicia Events such as Art in the Park, 4<sup>th</sup> of July Parade, and Farmer's Market.

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**20. 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.)

Report total services provided	Annual goal
CNP will provide Child Assault Prevention school based workshops to 1200 preschool or elementary school children in Benicia.	600

*OVERARCHING 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 2013-15 grant period, CNP will provide Child Assault Prevention workshops to 1,200 young children (a minimum of 600 children each school year) at 5 elementary schools within the City of Benicia as well as Benicia State preschool.

*CHILD-CENTERED OBJECTIVES:*

- (1) Following CAP training, children will identify potentially dangerous situations involving peers, unknown adults (strangers) and those abuse situations involving a known adult.
- (2) Following CAP 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 CAP 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.

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*EVALUATION METHODS*

CNP/CAP utilizes a standardized curriculum authored by The International/National Center for Assault Prevention. Program staff are trained and certified by the Northern California CAP

Training Center. The National CAP 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 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.**

CAP workshop facilitators obtain parental consent for the workshops and parents may observe if they desire. Classroom teachers also observe / participate and complete a workshop evaluation at the end of each CAP class. The class rosters are completed by the classroom teacher and given to the CAPP Coordinator who documents the data via the quarterly report to the Benicia Human Services Fund.

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

CAP has been providing child abuse prevention education in Solano County, including the City of Benicia, for over 22 years. The City of Benicia has provided financial support for the program since 1991. CNP has administered the CAP program since 2005, after the previous CAPP agency merged with CNP.

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

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

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

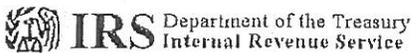
CAP has a long and successful history of providing quality educational services in our Benicia schools. Debbi Davis, CNP Executive Director, is a pediatric registered nurse with extensive experience in working with high risk infants and children, including those exposed to trauma and neglect. Ms. Davis 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 CAP staff to implement a high quality curriculum. Teacher evaluation comments rate the program as extremely valuable for children and state that the CAP Program provides essential training for children that is not included in the regular school curriculum. The community support for CAP 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 CAP workshops. Since 2008, Rebecca McDonald has coordinated the CAP program and staffing for CNP and has built relationships with school personnel over the years.

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**24. 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.
( N/A )	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!**



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248205661  
Apr. 29, 2009 LTR 4168C E0  
72-1553818 000000 00 000  
00025331  
BODC: TE

CHILDRENS NURTURING PROJECT  
% DEBBI DAVIS  
PO BOX 304  
FAIRFIELD CA 94533-0030

Employer Identification Number: 72-1553818  
Person to Contact: Ms. Johnson  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Apr. 20, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 2003, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the 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.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

**Children's Nurturing Project**  
**Profit & Loss Budget Overview**  
 July 2012 through June 2013

	Jul '12 - Jun 13
Ordinary Income/Expense	
Income	
4010 · Non Profit Income	2,535,467.60
4020 · Grant Income	2,000.00
4030 · Donation	5,177.50
4035 · Business Donation	40,020.00
4040 · Fundraiser	75,864.88
4045 · Reimbursement	217.30
Total Income	2,658,747.28
Gross Profit	2,658,747.28
Expense	
5350 · 401K Plan Expenses	0.00
5100 · Payroll Spread	1,716,213.52
5200 · Payroll Tax Expense	171,619.07
5300 · Health Benefits	154,541.21
5400 · Worker's Comp.	34,324.54
6010 · Rent or Lease	72,991.10
6040 · Utilities	0.00
6050 · Repair & Maintenance	3,864.25
7000 · Professional Fees	112,985.41
7510 · Bank Charges	0.00
7530 · Insurance	10,741.09
7540 · Board Development	2,000.05
7550 · Taxes & Licenses	0.00
7560 · Office Supplies	10,001.04
7570 · Office Expenses	8,030.16
7580 · Bookkeeping Expenses	891.00
7590 · Meeting Expense	2,783.79
7600 · Postage	2,084.26
7610 · Printing	17,406.41
7630 · Dues & Subscriptions	0.00
7640 · Equipment	9,500.04
7650 · Telecommunications	26,514.48
7660 · Marketing & Advertising	5,658.79
7670 · Interest Expense	7,459.08
7700 · Software Expense	0.00
8000 · Program Expenses	12,214.45
8100 · Program Supplies	12,269.19
8500 · Fundraising	2,900.00
8530 · Volunteer Recognition	0.00
8600 · Subcontractor's	38,200.21
9010 · Staff Development	3,000.03
9020 · Trainings	18,075.31
9030 · Travel	55,098.60
Total Expense	2,511,367.08
Net Ordinary Income	147,380.20
Other Income/Expense	
Other Income	
1023 · Other Income	0.00
Total Other Income	0.00
Other Expense	
7520 · Depreciation	0.00
7680 · Penalties & Settlements	4,002.00
Total Other Expense	4,002.00
Net Other Income	-4,002.00
Net Income	143,378.20

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

**Financial Statements**

**Six Months Ended June 30, 2012**

**Richard E. Watson, Jr.**  
**Certified Public Accountant**

**Children's Nurturing Project**  
**(A California Nonprofit Public Benefit Corporation)**  
**Financial Statements**  
**Six Months Ended June 30, 2012**

**C O N T E N T S**

Independent auditor's report on the financial statements. . . . . 1

Financial statements

Statement of financial position. . . . . 2  
Statement of activities. . . . . 3  
Statement of cash flows. . . . . 4  
Notes to the financial statements. . . . . 5 - 13

Supplementary Information

Independent Auditor's Report on Supplementary Information. . . . . 14  
Schedule of Functional Expenses. . . . . 15

# Richard E. Watson, Jr.

Certified Public Accountant

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

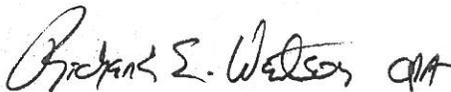
## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Children's Nurturing Project  
Fairfield, California

I have audited the accompanying statement of financial position of Children's Nurturing Project (a California Nonprofit Public Benefit Corporation) as of June 30, 2012, and the related statements of activities and cash flows for the six months then ended. These financial statements are the responsibility of the management of Children's Nurturing Project. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my 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, 2012, and the changes in its net assets and its cash flows for the six months then ended in conformity with accounting principles generally accepted in the United States of America.



Sacramento, California  
November 9, 2012

Children's Nurturing Project  
A California Nonprofit Corporation  
Statement of Financial Position  
June 30, 2012

**Assets**

Current Assets	
Cash and cash equivalents (note 2)	\$ 44,319
Grants and contracts receivable (note 3)	297,380
Employee receivable	4,633
Prepaid expenses and deposits (note 4)	14,508
Total current assets	<u>360,840</u>
Fixed assets, net of accumulated depreciation of \$20,421 (note 5)	<u>5,602</u>
Total assets	<u>\$ 366,442</u>

**Liabilities and Net Assets**

Current Liabilities	
Accounts payable	\$ 75,669
Accrued wages and payroll taxes	65,468
Accrued vacation	39,833
Current portion of long term debt	47,571
Total current liabilities	<u>228,541</u>
Long Term Liabilities (notes 6 and 10)	
Notes payable	158,111
Less current portion	<u>(47,571)</u>
Total long term liabilities	<u>110,540</u>
Total liabilities	<u>339,081</u>
Net Assets	
Unrestricted	<u>27,361</u>
Total net assets	<u>27,361</u>
Total liabilities and net assets	<u>\$ 366,442</u>

The accompanying notes are an integral part of this statement.

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

**For the Six Months Ended June 30, 2012**

Revenues:	
Program service revenue	
Solano County contracts	\$ 521,682
Solano County First 5	235,009
Solano County Office of Education	119,818
Special Education Local Plan Area	209,978
Other contracts	19,912
Total program service revenue	<u>1,106,399</u>
Contributed revenue	12,650
Interest income	<u>2</u>
Total revenues	<u>1,119,051</u>
Expenses:	
Program services	
Partnership for Early Access for Kids (PEAK)	226,612
Solano County Office of Education (SCOE)	109,290
Early and periodic screening, diagnosis and treatment medical program (EPSDT)	416,411
Integrated family support initiative (IFSI)	11,066
Special Education Local Plan Area (SELPA)	216,498
Other programs	<u>47,000</u>
Total program services	<u>1,026,877</u>
Supporting services	
Management and general	61,524
Fundraising	<u>20,605</u>
Total supporting services	<u>82,129</u>
Total expenses	<u>1,109,006</u>
Increase in net assets	10,045
Net assets, January 1, 2012	<u>17,316</u>
Net assets, June 30, 2012	<u>\$ 27,361</u>

The accompanying notes are an integral part of this statement.

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

**For the Six Months Ended June 30, 2012**

Cash Flows From Operating Activities

Increase in net assets	\$	10,045
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation and amortization		2,236
Decrease / (Increase) in Operating Assets -		
Grants receivable		12,249
Employee receivable		(4,633)
Prepaid expenses and deposits		(8,595)
(Decrease) / Increase in Operating Liabilities -		
Accounts payable		29,252
Accrued wages and payroll taxes		8,179
Accrued vacation		12,392
Lease liability		(1,931)
		59,194

Cash Flows From Investing Activities

Purchase of equipment		0
		0
Net cash used in investing activities		0

Cash Flows From Financing Activities

Payments on related party notes		(62,000)
Payments on Umpqua Bank lines of credit		(126,392)
Payments on Umpqua Bank loan		(4,019)
Proceeds from related party note		37,000
Proceeds from Umpqua Bank loan		140,000
		(15,411)

Net increase in cash		43,783
Cash, January 1, 2012		536
		44,319
Cash, June 30, 2012	\$	44,319

Supplemental disclosure of cash flow information:

Cash paid for interest expense during the period	\$	3,535
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The accompanying notes are an integral part of this statement.

**Children's Nurturing Project**  
**Notes to the Financial Statements**  
**Six Months Ended June 30, 2012**

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**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).

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.

Parenting Groups and Support (IFSI)

The Organization utilizes the Nurturing Parenting Program curriculum for parent education and support groups for families with children ages zero to five. Participants learn positive disciplinary techniques, nurturing parenting routines, and how to build your child's self-esteem, among many other topics. Parenting groups offered include: Pregnant and Parenting Teens; Spanish speaking parents - *Crianza con Carino*; and parents with children who have special health care or developmental needs. A pre and post session assessment is done to measure parent progress in the areas of parenting attitudes, beliefs, empathy, and parent child relationship.

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 six 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.

**Note 1: Organization (continued)**

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. Approximately 200 students were served during the six months ended June 30, 2012.

Other Programs

Child Assault Prevention Program provides Solano County School based safety and empowerment workshops for kids 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.

The Organization works with Solano County homeless service providers and shelters with the goal of identifying infants and children at risk of health issues or developmental delay. On site presence is provided weekly at Heather House homeless shelter in Fairfield, and the Organization provides outreach to Mission Solano and other homeless providers as needed for triage of services for children who are at-risk due to homelessness and poverty.

**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**

The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. As of June 30, 2012, there were no temporarily or 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.

**Note 2: Summary of Significant Accounting Policies (continued)**

**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. Contributions received with temporary restrictions that are met in the same reporting period are reported as unrestricted support and increase unrestricted net assets.

**Income Taxes**

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

**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.

Solano County	\$184,040
Special Education Local Plan Area	21,113
Solano County First 5	81,672
Other grants and contracts	10,555
Total grants and contracts receivable	<u>\$297,380</u>

**Note 4: Prepaid Expenses and Deposits**

Prepaid expenses and deposits consisted of the following at June 30, 2012:

Prepaid property, liability and D&O insurance	\$2,897
Prepaid health insurance	10,437
Workers' compensation insurance premium deposit	1,174
Total prepaid expenses and deposits	<u>\$14,508</u>

**Note 5: Fixed Assets**

Fixed assets at June 30, 2012, consisted of the following:

	Cost	Accumulated Depreciation	Net Fixed Assets
<u>Depreciable:</u>			
Equipment and computers	\$23,370	(18,440)	\$4,930
Furniture and fixtures	2,653	(1,981)	672
Totals	<u>\$26,023</u>	<u>(20,421)</u>	<u>\$5,602</u>

Depreciation expense for the six months ended June 30, 2012, was \$2,236

**Note 6: Long Term Liabilities**

The Organization's long term debt consists of:

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 six months ended June 30, 2012, was \$1,310.	\$135,981
Unsecured, non-interest bearing note payable dated November 21, 2011, to Deborah Davis in the original amount of \$12,100. The note is payable upon demand (see transactions with related parties at Note 10).	12,100
Unsecured, non-interest bearing note payable to Martin Lees in the original amount of \$35,030 dated December 31, 2011. The note is payable upon demand (see transactions with related parties at Note 10).	10,030
Subtotal long term liabilities	<hr/> 158,111
Less current portion	(47,571)
Total long term liabilities	<hr/> <hr/> \$110,540

Aggregate maturities of long term debt at June 30, 2012, are as follows:

2013	\$47,571
2014	26,809
2015	28,251
2016	29,771
2017	25,709
Total	<hr/> <hr/> \$158,111

**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 September 7, 2010, provide for monthly minimum and maximum payments which are adjusted annually based upon the Organization's annual revenue as described in the *Lease Addendum*. The term of this lease is for three years and two months beginning November 1, 2010, and ending December 31, 2013. Should the Organization experience a more than 25% decrease in annual funding, the lease may be terminated upon 60-days written notice.

Future minimum lease payments based upon rent paid during the six months ended June 30, 2012, are:

Year ending June 30, 2013	\$71,220
Year ending June 30, 2014	35,610
Total minimum lease payments	<u>\$106,830</u>

Total rent expense for the six months ended June 30, 2012, was \$33,946.

**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	06/30/13
	Social service professional liability	2,000,000	06/30/13
	Directors and Officers	1,000,000	06/30/13
	Business personal property	60,000	06/30/13

**Note 9: Penalties**

During the six months ended June 30, 2012, the Organization paid \$446 in penalties to the Internal Revenue Service in connection with the late payment of payroll tax deposits.

**Note 10: Transactions With Related Parties**

The father of the Organization's Executive Director advanced \$35,030 to the Organization during the year ended December 31, 2011, for the purpose of providing operating cash flow (see Note 6 for a description of the note payable to Martin Lees). During the six months ended June 30, 2012, the Organization made payments totaling \$25,000 on this non-interest bearing note.

The Executive Director advanced \$12,100 to the Organization during the year ended December 31, 2011, for the purpose of providing operating cash flow (see Note 6 for a description of the note payable to Deborah Davis). No payments were made on this note during the six months ended June 30, 2012.

The father of the Organization's Fiscal Manager advanced \$37,000 to the Organization during the six months ended June 30, 2012, for the purpose of providing operating cash flow. This non-interest bearing loan was repaid in full as of June 30, 2012.

**Note 11: Concentrations**

During the six months ended June 30, 2012, the Organization received approximately 47% of its annual revenue from contracts with various departments of Solano County, California. Additionally, approximately 21% of the Organization's annual revenue was received for work performed under a contract with Solano County First 5.

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 November 9, 2012, the date the financial statements were available to be issued.

**Note 13: Change in Fiscal Year End**

In 2012, the Organization changed to a fiscal year ending June 30. The Organization receives a majority of its revenue from funders utilizing a June 30 fiscal year-end, and the year-end change will simplify reporting under these contracts and grant agreements. The fiscal period ended June 30, 2012, was for a six-month period. The change in net assets for the six months ended June 30, 2012, is not indicative of the results to be expected for a full year of operations.

**Note 14: Functional Expenses**

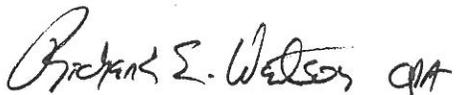
Expenses by function for the six months ended June 30, 2012, were as follows:

Program Services:	
PEAK	\$226,612
SCOE	109,290
EPSDT	416,411
IFSI	11,066
SELPA	216,498
Other	47,000
Total program services	<u>1,026,877</u>
Supporting Services:	
Management and general	61,524
Fundraising	20,605
Total supporting services	<u>82,129</u>
Total expenses	<u><u>\$1,109,006</u></u>

**Independent Auditor's Report  
On Supplementary Information**

To the Board of Directors  
Children's Nurturing Project  
Fairfield, California

I have audited the financial statements of Children's Nurturing Project, a California Nonprofit Corporation, for the six months ended June 30, 2012, and have issued my opinion thereon dated November 9, 2012, which is presented in the preceding section. My audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The following Schedule of Functional Expenses is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

 Brian S. Wilson, CPA

Sacramento, California  
November 9, 2012

Children's Nurturing Project  
Schedule of Functional Expenses  
For the Six Months Ended June 30, 2012

	Program Services						Supporting Services		Total
	PEAK	SCOE	EPSDT	IFSI	SELPA	Other Programs	Management and General	Fundraising	
<b>Personnel</b>									
Salaries and wages	157,645	98,807	274,106	7,163	148,862	35,358	26,509	14,275	\$ 762,725
Payroll taxes	13,422	9,004	25,293	644	13,615	3,200	2,501	1,400	69,079
Health benefits	14,074	70	26,271	662	13,983	1,643	10,495	1,697	68,895
Workers' compensation insurance	2,101	10	3,749	110	2,007	216	565	257	9,015
<b>Total personnel</b>	<b>187,242</b>	<b>107,891</b>	<b>329,419</b>	<b>8,579</b>	<b>178,467</b>	<b>40,417</b>	<b>40,070</b>	<b>17,629</b>	<b>909,714</b>
<b>Contracted services and fees</b>									
Audit and accounting	0	0	0	0	0	0	5,539	0	5,539
Contract labor	14,969	27	42,565	414	15,185	2,704	1,713	0	77,577
<b>Total contracted services and fees</b>	<b>14,969</b>	<b>27</b>	<b>42,565</b>	<b>414</b>	<b>15,185</b>	<b>2,704</b>	<b>7,252</b>	<b>0</b>	<b>83,116</b>
<b>Occupancy and facilities</b>									
Rent (note 7)	8,205	40	14,041	382	8,134	921	1,262	961	33,946
Maintenance and repair	433	2	686	21	432	49	95	170	1,888
<b>Total occupancy and facilities</b>	<b>8,638</b>	<b>42</b>	<b>14,727</b>	<b>403</b>	<b>8,566</b>	<b>970</b>	<b>1,357</b>	<b>1,131</b>	<b>35,834</b>
<b>Administrative expenses</b>									
Insurance (note 8)	601	3	902	48	471	28	2,501	82	4,636
Telephone and internet	1,974	9	3,356	90	1,608	201	1,001	270	8,509
Print and copy	1,790	9	3,285	88	1,874	197	395	221	7,859
Penalties (note 9)	0	0	0	0	0	0	446	0	446
Office supplies	1,478	5	1,848	45	1,000	109	822	114	5,421
Meeting supplies	601	0	380	9	174	21	94	22	2,115
Postage and delivery	183	1	371	8	211	23	908	22	913
Small furniture and equipment	117	0	172	9	90	5	26	16	435
Dues and subscriptions	149	1	351	6	163	17	0	0	687
Marketing and advertising	21	0	33	1	93	217	0	0	365
Bank fees and payroll processing	0	0	0	0	0	0	1,927	0	365
Tax and license	0	0	0	0	0	0	150	0	1,927
Software	54	0	112	3	60	9	6	9	150
Interest expense	0	0	0	0	0	0	3,535	0	253
Depreciation expense (note 5)	450	0	850	0	450	90	306	90	3,535
<b>Total administrative expenses</b>	<b>7,418</b>	<b>28</b>	<b>11,660</b>	<b>307</b>	<b>6,194</b>	<b>917</b>	<b>12,117</b>	<b>846</b>	<b>39,487</b>
<b>Travel, conference and mileage</b>									
Staff and board development	2,487	3	1,233	18	318	58	318	51	4,486
Travel and mileage	4,200	1,166	14,713	28	6,335	520	410	55	27,427
<b>Total travel, conference and mileage</b>	<b>6,687</b>	<b>1,169</b>	<b>15,946</b>	<b>46</b>	<b>6,653</b>	<b>578</b>	<b>728</b>	<b>106</b>	<b>31,913</b>
<b>Fundraising and events</b>									
Program and class supplies	0	0	0	0	0	0	0	0	893
	1,658	133	2,094	1,317	1,433	1,414	0	0	8,049
<b>Total expenses</b>	<b>\$ 226,612</b>	<b>109,290</b>	<b>416,411</b>	<b>11,066</b>	<b>216,498</b>	<b>47,000</b>	<b>61,524</b>	<b>20,605</b>	<b>\$ 1,109,006</b>

The accompanying notes are an integral part of this statement.



Promoting healthy parent-child relationships and child development through parent education and support services

**Children's Nurturing Project  
Board of Directors - 2013**

<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: <a href="mailto:graycraft@cnpkids.org">graycraft@cnpkids.org</a>	Fairfield	Board Chair
Cheryl Donahue	Special Education 2220 Santa Clara Street, Fairfield, CA 94533 Home: (707) 422-1144 Cell: (707) 330-1732 Email: <a href="mailto:cher51@comcast.net">cher51@comcast.net</a>	Fairfield	Secretary
Rocky Sheridan	Retired Military and Child Abuse Prevention Home: 830 Pueblo, Napa, CA 94558 Home Phone: (707) 226-5665 Email: No email address available	Napa	Director
Barbara Graham	Faith Based Community Home: 279 Colonial Circle, Vacaville, CA 95687 Cell: (707) 688-9661 Email: <a href="mailto:barbaragrammj@yahoo.com">barbaragrammj@yahoo.com</a>	Vacaville	Director
Dawn M. La Bar	City Government Home: 555 Mason St, Ste. 230 Vacaville, CA 95688 Home Phone: (707) 447-5865 Cell: (707) 365-4070 Work: (707) 428-7749 Email: <a href="mailto:dlabar@fairfield.ca.gov">dlabar@fairfield.ca.gov</a>	Vacaville	Director
Darrin Moody	Law Enforcement Home: 4970 Gordon Valley Road, Fairfield, 94534 Home Phone: (707) 421-8065 Work: (707) 428-7315 Email: <a href="mailto:dmoody@fairfield.ca.gov">dmoody@fairfield.ca.gov</a>	Fairfield	Director



Promoting healthy parent-child relationships and child development through parent education and support services

### Children's Nurturing Project – Child Assault Prevention Staff List

<u>Name</u>	<u>Title</u>
Debbi Davis, RN	Chief Executive Officer
Laurie Andres	Chief Operations Officer
Rebecca McDonald	CAP Program Coordinator / Facilitator / Office Manager
Claudia Ortega	Administrative Assistant / Co-facilitator
Maricel Bohannan	Administrative Assistant / Co-facilitator
Teara Lemen	Administrative Assistant / Co-facilitator
Nikki Grier	Support Specialist / Co-facilitator



*"Promoting healthy parent-child relationships and child development through parent education and support services"*

## JOB CLASSIFICATION

### Executive Director

#### 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 Coordinators
- Disciplinary action and/or termination of staff
- Annual performance evaluation of staff, in coordination with Program Coordinators
- 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.
- 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 Fiscal Manager
- 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
- Linkage with County Departments and other child focused CBO's
- Public speaking at local and national conferences, trainings and events
- 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.

Mailing address: PO Box 304 Fairfield, CA 94533  
Telephone 707.422.0464 or 707.422.BABY (2229)  
[www.childrensnurturingproject.org](http://www.childrensnurturingproject.org)



*"Promoting healthy parent-child relationships and child development through parent education and support services"*

## 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

## 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.



*"Promoting healthy parent-child relationships and child development through parent education and support services"*

Job Description  
Chief Operations Officer

The Children's Nurturing Project (CNP) Chief Operations Officer (COO) works under the supervision of the Executive Director (E.D.) and is the principal manager overseeing operational functioning of all CNP programs 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

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 program goals, objectives and methodologies in conjunction with program coordinators.
- 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 coordinators as needed. (MAA-F) Meet regularly with coordinators 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 smooth day to day operations of programs and services, including Medi-cal and non-Medical services.
- Budget Management: Oversee staff productivity levels for all programs, and monitor Medi-Cal billing and expenditures for all programs and client activities in coordination with E.D. and CFO.
- Personnel Management: with the assistance of the Executive Director and Program Coordinator(s), recruit, hire, train, coordinate continuing education, supervise, evaluate, and oversee health, morale, welfare of employees and employee terminations. Approve employee leave requests; authorize time sheets and other personnel actions.
- Responsible for conducting regular individual meetings to assess progress in achieving goals 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 Coordinators 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; clean at all times with a healthy, positive atmosphere. Attend to capital projects as approved.
- Volunteer Services: with the assistance of program administrative staff, supervise recruitment, training, recognition and termination of volunteers. Ensure that all volunteers are appropriately thanked in a timely manner.
- Donation management: in coordination with CFO and administrative assistants, develop and maintain system for tracking agency donations.



*"Promoting healthy parent-child relationships and child development through parent education and support services"*

- 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 supervision meetings conducted by Executive Director.
- Complete duties within timelines and budget.

#### DIRECT SERVICE RESPONSIBILITIES:

- Coordinates and provides direct outreach activities related to Medi-cal services to the community via health fairs, resource expos, and one on one contacts with clients, including 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 BI)
- 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:

- Minimum of 9 years' experience working with high risk families in a home or community based setting.
- Must be certified as a Nurturing Parenting Program group facilitator and 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:

- BA/BS in related field preferred and Masters degree highly desirable. Additional experience may be substituted for Bachelors or Masters Degree if candidate demonstrates exceptional expertise and leadership through experiential learning and professional growth.

Desired areas of specialty and/or continuing education include child development, early childhood education, mental health, 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



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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.

\*CNP is an Equal Employment Opportunity /Drug-Free workplace employer.



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## **Job Classification CAPP Coordinator**

### **Qualifications:**

Requires excellent communication skills and the ability to relate to young children; teaching skills and/or experience is desirable. Experience working in the field of child abuse is preferred. Prefer B.A. degree in social services, child development, education or closely related field. Related experience may be substituted for college degree. Must possess a valid California driver's license and have access to transportation to school sites throughout Solano County. Must provide verification of auto insurance. Must pass fingerprint clearance.

### **Responsibilities:**

The **Child Assault Prevention Program (CAPP) Coordinator** is responsible for the following duties:

- Assists the Executive Director in implementing multiple aspects of child abuse prevention and education services
- Serves as Primary Facilitator for classroom workshops on site at public schools throughout Solano County, for children ages preschool through 4<sup>th</sup> Grade
- Coordinate and schedule workshops with schools
- Implement CAPP curriculum as written and designed for each age group served
- Interact with children during post-workshop sessions in a supportive manner and in accordance with CAPP crisis intervention guidelines
- Develop and utilize knowledge of community services to make appropriate referrals
- Report suspected cases of child abuse or neglect as required by law
- Maintain professional relationships when interacting with administrators, teachers, parents and children at local school sites
- Maintain confidentiality in compliance with CAPP policy and professional standards
- Conduct parent workshops and make presentations to community groups
- Assist with and support fundraising activities conducted by CAPP and by community groups in support of CAPP
- Attend community interagency meetings related to child abuse and children's services
- Participate in staff meetings and in-service training when scheduled during the year
- Perform other duties as assigned
- 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.



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## **Job Classification CAPP Co-Facilitator**

### **Qualifications:**

Requires excellent communication skills and the ability to relate to young children, parents, teachers and administrators. Knowledge of child abuse and prevention. Must possess a valid California drivers license and have access to transportation to school sites throughout Solano County. Must provide verification of auto insurance. Must pass fingerprint clearance.

### **Responsibilities:**

The **Child Assault Prevention Program (CAPP) Co-facilitator** is responsible for the following duties:

- Assists the Executive Director in implementing multiple aspects of child abuse prevention and education services
- Serves as Co-facilitator for classroom workshops on site at public schools throughout Solano County, for children ages preschool through 4<sup>th</sup> Grade
- Implement CAPP curriculum as written and designed for each age group served
- Interact with children during post-workshop sessions in a supportive manner and in accordance with CAPP crisis intervention guidelines
- Develop and utilize knowledge of community services to make appropriate referrals
- Report suspected cases of child abuse or neglect as required by law
- Maintain professional relationships when interacting with administrators, teachers, parents and children at local school sites
- Maintain confidentiality in compliance with CAPP policy and professional standards
- Assist with and support fundraising activities conducted by CAPP and by community groups in support of CAPP
- Participate in staff meetings and in-service training when scheduled during the year
- Perform other duties as assigned

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.



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## Children's Nurturing Project

### Annual Resolution/Authorization of Executive Director/C.E.O.

2013

The Children's Nurturing Project Board of Directors hereby assigns authority to Debbi Davis, RN, Executive Director and C.E.O., to sign all grant applications, sponsorship requests, funding contracts, tax returns, employment offers, invoices, and any other official documents on behalf of the 501c3 nonprofit corporation.

Laurie Andres, Chief Operations Officer, is authorized to sign all above mentioned documents in the event Ms. Davis is unavailable to sign.

Copies of all legal and financial documents and contracts shall be retained by Children's Nurturing Project's Chief Financial Officer, YunAe Mello, and available for review by the Board of Directors at any time.

By: Gerry Raycraft Date: 1-10-2013

Gerry Raycraft, Board Chair

By: Debbi Davis Date: 1-10-2013

Debbi Davis, RN, Executive Director/C.E.O.

By: L. Andres Date: 1.10.13

Laurie Andres, Chief Operations Officer