

Family and Children's Trust Committee (FACT)

CFS Staff and FACT Site Visit Action Plan and Timeline for Non-RFP Years

FY25-26

| Target Date                                   | CFS Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | FACT                                                                                                                                                                                       |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| November 3, 2025<br>FACT Meeting              | <ul style="list-style-type: none"> <li>• Include Contractor Site Visit Monitoring Form in Agenda Packet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Review Site Visit Monitoring Form for updates</li> </ul>                                                                                          |
| Following<br>November 3, 2025<br>FACT Meeting | <ul style="list-style-type: none"> <li>• If needed, update Site Visit Monitoring Form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                            |
| November or<br>Early December                 | <ul style="list-style-type: none"> <li>• Send e-mail to Contractors with instructions to complete Site Visit Monitoring Form and return completed form to FACT Staff</li> </ul>                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                            |
| January 5, 2026<br>FACT Meeting               | <ul style="list-style-type: none"> <li>• Include spreadsheet of Contractors in Agenda Packet</li> <li>• Include Site Visit Training Presentation in Agenda Packet</li> <li>• Provide Site Visit Training at FACT Meeting</li> </ul>                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Receive Site Visit Training</li> <li>• Assign Site Visit Team and Lead</li> </ul>                                                                 |
| Following January<br>5, 2026 FACT<br>Meeting  | <ul style="list-style-type: none"> <li>• Document Site Visit Teams determined at meeting</li> <li>• Send the following material to Site Visit Teams: <ul style="list-style-type: none"> <li>▪ FACT Contract List Spreadsheet to everyone</li> <li>▪ Budget and Expenditures to date for contract</li> <li>▪ Service Plan</li> <li>▪ Contractor completed Site Visit Monitoring Form</li> <li>▪ Site Visit Training Presentation</li> <li>▪ Blank Site Visit Report Out Form</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Schedule Site Visits to be completed by February 20</li> </ul>                                                                                    |
| January and<br>February                       | <ul style="list-style-type: none"> <li>• Attend Site Visits</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Perform Site Visits by February 20</li> <li>• Complete and submit Site Visit Report Out Form to FACT Staff at conclusion of Site Visit</li> </ul> |

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| Prior to March 2, 2026 FACT Meeting | <ul style="list-style-type: none"> <li>• Ensure all completed Site Visit Report Out Forms are received and on file.</li> </ul>                                              |                                                                                                                                                                      |
| March 2, 2026 FACT Meeting          |                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• <b>FACT Committee Report Out on Site Visits.</b></li> <li>• <b>FACT Committee Vote on renewal of 6 Contracts</b></li> </ul> |
| March 4, 2026                       | <ul style="list-style-type: none"> <li>• Prepare and submit Staff Report to receive Board of Supervisors approval to renew contracts<br/>Target BoS date April 7</li> </ul> |                                                                                                                                                                      |
| March 2026                          | <ul style="list-style-type: none"> <li>• Notify contractors of intent to renew/not renew contingent on Board Approval and begin negotiations</li> </ul>                     |                                                                                                                                                                      |
| April 2026                          | <ul style="list-style-type: none"> <li>• Submit CG3s (Allows 2 months to finalize contracts)</li> </ul>                                                                     |                                                                                                                                                                      |
| July 1, 2026                        | <ul style="list-style-type: none"> <li>• Contracts Finalized</li> </ul>                                                                                                     |                                                                                                                                                                      |