



## ACEs Collaborative Partnership Agreement Request Guidelines July 1, 2023 – June 30, 2024

Funding from the County of Humboldt through Measure S has created an opportunity for community-based organizations, First 5 Humboldt (“First 5”) and the Humboldt County Department of Health and Human Services – Behavioral Health (“DHHS”) to partner in improving the physical, mental and emotional health of children and reduce the number of Adverse Childhood Experiences (“ACEs”) that have been shown to have long lasting effects into adulthood. Funding is available to community-based organizations that serve pregnant women and youth, zero (0) to eight (8) years of age, and their families to help prevent the occurrence of ACEs in Humboldt County, as well as increase awareness of ACEs and mitigate the impact of ACEs that do occur within Humboldt County.

Strategies to address ACEs include:

- Supporting children, zero (0) to eight (8) years of age, and their families in all areas of their health and wellbeing, including, without limitation, mentally, emotionally, physically, spiritually, culturally and socially.
- Providing services and supports that are tailored, collaborative, easy to access, respectful and based on strengths.
- Creating opportunities for children, zero (0) to eight (8) years of age, and their families to thrive at home, in school and in their community.
- Sharing information, resources and responsibility to ensure that services are effective and can be maintained over time.

Our values as part of the System of Care for our communities include being trauma informed, resilience promoting, family driven, culturally responsive and community based. DHHS and First 5 would like to support ACEs prevention, education and mitigation through all of the following:

- ❖ Projects that will help build resilience, independence, diversity, growth, education and success of Humboldt County children, zero to (0) to eight (8) years of age, and their families.
- ❖ Services and supports that address trauma and help break the intergenerational impacts of ACEs.
- ❖ Services and supports that promote education, information and resources regarding ACEs.
- ❖ Activities that support children, zero (0) to eight (8) years of age, and their families in all areas of their health and well-being, including, without limitation, mentally, emotionally, physically, spiritually, culturally and socially.
- ❖ Projects or activities that promote one (1) of the following three (3) protective factors:
  - **Social Connections**. Friends, family members, neighbors and community members provide emotional support, help solve problems, offer parenting advice and give concrete assistance to



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parents. Networks of support are essential to parents and also offer opportunities for people to “give back,” an important part of self-esteem as well as benefit for the community. Isolated families may need extra help in reaching out to build positive relationships.

- **Knowledge of Parenting & Child Development.** Accurate information about child development, the impact of trauma on early development and appropriate expectations for children’s behavior at every age help parents see their children in a positive light and promote their healthy development. Information can come from many sources, including family members as well as parent education classes and surfing the internet. Studies show information is most effective when it comes at the precise time parents need it to understand their own children. Parents who experienced harsh discipline or other negative childhood experiences may need extra help to change the parenting patterns they learned as children.
  
- **Social & Emotional Competence of Children.** A child’s ability to interact positively with others, self-regulate their behavior and effectively communicate their feelings has a positive impact on their relationships with their family, other adults and peers. Challenging behaviors or delayed development create extra stress for families, so early identification and assistance for both parents and children can head off negative results and keep development on track.

DHHS and First 5 are currently accepting partnership agreement request proposals for fiscal year 2023-2024. The project period is July 1, 2023 through June 30, 2024. A complete partnership agreement request proposal includes a completed Partnership Agreement Request Form and Project Description as outlined on the first page of the Agreement Request Form. The steps to complete an ACEs Collaborative Partnership Agreement Request Application are as follows:

| Step | Process   | Timing                     |
|------|---|----------------------------|
| 1    | Organization submits a Partnership Agreement Request Form and Project Description to DHHS.  | April 14, 2023 (5:00 p.m.) |
| 2    | DHHS and First 5 review all requests and notify the organizations that will be awarded a Collaborative Partnership Agreement.   | April 28, 2023             |
| 3    | Organization meets with ACEs Collaborative Partnership Evaluator in person or by phone to develop and finalize a Project Evaluation Plan. DHHS will provide grantee with Evaluator contact information. | May 1 – May 5, 2023        |
| 4    | Organization provides required proof of insurance, W-9 Federal Tax ID number/SSN, business license and board approval, if applicable.   | May 5, 2023                |
| 5    | Final Collaborative Partnership Agreements with Project Evaluation Plans are developed and emailed to the selected organizations.   | June 16, 2023              |
| 6    | The organization signs and returns one copy of the final Collaborative Partnership Agreement to DHHS.   | June 23, 2023              |



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| Step | Process  | Timing           |
|------|--|------------------|
| 7    | DHHS executes the final Collaborative Partnership Agreement. | June 30, 2023    |
| 8    | Projects begin   | July 1, 2023     |
| 9    | Project mid-year report due                                  | January 15, 2024 |
| 10   | Projects end   | June 30, 2024    |
| 11   | Project final report due                                     | July 15, 2024    |

In order to be awarded a Collaborative Partnership Agreement, the organization applying must agree to collaborate with the DHHS and First 5 in the following ways:

- Provide a contact liaison to coordinate with DHHS and First 5.
- Attend, or delegate someone from the organization to attend, quarterly meetings to engage with the community on needs and work within this population
- Report all activities conducted with ACEs funding, including, without limitation, the number of individuals reached and/or served, and complete all required evaluation activities described in the Project Evaluation Plan. All reporting should be completed in the format described in the Project Evaluation Plan, Mid-Year or Final Report Templates, or applicable evaluation data collection tools (i.e. participant satisfaction surveys, training evaluation surveys, etc.)
- Submit quarterly financial invoices and reports to DHHS and retain financial records for three (3) years.
- Contract with DHHS and commit to implementing the funded activities outlined in the organization’s Partnership Request proposal.
- Acknowledge in any printed materials that their projects are funded by the County of Humboldt.

The following information must be provided within five (5) business days after receiving notification of award:

- Proof of insurance coverage listing the County as an additional insured. The selected organization must be listed as the holder of the insurance. Proposals may include insurance costs directly related to the proposed partnership project.
  - General Liability: \$2,000,000 per occurrence.
  - Automobile/Motor: \$1,000,000 combined single limit, any auto, if applicable.



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- Workers Compensation and Employers Liability: \$1,000,000 per incident.
- Proof of board approval, if applicable.
- W-9 with Federal Tax ID number.

Partnership agreements are small, one-time allocations of county funds to be used to build on the strengths in our community as well as reduce gaps in services. **Activities or staff that are currently being funded through other sources, and ongoing operational costs, will not be funded as part of the Collaborative Partnership Agreements.**

The maximum amount payable for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of a Collaborative Partnership Agreement shall not exceed \$24,900. Administrative, overhead and indirect expenses included in project budgets may not exceed 10% of direct costs. Collaborative Partnership Agreements will be paid on a reimbursement basis only.

Any questions about these guidelines can be sent to Windy Scott by email at [wscott@co.humboldt.ca.us](mailto:wscott@co.humboldt.ca.us).