



## COMMISSION CONTRACT REQUIREMENTS

1. Contractor shall invoice for payment at least quarterly. Invoices are due 30 days after the end of the previous quarter. Contractor shall submit supporting documentation with invoice, including and not limited to system-generated financial reports, receipts for material purchases, rental equipment, subcontractor work and employee travel.
2. Contractor shall report data requested by Commission and/or Commission-hired external evaluators at least quarterly. Data report is due 30 days after the end of the previous quarter. Data should be entered into Commission designated software unless an alternative method has been approved by Commission designee.
3. Contractor shall attend and participate in quarterly First 5 Butte County Strengthening Families Network meetings.
4. Contractor shall adhere to approved program budget as much as possible. However funds may be moved between line items (without a contract amendment) as needed to conform to Scope of Work. Such movement requires discussion with and approval of First 5 Project Manager and Director.
5. Contractor shall comply with Commission Tobacco-Free and Healthy Beverage policies.
6. Contractor shall acknowledge funding from First 5 Butte County Children and Families Commission by including the First 5 Butte County logo on all public materials related to the project, including (but not limited to) Web sites, emails, news releases, brochures, newsletters, flyers, public service announcements, posters, etc. When possible, language such as the following shall be used:  
    "California Voters passed a Ballot Initiative (Prop 10) placing a 50-cent tax on tobacco products and creating First 5. The money is used to pay for services to improve children's lives in ways that have life-long benefits."  
    OR "This program is funded by the voter-approved initiative, Proposition 10 (First 5), which applied a tax on tobacco products to fund improved outcomes for young children."
7. Contractor is required to maintain and make available to the Commission accurate books and records relative to all its activities under the contract. (Records should be sufficient to permit the tracing of funds to a level of expenditure adequate to insure funds have not been spent inappropriately or unlawfully.) Contractors are required to maintain data and records in an accessible location and condition for a period of not less than three years from the date of final payment under the contract.
8. Contractor shall ensure that program staff are aware of all First 5 Butte County policies and requirements.