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Agenda: Children and Families Commission 06-2013

330 North D Street, Fifth Floor, San Bernardino, California 92415

Meeting date, time, and place

June 19, 2013
3:30 p.m.
San Bernardino County Government Center
Covington Chambers
385 North Arrowhead Avenue
San Bernardino, CA 92415

Pledge of Allegiance

Chair or designee will lead the Pledge of Allegiance

Special Presentation

"Healthy Cities Highlights 2012-2013"
Presented by: Scott McGrath, Supervisor, First 5 San Bernardino

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Conflict of Interest Disclosure

Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Report

Executive Director's Report by Karen E. Scott

Report

Advisory Committee Report by Chair Leslie Egge

Consent Item

The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time unless any Commissioner directs that an item be removed from the Consent Agenda for discussion.

Item No.	CONSENT ITEMS
1	Approve minutes of May 15, 2013 Commission Meeting. (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 330 North D Street, Suite 500, San Bernardino, California 92415.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.

tem No.	DISCUSSION ITEM
2	Conduct Public Hearing on California Children and Families Commission Annual Report Fiscal Year 2011-12. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
3	Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Strategic Plan for 2010-2015 to confirm the plan will be active for the forthcoming fiscal year. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
4	Authorize negotiation of lease at recommended site of 735 Carnegie Drive, Suite 150 in San Bernardino. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
5	Authorize termination of Contract AIC0002Y09 with service of 120 Day Notice of Lease Termination at 330 No. D Street, Suite 500, San Bernardino (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
6	Approve submittal of application for membership to the "*Children Now Children's Movement*". (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
7	Approve budget for fiscal year 2013-2014 and updates to the five-year financial plan. (Affected Districts: All) (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 387-1505)
8	Approve Investing In Children Early Education Contract Amendments for FY 2013-14 and FY 2014-15 increasing the contracts by $3,362,998 for a cumulative total amount of $9,032,452 to provide quality and developmentally appropriate early education programs with the following agencies: A. Barstow Unified School District, Contract EC012 A1, increase of $292,681 for the total contract amount of $1,404,491 B. Hesperia Unified School District, Contract EC013 A1, increase of $627,554 for the total contract amount of $1,990,832 C. Rialto Unified School District, Contract EC016 A1, increase of $1,216,509 for the total contract amount of $2,644,514 D. Lucerne Valley Unified School District, Contract EC014 A1, increase of $150,823 for the total contract amount of $204,805 E. Fontana Unified School District, Contract EC009 A1, increase of $1,075,431 for the total contract amount of $2,787,810 (Affected Districts: All) (Presenter: Mary Jaquish, Supervisor)
9	Approve Healthy Cities/Healthy Communities (HCHC) Contracts for Fiscal Years 2013-2015 in the amount of $963,516 and approve HCHC Contract Amendments for Fiscal Years 2012-2015 in the total amount of $2,978,553 for a cumulative total amount of $3,924,069 with the following: **Healthy Cities Contracts:** A. City of Rialto, Contract SI013, in the total amount of $548,600 B. Reach Out, Contract SI014, in the total amount of $209,756 C. High Desert Outreach Center, Contract SI015, in the total amount of $205,160

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	Healthy Cities Contract Amendments: D. City of Rancho Cucamonga, Contract SI005 A1, increase of $651,367 for the total contract amount of $762,658 E. City of Montclair, Contract SI006 A1, increase of $331,104 for the total contract amount of $420,604 F. Reach Out, Contract SI007 A1, increase of $481,952 for the total contract amount of $556,952 G. St. Mary Medical, Contract SI008 A1, increase of $770,623 for the total contract amount of $845,012 H. Town of Apple Valley, Contract SI009 A1, increase of $344,699 for the total contract amount of $393,327 (Affected Districts: All) (Presenter: Mary Jaquish, Supervisor, 387-1512)
10	Approve Family Literacy Development Services Contracts for Fiscal Years 2013-2015 to provide literacy services to children birth through five years of age and their families in the total amount of $1,115,245 with the following: A. Child Care Resource Center Inc., Contract EC021 in the amount of $194,866 B. Chino Valley Unified School District, Contract EC022 in the amount of $235,172 C. County of San Bernardino Area 20 Special Districts Joshua Tree, Contract EC024 in the amount of $53,447 D. Rim Family Services, Contract EC025 in the amount of $211,122 E. Save the Children Federation, Inc., Contract EC027 in the amount of $280,000 F. University Enterprises Corporation at California State University San Bernardino, Contract EC023 in the amount of $140,638 (Affected Districts: All) (Presenter: Scott McGrath, Supervisor, 387-1524)
11	Approve Contract SI016 with Children's Network in the amount of $170,139 for the provision of services provided by the **S**creening, **A**ssessment, **R**eferral and **T**reatment (SART) Coordinator for Fiscal Year 2013-2014. (Affected Districts: All) (Presenter: Christopher Espinoza, Staff Analyst II, 387-1526)

Public Comment

Persons wishing to address the Commission will be given up to three minutes and pursuant to Government Code 54954.2(a)(2) "no action or discussion will be undertaken by the Commission on any item NOT on the agenda."

Commissioner Roundtable

Open to comments by the Commissioners

NO MEETING IN JULY

Next Commission Meeting

August 7, 2013
County of San Bernardino Government Center
Covington Chambers
385 North Arrowhead Avenue
San Bernardino, CA 92415

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Minutes: Children and Families Commission Meeting

330 North D Street, Fifth Floor, San Bernardino, California 92415

Meeting Date, Time and Location

May 15, 2013
3:30 p.m.
Chair Haugan called the meeting to order at 3:33 p.m.
First 5 San Bernardino
330 North D Street, Fifth Floor
San Bernardino, CA 92415

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Haugan

Special Presentation

Harder+Co presented a status report on Social Entrepreneurs Inc., Capacity Building Academy

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Conflict of Interest Disclosure

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Attendees

Commissioners Present

- Mark Daniels
- Leslie Egge
- Linda Haugan
- Margaret Hill
- Maxwell Ohikhuare, M.D.
- James Ramos
- Elliot Weinstein, M.D.

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Ann M. Calkins, Executive Assistant
- Regina Coleman, County Counsel
- Mary Jaquish, Supervisor
- Debora Dickerson-Sims, Administrative Supervisor II
- LuCretia Dowdy, Office Specialist

- Staci Scranton, Supervising Office Assistant
- Scott McGrath, Supervisor
- Bobbi Albano, Staff Analyst II
- Leslie Fountain, Media Specialist II
- Pattie McGinty-Hagedorn, Staff Analyst II

Report – Karen E. Scott Executive Director

Annual Audit
On May 13, we received a letter from John Chiang, California State Controller, acknowledging that the State's desk review of the audit has been completed and met the minimum reporting standards contained in the 2011/12 Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act and as prescribed in Health and Safety Code 1330151(b). The State forwarded a copy of this letter to our auditor, Vavrinek, Trine and Day (VTD).

Legislative
On May 8, Assembly Speaker John A. Perez unveiled the Assembly Democrats' Blueprint for a Responsible Budget, which spotlights high-quality early learning for low-income children as key to strengthening the middle class. Speaker Perez is advocating for spending education dollars on high-quality preschool recognizing that the first three years of a child's life are the most rapid, impactful period of brain development of cognitive, social, emotional, linguistic and physical growth.

Assemblywoman Susan Bonilla supports these efforts with her colleagues in the Legislature and reiterated that, "study after study has shown that preschool - early childhood education is a sound investment." The work she leads, including authoring Assembly Joint Resolution 16, begins the planning process to position California to receive future federal funding for early childhood education as recently proposed by President Obama.

Locally, First 5 remains alert regarding the planning and all that is unfolding related to improving early childhood education. This includes at the Federal level with President Obama's proposal that would increase the federal tax on cigarettes from $1.01 a pack to $1.95. The new cigarette tax would raise an estimated $78 billion over the next decade to pay for pre-school programs for children. Obama's proposed tax increase on cigarettes is popular among health care advocates who believe it provides the additional benefit of encouraging smokers to cut back or quit. In addition to the direct revenue from the tax, the Congressional Budget Office analysis concluded that health improvements related to less smoking would save the government about $1 billion over 10 years and generate additional revenue of $3 billion because of a boost in earnings from healthier workers.

The status is that the House and Senate both passed budget resolutions in March, but neither included such a proposal. The issue may be introduced in conference negotiations on those budgets, however neither the House nor the Senate have voted to move to conference and name conferees. It is unclear if or when a budget conference will move forward at this point.

At the State level, SB 768 authored by Senator Kevin de Leon, is an additional Cigarette and tobacco products tax called the California Tobacco Tax Act of 2014

This state legislation would enact the California Tobacco Act of 2014, which imposes an additional cigarette tax at a rate of $2.00 per package. There is backfill language included in that proposal that specifically names the California Children and Families Trust Fund (Proposition 10), and is intended to offset the revenue decrease directly

resulting from imposition of additional taxes by this article.

The status of this bill is that it passed out of Senate Health and Governance and Finance Committees on party line votes, and is scheduled to be heard by the full Senate on May 16.

All eyes are on and reviewing the Governor's May Revise Budget which was released yesterday. First 5 is in the process of analyzing the impacts on child serving organizations and departments in our County, especially the funding of the education system Pre through K. The results of this analysis will be brought before the First 5 Advisory Committee as valuable information as we embark on our strategic plan revision.

First 5 Commissions statewide are collaborating and planning for the possibility of Federal dollars being infused to support universal preschool efforts throughout our State. Excellent relationships are being built between the Commissions and the California Department of Education with Camille Mayben at the helm of First 5 California.

It's been 15 Years!
First 5's Statewide Communications group is working on action plans and messaging for the 15th Anniversary Celebration of the Passage of Prop 10.

We will be developing plans locally to recognize the anniversary. It's a great time to showcase how we have touched a generation - how children are different because of First 5 and how First 5 has impacted systems change. More information to come.

Staffing
Upon approval of Consent Agenda Item 2, Chrystina Smith-Rasshan will join the First 5 family as a Staff Analyst II. Ms. Smith-Rasshan holds a Bachelor's Degree in Race and Ethnic Studies and a Master's Degree in Education. She has over eight years' experience managing grants, participating in the RFP process, creating and managing internal monitoring and evaluation systems and overseeing educational programming for children.

RFP Update
As we move through our RFP procurement process for the Early Literacy programs and Healthy Cities/Healthy Communities projects, I would like to thank the well-qualified external reviewers who stepped up to the plate to complete this part of our process. We had 14 external reviewers.

First 5 received 19 proposals for Early Literacy and 4 proposals for Healthy Cities/ Healthy Communities. Total dollars to be invested over two years for these two projects is four million dollars. Project proposals received are for requests of more than nine million dollars. Fiscal and administrative reviews have been completed. The process continues as outlined in the RFP's for internal reviews, clarification interviews, and outcomes notifications. Successful proposals being recommended for funding will be brought before the Commission at the June meeting.

Page 1 of the Executive Director's Report introduces *Children Now*, a statewide policy, research, and advocacy organization working to improve policies on children's overall health and education in California. *Children Now* launched the Children's Movement about 2 years ago. The Children's Movement will be sponsoring several campaigns in 2013 on behalf of young children. There is no cost to join the movement. Becoming a member makes you Pro-Kid. I will be sharing additional information and fact sheets with the Commission at the June meeting and

would like us to consider committing to joining this movement.

Page 2 highlights First 5 SB's ABC's of Water Safety campaign going on through the summer months.

Page 3 showcases the newly formed Capacity Building Academy Association made up of alumni of the F5 Capacity Building Academy and non-profits in Riverside and San Bernardino counties. The Community Foundation serves as the fiscal agent.

Asset mapping continues as indicated on page 3.

Changes to Agenda

No changes.

Consent

A motion was made by Commissioner Weinstein and seconded by Commissioner Egge to approve the Consent Items. Without further comment or objection, motion carried.

Item No.	CONSENT ITEMS
1	Approve minutes of April 3, 2013 Commission Meeting. (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)
2	Approve employment contract between the County of San Bernardino, Children and Families Commission, and Chrystina Smith-Rasshan, Staff Analyst II, for an annual cost of $80,593 ($54,455 Salary, $26,138 Benefits), effective May 18, 2013. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)

Item No.	DISCUSSION ITEMS
3	Approve Amendment A3 to Contract IC020 with Social Entrepreneurs, Inc. extending and increasing the contract for one year in the amount of $294,017 for FY 2013-2014 for a total contract amount not to exceed $759,867 for consultant services to serve as Sustainability Project Facilitator for First 5 San Bernardino (F5SB). (Affected Districts: All) (Presenter: Scott McGrath, Supervisor, 387-1524) **Discussion** None **Public Comment** None A motion was made by Commissioner Daniels and seconded by Commissioner Hill to approve Agenda Item 3. Without further comment or objection, motion carried.
4	Approve Amendment A1 to Contract SI002 with Inland Empire United Way 2-1-1, extending and increasing the contract for one year in the amount of $381,353 for FY 2013-2014 for a total contract amount not to exceed $1,206,353 to provide comprehensive Countywide Resource and Referral services.

	(Affected Districts: All) (Presenter: Scott McGrath, Supervisor, 387-1524) **Discussion** Commissioner Ohikhuare thanked 2-1-1's CEO, Gary Madden, for the work 2-1-1 has done for the County and stated that acquiring a 0 to 5 specialist will be helpful in gathering data. Commissioner Daniels asked if 2-1-1 directories are available. Mr. Madden stated 2-1-1 has a database that is not yet converted into a paper copy. Mr. Madden mentioned there are older versions of the database available and Commissioner Daniels requested a copy. **Public Comment** None A motion was made by Commissioner Ohikhuare and seconded by Commissioner Weinstein to approve Agenda Item 4. Without further comment or objection, motion carried.
5	Approve Amendment A2 to Contract CE009 with the County of San Bernardino on behalf of Children's Network extending and increasing the contract for one year in the amount of $411,344 for FY 2013-2014 for a total contract amount not to exceed $1,297,450 to implement countywide educational campaigns and community events addressing child abuse prevention. (Affected Districts: All) (Presenter: Scott McGrath, Supervisor, 386-7706) **Discussion** Commissioner Daniels asked for the date of the next Children's Network Conference. Amy Cousineau answered September 18 and 19. Commissioner Egge asked if Children's Network will be partnering or coordinating with the Loma Linda fellowship. Ms. Cousineau stated Children's Network does work closely with the entire team at the Children's Assessment Center which is the home of the pediatric fellowship. Commissioner Haugan clarified the Commission wants to ensure there are not two separate strategies involved in the County. Mr. McGrath explained Children's Fund, through the Children's Assessment Center, will be addressing some of the same issues that Children's Network will, but in a different way. Children's Fund will be doing this through individual clients, one-on-one, whereas Children's Network will be visiting hospitals and working with hospital staff. The same message will be used among both entities. **Public Comment** None Commissioner Haugan abstained from Item 5 due to her position as Appointing Authority for Human Services which oversees Children's Network. A motion was made by Commissioner Ramos and seconded by Commissioner Hill to approve Agenda Item 5. Without further comment or objection, motion carried.
6	Approve costs not to exceed $650,000 as a "one-time" expense in FY 2013/14 for relocation of the First 5 office. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502) **Discussion** None

	Public Comment None A motion was made by Commissioner Ramos and seconded by Commissioner Egge to approve Agenda Item 6. Without further comment or objection, motion carried.
7	Approve Contract SI012 with Loma Linda University Medical Center for an amount not to exceed $144,256 or $46,584 in year one, $48,086 in year two and $49,586 in year three for fiscal years 2013-2016 for a 3-year Child Abuse Pediatrics Fellowship Program, commencing July 1, 2013. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502) **Discussion** Commissioner Hill asked if the fellow would work for three years. Commissioner Daniels asked if the fellow's office would be located at the Children's Assessment Center. Ms. Scott answered yes to both questions. The prospective fellow would start on July 8. **Public Comment** None Commissioner Haugan abstained from Item 7 due to her position on the Children's Assessment Governing Board. A motion was made by Commissioner Daniels and seconded by Commissioner Hill to approve Agenda Item 7. Without further comment or objection, motion carried.
8	Approve Amendment A1 to Contract SI011 with Children's Fund Inc. for oversight of funds to support the Children's Assessment Center (CAC) extending and increasing the contract for an additional two years (Fiscal Years 2013/2014 – 2014/2015) at a cost of $167,809 per year for a total contract amount not to exceed $503,427. (Affected Districts: All) (Presenter: Mary Jaquish, Supervisor, 387-1512) **Discussion** Commissioner Egge asked if this item includes home visitation. Ms. Jaquish stated staff will be conducting strategy analysis with all County agencies involved (Children and Family Services, Department of Behavioral Health, Department of Public Health) housed at the Assessment Center regarding the follow up with each of the 0 to 5 families to determine the need for home visitation. If a home visit is required as a method for follow up, it will be the responsibility and coordination of Children's Fund. **Public Comment** Erin Phillips, CEO and President, Children's Fund – Ms. Phillips expressed her appreciation for the Commission's continued support of the Children's Assessment Center. Commissioner Haugan abstained from Item 8 due to her position on the Children's Assessment Governing Board. A motion was made by Commissioner Ramos and seconded by Commissioner Weinstein to approve Agenda Item 8. Without further comment or objection, motion carried.

Public Comment	None
Commissioner Roundtable	None
Adjournment	A motion was made by Commissioner Egge and seconded by Commissioner Weinstein to adjourn the meeting. Without further comment or objection, motion carried.
Next Commission Meeting	**PLEASE NOTE Third Wednesday in June** **June 19, 2013 – 3:30 p.m.** **San Bernardino County Government Center** **Covington Chambers** **385 North Arrowhead Avenue** **San Bernardino, CA 92415**

Attest

Linda Haugan, Chair

Ann M. Calkins, Commission Secretary

AGENDA ITEM 2
JUNE 19, 2013

Subject	Public Hearing on California Children and Families Commission Annual Report Fiscal Year 2011-12.
Recommendations	Conduct Public Hearing on California Children and Families Commission Annual Report Fiscal Year 2011-12. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
Background Information	As required by California Health and Safety Code Section 130125(G), the California Children and Families Commission (CCFC) develop an Annual Report to reflect the annual achievements and expenditures of the First 5 California program. This report offers a summary of the State Commission's history, mission, vision as well as some 2011-12 highlights. It also includes an overview of First 5 California Services and Programs. Finally, it provides a fiscal synopsis of the State Commission as well as a summarization of the data submitted by the County Commissions. County Commissions are required, in accordance with Section 130140(a)(1)(H) of the Health and Safety Code, to conduct a public hearing of the State annual report. Any comments made by the public or Commissions will be provided to the State Commission. A copy of the Annual Report can be found in the State Commission's web-site at http://www.ccfc.ca.gov/pdf/annual_report_pdfs/Annual_Report_11-12.pdf and a hard copy can be requested from the First 5 San Bernardino office for review.
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

AGENDA ITEM 2
JUNE 19, 2013

CALIFORNIA CHILDREN AND FAMILIES COMMISSION ANNUAL REPORT FISCAL YEAR 2011-12

⏩ ⏩HIGHLIGHTS⏪ ⏪

The entire report is available for reviewing at www.ccfc.ca.gov

Developmental Screenings and Services: During FY 2011/12, First 5 California contributed $50 million to the California Department of Developmental Services to fund new developmental screening and intervention services for 17, 016 infants and toddlers ages 0 to 2 entering the Early Start Program. This funding supported early assessments and intervention services provided by each child's Individualized Family Services Plan (IFSP) team. For example, assistive technology; audiology; family training, counseling and home visits; occupational and physical therapy; speech and language services; and case management. These services are provided through 21 regional centers throughout California, many of which coordinate locally with First 5 county commissions.

CARES Plus: The Comprehensive Approaches to Raising Educational Standards (CARES) Plus Program is First 5 California's Teacher Signature Program. Launched in 2010, it is designed to increase the quality of early learning programs for children ages 0 to 5 by supporting the professional development of the early learning workforce. Through CARES Plus, First 5 California has incorporated the "***CLASS"*** *(Classroom Assessment and Scoring System)*, a menu of validated professional development tools for early educators developed by the University of Virginia.

Power of Preschool (PoP): Between 2005 and 2011, First 5 California invested $128 million in the Power of Preschool (PoP) demonstration programs which is a high-quality, free, voluntary, part-day preschool for 0 to 5 year olds, across eight California counties. PoP actively reduces the achievement gap and improves school readiness among disadvantaged and underserved communities.

Hands-On Health Express: A colorful truck full of engaging activities that schedules appearances in all 58 counties. The Hands-on Health Express features "Edutainers" who seek to educate parents and entertain children in a traveling, interactive exhibit to teach families how to incorporate fresh foods and physical activity into their everyday lives. In FY 2011/12, the truck traveled to more than 100 schools, community festivals, county fairs and other family oriented events, making appearances in even the smallest rural communities and directly engaging with more than 62,000 families who leave with First 5 resources.

Parent Education Website and Social Media: Since its launch in 2009, First 5 California's Parent Education Website has received more than three million visits. The site covers practical advice for parents, with a focus on health, education, literacy development, smoking cessation, and more. Parents can download information, view videos and cooking demonstrations and even upload pictures of their children into a First 5 gallery.

Smoking Cessation: First 5 California supports the toll free California Smokers' Helpline at 1-800-NO-BUTTS which provides one-on-one telephone counseling, self-help materials, and referrals to local resources. In FY 2011-12, First 5 California provided $1 million to support the Helpline. First 5 California's investment provided Helpline services for 364 pregnant smokers and 6,549 tobacco-using parents or caregivers of children ages 0 to 5 (including 144 who were both pregnant and had a child 0 to 5).

Kits for New Parents: 3.4 million kits have been distributed throughout California since 2001 with 332,000 being distributed this fiscal year alone.

Appendix A (pgs. 42-43) of this report includes a complete description of the services of First 5 California by result areas (child development, child health, family functioning, and systems of care). Evaluation results show that First 5 California and the county commissions seek to provide families most in need with services that prepare children to enter school ready to learn and thrive.

FIRST 5 CALIFORNIA COMMISSION MEMBERS FY 2011-12

Commission Member	***Appointing Power***
Jennifer Kent, Chair	Governor
Patrick Duterte, Vice-Chair	Governor
Molly Munger, Vice-Chair	Speaker of the Assembly *(term expired Fall 2011)*
Magdalena Carrasco	Governor
Maria Minon, M.D.	Governor *Term expired Fall 2011)*
Conway Collis	Speaker of the Assembly
Kathryn Icenhower	Speaker of the Assembly
Casey McKeever	Senate Rules Committee
Joyce Iseri	Senate Rules Committee
Ex Officio Member	
Diana Dooley	Secretary of the California Health and Human Services Agency

Building a Strong Foundation for Our Future

2011–2012

First 5 California Annual Report

FIRST 5 CALIFORNIA℠

First 5 California 2011–2012 Annual Report

health ■ education ● services ▲ support

FIRST 5 CALIFORNIA™

Building a Strong Foundation for Our Future

Message from the Executive Director

First 5 California envisions our state as a place where all children show up to kindergarten ready to learn at their highest potential.

Fourteen years ago, the voters of California made the sound decision to dedicate a steady stream of resources to invest in our youngest children. We are fortunate to live in a state that believes that as a matter of public policy we should invest in programs, systems and other solutions to provide every child a similar opportunity to arrive at the school house door intellectually, socially and developmentally equipped to learn.

Since the voters passed Proposition 10 in 1998, the State and county commissions have built a network of critical services to meet the needs of children ages 0 to 5 and their families—especially those most at risk. That network has mattered more than ever during the economic recession. Not only have the unemployment trends left more families without a wage-earning adult, but the seemingly irreparable state budget deficit has left many traditional safety net services unfunded. In these dire times, the strength, capacity and resourcefulness of the First 5 movement has become more relevant than ever in identifying and supporting children and families that might otherwise fall through the cracks.

Today, First 5 California's momentum is fueled by its Child, Parent and Teacher Signature Programs. Collectively, these programs are an investment in improving the home and early learning environments to improve each child's chances of success in school. Recognizing the inextricable connection between healthy young minds and bodies, the State and local commissions invest heavily in developmental screenings and services, as well as nutrition and child developmental education. Collectively, these efforts are strategically designed to increase family resiliency, especially in our most at-risk communities.

As these Signature Programs reach full implementation over the next year or so, the State Commission will be refreshing its strategic plan based on data designed to tell us what works, and with an honest assessment of the greatest challenges facing our young children today.

First 5 California is honored to be the steward of the resources dedicated under Proposition 10 and is dedicated to its mission to become the unequivocal voice for children ages 0 to 5. We look forward to our deepening partnership with the 58 county commissions as we press for quality early childhood education and family resources—to make sure that the youngest Californians among us thrive.

Reneé Webster-Hawkins
Interim Executive Director, First 5 California

> **California's unequivocal voice for children 0 to 5 to ensure greater equity in their readiness for school.**
>
> *— First 5 California Mission Statement*

Our Vision

All children in California enter school ready to achieve their greatest potential.

— First 5 California Vision Statement

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First 5 California supports parents as a child's first teacher. Parents who read to their toddler every day can help their child develop a lifelong love of learning.

Getting California's Young Children Ready for School

Leadership: First 5 California

In 1998, California voters passed Proposition 10—the California Children and Families Act (the Act)—and declared the importance of investing in a better future for California's youngest children. For the past 14 years, the First 5 California Children and Families Commission (First 5 California) has established quality standards and invested in the development of programs and services emphasizing improvement in early education, child care, social services, health care, research and community awareness.

The vision of First 5 California is for all children in our state to enter school ready to achieve their greatest potential, and the mission of First 5 California is to be recognized as California's unequivocal voice for children 0 to 5 to ensure greater equity in their readiness for school.

Structure: State and County

The Act established an independent seven-member state-level Commission appointed by the California Legislature and Governor, with the Secretary of the California Health and Human Services Agency serving as an ex-officio member. The Commission appoints the First 5 California Executive Director. As this annual report went to press, Reneé Webster-Hawkins was serving as Interim Executive Director. The Commission's new Executive Director, Camille Maben started in mid December.

The Act also authorized the establishment of 58 First 5 county commissions and required that each develop and update a local strategic plan based on the assessed needs of children and families in the county. The members of each First 5 county commission are appointed by the county board of supervisors. Each county commission includes two members selected from county health and local health-related service agencies, as well as one member of the appointing county board of supervisors. Members can also be selected from other child development organizations within the county.

First 5 California prepares guidelines to assist the county commissions in the update and execution of their strategic plans. First 5 California also collects and reviews each county commission's annual report, and includes county-level data in this state-level annual report.

EXHIBIT 1: First 5 California Commission Members FY 2011/12

Commission Members:

Jennifer Kent, Chair
Appointed by Governor

Patrick Duterte, Vice Chair
Appointed by Governor

Molly Munger, Vice Chair
Appointed by Speaker of the Assembly
(Term expired fall 2011)

Magdalena Carrasco
Appointed by Governor

Maria Minon, M.D.
Appointed by Governor
(Term expired fall 2011)

Conway Collis
Appointed by Speaker of the Assembly

Kathryn Icenhower
Appointed by Speaker of the Assembly

Joyce Iseri
Appointed by Senate Rules Committee

Casey McKeever
Appointed by Senate Rules Committee

Ex-Officio Member:

Diana Dooley
Secretary of the California Health and Human Services Agency

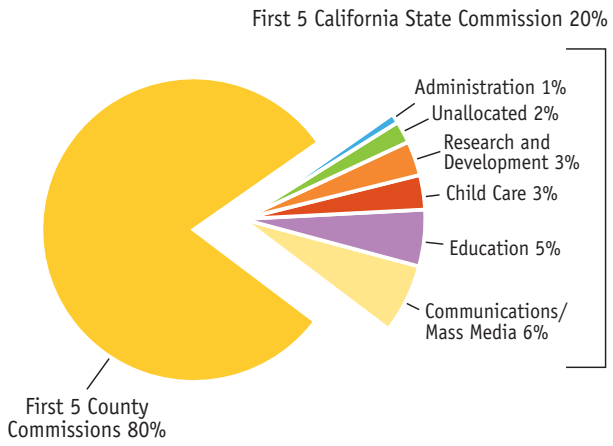
FIRST 5 CALIFORNIA

Partnerships: Working Together

First 5 California works with First 5 county commissions to further the goals of the Act. Partnerships focus on implementation of Signature Programs for Child, Parent and Teacher; data collection and evaluation for Signature Programs; research design; and, continuous policy and program improvement for children and families. First 5 California provides technical assistance to First 5 county commissions in the areas of data collection, outreach and Signature Program implementation.

In sum, while the Act directs the State and county commissions to achieve common goals and outcomes for children aged 0 to 5, it empowers each individual commission to develop its own strategic plan and programs to accomplish those goals according to the needs of local children and families. At the same time, as this report illustrates, First 5 California and the county commissions work as partners to implement the statewide Signature Programs and push for common policy goals.

EXHIBIT 2: First 5 California Children and Families Commission Funds—Allocation of State Portion



Source: Health and Safety Code Section 130105

Accountability: Funding and Audit Results

Under the Act, the State Board of Equalization collects an excise tax levied on all tobacco products and deposits the revenue into the California Children and Families Trust Fund, allocating 20 percent to First 5 California and 80 percent to county commissions. In FY 2011/12, First 5 California received $93.4 million.

The amount of funding allocated annually to each county commission is based on the annual number of births in the county relative to the total number

in the state. Each county must prepare an annual independent audit subject to guidelines prepared by the State Controller's Office. The counties invest their dollars in locally designed programs, as well as in First 5 California's statewide Signature Programs as match funding. First 5 county commissions use their funds to support local programs in four result areas:

- Child Development
- Child Health
- Family Functioning
- Systems of Care

First 5 California's Administrative Services Division, Contract and Procurement Division, and the Information Technology Office provide staff support for the following operations and systems:

- Fiscal management of the California Children and Families Trust Fund
- Tax revenue disbursements to county commissions
- Local agreement and program disbursement management
- Procurement and contract management
- Workforce recruitment and development
- Information technology
- Audits and annual fiscal reports
- Business services

The administration of these and other programs is consistent with all applicable state and federal laws, rules and regulations.

The California Department of Finance, Office of State Audits and Evaluations, conducted an audit of the First 5 California financial records for FY 2011/12. Submitted in November 2012, this report on the California Children and Families Trust Fund was free of any negative findings.

The State Controller's Office conducts an annual review of the 58 county commissions' independent audits. In November 2012, the Controller published its review of the counties' audits for FY 2010/11, and that review summarized several findings contained in the local audits, but did not deem any of the findings significant enough to withhold funding. See the full audit on attached disk.

Partnerships and Leveraging:
Promote collaboration with public and private partners, building on existing systems.

— First 5 California Guiding Principle

Professionally trained early care providers create high-quality learning environments to stimulate children and support their readiness for kindergarten.

Serving California's Young Children, Parents and Teachers

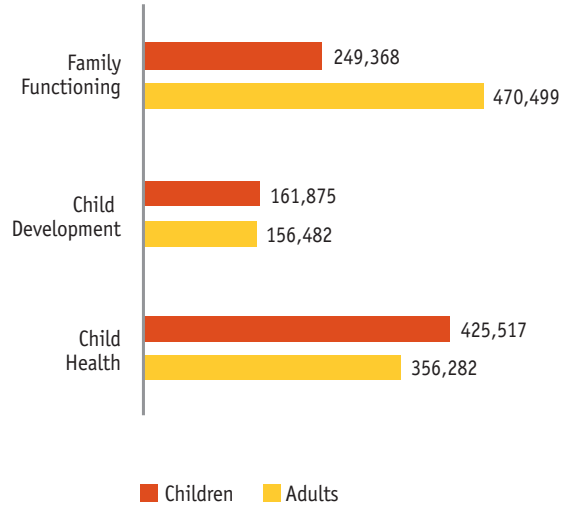
First 5 California tracks progress in four key result areas to support evidence-based funding decisions, program planning and policies:

- Child Development
- Child Health
- Family Functioning
- Systems of Care

These result areas comprise a framework for reporting and assessing early childhood outcome data. Appendix A includes a complete description of the result areas and services for First 5 California and the 58 county commissions. This data reporting framework provides a statewide overview of number, type and costs of services provided to children and adults for a particular fiscal year.

Stakeholders can use this information as one source to determine impact and resource allocation from First 5 statewide.* Exhibit 3 contains the total number of services provided to children ages 0 to 5 and adults in FY 2011/12 for the three result areas of Child Development, Child Health and Family Functioning.

EXHIBIT 3: Total Number of Services Provided to Children Ages 0 to 5 and Adults in FY 2011/12 Across Result Areas



Source: County Demographic Worksheet, November 2012

Photo courtesy of First 5 LA and Hope Street Family Resource Center. ▶

* Data reported in the text and all exhibits does not include data from First 5 Shasta County.

The total expenditures ($460,410,265) for children ages 0 to 5 and adults receiving services in FY 2011/12 by result areas and providers are presented in Exhibits 4 and 5, respectively.

One result area, Systems of Care, differs from the others. It consists of programs and initiatives that support program providers in the other three result areas. In FY 2011/12, 33 percent of expenditures went toward community strengthening efforts; 38 percent toward service, outreach, planning, support and management; and, 30 percent toward provider capacity building, training and support.

> **Public Support: Build a foundation of support for a comprehensive, integrated and holistic early childhood development system.**
>
> *— First 5 California Guiding Principle*

EXHIBIT 4: Total Expenditures for Children Ages 0 to 5 and Adults Receiving Services in FY 2011/12 by Result Area

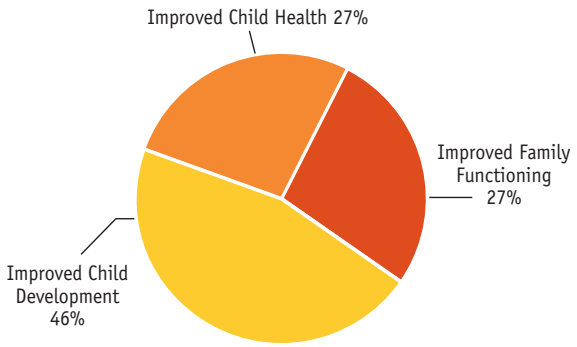
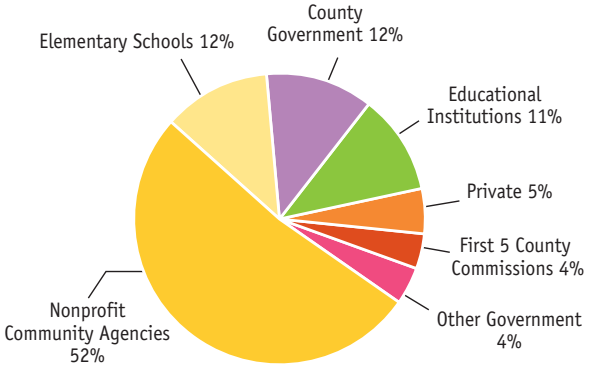


EXHIBIT 5: Total Expenditures for Children Ages 0 to 5 and Adults Receiving Services in FY 2011/12 by Provider



Source: County Revenue and Expenditure Summary, November 2012

Child Signature Program

Child Development Focus

The cornerstone of First 5 California's strategy is to invest in quality preschool programs. National research indicates that high-quality preschools have a significant and positive impact on early childhood outcomes for disadvantaged and at-risk children with regard to cognitive, language and social development.[1] Approximately 50 percent of California's disadvantaged and at-risk 3- and 4-year-old children do not attend preschool, and even fewer attend high-quality preschool.[2] High-quality preschools go beyond the basics to provide opportunities for evidence-based learning activities, along with the development of nurturing and supportive relationships with teachers and caregivers.

Scientific studies conclude that high-quality preschool programs improve school readiness and lead to better academic achievement in elementary school.[3] Cost-benefit and return on investment analyses demonstrate that investments in high-quality preschool generate substantial social and economic payoffs by reducing persistent social costs, such as unemployment, drug or alcohol abuse, and crime.[4]

Launching The Child Signature Program

In October 2011, First 5 California launched the Child Signature Program as a consolidation of the State Commission's previous early learning programs. The purpose of this three-year strategic investment is to increase the quality of early child education and learning centers across the state. FY 2011/2012 served as a time for program development to design a research-based early learning program focused on:

- Instructional strategies and teacher-child interactions
- Social-emotional development
- Parent involvement and support

In Spring 2012, First 5 California issued the first two of three requests for applications for counties to participate in this statewide program. Program implementation will begin and be reported on in FY 2012/2013.

Power of Preschool

Begun in 2003, First 5 California's Power of Preschool (PoP) program is a high-quality, free, voluntary, part-day preschool for 0 to 5 year olds, across eight California counties. These counties are Los Angeles, Merced, San Diego, San Francisco, San Joaquin, Santa Clara, Ventura and Yolo. PoP actively reduces the achievement gap and improves school readiness among disadvantaged and underserved communities.

Between 2005 and 2011, First 5 California invested $128 million in PoP demonstration programs. Data from all PoP sites in FY 2011/12 indicate that:

- Preschools are high quality: classroom environmental assessments rate an average of 5.8 out of a possible score of 7. Seven of the eight PoP counties reported average scores above 5 using the Early Childhood Environment Rating Scale instrument.
- Teachers are well qualified: 62 percent of Master Teachers have earned a bachelor's degree or higher.

PoP requires participating counties to use the Desired Results Developmental Profile 2010 (DRDP 2010)—a comprehensive assessment tool, to evaluate the progress of students. Ideally, the tool demonstrates that children progress through five

Power of Preschool actively reduces the achievement gap and improves school readiness among disadvantaged and underserved communities.

DRDP developmental levels, from lowest (Not Yet at First Level) to highest (Integrating). In FY 2011/12, PoP counties performed DRDP assessments during fall and spring for 22,252 of 26,381 children.

PoP in Yolo County included continued and increased participation in CSEFEL (Center on the Social Emotional Foundations for Early Learning). The implementation of CARES Plus—First 5 California's Teacher Signature Program—provided additional resources for teachers in Yolo County and increased opportunities for parent involvement. The teaching method promoted by PoP and CSEFEL plans for fewer and smoother transitions, and uses positive behavior support to replace disruptive behavior thus reducing classroom distractions. This led to happier, more content children and teachers who felt that they were making a real difference. Teachers utilizing this method had more efficient classrooms, more time to plan

their lessons, and more interaction and learning opportunities with students. Children with special needs were integrated into this method effortlessly. Rather than focusing on the individual child and what they may lack to function in the classroom, the CSEFEL model includes tools to integrate all children and helps identify where additional supports can be provided. This year, Yolo County was able to offer two separate CSEFEL Parent Training sessions which were well attended and appreciated by parents. As the year progressed, staff prepared the application and the plan to roll out the enhanced PoP Program, now known as the Child Signature Program. They collaborated with members of the community to reflect over the past seven years, and created a vision for the future of the program.

First 5 San Francisco's PoP program has used the Classroom Assessment Scoring System (CLASS™) to rate the quality of adult-child interactions in its preschool classrooms for several years now. It has been adopted as a cornerstone of the county's quality rating and improvement system because scientific research has shown that children attending classrooms that rate highly on the CLASS™ tool have higher academic achievement in school. In addition to helping fund assessments, PoP has funded professional development and coaching for teachers, including training specifically aimed at improving adult-child interactions. In FY 2011/12, as part of the county's local evaluation, classrooms were randomly assessed on the CLASS™, and the gains since 2008 were impressive. San Francisco's PoP programs improved on 9 out of the 10 CLASS™ dimensions—significantly outpacing state and national averages. Emotional support scores improved to 6.1 on a 7-point scale (5 percent increase) and classroom organization scores improved to 5.5 (4 percent increase). Most importantly, instructional support scores, which are typically quite low statewide and nationally but most correlated with student achievement, improved to 3.4 (28 percent increase). With continued focus on adult-child interactions in the county, as well as State support through the Child and Teacher Signature Programs, the county anticipates that CLASS™ scores will continue to improve in the coming years.

The success of PoP is widely recognized. In December 2011, the California Department of Education received $52 million as one of nine states awarded with a federal grant under the Race to the Top Early Learning Challenge. California's successful application highlighted programs such as First 5 California's Power of Preschool program and Teacher Signature Program to demonstrate that the state is already capable of implementing quality early learning programs.

School Readiness

School readiness encompasses the cognitive, social, physical, emotional and supportive elements internal and external to a child that facilitate that child's ability to enter kindergarten ready to learn. Equally important are the child's basic literacy and math skills, as it has been demonstrated that children who enter school with basic knowledge of math and language skills are more likely to experience academic success, attain higher levels of education and obtain employment.

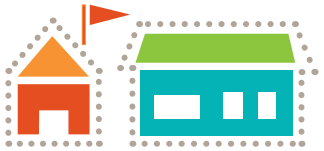
Kindergarteners who enter school without these skills are likely to remain behind as they move through the education system, making it imperative that school readiness and achievement gaps be addressed as early as possible.

First 5 California's School Readiness program ended in FY 2011/12, with the sunset of its funding authorization. After a decade of supporting local programs statewide in preparing children to be successful students, School Readiness phased out gradually during its last 2 to 3 years. The number of counties with funding allocations for School Readiness decreased from 38 in FY 2010/11 to 11 in FY 2011/12. This reduction in School Readiness programs accounts for the sizable decrease in number of services provided to children and adults reported in FY 2011/12.

It has been demonstrated that children who enter school with basic knowledge of math and language skills are more likely to experience academic success, attain higher levels of education and obtain employment.

With a focus on low-performing schools, First 5 California's School Readiness program has improved the ability of families, schools and communities to prepare children for kindergarten since 2001. School Readiness programs targeted early learning and kindergarten transition; parent education and family strengthening; health screenings and treatment; and communication between early care settings and elementary schools. Parents were expected to be highly involved in School Readiness programs, since parents are regarded as a child's first and most important teacher.

With the end of the School Readiness program, the best practices from that program are being drawn into and enhanced in the Child Signature Program.



Preschool attendance is correlated with improved kindergarten readiness, and kindergarten readiness is associated with long-term achievement.

Educare

Children in low-income families typically enter kindergarten 12 to 14 months behind the national average in pre-reading and language skills. In 2011, California was ranked 33rd in the nation for the percentage of children in poverty.[5] According to the Annie E. Casey Foundation, 48 percent of children live in households with incomes below 200 percent of the federal poverty level. Economically disadvantaged children often grow up in environments lacking in cognitive, social and emotional stimulation, and support.

The Educare model was first established in 2000 to reverse these trends. Educare promotes school readiness by implementing programs that reduce the achievement gap in children ages 0 to 5. Educare targets disadvantaged children and their families, including children from low socioeconomic backgrounds who are less likely to attend high-quality preschool programs, if they attend preschool at all. The Educare model aims to strengthen the abilities of parents to support their child's learning when they enter school. Currently, there are 17 Educare centers in 11 states and the District of Columbia.

> **Child Centered: Focus all programs and activities on the needs of California's children.**
>
> *— First 5 California Guiding Principle*

The Educare approach for early education is comprehensive and research-based. Evidence shows that children who experience Educare for a full five years arrive at school performing on par with average kindergarteners, regardless of their socioeconomic standing. Educare children have more extensive vocabularies and are better able to recognize letters, numbers and colors than their peers.[6]

First 5 California is part of a public-private partnership that is committed to establishing California's first Educare school in Santa Clara County, followed by a second site being developed in Los Angeles County.

Educare of California at Silicon Valley (ECSV) is a broad partnership of national and local philanthropists, First 5 Santa Clara, the Silicon Valley Leadership Group, the Santa Clara County Office of Education, the Franklin-McKinley School District, community-based organizations, public entities and public policy makers. First 5 California Commissioner Magdalena Carrasco is a member of the ECSV Governing Board. Scheduled to be fully operational in September 2014, ECSV will serve approximately 200 children ages 0 through 5. The school will also include a Family Resource Center with comprehensive services including housing, immigration, counseling, employment assistance, health services and other supports.

Developmental Screenings and Services

Large developmental disparities exist among children ages 0 to 5 across California. Such an early readiness gap threatens later learning, development and health. The Act was intended to create programs that support disadvantaged children in California and to overcome the socioeconomic barriers that limit children's opportunities for success.

Since 1998, First 5 California and county commissions have actively promoted screenings and assessments that help identify critical issues in children with special needs. When identified and addressed early, these issues are less likely to hinder children's chances for success in school and beyond.

During FY 2011/12, First 5 California contributed $50 million to the California Department of Developmental Services to fund new developmental screening and intervention services for 17,016 infants and toddlers ages 0 to 2 entering the Early Start Program. This funding supported early assessments and intervention services provided by each child's Individualized Family Service Plan (IFSP) team. For example, assistive technology; audiology; family training, counseling and home visits; occupational and physical therapy; speech and language services; and case management. These services are provided through 21 regional centers throughout California, many of which coordinate locally with First 5 county commissions.

Teachers and care providers with higher education levels and specialized training have higher quality interactions with children resulting in positive effects on learning.

Teacher Signature Program

Child Development Focus

Teacher quality is a powerful contributor to children's learning and success. Children are supported and developed through rich teacher-child interactions from educators with the knowledge and skills to identify and support the needs of specific groups of children, including English learners. Research shows that early care providers with higher education levels and specialized training have higher quality interactions with children resulting in positive effects on learning.[7] Teacher quality is so critical that a growing number of states and the federal Head Start program have mandated that early childhood educators attain more professional development and training in the field.

High-quality programs that train and retain qualified early care providers create learning environments that stimulate and support the child through formative developmental stages. One study indicates that only 13 percent of California's low-income children are in high-quality early learning programs that teach advanced thinking skills and language development.[8]

High-quality programs that train and retain qualified early care providers create learning environments that stimulate and support the child through formative developmental stages.

CARES Plus

The Comprehensive Approaches to Raising Educational Standards (CARES) Plus program is First 5 California's Teacher Signature Program. Launched in 2010, it is designed to increase the quality of early learning programs for children ages 0 to 5 by supporting the professional development of the early learning workforce. CARES Plus is an enhancement of the original CARES Program (2000–2008) that gained national recognition from Head Start, Zero to Three, and the Center for Law and Social Policy during its tenure.

CARES Plus offers professional development opportunities in both English and Spanish for early learning educators. These opportunities include community college courses, access to online best practice learning sessions, a video library and one-on-one coaching. The primary goals of CARES Plus are to:

- Improve the effectiveness of early educators.
- Positively impact the learning and developmental outcomes of young children.
- Reduce turnover among early educators.

Through CARES Plus, First 5 California has incorporated the ***CLASS™ (Classroom Assessment and Scoring System)***, a menu of validated professional development tools for early educators developed by the University of Virginia:

- ***The CLASS™ Observation tool***—an assessment that focuses on the effectiveness of classroom interactions among teachers and children, using a common language and lens to evaluate the quality and improvement of those interactions
- ***Introduction to the CLASS™***—an online, two-hour interactive course to gain an understanding of the CLASS™ framework
- ***Looking at CLASSrooms™***—a self-paced directed study focusing on identifying and analyzing effective teacher/child interactions
- ***MyTeachingPartner™ (MTP)***—an evidence-based professional development tool focused on improving classroom interactions through intensive one-on-one coaching, classroom observation and analysis of teaching practice.

In addition to the professional development tools listed above, all CARES Plus participants are required to complete a one-hour online tobacco training module titled ***Kids and Smoke Don't Mix: A Tobacco Training for Child Care Providers and Preschool Teachers.***

One of the strengths of the Comprehensive Approaches to Raising Educational Standards (CARES) Plus model is building on local collaborations with community colleges.

CARES Plus includes a research design that will compare the assessments of teachers who either take professional development courses, participate in higher education courses or participate in the coaching pilot (MTP). This past year, more than 4,200 teachers in 34 counties participated in CARES Plus, effectively reaching more than 80,000 children. In a survey conducted by First 5 California, more than 80 percent of the teachers who responded reported that the CARES Plus program enhanced their professional development options; would enable them to stay in the field of early childhood education; and that the program would have a positive impact on the children in their care.

In addition to professional development and coaching, program elements included stipends to encourage teacher retention.

Lake County—a low-population, rural but geographically large county—designed a specialized website for CARES Plus participants, similar to the platform used for an online class. This online dashboard allows Lake County staff to communicate actively with participants throughout the year, keeping them continuously engaged. All program information is constantly updated and always at their fingertips.

Participants' professional growth plans are stored on this website, as well as CARES Plus program CORE requirements and the local program requirements. Phase I planning funds were used to develop this online system and it has assisted Lake County in addressing many of the barriers to success in their county. Shelley Mascari, who leads the Lake County CARES Plus program said, "I bring an iPad to our participant meetings, and as I sit with each participant, I log in to our Steps to Quality system and together we update the individual Professional Growth (PG) plans live and online while discussing it. At the end of the meeting, PG plans are completely updated, and comments and ideas from our discussion are included in the comment section. I believe this online addition keeps the program current and vibrant."

Funded by First 5 Sacramento since 2007, the Preschool Bridging Model Plus (PBM Plus) is a natural enhancement to the CARES Plus program, both fiscally (the First 5 Sacramento funds provide the matching dollars for CARES Plus) and programmatically. PBM Plus supports continuous, on-site technical assistance to CARES Plus participants by providing 10 Early Care and Education (ECE) Specialists who meet weekly with 120 early educators. These relationship-based sessions offer the participants the opportunity to explore—within the context of their family child care homes or center classrooms—the new knowledge and skills learned during the online training and in-person sessions.

The ECE Specialists support the participants' engagement through cycles of classroom observation and reflection, thereby identifying opportunities and overcoming barriers to integrating intentional and effective teaching practices. Program supports include computer lab, group Webinar viewing, portable WiFi and laptop access, weeknight and Saturday Component schedules, a contracted ECE class at American River College, and a commitment to continuous improvement. Feedback is provided by participants, ECE Specialists, other program partners, First 5 California and First 5 Sacramento. The PBM Plus/CARES Plus program has resulted in less participant turnover, higher program completion rates, and stronger program outcomes, including improved CLASS™ scores and enriched teacher-child interactions.

> **Quality Standards:**
> **Incorporate the highest quality, evidence-based standards when assessing program effectiveness.**
>
> *— First 5 California Guiding Principle*

First 5 California's preschool programs are improving the lives of California's young children and preparing them for tomorrow's challenges.

Parent Signature Program

Family Functioning and Child Health Focus

A parent is a child's first teacher. The more information and support that parents have to strengthen their own family's success and resilience, the more likely that young children will learn the habits they need to be self-assured and ready to learn when they get to school. First 5 California assists families by offering information, support, guidance and referrals through its Parent Signature Program. The importance of child health to school readiness and early elementary success is well established. Children's overall health can make a difference in how well they will do in school. A child who is sick, has undiagnosed visual or hearing problems, developmental delays or neglected dental disease might miss class, struggle in school and even have learning problems. The alarming rise in childhood obesity is particularly severe in California—the Centers for Disease Control reports that 15 to 20 percent of low-income preschoolers in the state are obese.[9] The accompanying risk of current and chronic disease among at-risk young children further stunts their ability to achieve their highest potential in school. The Parent Signature Program strives to provide parents with the information, resources and advice that can help them raise healthier children.

> **Diversity: Ensure that families from all of California's diverse populations connect to services needed to succeed.**
>
> *— First 5 California Guiding Principle*

The Parent Signature Program provides information and support to parents in both traditional and new ways, including print media, television and radio, social media and other messaging in six languages, reflecting the rich diversity of California.

Kit for New Parents

First 5 California's award-winning *Kit for New Parents* is the flagship project of its Parent Signature Program. The *Kit* targets hard-to-reach and low-income populations, providing information and tips for first-time parents, grandparents and caregivers.

Since 2001, First 5 California has distributed the *Kit* free-of-charge to local hospitals physicians and community groups to reach new parents. The *Kits* are available in English, Spanish, Cantonese, Korean, Mandarin and Vietnamese, and include a practical guide for the first five years, a health handbook, and other important information on literacy and learning, child safety, developmental milestones, finding quality child care and more. County commissions are encouraged to add local references and resources to the *Kit* to help steer parents to services in their own community.

To date, 3.4 million *Kits* have been distributed throughout California since 2001, with 332,000 being distributed this fiscal year alone. In February 2011, the *Kit* was redesigned with streamlined content and environmentally-friendly packaging.

First 5 California assists families by offering information, support, guidance and referrals through its Parent Signature Program.

Hands-On Health Express

As part of its comprehensive outreach campaign that seeks to reach families in their homes and where they go, First 5 California takes its show on the road with its Hands-On Health Express—a colorful truck full of engaging activities that schedules appearances in all 58 counties. The Hands-On Health Express features "Edutainers" who seek to educate parents and entertain children in a traveling, interactive exhibit to teach families how to incorporate fresh foods and physical activity into their everyday lives. In FY 2011/12, the truck traveled to more than 100 schools, community festivals, county fairs and other family oriented events, making appearances in even the smallest rural communities and directly engaging with more than 62,000 families who leave with First 5 resources.

Parent Education Website and Social Media

Another component of the Parent Signature Program is First 5 California's Parent Education Website, which features practical advice for parents with a focus on accessible information based on early childhood best practices and research.

According to a recent Public Policy Institute of California study, Californians of all ethnicities have dramatically increased their access to the Internet via a smart phone or cell phone.[10] The Parent Education Website has been designed for clear viewing on these devices, as well as on tablet computers.

Since its launch in 2009, the Parent Education Website (www.first5california.com/parents) has received more than three million visits. Relaunched in April 2012, the new site generated more than 1.1 million hits from April through September, representing an 89 percent increase from the same time period the previous year. The site covers health, education, literacy development, smoking cessation and more. The content and usefulness of the site is regularly tested with focus groups to ensure the most engaging and useful information for families. Parents can download information, view videos and cooking demonstrations, and even upload pictures of their children into a First 5 gallery. The most recent videos contain information on healthy beverages, nutrition, physical activity and language development that further drive hundreds of thousands of visitors to the website.

The First 5 California website also links to its social media tools, including Facebook and Twitter. The First 5 California Facebook page boasts more than 42,000 "likes" and generates nearly 243,000 unique visitors per week. First 5 California's Facebook page engages with more than 50 fans on an everyday basis. Its Twitter account has 7,500 followers who receive daily bits of information about early childhood development and wellness that parents, care providers and teachers can use to improve or inspire their relationship with young children.

Smoking Cessation

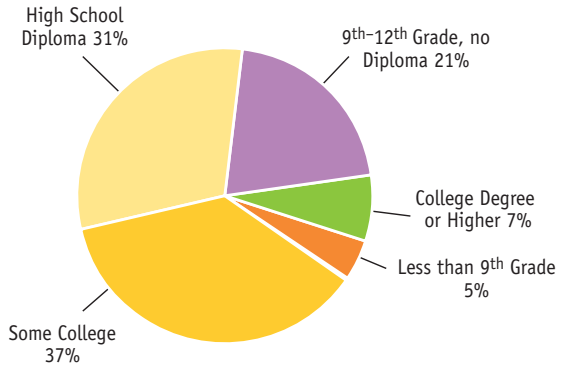
To protect young children and promote healthier families, First 5 California is committed to eliminating the illness and threat to early childhood development caused by exposure to tobacco smoke. From the prenatal stage to age five, children undergo a crucial development process and are particularly vulnerable to this serious health risk.

Parental smoking and secondhand smoke exposure have been linked to a range of ailments in babies and young children including, asthma, ear infections, pneumonia, bronchitis and Sudden Infant Death Syndrome (SIDS). To reduce the incidence of these health problems, and to help smokers quit, in FY 2011/12, First 5 California supported the California Smokers' Helpline with $1 million for tobacco cessation services for parents and caregivers of young children.

The toll-free Helpline (1-800-NO-BUTTS) provides one-on-one telephone counseling, self-help materials and referrals to local resources. Its counselors follow protocols that are scientifically proven to double the rate of successful long-term quitting. Counselors work with callers to help them develop a quit plan, then proactively follow up throughout the quitting process to help them stay on track. Services are provided in English, Spanish, Mandarin, Cantonese, Korean and Vietnamese.

In FY 2011/12, First 5 California's investment provided Helpline services for 364 pregnant smokers and 6,549 tobacco-using parents or caregivers of children ages 0-5 (including 144 who were both pregnant and had a child 0-5). Tobacco users

EXHIBIT 6: California Smokers' Helpline—Education Level of Callers in FY 2011/12

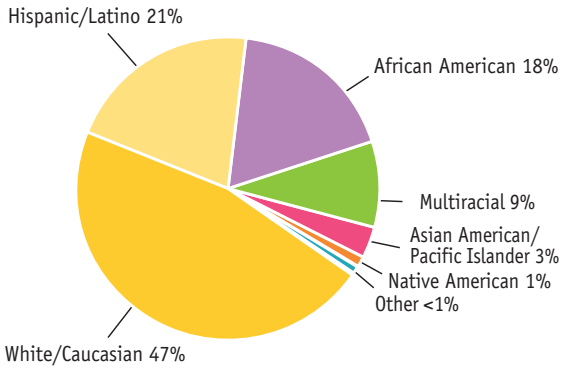


The percentages in this chart may not add to 100 due to rounding.
Source: County Revenue and Expenditure Summary, November 2012

of lower educational and/or ethnic minority backgrounds were well represented among Helpline callers. See Exhibits 6 and 7 for breakdowns by education and race/ethnicity, respectively.

A first-of-its-kind marketing campaign urging obstetric and pediatric providers to refer smokers to the Helpline generated an estimated 300,000 gross impressions throughout the state. Images for First 5 California's Helpline ads are shown on the right.

EXHIBIT 7: California Smokers' Helpline—Race/Ethnicity of Callers in FY 2011/12



The percentages in this chart may not add to 100 due to rounding.
Source: County Revenue and Expenditure Summary, November 2012

> **A first-of-its-kind marketing campaign urging obstetric and pediatric providers to refer smokers to the Helpline (1-800-NO-BUTTS) generated an estimated 300,000 gross impressions throughout the state.**

First 5 California and the Helpline also launched two online training modules for CARES Plus program participants. Entitled "Kids and Smoke Don't Mix" and "Los Niños y el Humo del Tabaco no se Mezclan," the modules give child care providers and pre-school teachers the knowledge and skills they need to encourage smoking parents to quit, refer them to the Helpline for counseling, and protect children from secondhand smoke. In FY 2011/12, 4,056 individuals completed this training, including 2,995 CARES Plus participants (2,706 English and 289 Spanish) and 1,061 non-CARES Plus participants (947 English and 114 Spanish).

Quality preschool and child care, along with parenting education programs and home visits, support a family's ability to achieve self-sufficiency.

First 5 County Commission Program Result Areas

First 5 county commissions are required to report annual expenditure and service data on their programs to First 5 California. First 5 California adopted guidelines to standardize data collection. Counties report program service data under four result areas: Family Functioning, Child Development, Child Health and Systems of Care (see Appendix A). These data are presented below and have been aggregated to the state level. Data reported are from programs that are funded by both local and state First 5 funds.

Family Functioning

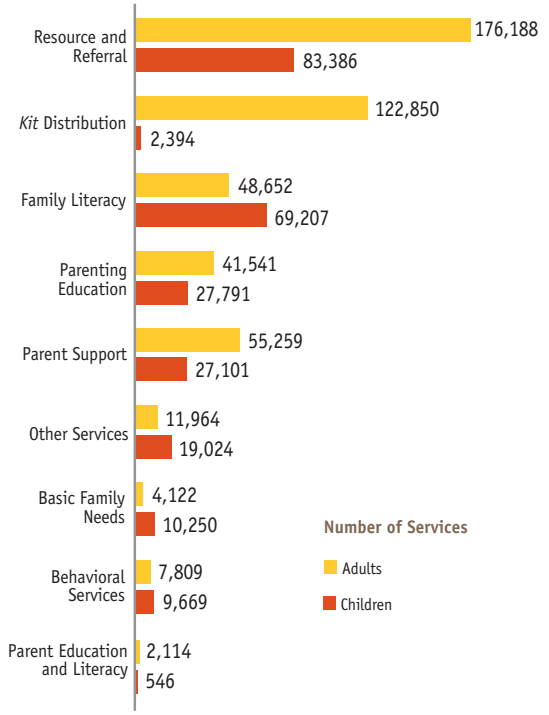
Family Functioning services provide parents, families and communities with timely, relevant and culturally appropriate information, services and support. Services include:

- Increasing parent education and literacy
- Providing referrals to community resources
- Supplying basic needs such as food and clothing

In FY 2011/12, First 5 California provided 249,368 services to improve family functioning to children ages 0 to 5 and 470,499 services to parents, guardians, primary caregivers, relatives and providers.

Exhibit 8 displays the number of services provided to children ages 0 to 5 and parents, guardians, primary caregivers, relatives and providers.

EXHIBIT 8: Family Functioning–Total Number of Services Provided to Children Ages 0 to 5 and Adults in FY 2011/12 by Service

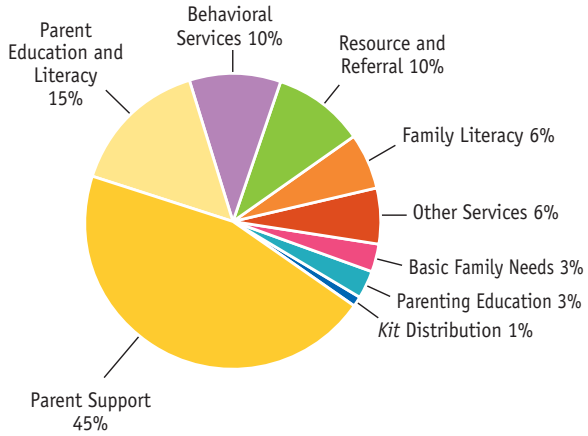


Source: County Demographic Worksheet, November 2012

While children and adults from all ethnic groups received services, for those reporting an ethnicity, Latinos were the largest recipient group (64 percent). For children reporting a primary language, services were provided to Spanish speakers 38 percent of the time and English speakers 59 percent of the time.

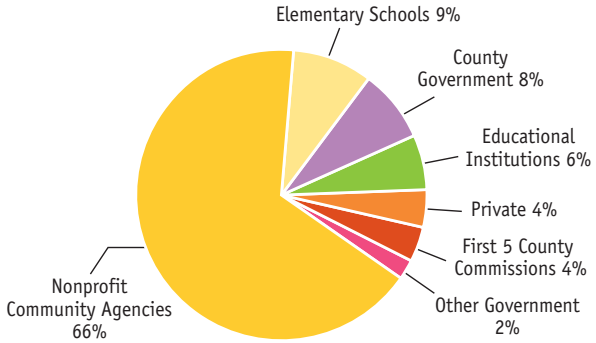
In FY 2011/12, county commissions expended $107 million to improve Family Functioning. Exhibit 9 shows the distribution of expenditures by service category. Schools and educational institutions,

EXHIBIT 9: Family Functioning–Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2011/12 by Service



Source: County Revenue and Expenditure Summary, November 2012

EXHIBIT 10: Family Functioning–Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2011/12 by Provider



Source: County Revenue and Expenditure Summary, November 2012

nonprofit community-based agencies, government agencies, private institutions and First 5 county commissions provided services to children and adults in order to improve Family Functioning. Exhibit 10 displays distribution of expenditures by provider type. Nonprofit community-based agencies received 66 percent of all Family Functioning expenditures in FY 2011/12.

First 5 county commissions provide a wide array of programs designed to meet the unique needs of their communities. Each county commission evaluates its programs to determine whether they

are making an impact on the population the county serves. For example, below you will find evaluation highlights for programs targeted to improve Family Functioning in First 5 Sierra and First 5 Solano.

Sierra County is a rural county in the Sierra Nevada mountains with a population of 3,113 (2011 estimate). First 5 Sierra funds the Sierra County Family Resource Center which supports low-income families with children ages 0 to 5. The Family Resource Center provides a variety of wrap-around services, including children's advocacy, a food pantry, parenting classes, counseling services, rental assistance, medical gas vouchers, car seats, bicycle helmets and a coat closet. First 5 Sierra collects data on service recipients and analyzes it to help improve service provision thereby maximizing access and impact. In FY 2011/12, participation across services provided by the Sierra County Family Resource Center increased by seven percent. First 5 Sierra continues to provide these critical safety-net services to assist low-income families with children ages 0 to 5 in Sierra County.

Solano County is situated midway between Sacramento and San Francisco with a population of 416,471 (2011 estimate). First 5 Solano's mission—*All Solano County children are loved, healthy, confident, eager to learn, nurtured by their families, caregivers and communities*—can only be realized if families have education, services and support. Home visitation is a targeted, intensive parent support service designed to increase knowledge and skills ultimately improving overall family functioning. In FY 2011/12, First 5 Solano conducted home visitation to 216 high-risk families grappling with multiple challenges including children with mental health issues. In addition, 92 percent of the visited families increased their scores in the Family Functioning domain as measured by the Family Development Matrix assessment.

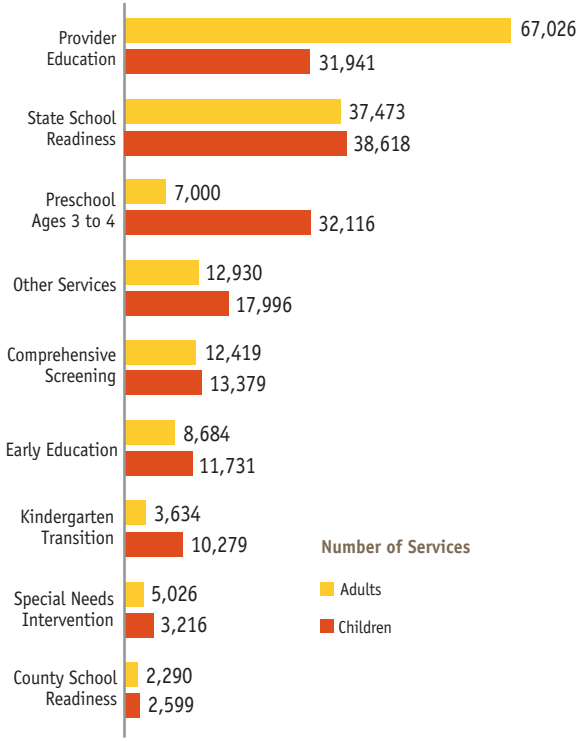
Family Focus: Support families as children's primary caregivers and first teachers.

— First 5 California Guiding Principle

Child Development

Child Development services increase access and quality of early education and learning. These services include free, high-quality preschool, special needs assessment and intervention, and school readiness programs.

EXHIBIT 11: Child Development–Total Number of Services Provided to Children Ages 0 to 5 and Adults in FY 2011/12 by Service



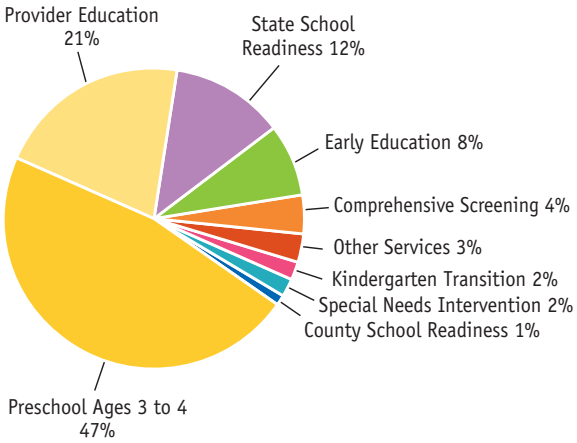
Source: County Demographic Worksheet, November 2012

In FY 2011/12, First 5 delivered 161,875 child development services to children ages 0 to 5 and 156,482 services to parents, guardians, primary caregivers, relatives and providers. Exhibit 11 shows the number of services provided to children ages 0 to 5 and adults in each child development service category. While children and adults from all ethnic groups received these services, for those reporting an ethnicity, services were delivered to Latinos most often (70 percent). For those children reporting a primary language, 49 percent of services were delivered to those speaking Spanish and 47 percent to those speaking English.

In FY 2011/12, county commissions expended $181 million to improve Child Development. Exhibit 12 shows the distribution of expenditures by service category. Schools and educational institutions, nonprofit community-based agencies, government agencies, private institutions, and First 5 county commissions provided services to children and adults in order to improve Child Development. Exhibit 13 shows distribution of expenditures by provider. In FY 2011/12, elementary schools received 18 percent of all expenditures to improve Child Development.

Each county commission implements and evaluates a variety of programs across all the result areas to increase the wellbeing of children ages 0 to 5

EXHIBIT 12: Child Development–Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2011/12 by Service

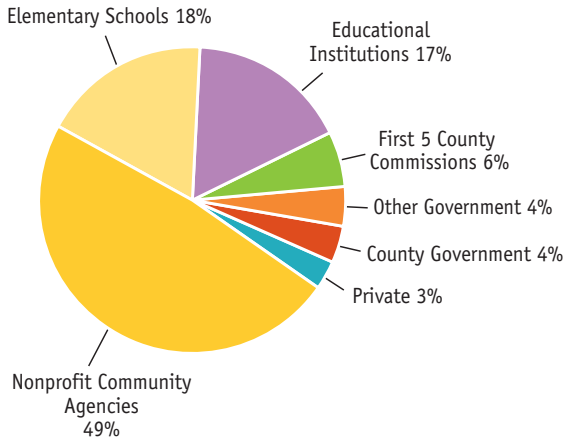


Source: County Revenue and Expenditure Summary, November 2012

and their families. What follows are evaluation highlights from Child Development programs implemented in First 5 Trinity and First 5 Tehama.

Trinity County is a rural county located in the northwestern region of California. It has a population of 13,723 (2011 estimate) and the county seat is Weaverville. First 5 Trinity supports the Weaverville Parent Nursery School which admits children ages 2 through 5. Parents are required to volunteer in the classroom and they learn how to incorporate the "6 Pillars of Character" (trustworthiness, respect, responsibility, fairness, caring and citizenship) into daily activities. Children are evaluated three times a year using the Trinity County Office of Education Content Standards, which is a standardized evaluation tool for 3- and 4-year-olds assessing kindergarten readiness in terms of social emotional, cognitive and developmental milestones. In June 2011, 98 percent of children made progress towards kindergarten readiness and in June 2012, 97 percent of children were able to self-regulate emotions, practice good citizenship and had developed age-appropriate academic skills.

EXHIBIT 13: Child Development–Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2011/12 by Provider



Source: County Revenue and Expenditure Summary, November 2012

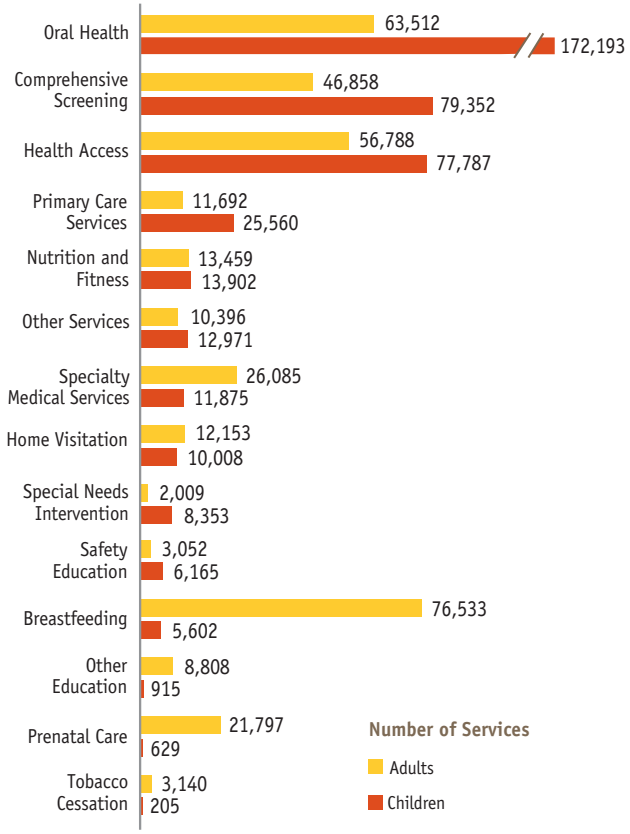
Particularly impressive was additional support that two struggling families received which resulted in their children improving their social skills and kindergarten readiness.

Tehama County is a north-central county with a population of 63,601 (2011 estimate). First 5 Tehama's School Readiness Project provides parenting classes, playgroups, screenings and home visits. In FY 2011/12, among families receiving home visits, all families had health insurance after six months of service compared to 97 percent at entry; 86 percent had preventive care for their child compared to 84 percent at entry; 94 percent had up-to-date preventive oral health care compared to 60 percent at entry; and, 95 percent of families read to their children at least three times a week compared to 77 percent at entry. Family literacy and child health help provide a strong foundation allowing children to enter school ready to learn.

Child Health

First 5 county commissions fund Child Health services that promote health through identification, treatment and elimination of risks that threaten health, and cause developmental delays and disabilities. These services are far ranging and include prenatal care, oral health, nutrition and fitness, tobacco cessation support and intervention for children with special needs.

EXHIBIT 14: Child Health–Total Number of Services Provided to Children Ages 0 to 5 and Adults in FY 2011/12 by Service



Source: County Demographic Worksheet, November 2012

In FY 2011/12, First 5 provided 425,517 services designed to improve Child Health to children ages 0 to 5 and 356,282 services to parents, guardians, primary caregivers, relatives and providers.

EXHIBIT 15: Child Health–Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2011/12 by Service

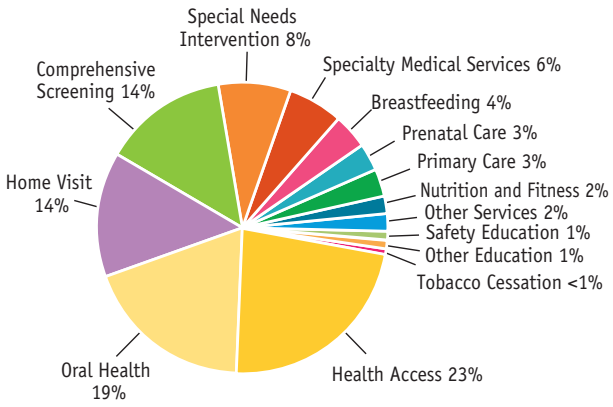
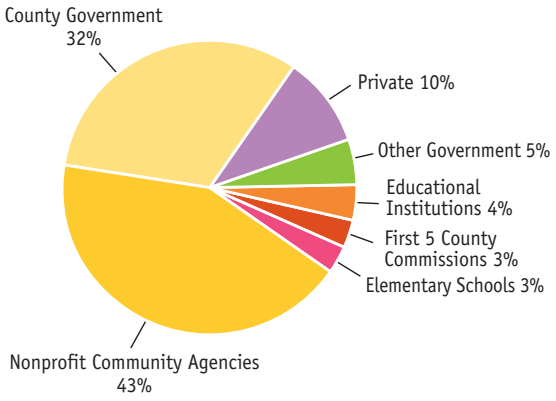


EXHIBIT 16: Child Health–Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2011/12 by Provider



Source: County Revenue and Expenditure Summary, November 2012

Exhibit 14 shows the number of services provided to children ages 0 to 5 and adults for each Child Health service category. While children and adults from all ethnic groups received services, for those reporting an ethnicity, services were most commonly provided to Latinos (69 percent). For children who reported a primary language, services were delivered to those speaking Spanish 46 percent of the time and English 50 percent of the time.

In FY 2011/12, county commissions expended $104 million to improve Child Health. Exhibit 15 shows the distribution of expenditures by service category. Schools and educational institutions, nonprofit community-based agencies, government agencies, private institutions and First 5 county commissions provided services to children and adults in order to improve Child Health. Exhibit 16 shows distribution of expenditures by provider. Community-based agencies accounted for 43 percent of all expenditures to improve Child Health in FY 2011/12.

Mendocino County is a coastal county with a population of 87,553 (2011 estimate). First 5 Mendocino has embarked on a multi-faceted strategy to combat childhood obesity. Research has shown that breastfed infants are less likely to become obese. First 5 Mendocino uses social marketing to normalize breastfeeding and provide information on breastfeeding support for new mothers. Nutrition and exercise are promoted through programs such

as community gardens and SPARK (Sports, Play and Active Recreation for Kids), an innovative physical activity program that has been honored as an "Exemplary Program" by the U.S. Department of Education. The CalFresh program provides food stamps to low-income families to help ensure food security. First 5 Mendocino also offers healthy eating and cooking classes to teen parents. Through these initiatives and more, First 5 Mendocino is preventing and reducing childhood obesity in its communities.

First 5 county commissions seek to provide families most in need with services that prepare children to enter school ready to learn and thrive.

Stanislaus County is located in the heart of central California and has a population of 518,522 (2011 estimate). In an effort to increase parent education about safety and prevention of injuries First 5 Stanislaus facilitated the education of 7,772 parents about Shaken Baby Syndrome (SBS). As a result, in 2011 and 2012 there was only one documented SBS case in Stanislaus County.

First 5 Stanislaus also facilitated three community presentations designed to educate parents about the need to restrain young children in cars and the best means of restraint. This resulted in 96 car seats being inspected by certified technicians and 71 car seats were replaced during two follow-up events. These activities contributed to the reduction in avoidable injuries to Stanislaus County children ages 0 to 5.

Systems of Care

Systems of Care addresses system-wide structural supports which allow county commissions to effectively work towards achievement in the other three result areas of Family Functioning, Child Health and Development. For example, interagency collaboration allows coordinated wrap-around efforts from multiple organizations providing targeted services. Since this result area is at a systems level, counties do not report number of children and adults served. Expenditure data indicates that for FY 2011/12, county commissions expended $69 million to improve Systems of Care.

El Dorado County has a population of 180,938 (2011 estimate) and is located in the Sierra Nevada mountains and foothills of California. In an effort to improve its Systems of Care, First 5 El Dorado has implemented community-based leadership groups representing children ages 0 to 5 and their families. These community strengthening groups meet regularly

to discuss strategies for increasing awareness of and access to services. In FY 2011/12, the Western Slope Ready by 5 group met eight times with 23 partners to discuss multiple services focusing on safety and the promotion of healthy social and emotional development. The South Lake Tahoe Collaborative met 11 times with 28 partner agencies to discuss multiple topics including childcare, vaccinations, oral health, nutrition and mental health. The Divide Ready by 5 group met 10 times with 21 partners to discuss and promote school readiness, health insurance and the promotion of myriad services at community events. These efforts capture a county-wide collaborative effort to share information and resources to maximize access and impact of services targeted to children ages 0 to 5 and their families.

Tulare County is located in the Central Valley and has a population of 449,253 (2011 estimate). In an effort to bring awareness of child abuse and neglect to Tulare County, First 5 Tulare and the Child Abuse Prevention Council sponsored The Lisa Project. This project is a traveling, educational exhibit depicting scenes and stories of child abuse and neglect. The purpose is to raise awareness and empower the community to protect children and strengthen families. Over 200 volunteers worked in the exhibit, which drew approximately 5,661 people. Of those who attended, over 250 indicated an interest in becoming an advocate and over 100 indicated an interest in foster parenting. In FY 2011/12, The Lisa Project was featured in *0 to 5 in 30 Minutes!* a weekly, half hour television program sponsored by First 5 Tulare and First 5 Fresno, focusing on issues important to parents and caregivers of children from the prenatal stage to five years old.

Summary

First 5 California's comprehensive approach to early childhood education seeks to provide services for children, families and educators in the home and in the classroom to ensure children enter school ready to learn. Our current Child, Teacher and Parent Signature Programs were developed based on the most current research on childhood development and on the diverse needs of California families. The State and county commissions provide multiple services to families and their children ages 0 to 5 to ensure the family functions in a way that encourages healthy and lasting development inside the home, school and in the community. Our programs are continually evaluated for their effectiveness and updated to serve the needs of individual counties. Together, First 5 California and the county commissions seek to provide families most in need with services that prepare children to enter school ready to learn and thrive.

Appendix A: First 5 California Result Areas and Services

Result 1: Improved Family Functioning

Providing parents, families, and communities with relevant, timely and culturally appropriate information, education, services and support.

Services

- **Behavioral, Substance Abuse, and Other Mental Health Services**
  Behavioral and mental health services, substance abuse services, treatment, and counseling and/or therapy for children or adult family members, including play, parent-child interaction approaches, child-abuse counseling and family therapy.
- **Adult Education and Literacy for Parents**
  Education, training, ESL classes, literacy and/or a General Equivalence Diploma (GED).
- **Community Resource and Referral**
  Programs that provide referrals or service information about various community resources, such as medical facilities, counseling programs, family resource centers and other supports for families; for instance, 211 services or community resource reporting.
- **Distribution of *Kit for New Parents***
  Programs that provide and/or augment the First 5 California *Kit for New Parents* to new and expectant parents (e.g., a hospital visitation program to new mothers), as well as caregivers of children 0 to 5.
- **Family Literacy Programs**
  Programs designed to increase the amount of reading that parents do with their children. Programs may include educating parents about the benefits of reading or looking through books (e.g., Even Start, Reach Out and Read, Raising a Reader).
- **Provision of Basic Family Needs (e.g., Food, Clothing, Housing)**
  Meals, groceries or clothing provided through programs such as food pantries and store certificates, emergency funding or household goods acquisition assistance, temporary or permanent housing acquisition assistance, and related case management.
- **Targeted Intensive Parent Support Services**
  Intensive and issue specific support services to families at risk including home visitation, long-term classes or groups, or other intensive support for parents or expectant parents to increase knowledge and skills related to parenting and improved family functioning.
- **General Parenting Education Programs**
  Short-term, non-intensive instruction on general positive parenting topics.

Result 2: Improved Child Development

Increasing the quality of and access to early learning and education for young children.

Services

- **Preschool for 3- and 4-year-olds**
  Preschool for 3- and 4-year-olds distinct from a comprehensive school readiness program. Includes funding pre-existing spaces or spaces in programs with the intensity and quality similar to Power of Preschool criteria.
- **State School Readiness Programs and Local Match**
  State and local match-funded services under the State Commission's School Readiness Initiative, designed to improve children's readiness for school.
- **Local School Readiness (Mirror Programs)**
  County commission-based School Readiness programs funded solely by county commission dollars that are "mirror" programs to the State School Readiness Program.
- **Comprehensive Developmental Screening and Assessment**
  Screening and diagnostic services including behavioral, mental health, developmental and physical health. This includes screening programs that measure cognitive/intellectual functioning, language and communication skills, social and emotional development, and perceptual/motor functioning to identify children who show developmental delays. These services determine the nature and extent of a problem and recommend a course of treatment and care.
- **Targeted Intensive Intervention for Children Identified with Special Needs**
  Programs that identify children with special needs and provide intensive and specific services to those children. Children with disabilities and other special needs refers to those children who are between birth and 5 years of age and meet the definition of "special needs."
- **Early Education Programs for Children (other than School Readiness and Preschool for 3- and 4-year olds)**
  Quality intensive educational activities and experiences for children intended to foster social, emotional and intellectual growth, and prepare them for further formal learning.
- **Early Education Provider Programs**
  Training and educational services, supports and funding to improve the quality of care or facilities. This includes Comprehensive Approaches to Raising Educational Standards, facility grants, and supply grants to providers.
- **Kindergarten Transition Services**
  Classes, home visits, or other activities designed to help children be more comfortable and accustomed to the learning environment, expectations, activities and school personnel when they enter kindergarten. This category also includes individual child learning plans and school-wide transition plans.

Result 3: Improved Child Health

Promoting optimal health through identification, treatment, and elimination of the risks that threaten children's health and lead to developmental delays and disabilities in young children.

Services

- **Breastfeeding Assistance**
  Education related to the benefits of breastfeeding, including classes to women, families, employers and the community, as well as breastfeeding support services to women.
- **Nutrition and Fitness**
  Information and services about nutrition, fitness, and obesity prevention for the 0 to 5 population; this includes programs to teach the basic principles of healthy eating, food handling and preparation, and the prevention of illness.
- **Other Health Education**
  Information and services about health other than nutrition, fitness and obesity prevention.
- **Health Access**
  Health insurance, premium support and enrollment assistance programs that ensure use of health services, strategies to retain health insurance and insurance premium payments or subsidies.
- **Home Visitation for Newborns and Their Families**
  Home visitation services to promote and monitor development of children ages 0 to 2.
- **Oral Health**
  Dental screenings, checkups, cleanings, preventive and acute treatments, and education on preventive care. May include training for providers as well as for children and families.
- **Prenatal Care**
  Education, treatment and counseling to promote healthy pregnancies and deliveries.
- **Primary Care Services (e.g., Immunizations, Well Child Checkups)**
  Medical care services to children ages 0 to 5 including preventive, diagnostic and therapeutic care by a licensed healthcare professional.
- **Comprehensive Screening and Assessment**
  Screening and diagnostic services including behavioral, mental health, developmental and physical health. Includes screening programs that measure cognitive/intellectual functioning, language and communication skills, social and emotional development, and perceptual/motor functioning to identify children who show developmental delays. These services determine the nature and extent of a problem, and recommend a course of treatment and care.
- **Targeted Intensive Intervention for Children Identified with Special Needs**
  Programs that identify children with special needs and provide intensive and specific services to those children. Children with disabilities and other special needs refers to those children who are between birth and 5 years of age and meet the definition of "special needs."
- **Safety Education and Intentional and Unintentional Injury Prevention**
  Programs that disseminate information about child passenger and car safety, fire safety, water safety, home safety (childproofing) and the dangers of shaking babies. Includes education on when and how to dial 911, domestic violence prevention and intentional injury prevention. Referrals to community resources that focus on these issues may also be included.
- **Specialty Medical Services**
  Emergency and critical care services for children ages 0 to 5 who require specialty care or have an illness or injury that requires immediate, short-term intervention or other specialty care services including care for chronic childhood illnesses. This category also includes follow-up on medical conditions or concerns identified from health/developmental screenings, such as autism, vision or asthma.
- **Tobacco Cessation Education and Treatment**
  Education on tobacco-related issues and abstinence support for participants using tobacco products. Includes providing information on reducing young children's exposure to tobacco smoke.

Result 4: Improved Systems of Care

Implementing integrated, comprehensive, inclusive, and culturally and linguistically appropriate services to achieve improvements in one or more of the other Result Areas.

Services

- **Service Outreach, Planning, Support, and Management**
  General planning and coordination activities, program monitoring, technical assistance and support, support for interagency collaboration, support for services to diverse populations, contract administration, program database management, program support and oversight activities.
- **Provider Capacity Building, Training, and Support**
  Provider training and support to improve their capacity to participate and deliver services to families with young children. Includes business planning, grant writing workshops, sustainability workshops and large community conferences or forums.
- **Community Strengthening Efforts**
  Community awareness and educational events on a specific early childhood topic or promoting broad awareness of the importance of early childhood development.

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The enclosed disk contains a full PDF version of this Annual Report and the *California State Controller's Annual Report to the First 5 California Commission*. In addition, view a PDF version of the *First 5 California 2011-2012 Annual Report* at *www.ccfc.ca.gov*.

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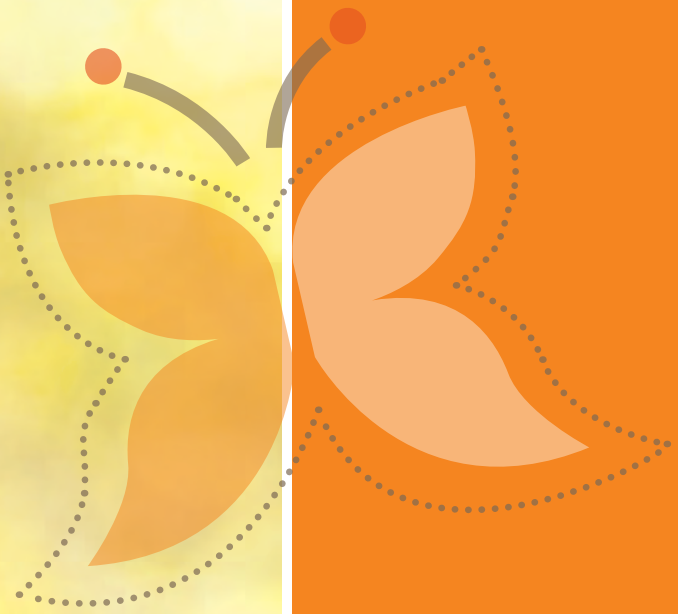
This annual report was prepared in conjunction with the Institute for Social Research, California State University, Sacramento.



Our Vision

All children in California enter school ready to achieve their greatest potential.

— First 5 California Vision Statement

First 5 California

California Children & Families Commission

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FIRST 5 CALIFORNIA℠

30% post-consumer waste

AGENDA ITEM 3

JUNE 19, 2013 **3**

Subject	Strategic Plan Review
Recommendations	Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Strategic Plan for 2010-2015 to confirm the Plan will be active for the forthcoming fiscal year. (Affected Districts: All) (Presenter: Cindy Faulkner, Operations Manager, 387-1504)
Background Information	The current Strategic Plan encompasses First 5 San Bernardino's Guiding Principles, Vision and Mission outlining coordinated and comprehensive systems of support to strengthen children, families and communities. Focus areas of the Strategic Plan include Health, Education, Family and Community. Each focus area includes specific strategies to obtain outcomes for each particular focus area. First 5 San Bernardino invests in programs based on percentages designated to each focus area which is identified in the Strategic Plan and is in alignment with the Fiscal Year 2013 – 2014 proposed Budget. In accordance with the Children and Families Act of 1998 130140. (C) (iii) and (E), county commissions shall, on at least an annual basis, be required to periodically review its Strategic Plan and to revise the plan as may be necessary or appropriate. In addition to reviewing the Strategic Plan a public hearing is required on its periodic review before any revisions to the plan are adopted. As First 5 San Bernardino continually evaluates the long term outcomes and sustainability of its many funded programs, systems and services, the First 5 Advisory Committee has been tasked with the research, review and development of recommendations to the Commission for revision of the Strategic Plan effective with fiscal year 2015/16. A Strategic Plan Revision subcommittee has been established from within the Advisory Committee members as well as a Data and Research Subcommittee. The latter will serve as an ongoing resource assisting the Strategic Plan Revision subcommittee as information is needed. Although the mission and vision for First 5 San Bernardino will not change, as these are set with the purpose of the Prop 10 Act, the Advisory Committee and subcommittees will be asked to ensure that First 5 San Bernardino's goals, strategies and outcomes align with the Countywide Vision, especially related to the Cradle to Career continuum. With the many policy and focus changes occurring especially in the health and education arenas, such as the Affordable Care Act and Obama's Preschool Initiative, the First 5 Advisory Committee will be working on determining priorities and making recommendations to changes in the Strategic Plan that may support securing outside funding and adding additional value to services with optimal maximized outcomes. Priorities will be determined based on reliable data sources that speak to the needs of the children and families in San Bernardino County. The current Strategic Plan covering fiscal years 2010-2015 requires no changes and will support the work of the Commission over the next program year.

Financial Impact	None
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

AGENDA ITEM 4
JUNE 19, 2013 **4**

Subject	Children and Families Commission for San Bernardino County – First 5 San Bernardino Office Relocation
Recommendations	Authorize negotiation of lease at recommended site of 735 Carnegie Drive, Suite 150 in San Bernardino. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
Background Information	On May 15, 2013, Commission received information about the near completed evaluation of relocation sites for the First 5 San Bernardino office and approved a one-time expense not to exceed $650,000 for said move in FY 2013/14. First 5 staff commissioned Real Estate Services to secure information on each site and obtain preliminary lease offers. First 5 executive staff evaluated 26 sites determined to be reasonably priced and able to support the on-going operation in the best interest of the Commission. The evaluation process allowed First 5 staff to narrow the selection down to three considerations: 275 W. Hospitality Avenue, 290 No. D Street (Vanir Towers), and 735 Carnegie Drive. The day to day operation of First 5 San Bernardino is optimized by additional space to support frequent community functions, contractor convenings, technical assistance and training meetings, and increased staffing. First 5's current lease space at 330 No. D Street, Suite 500, is 12,793 square feet. The property at 275 W. Hospitality offers 14,729 square feet and 290 No. D Street offers 13,865. The recommended location for which approval is being sought is 735 Carnegie Drive, Suite 150 in San Bernardino which offers 14,626 square feet in usable space and 796 square feet designated as common area for a total rentable square footage of 15,422 square feet. Real Estate Services advised the Commission in February, that with today's market, First 5 could plan to pay upwards of $60,000 per year more in lease payments. The recommended site actually comes in at $59,317 more than the current lease, with an additional 2,683 square footage. The preferred site of 735 Carnegie Drive, Suite 150 is nearly "move-in" ready. There is existing office space to accommodate 22 of the 27 First 5 staff members. The tenant improvements required include reducing the overall leased space from 18,060 square feet to 14,626 square feet, building out 2 additional offices, converting an existing mail room to an office and adding a new corridor. The landlord is offering a lease term that is based on 10 years with two-five year options. The base rental rate is $1.65 per square foot and is subject to 3% annual increases. The landlord is offering the rental space as "turn key" which means that the tenant improvements needed are included in the base rental rate and will not be a separate cost to the Commission and not amortized over the term of the lease. In addition, the landlord is offering free rent for 5 months over 5 years. This in essence reduces the first years cost per square foot from $1.65 to $1.51 and this reduction is realized through the first 5 years of the lease. The proposed lease agreement allows that First 5 shall have the one (1) time right to terminate the lease at the end of the sixtieth (60th) month of the initial lease term

with a twelve (12) months prior written notice. The penalty for such termination shall be Three Hundred Thousand Dollars ($300,000).

The 735 Carnegie Drive, Suite 150 location is ideal for the public and private traffic, including parents and providers, which First 5 frequently hosts in its operation. It features a large 2,000 square foot conference room (60'x36') which includes set-up for overhead projection and pull down screens, as well as a medium, 900 square foot conference room (42'x22), and built in provisions for storage of conference room equipment such as chairs, tables, podiums, etc.

The site offers professional amenities and can be easily utilized as needed for monthly Commission meetings with secure and ample parking. The first floor location and open layout of the office space supports our organization's special needs around ADA compliance. A loading dock on site ensures safe and non-injurious delivery and storage of the many supplies and product deliveries First 5 receives for Community Engagement activities.

The site configuration allows for conference space actually within the executive office and supports the efforts to continue to build the First 5 team environment while promoting maximum efficient, effective and quality work production. The 735 Carnegie, Suite 150 location is ideal for the placement of the Kelly Torres Resource Center/Children's Room, and has an impressive employee break area and kitchen space for preparation of food service for the many functions held at the First 5 office that include these provisions for the participants. There are 60 parking spaces that come with the lease of this space plus additional unassigned parking as needed for visitors. Security badge entry is supported 24 hours per day and the site is patrolled by Securitas.

Aside from the tenant improvements, other costs associated with relocation include such things as payment for Real Estate Services support, site visits, CAD drawings, office company design/layouts and quotes, purchase of furniture, purchase of cubicles, Information Services Department (ISD) support, and actual moving from the old and set up of the new office. A significant savings in this cost is represented by the tenant improvements included in the base rent as offered by the perspective landlord. Costs for relocating to the recommended site of 735 Carnegie Drive, Suite 150 are not expected to exceed the $650,000 one-time cost for moving which was approved by the Commission on May 15, 2013 for FY 2013/14.

First 5 San Bernardino seeks authorization to negotiate a lease with terms and agreements as outlined above for space at 735 Carnegie Drive, Suite 150, San Bernardino. Negotiated lease will be brought back before the Commission for final approval.

Financial Impact

Financial impact is estimated at $650,000 for relocation and $59,317 in rent increase for the first year, FY 2013/14. Exact financial impact would be provided once known and with any further recommendation for approval.

Review

Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

AGENDA ITEM 5
JUNE 19, 2013 **5**

Subject	Children and Families Commission – First 5 San Bernardino Serve Notice of Lease Termination
Recommendations	Authorize termination of Contract AIC0002Y09 with service of 120 Day Notice of Lease Termination at 330 No. D Street, Suite 500, San Bernardino (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
Background Information	Per Contract AIC0002Y09, the current executed lease at 330 No. D Street, Suite 500, San Bernardino, the Children and Families Commission - First 5 San Bernardino shall have the right to terminate this lease at any time whenever Commission, in its sole discretion, determines it to be in the Commission's best interest. It is required that the Commission shall give the landlord at least a 120-day notice of intent to terminate the lease. There is no penalty for exercising this option. Upon gaining approval to negotiate a lease for relocation of the First 5 San Bernardino office, First 5 seeks Commission approval to issue required notice of termination of current lease and terminate Contract AIC0002Y09 at the earliest date possible and at the most appropriate date per recommendation by Real Estate Services.
Financial Impact	Redirection of $220,130 in annual rent to a new lease.
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

AGENDA ITEM 6
JUNE 19, 2013 **6**

Subject	Children Now Advocacy Group
Recommendations	Approve submittal of application for membership to the "*Children Now Children's Movement*". (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)
Background Information	Children Now is the leading, nonpartisan, multi issue research, policy development, and advocacy organization dedicated to promoting children's health and education in California. They create national media policies that support child development. (See Attachment A for the Children's Agenda for California). Kids don't have an overarching special interest group fighting for them. Instead there are many organizations working on specific issues. By connecting the many diverse organizations – from businesses to community, faith-based, and parent groups, a collective action is created that can tip the policymaking scales in children's favor, where we and the vast majority of Californian's want it to be. Children Now leads the Children's Movement of California which strives to connect all of the people and organizations that want to see children's health and education improved in our state by empowering them to make it happen together. Joining the Children Now Children's Movement makes you "Pro-Kid" and the 2013-14 Pro-Kid Policy Agenda for California provides a single source of guidance needed to better understand and reflect the full scope of what it means in the state's approach to policymaking. (See Attachment B). Included are the top policy priorities for children in the foundational areas of Education, Health, Integrated Services, and Child Welfare, with a consistent emphasis on equity, access, quality, and accountability. The Agenda is the roadmap for the state's policymakers, stakeholders, and others who want all children to have the opportunity to reach their full potential, and it addresses the disproportionate impacts of poverty and race on a child's chances of success. The Children Now Children's Movement has no expectation that everyone will endorse all of the items included in the Agenda. Rather, the Agenda's value to anyone supporting any topic in it lies in the overarching Pro-Kid framework it establishes. This framework addresses the longstanding problem of too many uncoordinated, single-issue efforts for kids overwhelming policymakers, marginalizing one another, and limiting results. Others have used similar frameworks very effectively, like the Pro-/Anti-Business framework used by the Chamber of Commerce. There is no lack of evidence that a Pro-Kid approach to policymaking will improve the economic and civic prosperity of our state. Although public support for children is broadly backed, the state ranks 41st nationally on children's well-being overall and near the bottom on school funding. Cleary we can do better for California's kids. The Children Now Children's Movement provides comprehensive resources for solving child issues such as funding for early education and the importance of developmental screening. Important, universally agreed upon child issues are sectioned and addressed with resources and information for members as follows:

- **Take Action**- supporting advocacy, signing on to letters of support, communicating with policymakers
- **Reports & Research** – such as the California Report Card and Kids Count Data Book
- **Related News** – such as Huffington Post and Reuters articles
- **Facts & Figures** – on such issues as childhood obesity, physical activity, economic disparities
- **Policy Priorities** – addressing childhood obesity, sugar sweetened beverages and family participation in CalFresh
- **Resources** – best practices and sharing of information

As leaders who promote and invest in young children's well-being, it is critical that we remain up-to-date on state policy and budget decisions affecting California's children.

In San Bernardino County, the updates on pressing children's policy issues can be readily shared among First 5's many collaborative partners and resources such as the Legislative Unit, Children's Legislative Review, Children's Policy Council, Child Care Policy Council, etc. where efforts can be more coordinated and result in moving the needle for children. Becoming a member of the Children's Movement empowers the Commission, First 5 Advisory Committee and First 5 staff by allowing questions to be answered, data to be secured and the sharing of best practices related to policy work for children's issues.

As part of this effort, First 5 Commissions throughout the state are becoming members and working more closely with Children Now Children's Movement including First 5 Alameda, First 5 Calaveras, First 5 Fresno, First 5 Humboldt, First 5 Marin, First 5 Mono, First 5 Monterey, First 5 San Francisco, First 5 San Mateo, First 5 Santa Clara, First 5 Solano, First 5 Trinity, First 5 Tulare, First 5 Yolo, and First 5 Yuba. The First 5 Association is also a member and is currently partnering with Children Now on a series of webinars designed to provide an overview of key policy opportunities, including the Affordable Care Act's impact on young children, and how local First 5s are a critical component.

Currently there are over 600 organizations/members of the Children Now Children's Movement. Click on link below to view complete list of organizations and members.
http://www.childrennow.org/index.php/movement/pro-kid_organizations

There is no cost to join the movement and nothing additional is required to be a member. All members receive updates on pressing children's policy issues and have the opportunity to join other members in supporting Pro-Kid campaigns. In joining the Movement, an organization or individual's name will never be used in support of any specific policy proposal unless they knowingly opt in to support it. (See Attachment C – Benefits of Joining the Movement).

First 5 seeks approval to submit application for membership to the Children Now Children's Movement on behalf of the First 5 San Bernardino Commission.

ATTACHMENTS
A – The Children's Agenda for California
B – The 2013-14 Pro-Kid Policy Agenda for California
C – Benefits of Joining the Movement

Financial Impact	None
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

THE CHILDREN'S AGENDA FOR CALIFORNIA

California's new leadership should pursue the following top ten high-priority, high-impact goals to improve children's well-being and rejuvenate the state. Further detail is provided for each in the pages that follow.

1	**Adopting a comprehensive P-to-12 education revenue and reform package that establishes an equitable and adequate finance system, ensures transparency, enables greater local decision-making flexibility, and strengthens human capital and accountability.**
2	**Clarifying the state's role in the education system by focusing it on developing standards for student success and holding districts accountable for meeting those standards, including a greater emphasis on knowledge and skills in the areas of Science, Technology, Engineering and Mathematics.**
3	**Implementing a comprehensive, high-quality early learning and development system for all children from birth to age five to ensure children's life-long success, and improving the system's alignment with early elementary through the use of such tools as a kindergarten readiness observation assessment.**
4	**Strengthening the state's afterschool infrastructure and building summer programs to deliver high-quality expanded learning opportunities and to support the preparation of future teachers.**
5	**Establishing a comprehensive, longitudinal data system that connects early learning and development through higher education, health, juvenile justice, child welfare and other data in order to better track and address the educational outcomes and well-being of children throughout their lives.**
6	**Better coordinating and streamlining the state's delivery of children's services, establishing a children's cabinet and promoting health homes as well as integrated, school-based health centers and other student supports to improve access, cost efficiency and effectiveness.**
7	**Providing every California child with affordable health coverage and access to quality care.**
8	**Decreasing the number of children with dental caries to achieve better health outcomes and improve school attendance and student achievement.**
9	**Significantly reducing obesity rates among California children by implementing a more coordinated, multivariate approach.**
10	**Providing children at risk of entering the child welfare system with the supports and services they need to remain safe and stable, and ensuring all children who enter the foster care system find legal permanence and are supported to become thriving adults.**

This agenda was compiled by Children Now and reflects the knowledge of the many children's health and education coalitions in which the organization is involved.

ATTACHMENT B

THE 2013-14 PRO-KID POLICY AGENDA FOR CALIFORNIA

Summary Version

EDUCATION

Early Education

(1) Provide greater access to quality early care and education programs starting at birth.

(2) Support a high quality standard for all programs by maintaining Department of Education oversight, supporting quality rating and improvement systems, building workforce capacity, and promoting family involvement.

(3) Increase the frequency of licensing visits to early care and education facilities.

(4) Establish stronger links among preschool, transitional kindergarten, and kindergarten.

(5) Enhance economic and educational opportunity, including introducing a savings account program beginning in infancy.

K-12 Education

(1) Implement a rational, student-centered, and transparent school finance system.

(2) Implement stronger, up-to-date curriculum standards with an aligned assessment and accountability system, including a greater emphasis on Science, Technology, Engineering, and Math.

(3) Support teaching effectiveness with improved training and a more meaningful evaluation system.

(4) Foster innovation in approaches to the traditional school day and expanded learning time (i.e., afterschool and summer programs) to extend proven programs, such as Linked Learning.

(5) Leverage technology more fully and appropriately to advance academic achievement by revamping the education infrastructure, taking successful blended learning models to scale, and supporting professional development.

(6) Address inequitable suspension and expulsion policies and chronic absence.

ATTACHMENT B

HEALTH

(1) Expand and strengthen preventive services for at-risk infants and toddlers, including developmental screenings, early intervention, and home visitation.

(2) Provide every child with affordable and comprehensive health insurance coverage.

(3) Promote children's timely access to the complete range of critical health care services they need, including preventive screenings, immunizations, dental, mental, vision, and hearing care.

(4) Establish a tech-savvy "health home" for every child, and expand the number of school-based health centers.

(5) Institute a comprehensive approach to combating childhood obesity, focusing on healthy food and beverage choices, increased physical activity, and nutrition education.

INTEGRATED SERVICES

(1) Institute a Children's Coordinating Council.

(2) Establish a comprehensive, longitudinal interagency data system.

(3) Develop eligibility and enrollment standards and outcome measures to be used across agencies.

CHILD WELFARE

(1) Hold local governments accountable for child welfare realignment outcomes.

(2) Strengthen and expand prevention, early intervention, and at-home services.

(3) Prioritize stability and permanence.

(4) Ensure foster youth aging out of the system have access to education, health care, and other services.

ATTACHMENT C

THE CHILDREN'S MOVEMENT OF CALIFORNIA
WHAT YOU'LL GAIN BY JOINING

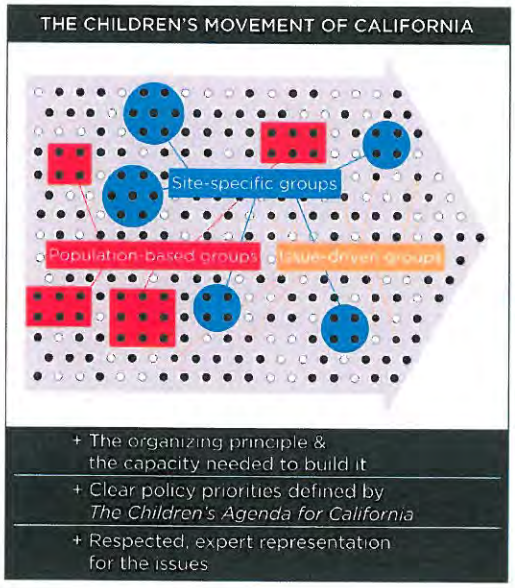
Joining The Children's Movement of California lets organizations and individuals:

- Participate meaningfully and easily in state-level policymaking for children -- with shared credit for successes;
- Connect to a much wider and stronger network of organizations and individuals willing to support your primary issue(s) because doing so represents "doing what's best for kids;"
- Leverage respected representation across all of the fundamental children's health and education policy issue areas;
- Gain access to policy expertise to inform your positions and bring you into the goings-on in Sacramento, including the identification of realistic policy opportunities;
- Receive information about and choose to opt-in to collective policy action campaigns that support specific policy goals defined by *The Children's Agenda for California;*
- Have greater impact on children's lives by adding a powerful policy arm and -- for organizations -- without disruption to your operational focus;
- Enhance your profile and credibility in the state and your local community by associating with other individuals and organizations in a strong social cause.

The Model:

INPUT

- Organizations that support children's well-being in one way or another
- Widespread support for children among individuals in the general public
- Growing unrest with systemic failures; no productive outlet



OUTPUT

- Connects and ladders up existing group and individual support for children
- Provides children with new, constituency-based source of political power they need
- Addresses overarching systemic issues: budget priorities, education reform, etc.

Get started at www.childrennow.org/join

AGENDA ITEM
JUNE 19, 2013 **7**

Subject	Budget for fiscal year 2013-2014 and 5-year financial plan
Recommendations	Approve budget for fiscal year 2013-2014 and updates to the five-year financial plan. (Affected Districts: All) (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 387-1505)
Background Information	In accordance with the California Children and Families Act of 1998 and County Code 12.296, the Children and Families Commission for San Bernardino County, also known as First 5 San Bernardino (F5SB), is required to adopt a budget on an annual basis in support of its strategic plan. Under the guidance of the Commission, and in collaboration with the community and agencies that serve children and their families, F5SB promotes supports and enhances the early development of children prenatal to age five. The proposed budget serves as the financial plan for the upcoming program year. The proposed budget for Fiscal Year 2013–2014 demonstrates the Commission's strong commitment to utilizing the majority of the funds for direct services in order to improve the lives of young children and their families in San Bernardino County. The budget specifies that $35 million will be allocated for Program Strategies, to be implemented through Direct Services contracts. The Commission, through the Strategic Plan, had previously established preliminary guidelines for the distribution of resources in support of the identified strategies. The guidelines propose that $8.75M be directed for the Family Support strategies, $12.25M for Child Health, $8.75M for Education and $5.25M for Responsive Commission Initiatives. These allocations were specifically meant to be general guidance and could be adjusted to reflect current conditions and priorities. Program Services Support will continue to enhance participant services and reporting. Resources have been allocated for the integration of the supporting database, as well as technical assistance, evaluation, equipment and other resources for contracted service providers. An investment of $778,835 for Program Services Support is included in the budget. Community Engagement Support promotes outreach, community education and media support. Resources have been allocated for marketing items, educational materials, media campaign, training and other resources for community events. An investment of $327,000 for Community Engagement Support is included in the budget. Operations are the administrative support services needed to oversee the overall programs and operational expenses. An investment of $3,603,878, of which $650,000 estimated relocation costs are included in the budget. Pending Commission approval, the distribution of resources for the next fiscal year will be 88.14% for Program Strategies coupled with Program and Community Engagement Support of 2.78% and 9.08% for operations. Operational costs remain within the Strategic Plan goal of not exceeding 9% of the total budget minus the relocation cost. In addition, the proposed and legislatively mandated long-term financial plan was approved by the Commission June 20, 2012. Based upon review and discussion of the current plan at the Commission Budget Workshop, First 5 staff recommends that the current approved plan remain as is with the following note added: "For FY

	2013/14 budget a one-time cost was added for office relocation $650,000”.
Financial Impact	The Budget includes anticipated revenue of $22,413,097 and allocations of $39,469,713 for Fiscal Year 2013-2014.
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

Fiscal Year 2013-14 Proposed Budget

330 North D Street 5th floor
San Bernardino 92415
909-386-7706
www.first5sanbernardino.org

FY 2013-14 Projected Revenue

Proposition 10 –	$21,984,498
Interest –	$ 419,599
Other –	$ 9,000
Total –	**$22,413,097**

Proposed Resource Allocation

- Health 35%– $12,250,000
- Family 25%– $ 8,750,000
- Education 25%– $ 8,750,000
- Commission's Responsive Initiatives 15%– $ 5,250,000
- **Total –** **$35,000,000**

Proposed Expenses

Focus Area Investments	$35,000,000
Program Services Support	778,835
Community Engagement Supp.	327,000
Operations	3,603,878
Total Expenses	$39,469,713

Note: Includes $650,00 one time costs for relocation expenses.

Operations is 8.04% of budget without the one-time-only costs

Proposed Budget FY 2013-2014

Beginning Fund Balance		$89,078,196
Total Revenue	+	$22,413,097
Total Expenses	-	$39,469,713
Ending Fund Balance		$72,021,580

Proposed Long Term Financial Plan

Long Term Financial Planning						
5-Year Projections - General Fund		***2012/13***	***2013/14***	***2014/15***	***2015/16***	***2016/17***
Beginning Fund Balance		93,778,836	77,925,419	61,400,406	44,562,981	33,108,345
Revenue*						
	Annual Disbursement	22,543,179	22,317,747	22,094,570	21,873,624	21,654,888
	Other Revenues	14,000	14,000	14,000	14,000	14,000
	Subtotal Revenue	22,557,179	22,331,747	22,108,570	21,887,624	21,668,888
	Interest Earnings	502,655	420,797	331,562	240,640	178,785
Total Revenue		**23,059,834**	**22,752,545**	**22,440,132**	**22,128,264**	**21,847,673**
Expenses						
	Program Focus Area					
35%	Health	12,250,000	12,250,000	12,250,000	10,500,000	10,500,000
25%	Education	8,750,000	8,750,000	8,750,000	7,500,000	7,500,000
25%	Family	8,750,000	8,750,000	8,750,000	7,500,000	7,500,000
15%	Responsive Commission Initiative	5,250,000	5,250,000	5,250,000	4,500,000	4,500,000
	Subtotal for Direct Services	35,000,000	35,000,000	35,000,000	30,000,000	30,000,000
	AB99	-	-	-	-	
	Program Services Support	734,456	734,456	734,456	540,000	540,000
	Community Engagement Support	300,000	300,000	300,000	270,000	270,000
	Operations	2,878,795	3,243,101	3,243,101	2,772,900	2,772,900
	Subtotal Supportive Expenses	3,913,251	4,277,557	4,277,557	3,582,900	3,582,900
Total Expenses		**38,913,251**	**39,277,557**	**39,277,557**	**33,582,900**	**33,582,900**
Ending Fund Balance		77,925,419	61,400,406	44,562,981	33,108,345	21,373,118

Notes: For FY 2013/14 budget a one time cost was added for office reloaction $650,000.

AGENDA ITEM 8
JUNE 19, 2013 **8**

Subject	Early Care and Education Contract Amendments for FY 2013-2014 and 2014-2015
Recommendations	Approve Investing In Children Early Education Contract Amendments for FY 2013-14 and FY 2014-15 increasing the contracts by $3,362,998 for a cumulative total amount of $9,032,452 to provide quality and developmentally appropriate early education programs with the following agencies: A. Barstow Unified School District, Contract EC012 A1, increase of $292,681 for the total contract amount of $1,404,491 B. Hesperia Unified School District, Contract EC013 A1, increase of $627,554 for the total contract amount of $1,990,832 C. Rialto Unified School District, Contract EC016 A1, increase of $1,216,509 for the total contract amount of $2,644,514 D. Lucerne Valley Unified School District, Contract EC014 A1, increase of $150,823 for the total contract amount of $204,805 E. Fontana Unified School District, Contract EC009 A1, increase of $1,075,431 for the total contract amount of $2,787,810 (Affected Districts: All) (Presenter: Mary Jaquish, Supervisor)

Background Information

Through the Investing in Children RFP Education investment, First 5 San Bernardino (F5SB) seeks implementation of a quality preschool experience to ensure children enter school ready to learn.

The First 5 Advisory Committee was instrumental in identifying and recommending funding strategies that were aligned with the F5SB Strategic Plan, data driven and based on need to enhance the early development of children prenatal through age five.

In May 2012, the Advisory Committee and First 5 staff were charged with continued due diligence to further establish recommendations for additional funding priorities.

On October 24, 2012, the Commission created the following Early Education priority strategies from which additional funding could be developed:

Education – Preschool focus

- explore feasibility of Universal Preschool
- expand full day preschool and Pre-K academy efforts targeted in the Investing in Children RFP
- implement virtual Pre-K program – providing parent education related to kindergarten readiness and engaging parent participation and resource kits)

With adoption of these priorities, the Advisory Committee and the Commission will continue to explore the feasibility of Universal Preschool and Virtual Pre-K programs.

Regarding preschool expansion, First 5 staff recommends approval of the Investing in Children Early Education contract amendments thereby expanding direct services for full day preschool and pre-K academy.

Collectively, these contract amendments will serve 226 additional children who would not otherwise have access to a preschool experience prior to entering kindergarten.

	This opportunity was made available to all nine previously funded Early Education Contractors. However, due to facilities and adhering to our procurement policy regarding duplication of services not all nine contractors were in a position to take advantage of this expansion opportunity. Pending Commission approval of these contract amendments, First 5 will continue to support and enhance high quality and developmentally appropriate early education programs for children in San Bernardino County. The goal being "Children enter school ready to learn".
Financial Impact	None
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity: Barstow USD | Contract # EC012 A1

Dept/Division: Educational Services | Phone #: 760-255-6021

Project Name: Pre-K Academy | Fax #: 760-256-7953

Address: 551 South Avenue H
Barstow, CA 92311

Website: www.barstow.k12.ca.us

PROGRAM CONTACT:

Name: Teresa Healy | Phone #: 760-255-6021

Title: Asst. Superintendent, Ed. Services | Fax #: 760-256-7953

Email: teresa_healy@busdk12.com

FISCAL CONTACT:

Name: Cindy Franey | Phone #: 760-255-6012

Title: Director, Fiscal Services | Fax #: 760-255-8965

Email: cindy_franey@busdk12.com

CONTRACT REPRESENTATIVE:

Name: Scott Godfrey | Phone #: 760-255-6021

Title: Director of Instructional Support Services | Fax #: 760-256-7953

Email: Scott_godfrey@busdk12.com

ADDITIONAL CONTACT:

Name: Lalaine Malan | Phone #: 760-255-6021

Title: Executive Assistant | Fax #: 760-256-7953

Email: Lalaine_malan@busdk12.com

TYPE OF AGENCY:

- ☒ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☒ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☒ **County/State Educational Institution**
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

Health	Education	Family	Community
☐ SART	☒ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic service location: Barstow

OBJECTIVES:

- By June 2014, 200 students will receive early screening and intervention for special needs.
- By June 2014, 200 children will demonstrate increases in age – appropriate development in all domains.
- By June 2014, 200 children will live in a home environment supportive of learning.

INVESTMENT:

Year	Amount
2012 - 2013	$ 371,119
2013 - 2014	$ 518,286
2014 - 2015	$ 515,086
TOTAL	$ **1,404,491**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY					
New / X Change / Cancel	Vendor Code	S C	Dept. 903	A	Contract Number EC012 A1
Organization: Children and Families Commission		Dept. 903	Orgn. PROG		Contractor's License No.
Commission Representative: Cindy Faulkner, Operations Manager		Telephone 909-386-7706			Total Contract Amount $1,404,491

Contract Type: ☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$1,111,810	$1,404,491

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEEPKY14	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year FY	Amount	I/D	FY	Amount	I/D
Pre-K Academy	12-13	$371,119				
	13-14	$518,286				
	14-15	$515,086				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Barstow Unified School District

Department/Division

Address

551 South Avenue H

Barstow, CA 92311

Phone

(760)255-6021

Federal ID No.

95-2407952

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

The maximum amount of reimbursement under this Contract shall not exceed $1,404,491 or the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13 $ 371,119 July 1, 2012 through June 30, 2013
Fiscal Year 2013-14 $ 518,286 July 1, 2013 through June 30, 2014
Fiscal Year 2014-15 $ 515,086 July 1, 2014 through June 30, 2015

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

V. FISCAL PROVISIONS

Paragraph B. Payment Provisions is amended to read as follows:

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

ATTACHMENTS:

Attachment A – Add Work Plan for 2013-2014.

Attachment A-1 – Add Program Work Plan Site Locations for 2013-2014.

Attachment B – Program Budgets for 2013-2014 and 2014-2015 are deleted and replaced with attached revised Budgets for 2013-2014 and 2014-2015.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	BARSTOW UNIFIED SCHOOL DISTRICT Legal Entity
►	►
Authorized Signature	Authorized Signature
Linda Haugan	Tony Wardell
Printed Name	Printed Name
Commission Chair	Assistant Superintendent
Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: BARSTOW UNIFIED SCHOOL DISTRICT

Program Name: BARSTOW PRE-K ACADEMY

Contract #: EC012 A-1 **Fiscal Year (FY):** 2013 – 2014

Service Area: BARSTOW

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s))*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children receive early screening and intervention for special needs	By June 2014, 200 children will receive early screening and intervention for special needs	Developmental Screening	Core	200 Children	**ASQ-3**
Children develop within normal ranges in all domains	By June 2014, 200 children demonstrate increases in age-appropriate development in all domains.	Child Development Session-PK	Core	200 Children	**Child Intake/Exit** **DRDP-SR** **ECE Parent Satisfaction Survey**
Children live in a home environment supportive of learning	By June 2014, 200 parents will report an increase in the amount of time spent reading, singing, and telling stories to their children	Parent Enrichment	Aggregate	200 Parents	Sign-in sheets* Reading Log* *not submitted to First 5 but available upon request

Fiscal Year: 2013-2014
Agency Signature _____

Agency Name: Barstow Unified School District
Program Name: BUSD Pre-K Academy
Contract #: EC021 A-1 **Fiscal Year (FY):** 2013-2014

Service Area: Barstow
Current Funding FY 2012-2013 $368,330
Requested Funding FY 2013-2014 $518,286

CURRENTLY FUNDED FIRST 5 SCHOOL SITE (UNDER CONTRACT#____)	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN CURRENTLY SERVED AT THIS SITE
Name of Site: Crestline Elementary Number of Classrooms: 1 (2 sessions)	Site Address 2000 Monterey, Barstow Site Phone Number 760-252-5121 Contact Name Dave Finch	50
Name of Site: Lenwood Elementary Number of Classrooms: 1 (2 sessions)	Site Address 34374 Ash Rd, Lenwood Site Phone Number 760-253-7713 Contact Name Laura May	50
Name of Site: ~~Thomson Elementary~~ Replacement site: Montara Elementary* Number of Classrooms: 1 (2 sessions)	Site Address 700 Montara Rd, Barstow Site Phone Number 760-255-5150 Contact Name Keith Acedo	50
EXPANSION SCHOOL SITE	**SITE ADDRESS, PHONE NUMBER & CONTACT NAME**	**NUMBER OF CHILDREN THAT WILL BE SERVED AT THIS SITE**
Name of Site: Cameron Elementary Number of Classrooms: 1 (2 sessions)	Site Address 801 Muriel, Barstow Site Phone Number 760-255-6260 Contact Name Cari Mauldin	50

*Please note, due to the closure of Thomson Elementary, one of our current classrooms will move to Montara Elementary, which is receiving a significant percentage of the current Thomson students.

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Barstow Unified School District** CONTRACT # **EC012 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		A	B	C	D			E
	FTE	*POSITION TITLE*							
1	0.578	Teacher	$37,790			$ 37,790	$37,790		100.00%
2	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
3	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
4	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
5	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
6	0.578	Teacher	$38,790			$ 38,790	$38,790		100.00%
7	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
8	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
9	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
10	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
11	0.3	Office Assistant	$10,072			$ 10,072	$10,072		100.00%
12	0.578	Teacher	$37,790			$ 37,790	$37,790		100.00%
13	0.3	ParaEducator	$9,261			$ 9,261	$9,261		100.00%
14	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
15	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
16	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
17	0.3	Office Assistant	$10,072			$ 10,072	$10,072		100.00%
18	0.578	Teacher	$37,790			$ 37,790	$37,790		100.00%
19	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
20	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
21	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
22	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
23	0.3	Office Assistant	$11,352			$ 11,352	$11,352		100.00%
24	0.3	Office Assistant	$10,072			$ 10,072	$10,072		100.00%
25	1	Substitutes	$4,000			$ 4,000	$4,000		100.00%

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Barstow Unified School District** CONTRACT # **EC012 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
26	0.04	Assistant Superintendent	$5,300	$5,300		$ 0			0.00%
27	0.04	Executive Assistant	$2,984	$2,984		$ 0			0.00%
28	0.04	Principal	$4,819	$4,819		$ 0			0.00%
29	0.04	Principal	$4,819	$4,819		$ 0			0.00%
30	0.04	Principal	$4,819	$4,819		$ 0			0.00%
33	TOTAL SALARIES		$385,026.00	$22,741.00	$0.00	$ 362,285	$362,285.00	$0.00	94.09%
34		TOTAL BENEFITS	$ 47,837			$ 47,837	$ 47,837		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$432,863.00**	**$22,741.00**	**$0.00**	**$ 410,122**	**$410,122.00**	**$0.00**	**94.75%**
	B. SERVICES & SUPPLIES		**A**	**B**	**C**	**D**	**D**		**E**
1	PROGRAM MATERIALS/SUPPLIES		$31,500			$ 31,500	$31,500		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES		$8,000			$ 8,000	$8,000		100.00%
3	PARTICIPANT TRANSPORTATION		$2,000			$ 2,000	$2,000		100.00%
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$8,800			$ 8,800	$8,800		100.00%
5	STAFF DEVELOPMENT/TRAINING		$3,000			$ 3,000	$3,000		100.00%
6	EMPLOYEE MILEAGE/TRAVEL		$1,600			$ 1,600	$1,600		100.00%
7	ADVERTISEMENTS					$ 0			
8	PRINTING		$2,000			$ 2,000	$2,000		100.00%
9	POSTAGE		$250			$ 250	$250		100.00%
10	SUBSCRIPTIONS					$ 0			
11	OFFICE SUPPLIES		$1,700			$ 1,700	$1,700		100.00%
12	OFFICE EQUIPMENT		$3,200			$ 3,200	$3,200		100.00%
13	RENT/LEASE BUILDING		$90,012	$90,012		$ 0			0.00%
14	BUILDING/EQUIPMENT MAINTENANCE		$24,903	$24,903		$ 0			0.00%
15	UTILITIES		$22,728	$22,728		$ 0			0.00%
16	INSURANCE / TAXES / LICENSES					$ 0			

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Barstow Unified School District** CONTRACT # **EC012 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	Success for All - Curiosity Corner	*$11,250*			$ 11,250	*$11,250*		100.00%
17.2					$ 0			
17.3					$ 0			
17.4					$ 0			
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 11,250	$	$	$ 11,250	$ 11,250	$	100.00%
18	INDIRECT COSTS (AS APPROVED)	$34,864			$ 34,864		$34,864	100.00%
	TOTAL SERVICES/SUPPLIES	**$245,807.00**	**$137,643.00**	**$0.00**	**$ 108,164**	**$73,300.00**	**$34,864.00**	**44.00%**
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	1 None				$ 0			
2	1				$ 0			
3	1				$ 0			
4	1				$ 0			
5	1				$ 0			
6	1				$ 0			
7	1				$ 0			
8	1				$ 0			
9	1				$ 0			
10	1				$ 0			
	TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
	TOTAL PROJECT BUDGET	$ 678,670	$ 160,384	$	$ 518,286	$ 483,422	$ 34,864	76.37%
	First 5 Funding %	100.00%	23.63%	0.00%	76.37%			

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Barstow Unified School District** CONTRACT # **EC012 A1**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
Administrative Cost %				**100.00%**	**93.27%**	**6.73%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Teacher	1203	$ 37,790	$ -		$ -	$ 37,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)
2	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
3	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
4	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
5	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
6	Teacher	1203	$ 38,790	$ -		$ -	$ 38,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)- (new site Cameron Elementary)
7	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
8	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
9	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
10	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
11	Office Assistant	630	$ 10,072	$ -		$ -	$ 10,072	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data (new site Cameron Elementary)
12	Teacher	1203	$ 37,790	$ -		$ -	$ 37,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
13	ParaEducator	630	$ 9,261	$ -		$ -	$ 9,261	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
14	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
15	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
16	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
17	Office Assistant	630	$ 10,072	$ -		$ -	$ 10,072	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data
18	Teacher	1203	$ 37,790	$ -		$ -	$ 37,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)
19	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
20	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
21	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
22	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
23	Office Assistant	630	$ 11,352	$ -		$ -	$ 11,352	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data
24	Office Assistant	630	$ 10,072	$ -		$ -	$ 10,072	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data
25	Substitutes	630	$ 4,000	$ -		$ -	$ 4,000	Total hours vary as does total days. When preschool teacher(s) is absent, perform all teacher duties noted above to meet student needs.
26	Assistant Superintendent		$ 5,300	$ 5,300	Barstow USD in Kind	$ -	$ -	Oversees program. Provides leadership and direction, reports data
27	Executive Assistant		$ 2,984	$ 2,984	Barstow USD in Kind	$ -	$ -	processes requisitions, provides contact to public, assists in reporting, budgeting, advertising, setting up services

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
28	Principal		$ 4,819	$ 4,819	Barstow USD in Kind	$ -	$ -	Provides day-to-day leadership and support for program
29	Principal		$ 4,819	$ 4,819	Barstow USD in Kind	$ -	$ -	Provides day-to-day leadership and support for program
30	Principal		$ 4,819	$ 4,819	Barstow USD in Kind	$ -	$ -	Provides day-to-day leadership and support for program
TOTAL SALARIES			$ 385,026	$ 22,741		$ -	$ 362,285	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
34	Statutory Employer benefits (Federal, State, County, STRS/PERS)	$ 47,837	$ -		$ -	$ 47,837	Per Federal, tate and County Guidelines as applied to the district for Statutory emploee benefits
TOTAL SALARIES & BENEFITS		$ 432,863	$ 22,741		$ -	$ 410,122	

BUDGET NARRATIVE - SERVICES & SUPPLIES

PARTNER NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 31,500	$ -		$ -	$ 31,500	Instructional Materials and Supplies to be used in Pre-K Program including Success for All "Curiosity Corner" materials , and supplemental instructional supplies (which includes new site: Cameron Elementary)
2	PARTICIPANT SUPPORT/INCENTIVES	$ 8,000	$ -		$ -	$ 8,000	Materials and incentives such as reading books, backpacks, awards, and parent recycle bag with pen for enrollment in the program (which includes new site: Cameron Elementary)
3	PARTICIPANT TRANSPORTATION	$ 2,000	$ -		$ -	$ 2,000	Home to School Transportation for outlying students and field trips (which includes new site: Cameron Elementary)
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 8,800	$ -		$ -	$ 8,800	food for classes and meetings (which includes new site: Cameron Elementary)
5	STAFF DEVELOPMENT/TRAINING	$ 3,000	$ -		$ -	$ 3,000	Training in instructional practices including EL training, preschool practices, improvement of instructional strategies; Trainings to assist in meeting grant requirements
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,600	$ -		$ -	$ 1,600	Expense traveling to and from meetings and trainings (which includes new site: Cameron Elementary)
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 2,000	$ -		$ -	$ 2,000	cost of printing materials necessary for program including cards, brochures, flyers, homework packets, parent activities, calendars, brochures, pamphlets, newsletters (which includes new site: Cameron Elementary)
9	POSTAGE	$ 250	$ -		$ -	$ 250	cost of mailing to parents and community (which includes new site: Cameron Elementary)
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

PARTNER NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
11	OFFICE SUPPLIES	$ 1,700	$ -		$ -	$ 1,700	Office supplies to maintain program such as: copying paper, staplers, staples, paper clips, file folders, binders, hole punch, pens, markers, pencils, scissors, glue, labels, tape, etc. (which includes new site: Cameron Elementary)
12	OFFICE EQUIPMENT	$ 3,200	$ -		$ -	$ 3,200	Purchase one computer for new teacher and printer for new site at Cameron Elementary
13	RENT/LEASE BUILDING	$ 90,012	$ 90,012	Barstow USD in Kind	$ -	$ -	Classrooms to house the program
14	BUILDING/EQUIPMENT MAINTENANCE	$ 24,903	$ 24,903	Barstow USD in Kind	$ -	$ -	Costs to maintain and clean the classrooms
15	UTILITIES	$ 22,728	$ 22,728	Barstow USD in Kind	$ -	$ -	costs for utilities for the classrooms
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 11,250	$ -		$ -	$ 11,250	2 half day visits per school at $4380 for overview of curriculm
18	INDIRECT COSTS (AS APPROVED)	$ 34,864	$ -	Barstow USD in Kind	$ -	$ 34,864	District Approved rate of 7.23%
TOTAL SERVICES & SUPPLIES		$ 245,807	$ 137,643		$ -	$ 108,164	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	None	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Barstow Unified School District** CONTRACT # **EC012 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		A	B	C	D			E
	FTE	*POSITION TITLE*							
1	0.578	Teacher	$37,790			$ 37,790	$37,790		100.00%
2	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
3	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
4	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
5	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
6	0.578	Teacher	$38,790			$ 38,790	$38,790		100.00%
7	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
8	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
9	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
10	0.3	ParaEducator	$11,318			$ 11,318	$11,318		100.00%
11	0.3	Office Assistant	$10,072			$ 10,072	$10,072		100.00%
12	0.578	Teacher	$37,790			$ 37,790	$37,790		100.00%
13	0.3	ParaEducator	$9,261			$ 9,261	$9,261		100.00%
14	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
15	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
16	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
17	0.3	Office Assistant	$10,072			$ 10,072	$10,072		100.00%
18	0.578	Teacher	$37,790			$ 37,790	$37,790		100.00%
19	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
20	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
21	0.3	ParaEducator	$10,294			$ 10,294	$10,294		100.00%
22	0.3	ParaEducator	$9,652			$ 9,652	$9,652		100.00%
23	0.3	Office Assistant	$11,352			$ 11,352	$11,352		100.00%
24	0.3	Office Assistant	$10,072			$ 10,072	$10,072		100.00%
25		Substitutes	$4,000			$ 4,000	$4,000		100.00%

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Barstow Unified School District** CONTRACT # **EC012 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
26	0.04	Assistant Superintendent	$5,300	$5,300		$ 0			0.00%
27	0.04	Executive Assistant	$2,984	$2,984		$ 0			0.00%
28	0.04	Principal	$4,819	$4,819		$ 0			0.00%
29	0.04	Principal	$4,819	$4,819		$ 0			0.00%
30	0.04	Principal	$4,819	$4,819		$ 0			0.00%
33	TOTAL SALARIES		$385,026.00	$22,741.00	$0.00	$ 362,285	$362,285.00	$0.00	94.09%
34		TOTAL BENEFITS	$ 47,837			$ 47,837	$ 47,837		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$432,863.00**	**$22,741.00**	**$0.00**	**$ 410,122**	**$410,122.00**	**$0.00**	**94.75%**
	B. SERVICES & SUPPLIES		**A**	**B**	**C**	**D**	**D**		**E**
1	PROGRAM MATERIALS/SUPPLIES		$31,500			$ 31,500	$31,500		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES		$8,000			$ 8,000	$8,000		100.00%
3	PARTICIPANT TRANSPORTATION		$2,000			$ 2,000	$2,000		100.00%
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$8,800			$ 8,800	$8,800		100.00%
5	STAFF DEVELOPMENT/TRAINING		$3,000			$ 3,000	$3,000		100.00%
6	EMPLOYEE MILEAGE/TRAVEL		$1,600			$ 1,600	$1,600		100.00%
7	ADVERTISEMENTS					$ 0			
8	PRINTING		$2,000			$ 2,000	$2,000		100.00%
9	POSTAGE		$250			$ 250	$250		100.00%
10	SUBSCRIPTIONS					$ 0			
11	OFFICE SUPPLIES		$1,700			$ 1,700	$1,700		100.00%
12	OFFICE EQUIPMENT		$0			$ 0	$0		
13	RENT/LEASE BUILDING		$90,012	$90,012		$ 0			0.00%
14	BUILDING/EQUIPMENT MAINTENANCE		$24,903	$24,903		$ 0			0.00%
15	UTILITIES		$22,728	$22,728		$ 0			0.00%
16	INSURANCE / TAXES / LICENSES					$ 0			

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Barstow Unified School District** CONTRACT # **EC012 A1**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
17 PROFESSIONAL SERVICES/CONSULTANTS							
17.1 Success for All - Curiosity Corner	*$11,250*			$ 11,250	*$11,250*		100.00%
17.2				$ 0			
17.3				$ 0			
17.4				$ 0			
17.5				$ 0			
PROFESSIONAL SERVICES - SUBTOTAL	$ 11,250	$	$	$ 11,250	$ 11,250	$	100.00%
18 INDIRECT COSTS (AS APPROVED)	$34,864			$ 34,864		$34,864	100.00%
TOTAL SERVICES/SUPPLIES	**$242,607.00**	**$137,643.00**	**$0.00**	**$ 104,964**	**$70,100.00**	**$34,864.00**	**43.27%**
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 1 None				$ 0			
2 1				$ 0			
3 1				$ 0			
4 1				$ 0			
5 1				$ 0			
6 1				$ 0			
7 1				$ 0			
8 1				$ 0			
9 1				$ 0			
10 1				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 675,470	$ 160,384	$	$ 515,086	$ 480,222	$ 34,864	76.26%
First 5 Funding %	100.00%	23.74%	0.00%	76.26%			
Administrative Cost %				**100.00%**	**93.23%**	**6.77%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Teacher	1203	$ 37,790	$ -		$ -	$ 37,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)
2	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
3	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
4	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
5	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
6	Teacher	630	$ 38,790	$ -		$ -	$ 38,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)- (new site Cameron Elementary)
7	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
8	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
9	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
10	ParaEducator	630	$ 11,318	$ -		$ -	$ 11,318	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)(new site Cameron Elementary)
11	Office Assistant	630	$ 10,072	$ -		$ -	$ 10,072	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data (new site Cameron Elementary)

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
12	Teacher	1203	$ 37,790	$ -		$ -	$ 37,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)
13	ParaEducator	630	$ 9,261	$ -		$ -	$ 9,261	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
14	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
15	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
16	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
17	Office Assistant	630	$ 10,072	$ -		$ -	$ 10,072	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data
18	Teacher	1203	$ 37,790	$ -		$ -	$ 37,790	Pre-K classroom teacher for 4-5 year olds, provides parent education and outreach (1 per site - 6.5 hours per day, 185 days per year)
19	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
20	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
21	ParaEducator	630	$ 10,294	$ -		$ -	$ 10,294	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
22	ParaEducator	630	$ 9,652	$ -		$ -	$ 9,652	Assist Pre-K classroom teachers (3.75 hours per day, 168 days per year)
23	Office Assistant	630	$ 11,352	$ -		$ -	$ 11,352	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data
24	Office Assistant	630	$ 10,072	$ -		$ -	$ 10,072	Assist Pre-K classroom teachers by providing parent contact, making referrals, providing resources, records data

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
25	Substitutes	630	$ 4,000	$ -		$ -	$ 4,000	Total hours vary as does total days. When preschool teacher(s) is absent, perform all teacher duties noted above to meet student needs.
26	Assistant Superintendent		$ 5,300	$ 5,300	Barstow USD in Kind	$ -	$ -	Oversees program. Provides leadership and direction, reports data
27	Executive Assistant		$ 2,984	$ 2,984	Barstow USD in Kind	$ -	$ -	processes requisitions, provides contact to public, assists in reporting, budgeting, advertising, setting up services
28	Principal		$ 4,819	$ 4,819	Barstow USD in Kind	$ -	$ -	Provides day-to-day leadership and support for program
29	Principal		$ 4,819	$ 4,819	Barstow USD in Kind	$ -	$ -	Provides day-to-day leadership and support for program
30	Principal		$ 4,819	$ 4,819	Barstow USD in Kind	$ -	$ -	Provides day-to-day leadership and support for program
TOTAL SALARIES			$ 385,026	$ 22,741		$ -	$ 362,285	

Line	Listing of Covered Benefits	Total Program	Other	Other Funding	Donated	First 5 Costs	Narrative
34	Statutory Employer benefits (Federal, State, County, STRS/PERS)	$ 47,837	$ -		$ -	$ 47,837	Per Federal, tate and County Guidelines as applied to the district for Statutory emploee benefits
TOTAL SALARIES & BENEFITS		$ 432,863	$ 22,741		$ -	$ 410,122	

BUDGET NARRATIVE - SERVICES & SUPPLIES

PARTNER NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 31,500	$ -		$ -	$ 31,500	Instructional Materials and Supplies to be used in Pre-K Program including Success for All "Curiosity Corner" materials , and supplemental instructional supplies
2	PARTICIPANT SUPPORT/INCENTIVES	$ 8,000	$ -		$ -	$ 8,000	Materials and incentives such as reading books, backpacks, awards, and parent recycle bag with pen for enrollment in the program (which includes new site: Cameron Elementary)
3	PARTICIPANT TRANSPORTATION	$ 2,000	$ -		$ -	$ 2,000	Home to School Transportation for outlying students and field trips
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 8,800	$ -		$ -	$ 8,800	food for classes and meetings
5	STAFF DEVELOPMENT/TRAINING	$ 3,000	$ -		$ -	$ 3,000	Training in instructional practices including EL training, preschool practices, improvement of instructional strategies; Trainings to assist in meeting grant requirements
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,600	$ -		$ -	$ 1,600	Expense traveling to and from meetings and trainings
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 2,000	$ -		$ -	$ 2,000	cost of printing materials necessary for program including cards, brochures, flyers, homework packets, parent activities, calendars, brochures, pamphlets, newsletters
9	POSTAGE	$ 250	$ -		$ -	$ 250	cost of mailing to parents and community
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 1,700	$ -		$ -	$ 1,700	Office supplies to maintain program such as: copying paper, staplers, staples, paper clips, file folders, binders, hole punch, pens, markers, pencils, scissors, glue, labels, tape, etc.
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ 90,012	$ 90,012	Barstow USD in Kind	$ -	$ -	Classrooms to house the program

BUDGET NARRATIVE - SERVICES & SUPPLIES

PARTNER NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
14	BUILDING/EQUIPMENT MAINTENANCE	$ 24,903	$ 24,903	Barstow USD in Kind	$ -	$ -	Costs to maintain and clean the classrooms
15	UTILITIES	$ 22,728	$ 22,728	Barstow USD in Kind	$ -	$ -	costs for utilities for the classrooms
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 11,250	$ -		$ -	$ 11,250	2 half day visits per school at $4380 for overview of curriculum
18	INDIRECT COSTS (AS APPROVED)	$ 34,864	$ -	Barstow USD in Kind	$ -	$ 34,864	District Approved rate of 7.23%
TOTAL SERVICES & SUPPLIES		$ 242,607	$ 137,643		$ -	$ 104,964	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME **Barstow Unified School District**

CONTRACT # **EC012 A1**

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	None	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity: Hesperia Unified School District — Contract # EC013 A1

Dept/Division: Curriculum and Instruction — Phone #: 760-244-4411 x 7260

Project Name: Pre-K Academy — Fax #: 760-244-0054

Address: 15576 Main St.
Hesperia, CA 92345

Website: www.hesperiausd.org

PROGRAM CONTACT:

Name: Jessica Soto — Phone #: 760-244-4411x7260

Title: Preschool Coordinator — Fax #: 760-956-6255

Email: Jessica.soto@hesperiausd.org

FISCAL CONTACT:

Name: Terri Lyttaker — Phone #: 760-244-4411x7221

Title: Director, Business Services — Fax #: 760-244-7713

Email: Terri.Lyttaker@hesperiausd.org

CONTRACT REPRESENTATIVE:

Name: Jovy Yankaskas — Phone #: 760-244-4411x7208

Title: Asst. Superintendent Educational Services — Fax #: 760-244-8320

Email: Jovy.yankaskas@hesperiausd.org

ADDITIONAL CONTACT:

Name: Darrel Nickolaisen — Phone #: 760-244-4411x7307

Title: Coordinator, Curriculum Support Services — Fax #: 760-244-0054

Email: Darrel.nickolaisen@hesperiausd.org

TYPE OF AGENCY:

- [x] School Districts
  - [ ] K-8 [ ] K-12
- [ ] Community Based Organization
- [ ] County Government Agency
- [ ] Private Entity/Institution
  - [ ] For Profit [ ] Non-Profit
- [ ] County/State Educational Institution
- [ ] Faith Based Organization
- [ ] Other Government Agency
- [ ] Other – please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

- [ ] Health
- [x] Education
- [ ] Family
- [ ] Community

- [ ] SART
- [x] Pre-K Academy
- [ ] Resource Center and Case Management
- [ ] Healthy Cities
- [ ] Health Care Access
- [ ] Preschool
- [ ] Parent Education
- [ ] Systems
- [ ] Oral Health
- [ ] Home Visitation
- [ ] Primary Care Services
- [ ] Infant Toddler
- [ ] Perinatal
- [ ] Asthma/Bronchitis
- [ ] Obesity

Geographic service location: Hesperia

OBJECTIVES:

- By June 2014, 254 children will receive early screening and intervention for special needs.
- By June 2014, 254 children will develop within normal ranges in all domains.
- By June 2014, 254 children will live in a home environment supportive of learning.

INVESTMENT:

Year	Amount
2012 - 2013	$ 461,927
2013 - 2014	$ 779,124
2014 - 2015	$ 749,781
TOTAL	$ **1,990,832**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY					
New / X Change / Cancel	Vendor Code HESPERI528	S C	Dept. 903	A	Contract Number EC013 A1
Organization: Children and Families Commission	Dept. 903	Orgn. PROG			Contractor's License No.
Commission Representative: Cindy Faulkner, Operations Manager	Telephone 909-386-7706				Total Contract Amount $1,990,832

Contract Type: ☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$1,363,278	$1,990,832

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEEPKY14	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year FY	Amount	I/D	FY	Amount	I/D
Pre-K Academy	12-13	$461,927				
	13-14	$779,124				
	14-15	$749,781				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Hesperia Unified School District

Department/Division

Address

15576 Main Street

Hesperia, CA 92345

Phone

(760)244-4411

Federal ID No.

93-0944528

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

The maximum amount of reimbursement under this Contract shall not exceed $1,990,832 or the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$461,927	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$779,124	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$749,781	July 1, 2014 through June 30, 2015

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

V. FISCAL PROVISIONS

Paragraph B. Payment Provisions is amended to read as follows:

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

ATTACHMENTS:

Attachment A –Add Work Plan for 2013-2014.

Attachment A-1 – Add Program Work Plan Site Locations for 2013-2014. .

Attachment B – Program Budgets for 2013-2014 and 2014-2015 are deleted and replaced with attached revised Budgets for 2013-2014 and 2014-2015.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	HESPERIA UNIFIED SCHOOL DISTRICT Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Printed Name
Commission Chair Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: HESPERIA UNIFIED SCHOOL DISTRICT

Program Name: HUSD PRE-K ACADEMY

Contract #: EC013 A-1 **Fiscal Year (FY):** 2013 – 2014

Service Area: HESPERIA

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s))*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children receive early screening and intervention for special needs	By June 2014, 254 children will receive early screening and intervention for special needs	Developmental Screening	Core	254 Children	**ASQ-3**
Children develop within normal ranges in all domains	By June 2014, 230 children demonstrate increases in age-appropriate development in all domains.	Child Development Session-PK	Core	230 Children	**Child Intake/Exit** **DRDP-SR**
Children develop within normal ranges in all domains	By June 2014, 24 children will demonstrate increases in age-appropriate development in all domains	Child Development Session-S	Core	24 children	**Child Intake/ Exit** **Short-Term Pre-K Academy Parent Survey**
Children live in a home environment supportive of learning	By June 2014, 230 parents will report an increase in the amount of time spent reading, singing, and telling stories to their children.	Parent Enrichment	Aggregate	230 Parents	**Parent Intake** **ECE Parent Satisfaction Survey** Sign-in sheets* Reading Log* *not submitted to First 5 but available upon request

Fiscal Year: 2013-2014
Agency Signature _____

Agency Name: Hesperia Unified School District
Program Name: Gather & Grow Pre-K Academy
Contract #: EC013 A-1 **Fiscal Year (FY):** 2013-2014

Service Area: High Desert
Current Funding FY 2012-2013 $461,927
Requested Funding FY 2013-2014 **$ 779,124**

CURRENTLY FUNDED FIRST 5 SCHOOL SITE (UNDER CONTRACT# EC013	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN CURRENTLY SERVED AT THIS SITE
Name of Site: Cottonwood Number of Classrooms: 1 Am/ 1 Pm	8850 Cottonwood Ave., Hesperia, CA 92345 760-244-4411 Jessica Soto	36
Name of Site: Eucalyptus Number of Classrooms: 1 Am/ 1 Pm	11224 10th Ave., Hesperia, CA 92345 760-244-4411 Jessica Soto	36
Name of Site: Joshua Circle Number of Classrooms: 1 Am	10140 8th Ave., Hesperia, CA 92345 760-244-4411 Jessica Soto	18
Name of Site: Juniper Number of Classrooms: 1 Am/ 1 Pm	9400 I Ave., Hesperia, CA 92345 760-244-4411 Jessica Soto	36
Name of Site: Mesa Grande Number of Classrooms: 1 Am SUMMER SESSION @ Mesa Grande 1 Am 1PM	9172 Third Ave., Hesperia, CA 92345 760-244-4411 Jessica Soto 9172 Third Ave., Hesperia, CA 92345 760-244-4411 Jessica Soto	16 12 students for am 12 students for pm

EXPANSION SCHOOL SITE	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN THAT WILL BE SERVED AT THIS SITE
Name of Site: Lime Street Number of Classrooms: 1Am and 1Pm	16852 Lime St., Hesperia, CA 92345 760-244-4411 Jessica Soto	36
Name of Site: Mesa Grande Number of Classrooms: 1 PM	9172 Third Ave., Hesperia, CA 92345 760-244-4411 Jessica Soto	16 This will bring the total up to 32 at this site.
Name of Site: Hollyvale Number of Classrooms: 1 AM and 1 PM	11645 Hollyvale Hesperia Ca. 92345 760-244-4411 Jessica Soto	36

PROGRAM BUDGET
FISCAL YEAR 2013-14

AGENCY NAME **Hesperia Unified School District** CONTRACT # **EC013 A-1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		A	B	C	D	E	F	G
	FTE	*POSITION TITLE*							
1	1	Preschool Coordinator	$ 62,665	$ 30,083		$ 32,582	$ 32,582		51.99%
2	1	Clerical Program Specialist	$ 33,125			$ 33,125	$ 33,125		100.00%
3	0.938	Preschool Instructor 7.5 hrs.	$ 30,998			$ 30,998	$ 30,998		100.00%
4	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
5	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
6	0.938	Preschool Instructor 7.5 hrs.	$ 21,527			$ 21,527	$ 21,527		100.00%
7	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
8	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
9	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
10	0.563	Preschool Instructor 4.5 hrs.	$ 14,417			$ 14,417	$ 14,417		100.00%
11	0.563	Preschool Instructor 4.5 hrs.	$ 13,417			$ 13,417	$ 13,417		100.00%
12	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
13	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
14	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
15	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
16	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
17	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
18	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
19	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
20	0.469	Preschool Instructional Assistant 3.76	$ 12,417			$ 12,417	$ 12,417		100.00%
21	0.469	Preschool Instructional Assistant 3.77	$ 12,417			$ 12,417	$ 12,417		100.00%
22	0.469	Preschool Instructional Assistant 3.78	$ 12,417			$ 12,417	$ 12,417		100.00%
23		Coordinator II (12.5%)	$ 13,656		$ 13,656	$ -			

PROGRAM BUDGET
FISCAL YEAR 2013-14

AGENCY NAME **Hesperia Unified School District** CONTRACT # **EC013 A-1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
24	(6) WIA Students	$ 24,000		$ 24,000	$ -			
25	Principals time (12.5%) x 5	$ 65,160		$ 65,160	$ -			
26	Cert. Pschl Inst. Sub	$ 6,400			$ 6,400	$ 6,400		100.00%
27	Class./Pschl Inst. Asst.	$ 5,676			$ 5,676	$ 5,676		100.00%
33	TOTAL SALARIES	$ 575,418	$ 30,083	$ 102,816	$ 442,519	$ 442,519	$ -	76.90%
34	TOTAL BENEFITS	$ 217,186	$ 11,593		$ 205,593	$ 205,593		94.66%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN	$ 792,604	$ 41,676	$ 102,816	$ 648,112	$ 648,112	$ -	**81.77%**
	B. SERVICES & SUPPLIES	**A**	**B**	**C**	**D**	**E**	**F**	**G**
1	PROGRAM MATERIALS/SUPPLIES	$ 56,000			$ 56,000	$ 56,000		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 11,800	$ 2,000		$ 9,800	$ 9,800		83.05%
3	PARTICIPANT TRANSPORTATION	$ -			$ -			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,250			$ 3,250	$ 3,250		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 5,500			$ 5,500	$ 5,500		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 2,000			$ 2,000	$ 2,000		100.00%
7	ADVERTISEMENTS	$ 2,000			$ 2,000	$ 2,000		100.00%
8	PRINTING	$ 3,250			$ 3,250	$ 3,250		100.00%
9	POSTAGE	$ 2,500			$ 2,500	$ 2,500		100.00%
10	SUBSCRIPTIONS	$ -			$ -	$ -		
11	OFFICE SUPPLIES	$ 7,000			$ 7,000	$ 7,000		100.00%
12	OFFICE EQUIPMENT	$ 3,550			$ 3,550	$ 3,550		100.00%
13	RENT/LEASE BUILDING				$ -			
14	BUILDING/EQUIPMENT MAINTENANCE	$ 9,972		$ 9,972	$ -			
15	UTILITIES	$ 9,972		$ 9,972	$ -			
16	INSURANCE / TAXES / LICENSES				$ -			
17	PROFESSIONAL SERVICES/CONSULTANTS							

PROGRAM BUDGET
FISCAL YEAR 2013-14

AGENCY NAME **Hesperia Unified School District** CONTRACT # **EC013 A-1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	17.1				$ -			
	17.2				$ -			
	17.3				$ -			
	17.4				$ -			
	17.5				$ -			
	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 36,162			$ 36,162		$ 36,162	100.00%
	TOTAL SERVICES/SUPPLIES	$ 152,956	$ 2,000	$ 19,944	$ 131,012	$ 94,850	$ 36,162	**85.65%**
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**E**	**F**	**G**
	SUBCONTRACTS - AGENCY NAME							
1	1 N/A				$ -			
2	1				$ -			
3	1				$ -			
4	1				$ -			
5	1				$ -			
6	1				$ -			
7	1				$ -			
8	1				$ -			
9	1				$ -			
10	1				$ -			
	TOTAL SUBCONTRACTS	$ -	$ -	$ -	$ -	$ -	$ -	
	TOTAL PROJECT BUDGET	$ 945,560	$ 43,676	$ 122,760	$ 779,124	$ 742,962	$ 36,162	82.40%
	First 5 Funding %	100.00%	4.62%	12.98%	82.40%			
	Administrative Cost %				**100.00%**	**95.36%**	**4.64%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Preschool Coordinator	1805.12	$ 62,665	$ 30,083	Title One	$ -	$ 32,582	Oversight of Preschool program, staff supervision, staff development and coordination of services. Annual days consist of 194 work days, 13 paid holidays, and 18.64 paid vacation days.
2	Clerical Program Specialist	1748	$ 33,125	$ -		$ -	$ 33,125	Enter data for First 5 program. Maintain client documents, lending library and purchasing office supplies, and particpant incentives. Enrolls families in the program, complies student records, composes documents,record keeping and clerical functions for the purpose of supporting the program, teachers and administrators. Attends meetings and trainings.
3	Preschool Instructor 7.5 hrs.	1488.75	$ 30,998	$ -		$ -	$ 30,998	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
4	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
5	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
6	Preschool Instructor 7.5 hrs.	1488.75	$ 21,527	$ -		$ -	$ 21,527	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
7	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions for new site
8	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions for new site
9	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions for new site
10	Preschool Instructor 4.5 hrs.	888.75	$ 14,417	$ -		$ -	$ 14,417	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
11	Preschool Instructor 4.5 hrs.	888.75	$ 13,417	$ -		$ -	$ 13,417	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
12	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
13	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
14	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
15	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
16	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
17	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
18	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
19	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
20	Preschool Instructional Assistant 3.76	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions for new site
21	Preschool Instructional Assistant 3.77	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions for new site
22	Preschool Instructional Assistant 3.78	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions for new site
23	Coordinator II (12.5%)		$ 13,656	$ -		$ 13,656	$ -	Supervises Preschool Coordinator, provides overall support to program.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
24	(6) WIA Students	3000 Total	$ 24,000	$ -		$ 24,000	$ -	6 Work IInvestment Act Participants. 1 participant at each of the 5 school sites and 1 participant will be assigned at the Family Resource Center. Each student has a total of 500 hours that they could work and will get paid through the Work Investment Act Program at a rate of $8.00 an hour.
25	Principals time (12.5%) x 5		$ 65,160	$ -		$ 65,160	$ -	Principals at each of the school sites will spend 5 hours a week dealing with pre-k program as it relates to dealing with parents, facility needs and providing staff support and coordinating site events to include pre-k program.
26	Cert. Pschl Inst. Sub	35	$ 6,400	$ -		$ -	$ 6,400	To provide sub coverage as needed.
27	Class./Pschl Inst. Asst.	494.117	$ 5,676	$ -		$ -	$ 5,676	to provide sub coverage as needed.
TOTAL SALARIES			$ 575,418	$ 30,083		$ 102,816	$ 442,519	

Line	Listing of Covered Benefits	Total Program	Other	Other Funding	Donated	First 5 Costs	Narrative
34	Retirement,Health and Welfare,SSI,Workmans Comp, Unemployment Insurance and Medicare.	$ 217,186	$ 11,593	Title One	$ -	$ 205,593	SUI-1.6% WC-1.53%, FICA-6.2%, STRS-8.25% & PERS-13.02%
TOTAL SALARIES & BENEFITS		$ 792,604	$ 41,676		$ 102,816	$ 648,112	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 56,000	$ -		$ -	$ 56,000	Program instructional and classroom supplies including classroom staples such as paint, glue paper, pencils, crayons, finger paint popsicle sticks, pipe cleaners, markers, bulletin board paper and boarders, easel paper, construction paper laminating paper and other materials and supplies related to classroom activities per the High Scope Curriculum. Active learning supplies for sensory motor development to include shaving cream, feather, rice and birdseeds. Ingredients to make play dough-oil, salt, food coloring and cream of tarter. “Family Literacy supplies such as books, craft materials, journals, binders, sheet protectors and scrap booking supplies. Food experiences supplies for the classroom. Sunshine Circle curriculum supplies-cotton balls, lotion, stress balls, small bite size snacks. Developmentally appropriate toys for classroom learning areas. Outdoor toys wagons , tricycles and sand toys. curriculum resource books. Also set up new classrooms, purchase consumables and replace old childrens computers as needed.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 11,800	$ 2,000	Title One	$ -	$ 9,800	Children’s Books, education games, puzzles and transition kits for children entering kindergarten to include crayons, pencils, scissors, glue, color pencils, rulers, markers, pencil sharpener and carrying case. Materials and supplies for kindergarten readiness kit for all enrolled children. $2000 comes form other funding (Title I) to purchase Charming Bete Kindergarten transition booklets.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	Not Applicable.
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,250	$ -		$ -	$ 3,250	Refreshments, meals for particpants and collaboration meetings with staff
5	STAFF DEVELOPMENT/TRAINING	$ 5,500	$ -		$ -	$ 5,500	Trainings and conferences to improve staff skill set and knowledge base. Training materials,supplies and resource books.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
6	EMPLOYEE MILEAGE/TRAVEL	$ 2,000	$ -		$ -	$ 2,000	At HUSD rate - mileage expenses to trainings, meetings, school sites, family homes, or other meeting locations
7	ADVERTISEMENTS	$ 2,000	$ -		$ -	$ 2,000	Not Applicable.
8	PRINTING	$ 3,250	$ -		$ -	$ 3,250	Flyers, brochures, forms, kindergarten transition booklets and business cards
9	POSTAGE	$ 2,500	$ -		$ -	$ 2,500	Mailings and correspondence to participants and community partners
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	Not Applicable.
11	OFFICE SUPPLIES	$ 7,000	$ -		$ -	$ 7,000	Copier paper, Ink and toner for the printer,general office supplies, consumables, such as markers, pens, staples, binder clips,labels,files, pencils,paper clips envelopes, calendars,post its, binders, sheet protectors.
12	OFFICE EQUIPMENT	$ 3,550	$ -		$ -	$ 3,550	Copier rental and to replace computers for First 5 staff.
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	Not Applicable.
14	BUILDING/EQUIPMENT MAINTENANCE	$ 9,972	$ -		$ 9,972	$ -	Maintenance on buildings, repairs, custodial services and groundkeeping. Donated resources
15	UTILITIES	$ 9,972	$ -		$ 9,972	$ -	Cost for electric, gas, telephone and internet services. Donated resources
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	Not Applicable.
	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	Not Applicable.
18	INDIRECT COSTS (AS APPROVED)	$ 36,162	$ -		$ -	$ 36,162	At a rate of 5.02%
TOTAL SERVICES & SUPPLIES		$ 152,956	$ 2,000		$ 19,944	$ 131,012	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	N/A	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET

FISCAL YEAR 2014-15

AGENCY NAME **Hesperia Unified School District** CONTRACT # **EC013 A-1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		A	B	C	D	E	F	G
	FTE	*POSITION TITLE*							
1	1	Preschool Coordinator	$ 63,560	$ 30,083		$ 33,477	$ 33,477		52.67%
2	1	Clerical Program Specialist	$ 33,125			$ 33,125	$ 33,125		100.00%
3	0.938	Preschool Instructor 7.5 hrs.	$ 30,998			$ 30,998	$ 30,998		100.00%
4	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
5	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
6	0.938	Preschool Instructor 7.5 hrs.	$ 21,527			$ 21,527	$ 21,527		100.00%
7	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
8	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
9	0.938	Preschool Instructor 7.5 hrs.	$ 29,558			$ 29,558	$ 29,558		100.00%
10	0.563	Preschool Instructor 4.5 hrs.	$ 14,417			$ 14,417	$ 14,417		100.00%
11	0.563	Preschool Instructor 4.5 hrs.	$ 14,417			$ 14,417	$ 14,417		100.00%
12	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
13	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
14	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
15	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
16	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
17	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
18	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
19	0.469	Preschool Instructional Assistant 3.75	$ 12,417			$ 12,417	$ 12,417		100.00%
20	0.469	Preschool Instructional Assistant 3.76	$ 12,417			$ 12,417	$ 12,417		100.00%
21	0.469	Preschool Instructional Assistant 3.77	$ 12,417			$ 12,417	$ 12,417		100.00%
22	0.469	Preschool Instructional Assistant 3.78	$ 12,417			$ 12,417	$ 12,417		100.00%
23		Coordinator II (12.5%)	$ 13,656		$ 13,656	$ -			
24		(6) WIA Students	$ 24,000		$ 24,000	$ -			
25		Principals time (12.5%) x 5	$ 65,160		$ 65,160	$ -			

PROGRAM BUDGET
FISCAL YEAR 2014-15

AGENCY NAME **Hesperia Unified School District** CONTRACT # **EC013 A-1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
26	Cert. Pschl Inst. Sub	$ 6,400			$ 6,400	$ 6,400		100.00%
27	Class./Pschl Inst. Asst.	$ 5,676			$ 5,676	$ 5,676		100.00%
	TOTAL SALARIES	$ 577,313	$ 30,083	$ 102,816	$ 444,414	$ 444,414	$ -	76.98%
28	TOTAL BENEFITS	$ 219,406	$ 11,593		$ 207,813	$ 207,813		94.72%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN	$ 796,719	$ 41,676	$ 102,816	$ 652,227	$ 652,227	$ -	**81.86%**
	B. SERVICES & SUPPLIES	**A**	**B**	**C**	**D**	**E**	**F**	**G**
1	PROGRAM MATERIALS/SUPPLIES	$ 26,000			$ 26,000	$ 26,000		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 9,800			$ 9,800	$ 9,800		100.00%
3	PARTICIPANT TRANSPORTATION	$ -			$ -			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,250			$ 3,250	$ 3,250		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 5,500			$ 5,500	$ 5,500		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 2,000			$ 2,000	$ 2,000		100.00%
7	ADVERTISEMENTS	$ 2,000			$ 2,000	$ 2,000		100.00%
8	PRINTING	$ 4,000			$ 4,000	$ 4,000		100.00%
9	POSTAGE	$ 1,750			$ 1,750	$ 1,750		100.00%
10	SUBSCRIPTIONS	$ -			$ -	$ -		
11	OFFICE SUPPLIES	$ 7,000			$ 7,000	$ 7,000		100.00%
12	OFFICE EQUIPMENT	$ 1,550			$ 1,550	$ 1,550		100.00%
13	RENT/LEASE BUILDING				$ -			
14	BUILDING/EQUIPMENT MAINTENANCE	$ 9,972		$ 9,972	$ -			
15	UTILITIES	$ 9,972		$ 9,972	$ -			
16	INSURANCE / TAXES / LICENSES				$ -			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ -			
	17.2				$ -			
	17.3				$ -			
	17.4				$ -			
	17.5				$ -			

PROGRAM BUDGET

FISCAL YEAR 2014-15

AGENCY NAME **Hesperia Unified School District** CONTRACT # **EC013 A-1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 34,704			$ 34,704		$ 34,704	100.00%
	TOTAL SERVICES/SUPPLIES	$ 117,498	$ -	$ 19,944	$ 97,554	$ 62,850	$ 34,704	**83.03%**
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**E**	**F**	**G**
	SUBCONTRACTS - AGENCY NAME							
1	1 N/A				$ -			
2	1				$ -			
3	1				$ -			
4	1				$ -			
5	1				$ -			
6	1				$ -			
7	1				$ -			
8	1				$ -			
9	1				$ -			
10	1				$ -			
	TOTAL SUBCONTRACTS	$ -	$ -	$ -	$ -	$ -	$ -	
	TOTAL PROJECT BUDGET	$ 914,217	$ 41,676	$ 122,760	$ 749,781	$ 715,077	$ 34,704	82.01%
	First 5 Funding %	100.00%	4.56%	13.43%	82.01%			
	Administrative Cost %				**100.00%**	**95.37%**	**4.63%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Preschool Coordinator	1805.12	$ 63,560	$ 30,083	Title One	$ -	$ 33,477	Oversight of Preschool program, staff supervision, staff development and coordination of services. Annual days consist of 194 work days, 13 paid holidays, and 18.64 paid vacation days.
2	Clerical Program Specialist	1748	$ 33,125	$ -		$ -	$ 33,125	Enter data for First 5 program. Maintain client documents, lending library and purchasing office supplies, and particpant incentives. Enrolls families in the program, complies student records, composes documents,record keeping and clerical functions for the purpose of supporting the program, teachers and administrators. Attends meetings and trainings.
3	Preschool Instructor 7.5 hrs.	1488.75	$ 30,998	$ -		$ -	$ 30,998	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
4	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
5	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
6	Preschool Instructor 7.5 hrs.	1488.75	$ 21,527	$ -		$ -	$ 21,527	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
7	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
8	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions at new site
9	Preschool Instructor 7.5 hrs.	1488.75	$ 29,558	$ -		$ -	$ 29,558	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions at new site
10	Preschool Instructor 4.5 hrs.	888.75	$ 14,417	$ -		$ -	$ 14,417	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions at new site
11	Preschool Instructor 4.5 hrs.	888.75	$ 14,417	$ -		$ -	$ 14,417	Provide age appropriate activities for 4-5 year olds and maintains a classroom that supports early development. Works with families building partnerships and mentoring opportunities to promote school readiness. Classified positions
12	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
13	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
14	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
15	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
16	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
17	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
18	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
19	Preschool Instructional Assistant 3.75	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions
20	Preschool Instructional Assistant 3.76	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions at new site
21	Preschool Instructional Assistant 3.77	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions at new site
22	Preschool Instructional Assistant 3.78	740.625	$ 12,417	$ -		$ -	$ 12,417	Provide classroom support and necessary additional attention to students. Assist with parent activities that promote school readiness. Classified positions at new site
23	Coordinator II (12.5%)		$ 13,656	$ -		$ 13,656	$ -	Supervises Preschool Coordinator, provides overall support to program.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
24	(6) WIA Students	3000 Total	$ 24,000	$ -		$ 24,000	$ -	6 Work IInvestment Act Participants. 1 participant at each of the 5 school sites and 1 participant will be assigned at the Family Resource Center. Each student has a total of 500 hours that they could work and will get paid through the Work Investment Act Program at a rate of $8.00 an hour.
25	Principals time (12.5%) x 5		$ 65,160	$ -		$ 65,160	$ -	Principals at each of the school sites will spend 5 hours a week dealing with pre-k program as it relates to dealing with parents, facility needs and providing staff support and coordinating site events to include pre-k program.
26	Cert. Pschl Inst. Sub	35	$ 6,400	$ -		$ -	$ 6,400	To provide sub coverage as needed.
27	Class./Pschl Inst. Asst.	494.117	$ 5,676	$ -		$ -	$ 5,676	to provide sub coverage as needed.
TOTAL SALARIES			$ 577,313	$ 30,083		$ 102,816	$ 444,414	

Line	Listing of Covered Benefits	Total Program	Other	Other Funding	Donated	First 5 Costs	Narrative
28	Retirement,Health and Welfare,SSI,Workmans Comp, Unemployment Insurance and Medicare.	$ 219,406	$ 11,593	Title One	$ -	$ 207,813	SUI-1.6% WC-1.53%, FICA-6.2%, STRS-8.25% & PERS-13.02%
TOTAL SALARIES & BENEFITS		$ 796,719	$ 41,676		$ 102,816	$ 652,227	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 26,000	$ -		$ -	$ 26,000	Program instructional and classroom supplies including classroom staples such as paint, glue paper, pencils, crayons, finger paint popsicle sticks, pipe cleaners, markers, bulletin board paper and boarders, easel paper, construction paper laminating paper and other materials and supplies related to classroom activities per the High Scope Curriculum. Active learning supplies for sensory motor development to include shaving cream, feather, rice and birdseeds. Ingredients to make play dough-oil, salt, food coloring and cream of tarter. “Family Literacy supplies such as books, craft materials, journals, binders, sheet protectors and scrap booking supplies. Food experiences supplies for the classroom. Sunshine Circle curriculum supplies-cotton balls, lotion, stress balls, small bite size snacks. Developmentally appropriate toys for classroom learning areas. Outdoor toys wagons , tricycles and sand toys. curriculum resource books.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 9,800	$ -	Title One	$ -	$ 9,800	Children’s Books, education games, puzzles and transition kits for children entering kindergarten to include crayons, pencils, scissors, glue, color pencils, rulers, markers, pencil sharpener and carrying case. Materials and supplies for Kindergarten readiness kit for all enrolled children. $2000 comes from other funding (Title I).
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	Not Applicable.
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,250	$ -		$ -	$ 3,250	Refreshments, meals for particpants and collaboration meetings with staff
5	STAFF DEVELOPMENT/TRAINING	$ 5,500	$ -		$ -	$ 5,500	Trainings and conferences to improve staff skill set and knowledge base. Training materials,supplies and resource books.
6	EMPLOYEE MILEAGE/TRAVEL	$ 2,000	$ -		$ -	$ 2,000	At HUSD rate - mileage expenses to trainings, meetings, school sites, family homes, or other meeting locations

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
7	ADVERTISEMENTS	$ 2,000	$ -		$ -	$ 2,000	Not Applicable.
8	PRINTING	$ 4,000	$ -		$ -	$ 4,000	Flyers, brochures, forms, kindergarten transition booklets and business cards
9	POSTAGE	$ 1,750	$ -		$ -	$ 1,750	Mailings and correspondence to participants and community partners
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	Not Applicable.
11	OFFICE SUPPLIES	$ 7,000	$ -		$ -	$ 7,000	Copier paper, Ink and toner for the printer,general office supplies, consumables, such as markers, pens, staples, binder clips,labels,files, pencils,paper clips envelopes, calendars,post its, binders, sheet protectors.
12	OFFICE EQUIPMENT	$ 1,550	$ -		$ -	$ 1,550	Copier rental and to replace computers for First 5 staff
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	Not Applicable.
14	BUILDING/EQUIPMENT MAINTENANCE	$ 9,972	$ -		$ 9,972	$ -	Maintenance on buildings, repairs, custodial services and groundkeeping. Donated services
15	UTILITIES	$ 9,972	$ -		$ 9,972	$ -	Cost for electric, gas, telephone and internet services. Donated services
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	Not Applicable.
	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	Not Applicable.
18	INDIRECT COSTS (AS APPROVED)	$ 34,704	$ -		$ -	$ 34,704	At a rate of 5.02%
TOTAL SERVICES & SUPPLIES		$ 117,498	$ -		$ 19,944	$ 97,554	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Hesperia Unified School District

CONTRACT # EC013 A-1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	N/A	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity: Rialto Unified School District — EC016 A1

Dept/Division: Child Development Department — Phone #: 909-820-7700 Ext. 2124

Project Name: Preschool Program — Fax #: 909-873-0448

Address: 815 S. Willow Avenue
Rialto, California 92376

Website: www.rialto.k12.ca.us

PROGRAM CONTACT:

Name: Kathy King — Phone #: 909-421-4201

Title: Director — Fax #: 909-421-7602

Email: kking@rialto.k12.ca.us

FISCAL CONTACT:

Name: Anna Fetchen — Phone #: 909-820-7700 Ext. 2234

Title: Fiscal Analyst — Fax #: 909-421-3465

Email: afetchen@rialto.k12.ca.us

ADDITIONAL FISCAL CONTACT:

Name: Cindy Lepore — Phone #: 909-421-4201 Ext. 153

Title: Account Clerk II — Fax #: 909-421-3465

Email: clepore@rialto.k12.ca.us

CONTRACT REPRESENTATIVE:

Name: Mohammad Z. Islam (***send contracts to program address)*** — Phone #: 909-820-7700 Ext. 2212

Title: Associate Superintendent — Fax #: 909-873-2489

Email: mislam@rialto.k12.ca.us

ADDITIONAL CONTACT:

Name: Hilarie Dyson
Phone #: 909-421-4201
Title: Administrator
Fax #: 909-421-7602
Email: hdyson@rialto.k12.ca.us

TYPE OF AGENCY:

- ☑ School Districts
  - ☐ K-8 ☑ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe:

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☑ Education	☐ Family	☐ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☑ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic location to service:

OBJECTIVES:

By June 2014, 144 preschool children will receive early screening and intervention for special needs.

By June 2014, 144 preschool children will develop within normal ranges in all domains.

By June 2014, 100 children will live in a home environment supportive of learning.

INVESTMENT:

Year	Amount
2012 - 2013	$ 470,576
2013 - 2014	$ 1,118,900
2014 - 2015	$ 1,055,038
TOTAL	$ **2,644,514**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY						
	New	Vendor Code	S	Dept.	A	Contract Number
X	Change	RIALTOU542	C	903		EC016 A1
	Cancel					

Organization	Dept.	Orgn.	Contractor's License No.
Children and Families Commission	903	PROG	

Commission Representative	Telephone	Total Contract Amount
Cindy Faulkner, Operations Manager	909-386-7706	$2,644,514

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$1,428,005	$2,644,514

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEEPSY14	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Preschool	12-13	$470,576				
	13-14	$1,118,900				
	14-15	$1,055,038				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Rialto Unified School District

Department/Division

Address

182 East Walnut Avenue

Rialto, CA 92376

Phone

(909)421-4201

Federal ID No.

95-6002542

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

The maximum amount of reimbursement under this Contract shall not exceed $2,644,514 or the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$ 470,576	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$ 1,118,900	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$ 1,055,038	July 1, 2014 through June 30, 2015

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

V. FISCAL PROVISIONS

Paragraph B. Payment Provisions is amended to read as follows:

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

ATTACHMENTS:

Attachment A –Add Work Plan for 2013-2014.

Attachment A-1 – Add Program Work Plan Site Locations for 2013-2014.

Attachment B – Program Budgets for 2013-2014 and 2014-2015 are deleted and replaced with attached revised Budgets for 2013-2014 and 2014-2015.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	RIALTO UNIFIED SCHOOL DISTRICT Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Mohammad Z. Islam Printed Name
Commission Chair Title	Associate Superintendent Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: RIALTO UNIFIED SCHOOL DISTRICT

Program Name: RIALTO PRESCHOOL

Contract #: EC016 A-1 **Fiscal Year (FY):** 2013 – 2014

Service Area: RIALTO

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s))*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children receive early screening and intervention for special needs	By June 2014, 144 children will receive early screening and intervention for special needs	Developmental Screening	Core	144 Children	**ASQ-3**
Children develop within normal ranges in all domains	By June 2014, 144 children demonstrate increases in age-appropriate development in all domains.	Child Development Session-PS	Core	144 Children	**Child Intake/Exit** **DRDP-SR**
Children live in a home environment supportive of learning	By June 2014, 144 parents will report an increase in the amount of time spent reading, singing, and telling stories to their children	Parent Enrichment	Core	144 Parents	**Parent Intake** **ECE Early Edu Parenting Survey (Pre/Post)** **ECE Parent Satisfaction Survey** Sign-in sheets* *not submitted to First 5 but available upon requests

Fiscal Year: 2013-2014
Agency Signature _____

Agency Name: Rialto Unified School District
Program Name: RUSD Full Day Preschool
Contract #: EC016 A-1 **Fiscal Year (FY):** 2013-2014

Service Area: Rialto Unified School District
Current Funding FY 2012- 2013 $475,221
Requested Funding FY 2013-2014 $1,118,900

CURRENTLY FUNDED FIRST 5 SCHOOL SITE (UNDER CONTRACT#EC016)	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN CURRENTLY SERVED AT THIS SITE
Name of Site: Curtis Elementary School Number of Classrooms: 1	Site Address 451 S. Lilac Ave., Rialto, CA 92376 Site Phone Number 909-421-4201 Contact NameDr. Hilarie Dyson	24
Name of Site: Morgan Elementary School Number of Classrooms: 1	Site Address 1571 S. Lilac Ave., Rialto, CA 92376 Site Phone Number 909-421-4201 Contact Name Dr. Hilarie Dyson	24
Name of Site: Morris Elementary School Number of Classrooms: 1	Site Address 1900 W. Randall Ave., Rialto, CA 92376 Site Phone Number909-421-4201 Contact Name Dr. Hilarie Dyson	24
EXPANSION SCHOOL SITE	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN THAT WILL BE SERVED AT THIS SITE
Name of Site: Kordyak Elementary School Number of Classrooms: 3	Site Address 4580 Mango Ave., Fontana, CA 92336 Site Phone Number909-421-4201 Contact Name Dr. Hilarie Dyson	72

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **RIALTO UNIFIED SCHOOL DISTRICT** CONTRACT # **EC016 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			A	B	C	D	E	F	G
	FTE	*POSITION TITLE*							
1	0.35	Program Manager	$ 34,024	$ -		$ 34,024		$ 34,024	100.00%
2	1	Preschool Teacher	$ 52,134	$ -		$ 52,134	$ 52,134		100.00%
3	1	Preschool Teacher	$ 57,478	$ -		$ 57,478	$ 57,478		100.00%
4	1	Preschool Teacher	$ 60,354	$ -		$ 60,354	$ 60,354		100.00%
5	3	3 PreSchool Teachers (Kordyak Elem School)	$ 156,402	$ -		$ 156,402	$ 156,402		100.00%
6	0.438	Instructional Assistant(Kordyak Elem School)	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
7	0.438	Instructional Assistant(Kordyak Elem School)	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
8	0.438	Instructional Assistant(Kordyak Elem School)	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
9	0.438	Instructional Assistant	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
10	0.438	Instructional Assistant	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
11	0.438	Instructional Assistant	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
12	0.375	Apprentice(Kordyak Elem School)	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
13	0.375	Apprentice(Kordyak Elem School)	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
14	0.375	Apprentice(Kordyak Elem School)	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
15	0.375	Apprentice	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
16	0.375	Apprentice	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
17	0.375	Apprentice	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
18	0.16	Nurse	$ 5,930	$ -		$ 5,930	$ 5,930		100.00%
19	1	Clerk Typist I	$ 38,643	$ -		$ 38,643	$ 38,643		100.00%
20	0.25	Clerk Typist II	$ 8,439	$ -		$ 8,439	$ 8,439		100.00%
21	0.25	Account Clerk II	$ 10,401	$ -		$ 10,401	$ 10,401		100.00%
22	0.063	Custodian	$ 4,383	$ -		$ 4,383	$ 4,383		100.00%
23	0.063	Custodian	$ 4,383	$ -		$ 4,383	$ 4,383		100.00%
24	0.063	Custodian	$ 4,383	$ -		$ 4,383	$ 4,383		100.00%
25	1	Substitute Preschool Teachers	$ 5,520	$ -		$ 5,520	$ 5,520		100.00%

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **RIALTO UNIFIED SCHOOL DISTRICT** CONTRACT # **EC016 A1**

		DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
26	0.438	Substitute Preschool Inst. Assistants	$ 4,916	$ -		$ 4,916	$ 4,916		100.00%
27	1	Substitute Custodians	$ 4,682	$ -		$ 4,682	$ 4,682		100.00%
		TOTAL SALARIES	$ 656,672	$ -	$ -	$ 656,672	$ 622,648	$ 34,024	100.00%
28		TOTAL BENEFITS	$ 252,533	$ -		$ 252,533	$ 244,331	$ 8,202	100.00%
		TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN	$ 909,205	$ -	$ -	$ 909,205	$ 866,979	$ 42,226	**100.00%**
B. SERVICES & SUPPLIES			A	B	C	D	E	F	G
1		PROGRAM MATERIALS/SUPPLIES	$ 89,514	$ -		$ 89,514	$ 89,514		100.00%
2		PARTICIPANT SUPPORT/INCENTIVES	$ 1,680	$ -		$ 1,680	$ 1,680		100.00%
3		PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -		
4		FOOD EXPENSE FOR CLASSES/MEETINGS	$ 33,762	$ -		$ 33,762	$ 33,762		100.00%
5		STAFF DEVELOPMENT/TRAINING	$ 2,060	$ -		$ 2,060	$ 2,060		100.00%
6		EMPLOYEE MILEAGE/TRAVEL	$ 820	$ -		$ 820	$ 820		100.00%
7		ADVERTISEMENTS	$ 210	$ -		$ 210	$ 210		100.00%
8		PRINTING	$ 1,020	$ -		$ 1,020	$ 1,020		100.00%
9		POSTAGE	$ 230	$ -		$ 230	$ 230		100.00%
10		SUBSCRIPTIONS	$ -	$ -		$ -	$ -		
11		OFFICE SUPPLIES	$ 980	$ -		$ 980	$ 980		100.00%
12		OFFICE EQUIPMENT	$ -	$ -		$ -	$ -		
13		RENT/LEASE BUILDING	$ -	$ -		$ -	$ -		
14		BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -		
15		UTILITIES	$ -	$ -		$ -	$ -		
16		INSURANCE / TAXES / LICENSES	$ 1,470	$ -		$ 1,470	$ 1,470		100.00%
17		PROFESSIONAL SERVICES/CONSULTANTS							
	17.1					$ -			
	17.2					$ -			

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **RIALTO UNIFIED SCHOOL DISTRICT** CONTRACT # **EC016 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	17.3				$ -			
	17.4				$ -			
	17.5				$ -			
	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 77,949	$ -		$ 77,949		$ 77,949	100.00%
	TOTAL SERVICES/SUPPLIES	$ 209,695	$ -	$ -	$ 209,695	$ 131,746	$ 77,949	**100.00%**
	C. SUBCONTRACTS	A	B	C	D	E	F	**G**
	SUBCONTRACTS - AGENCY NAME							
1	1				$ -			
2	1				$ -			
3	1				$ -			
4	1				$ -			
5	1				$ -			
6	1				$ -			
7	1				$ -			
8	1				$ -			
9	1				$ -			
10	1				$ -			
	TOTAL SUBCONTRACTS	$ -	$ -	$ -	$ -	$ -	$ -	
	TOTAL PROJECT BUDGET	$ 1,118,900	$ -	$ -	$ 1,118,900	$ 998,725	$ 120,175	100.00%
	First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
	Administrative Cost %				**100.00%**	**89.26%**	**10.74%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Manager	560	$ 34,024	$ -	State Preschool Contract	$ -	$ 34,024	Total Hours: 560 (8 hrs x 200 days = 1600 hrs x 35%) Initiate community outreach, supervise enrollment, oversee program quality and compliance with Title 22 & 5, evaluate staff, coordinate curriculum & staff development, monitor student attendance, implement/ facilitate parent advisory committee, monitor budget & expenditures, monthly reports.
2	Preschool Teacher	1260	$ 52,134	$ -		$ -	$ 52,134	Total Hours: 1260 (7 hrs x 180 days = 1260) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents.
3	Preschool Teacher	1260	$ 57,478	$ -		$ -	$ 57,478	Total Hours: 1260 (7 hrs x 180 days = 1260) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents.
4	Preschool Teacher	1260	$ 60,354	$ -		$ -	$ 60,354	Total Hours: 1260 (7 hrs x 180 days = 1260) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents.
5	3 PreSchool Teachers (Kordyak Elem School)	3780	$ 156,402	$ -		$ -	$ 156,402	Total Hours: 3780 (3 teachers x 7 hrs x 180 days = 3780) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents. Includes new school Kordyak Elementary School.
6	Instructional Assistant(Kordyak Elem School)	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
7	Instructional Assistant(Kordyak Elem School)	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
8	Instructional Assistant(Kordyak Elem School)	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
9	Instructional Assistant	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
10	Instructional Assistant	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
11	Instructional Assistant	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise Apprentices, assist teacher with parent communication and student assessments.
12	Apprentice(Kordyak Elem School)	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
13	Apprentice(Kordyak Elem School)	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
14	Apprentice(Kordyak Elem School)	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
15	Apprentice	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
16	Apprentice	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
17	Apprentice	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
18	Nurse	108	$ 5,930	$ -	State Preschool Contract	$ -	$ 5,930	Total Hours: 108 (18 hrs x 6 classes = 108) Review student health folders, check immunizations, health conditions, communicate and/or train teachers in how to meet student health care needs, liason with families, conduct vision/hearing screenings, medically treat students, provide referrals and health resources.
19	Clerk Typist I	1896	$ 38,643	$ -	State Preschool Contract	$ -	$ 38,643	Total Hours: 1896 (8 hrs x 237 days) Clerical duties - student enrollment and registration, monitoring student attendance & data, maintain student enrollment records, assist with correspondence and communication within program, order classroom supplies, submit work orders. Includes new school Kordyak Elementary School.
20	Clerk Typist II	360	$ 8,439	$ -	State Preschool Contract	$ -	$ 8,439	Total Hours: 360 (10 hrs x 36 weeks = 360) Clerical duties - entering student attendance & data, maintain student enrollment records, assist with correspondence and communication within program, order classroom supplies, submit work orders.
21	Account Clerk II	520	$ 10,401	$ -	$ -	$ -	$ 10,401	Shall maintain all financial records in a clear and concise manner adhering to all standard accounting practices. The clerk is responsible for all reporting, invoicing, processing and paying all program related expenditures.
22	Custodian	180	$ 4,383	$ -		$ -	$ 4,383	Total Hours: 180 (5 hrs x 36 weeks = 180) Clean full day preschool classrooms to meet Title 22 regulations.
23	Custodian	180	$ 4,383	$ -		$ -	$ 4,383	Total Hours: 180 (5 hrs x 36 weeks = 180) Clean full day preschool classrooms to meet Title 22 regulations.
24	Custodian	180	$ 4,383	$ -		$ -	$ 4,383	Total Hours: 180 (5 hrs x 36 weeks = 180) Clean full day preschool classrooms to meet Title 22 regulations.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
25	Substitute Preschool Teachers	336	$ 5,520	$ -		$ -	$ 5,520	Total Hours: 336 (7 hrs x 48 days = 336) When preschool teacher(s) is absent, perform all teacher duties noted above to meet student needs. Includes new school Kordyak Elementary School.
26	Substitute Preschool Inst. Assistants	280	$ 4,916	$ -		$ -	$ 4,916	Total Hours: 280 (3.5 hrs x 80 days = 280) When instructional assistant(s) is absent, perform all duties noted above to support preschool teacher and meet student needs. Includes new school Kordyak Elementary School.
27	Substitute Custodians	7.5	$ 4,682	$ -		$ -	$ 4,682	Total Hours: 7.5 (1 hr x 15 days = 15) When site custodian is absent, clean full day preschool classrooms to meet Title 22 regulations. Includes new school Kordyak Elementary School.
TOTAL SALARIES			$ 656,672	$ -		$ -	$ 656,672	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
28		$ 252,533	$ -	State Preschool Contract	$ -	$ 252,533	Calculations based on gross salaries multiplied by the following rates: STRS@ .0825; PERS DIR@ .10923; PERS RED@ .01825; ARS@ .0375; FICA@ .062; MEDI@ .0145; SUI@ .0161; WorkComp@ .021147. Health & Welfare is negotiated by district and is calculated for 2013-14 at $15,259.05 per full time employee. Retirement benefits depend upon whether the employee is STRS, PERS or ARS. Payroll taxes are determined by state and federal rates. Employee job classification and full or part time status determines which type of benefits they do or do not receive.
TOTAL SALARIES & BENEFITS		$ 909,205	$ -		$ -	$ 909,205	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 89,514	$ -		$ -	$ 89,514	Classroom consummable supplies (paint, paper, glue, crayons, markers, first aide supplies, etc); Custodial supplies (toilet paper, soap, paper towels, cleaning agents, etc.); Instructional materials (books, manipulatives, toys, music, mats, mat covers, etc.); In addition, adding new furniture for the 3 new sites at Kordyak Elementary School (tables, chairs, cubbies, book shelves, computer, lunch carts, etc).
2	PARTICIPANT SUPPORT/INCENTIVES	$ 1,680	$ -		$ -	$ 1,680	Books for parents participating in parent council and/or parent involvement.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	No costs because parents provide transportation.
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 33,762	$ -		$ -	$ 33,762	Student breakfasts, lunches and snacks. Adding 3 new classrooms at Kordyak Elementary School. In addition adding food for meetings.
5	STAFF DEVELOPMENT/TRAINING	$ 2,060	$ -		$ -	$ 2,060	Program planning and training meetings (does not include monthly staff meetings which are covered in contract) 1.5 hrs. x daily rate $38.13
6	EMPLOYEE MILEAGE/TRAVEL	$ 820	$ -		$ -	$ 820	Mileage for Program Manager and/or Clerk (weekly visit to six full day preschool sites) 20 miles round trip x 36 weeks school x .57 (Estimated Federal reimbursement rate) = $410.
7	ADVERTISEMENTS	$ 210	$ -		$ -	$ 210	Program posters, banners, printed & laminated materials.
8	PRINTING	$ 1,020	$ -		$ -	$ 1,020	Enrollment materials and flyers for program; classroom assessments and instructional items; materials for parent meetings.
9	POSTAGE	$ 230	$ -		$ -	$ 230	3 mailings a year to the participating parents
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	None

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
11	OFFICE SUPPLIES	$ 980	$ -		$ -	$ 980	General office supplies (paper, folders, labels, pens, pencils, tape, etc.)
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	None needed or anticipated.
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	In-kind.
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	In-kind.
15	UTILITIES	$ -	$ -		$ -	$ -	In-kind.
16	INSURANCE / TAXES / LICENSES	$ 1,470	$ -		$ -	$ 1,470	Annual licensing fees associated with applying for and maintaining State licenses.
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	None.
18	INDIRECT COSTS (AS APPROVED)	$ 77,949	$ -		$ -	$ 77,949	Preliminary indirect rate based upon unaudited actuals is proposed to be 7.27% for 2013-2014.
TOTAL SERVICES & SUPPLIES		$ 209,695	$ -		$ -	$ 209,695	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1		$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **RIALTO UNIFIED SCHOOL DISTRICT** CONTRACT # **EC016 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			A	B	C	D	E	F	G
	FTE	*POSITION TITLE*							
1	0.35	Program Manager	$ 34,024	$ -		$ 34,024		$ 34,024	100.00%
2	1	Preschool Teacher	$ 52,134	$ -		$ 52,134	$ 52,134		100.00%
3	1	Preschool Teacher	$ 57,478	$ -		$ 57,478	$ 57,478		100.00%
4	1	Preschool Teacher	$ 60,354	$ -		$ 60,354	$ 60,354		100.00%
5	3	3 PreSchool Teachers (Kordyak Elem School)	$ 156,402	$ -		$ 156,402	$ 156,402		100.00%
6	0.438	Instructional Assistant(Kordyak Elem School)	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
7	0.438	Instructional Assistant(Kordyak Elem School)	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
8	0.438	Instructional Assistant(Kordyak Elem School)	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
9	0.438	Instructional Assistant	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
10	0.438	Instructional Assistant	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
11	0.438	Instructional Assistant	$ 25,652	$ -		$ 25,652	$ 25,652		100.00%
12	0.375	Apprentice(Kordyak Elem School)	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
13	0.375	Apprentice(Kordyak Elem School)	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
14	0.375	Apprentice(Kordyak Elem School)	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
15	0.375	Apprentice	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
16	0.375	Apprentice	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
17	0.375	Apprentice	$ 8,448	$ -		$ 8,448	$ 8,448		100.00%
18	0.16	Nurse	$ 6,052	$ -		$ 6,052	$ 6,052		100.00%
19	1	Clerk Typist I	$ 38,643	$ -		$ 38,643	$ 38,643		100.00%
20	0.25	Clerk Typist II	$ 8,439	$ -		$ 8,439	$ 8,439		100.00%
21	0.25	Account Clerk II	$ 10,401	$ -		$ 10,401	$ 10,401		100.00%
22	0.063	Custodian	$ 4,383	$ -		$ 4,383	$ 4,383		100.00%
23	0.063	Custodian	$ 4,383	$ -		$ 4,383	$ 4,383		100.00%
24	0.063	Custodian	$ 4,383	$ -		$ 4,383	$ 4,383		100.00%
25	1	Substitute Preschool Teachers	$ 5,520	$ -		$ 5,520	$ 5,520		100.00%

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **RIALTO UNIFIED SCHOOL DISTRICT** CONTRACT # **EC016 A1**

		DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
26	0.438	Substitute Preschool Inst. Assistants	$ 4,916	$ -		$ 4,916	$ 4,916		100.00%
27	1	Substitute Custodians	$ 4,682	$ -		$ 4,682	$ 4,682		100.00%
		TOTAL SALARIES	$ 656,794	$ -	$ -	$ 656,794	$ 622,770	$ 34,024	100.00%
28		TOTAL BENEFITS	$ 264,762	$ -		$ 264,762	$ 256,560	$ 8,202	100.00%
		TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN	$ 921,556	$ -	$ -	$ 921,556	$ 879,330	$ 42,226	**100.00%**
B. SERVICES & SUPPLIES			A	B	C	D	E	F	G
1		PROGRAM MATERIALS/SUPPLIES	$ 15,714	$ -		$ 15,714	$ 15,714		100.00%
2		PARTICIPANT SUPPORT/INCENTIVES	$ 2,160	$ -		$ 2,160	$ 2,160		100.00%
3		PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -		
4		FOOD EXPENSE FOR CLASSES/MEETINGS	$ 35,030	$ -		$ 35,030	$ 35,030		100.00%
5		STAFF DEVELOPMENT/TRAINING	$ 2,060	$ -		$ 2,060	$ 2,060		100.00%
6		EMPLOYEE MILEAGE/TRAVEL	$ 850	$ -		$ 850	$ 850		100.00%
7		ADVERTISEMENTS	$ 210	$ -		$ 210	$ 210		100.00%
8		PRINTING	$ 1,140	$ -		$ 1,140	$ 1,140		100.00%
9		POSTAGE	$ 240	$ -		$ 240	$ 240		100.00%
10		SUBSCRIPTIONS	$ -	$ -		$ -	$ -		
11		OFFICE SUPPLIES	$ 1,070	$ -		$ 1,070	$ 1,070		100.00%
12		OFFICE EQUIPMENT	$ -	$ -		$ -	$ -		
13		RENT/LEASE BUILDING	$ -	$ -		$ -	$ -		
14		BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -		
15		UTILITIES	$ -	$ -		$ -	$ -		
16		INSURANCE / TAXES / LICENSES	$ 1,620	$ -		$ 1,620	$ 1,620		100.00%
17		PROFESSIONAL SERVICES/CONSULTANTS							
	17.1					$ -			
	17.2					$ -			

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **RIALTO UNIFIED SCHOOL DISTRICT** CONTRACT # **EC016 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	17.3				$ -			
	17.4				$ -			
	17.5				$ -			
	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 73,388	$ -		$ 73,388		$ 73,388	
	TOTAL SERVICES/SUPPLIES	$ 133,482	$ -	$ -	$ 133,482	$ 60,094	$ 73,388	**100.00%**
	C. SUBCONTRACTS	A	B	C	D	E	F	**G**
	SUBCONTRACTS - AGENCY NAME							
1	1				$ -			
2	1				$ -			
3	1				$ -			
4	1				$ -			
5	1				$ -			
6	1				$ -			
7	1				$ -			
8	1				$ -			
9	1				$ -			
10	1				$ -			
	TOTAL SUBCONTRACTS	$ -	$ -	$ -	$ -	$ -	$ -	
	TOTAL PROJECT BUDGET	$ 1,055,038	$ -	$ -	$ 1,055,038	$ 939,424	$ 115,614	100.00%
	First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
	Administrative Cost %				**100.00%**	**89.04%**	**10.96%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Manager	560	$ 34,024	$ -	State Preschool Contract	$ -	$ 34,024	Total Hours: 560 (8 hrs x 200 days = 1600 hrs x 35%) Initiate community outreach, supervise enrollment, oversee program quality and compliance with Title 22 & 5, evaluate staff, coordinate curriculum & staff development, monitor student attendance, implement/ facilitate parent advisory committee, monitor budget & expenditures, monthly reports.
2	Preschool Teacher	1260	$ 52,134	$ -		$ -	$ 52,134	Total Hours: 1260 (7 hrs x 180 days = 1260) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents.
3	Preschool Teacher	1260	$ 57,478	$ -		$ -	$ 57,478	Total Hours: 1260 (7 hrs x 180 days = 1260) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents.
4	Preschool Teacher	1260	$ 60,354	$ -		$ -	$ 60,354	Total Hours: 1260 (7 hrs x 180 days = 1260) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents.
5	3 PreSchool Teachers (Kordyak Elem School)	3780	$ 156,402	$ -		$ -	$ 156,402	Total Hours: 3780 (3 teachers x 7 hrs x 180 days = 3780) Provide quality care, development & instruction of children, supervise staff, assess student progress & communicate with parents. Includes new school Kordyak Elementary School.
6	Instructional Assistant(Kordyak Elem School)	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
7	Instructional Assistant(Kordyak Elem School)	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
8	Instructional Assistant(Kordyak Elem School)	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
9	Instructional Assistant	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
10	Instructional Assistant	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise apprentices, assist teacher with parent communication and student assessments.
11	Instructional Assistant	710.5	$ 25,652	$ -		$ -	$ 25,652	Total Hours: 710.5 (3.5 hrs x 203 days = 710.5) Assist & support teachers in care, development & instruction of children. Supervise Apprentices, assist teacher with parent communication and student assessments.
12	Apprentice(Kordyak Elem School)	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
13	Apprentice(Kordyak Elem School)	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
14	Apprentice(Kordyak Elem School)	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
15	Apprentice	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
16	Apprentice	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
17	Apprentice	528	$ 8,448	$ -		$ -	$ 8,448	Total Hours: 528 (3 hrs x 176 days = 528) Under supervision of teacher or instructional assistant, help with care & instruction of students, prepare/set out materials, dispense snack & lunch.
18	Nurse	108	$ 6,052	$ -	State Preschool Contract	$ -	$ 6,052	Total Hours: 108 (18 hrs x 6 classes = 108 Review student health folders, check immunizations, health conditions, communicate and/or train teachers in how to meet student health care needs, liason with families, conduct vision/hearing screenings, medically treat students, provide referrals and health resources.
19	Clerk Typist I	1896	$ 38,643	$ -	State Preschool Contract	$ -		Total Hours: 1896 (8 hrs x 237 days) Clerical duties - student enrollment and registration, monitoring student attendance & data, maintain student enrollment records, assist with correspondence and communication within program, order classroom supplies, submit work orders. Includes new school Kordyak Elementary School.
20	Clerk Typist II	360	$ 8,439	$ -	State Preschool Contract	$ -	$ 8,439	Total Hours: 360 (10 hrs x 36 weeks = 360) Clerical duties - entering attendance & data, maintain student enrollment records, assist with correspondence and communication within program, order classroom supplies, submit work orders.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
21	Account Clerk II	520	$ 10,401	$ -	$ -	$ -	$ 10,401	Shall maintain all financial records in a clear and concise manner adhering to all standard accounting practices. The clerk is responsible for all reporting, invoicing, processing and paying all program related expenditures
22	Custodian	180	$ 4,383	$ -		$ -	$ 4,383	Total Hours: 180 (5 hrs x 36 weeks = 90) Clean full day preschool classrooms to meet Title 22 regulations.
23	Custodian	180	$ 4,383	$ -		$ -	$ 4,383	Total Hours: 180 (5 hrs x 36 weeks = 90) Clean full day preschool classrooms to meet Title 22 regulations.
24	Custodian	180	$ 4,383	$ -		$ -	$ 4,383	Total Hours: 180 (5 hrs x 36 weeks = 90) Clean full day preschool classrooms to meet Title 22 regulations.
25	Substitute Preschool Teachers	336	$ 5,520	$ -		$ -	$ 5,520	Total Hours: 336 (7 hrs x 48 days = 336) When preschool teacher(s) is absent, perform all teacher duties noted above to meet student needs. Includes new school Kordyak Elementary School.
26	Substitute Preschool Inst. Assistants	280	$ 4,916	$ -		$ -	$ 4,916	Total Hours: 280 (3.5 hrs x 80 days = 280) When instructional assistant(s) absent, perform all duties noted above to support preschool teacher and meet student needs. Includes new school Kordyak Elementary School.
27	Substitute Custodians	15	$ 4,682	$ -		$ -	$ 4,682	Total Hours: 15 (1 hrs x 15 days = 15) When site custodian is absent, clean full day preschool classrooms to meet Title 22 regulations. Includes new school Kordyak Elementary School.
TOTAL SALARIES			$ 656,794	$ -		$ -	$ 618,151	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
28			$ 264,762	$ -	State Preschool Contract	$ -	$ 264,762	Calculations based on gross salaries multiplied by the following rates: STRS@ .0825; PERS DIR@ .10923; PERS RED@ .01825; ARS@ .0375; FICA@ .062; MEDI@ .0145; SUI@ .0161; WorkComp@ .021147. Health & Welfare is negotiated by district and is calculated for 2014-15 at $16,632.37 per full time employee. Retirement benefits depend upon whether the employee is STRS, PERS or ARS. Payroll taxes are determined by state and federal rates. Employee job classification and full or part time status determines which type of benefits they do or do not receive.
TOTAL SALARIES & BENEFITS			$ 921,556	$ -		$ -	$ 882,913	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 15,714	$ -		$ -	$ 15,714	Classroom consummable supplies (paint, paper, glue, crayons, markers, first aide supplies, etc); Custodial supplies (toilet paper, soap, paper towels, cleaning agents, etc.); Instructional materials (books, manipulatives, toys, music, mats, mat covers, etc.).
2	PARTICIPANT SUPPORT/INCENTIVES	$ 2,160	$ -		$ -	$ 2,160	Books for parents participating in parent council and/or parent involvement.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	No costs because parents provide transportation.
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 35,030	$ -		$ -	$ 35,030	Student breakfasts, lunches and snacks. Adding 3 new classrooms at Kordyak Elementary School. In addition adding food for meetings.
5	STAFF DEVELOPMENT/TRAINING	$ 2,060	$ -		$ -	$ 2,060	Program planning and training meetings (does not include monthly staff meetings which are covered in contract) 1.5 hrs. x daily rate $38.13
6	EMPLOYEE MILEAGE/TRAVEL	$ 850	$ -		$ -	$ 850	Mileage for Program Manager and/or Clerk (weekly visit to six full day preschool sites) 20 miles round trip x 36 weeks school x .57 (Estimated Federal reimbursement rate) = $410.
7	ADVERTISEMENTS	$ 210	$ -		$ -	$ 210	Program posters, banners, printed & laminated materials.
8	PRINTING	$ 1,140	$ -		$ -	$ 1,140	Enrollment materials and flyers for program; classroom assessments and instructional items; materials for parent meetings.
9	POSTAGE	$ 240	$ -		$ -	$ 240	3 mailings a year to the participating parents
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	None

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
11	OFFICE SUPPLIES	$ 1,070	$ -		$ -	$ 1,070	General office supplies (paper, folders, labels, pens, pencils, tape, etc.)
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	None needed or anticipated.
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	In-kind.
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	In-kind.
15	UTILITIES	$ -	$ -		$ -	$ -	In-kind.
16	INSURANCE / TAXES / LICENSES	$ 1,620	$ -		$ -	$ 1,620	Annual licensing fees associated with applying for and maintaining State licenses.
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	None.
18	INDIRECT COSTS (AS APPROVED)	$ 73,388	$ -		$ -	$ 73,388	Preliminary indirect rate based upon unaudited actuals is proposed to be 7.27% for 2014-2015.
TOTAL SERVICES & SUPPLIES		$ 133,482	$ -		$ -	$ 133,482	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME RIALTO UNIFIED SCHOOL DISTRICT

CONTRACT # EC016 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1		$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity: Lucerne Valley USD

Contract # EC014 A1

Dept/Division: Lucerne Valley Elementary

Phone #: (760) 248-7202

Project Name: Pre-K Academy

Fax #: (760) 248-7204

Address: 10788 Barstow Road
Lucerne Valley, CA 92356

Website: www.lvsd.k12.ca.us

PROGRAM CONTACT:

Name: Billy Wessell

Phone #: (760) 248-7202

Title: Director of Business Services/Early Childhood Administrator

Fax #: (760) 248-7204

Email: Billy_Wessell@lvsd.k12.ca.us

FISCAL CONTACT:

Name: Billy Wessell

Phone #: (760) 248-6108 x4135

Title: Director of Business Services/Early Childhood Administrator

Fax #: (760) 248-6677

Email: Billy_wessell@lvsd.k12.ca.us

CONTRACT REPRESENTATIVE:

Name: Billy Wessell

Phone #: (760) 248-6108 x4135

Title: Director of Business Services/Early Childhood Administrator

Fax #: (760) 248-6677

Email: Billy_wessell@lvsd.k12.ca.us

ADDITIONAL CONTACT:

Name: Suzette Davis

Phone #: (760) 248-6108 x4131

Title: Superintendent

Fax #: (760) 248-6677

Email: Suzette_davis@lvsd.k12.ca.us

TYPE OF AGENCY:

- ☒ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other – please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☒ Education	☐ Family	☐ Community
☐ SART	☒ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic service location: Lucerne Valley

OBJECTIVES:

- By June 2014, 20 children will exhibit an increased level of age-appropriate development and will receive proper resource and referral if additional services are needed.
- By June 2014, 20 children will exhibit an increased level of age-appropriate development as well as an increased level of healthy cognitive and social-emotional behavior.

INVESTMENT:

Year	Amount
2012 - 2013	$ 17,504
2013 - 2014	$ 94,218
2014 - 2015	$ 93,083
TOTAL	$ **204,805**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY

	New	Vendor Code	S	Dept.	A	Contract Number
X	Change	LUCERNE300	C	903		EC014 A1
	Cancel					

Organization	Dept.	Orgn.	Contractor's License No.
Children and Families Commission	903	PROG	

Commission Representative	Telephone	Total Contract Amount
Cindy Faulkner, Operations Manager	909-386-7706	$204,805

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$53,982	$204,805

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEEPKY14	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
PreK Academy	12-13	$17,504				
	13-14	$94,218				
	14-15	$93,083				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Lucerne Unified School District

Department/Division

Address

8560 Aliento Road

Lucerne Valley, CA 92356

Phone

(760) 248-6108

Federal ID No.

33-0217300

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

The maximum amount of reimbursement under this Contract shall not exceed $204,805 or the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13 $17,504 July 1, 2012 through June 30, 2013
Fiscal Year 2013-14 $94,218 July 1, 2013 through June 30, 2014
Fiscal Year 2014-15 $93,083 July 1, 2014 through June 30, 2015

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

V. FISCAL PROVISIONS

Paragraph B. Payment Provisions is amended to read as follows:

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

ATTACHMENTS:

Attachment A –Add Work Plan for 2013-2014.

Attachment A-1 – Add Program Work Plan Site Locations for 2013-2014.

Attachment B – Program Budgets for 2013-2014 and 2014-2015 are deleted and replaced with attached revised Budgets for 2013-2014 and 2014-2015.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	LUCERNE VALLEY UNIFIED SCHOOL DISTRICT Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Michael Noga Printed Name
Commission Chair Title	Superintendent Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: LUCERNE UNIFIED SCHOOL DISTRICT

Program Name: LUCERNE PRE-K ACADEMY

Contract #: EC014 A-1 **Fiscal Year (FY):** 2013 – 2014

Service Area: LUCERNE

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s))*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children receive early screening and intervention for special needs	By June 2014, 20 children will receive early screening and intervention for special needs	Developmental Screening	Core	20 Children	**ASQ-3**
Children develop within normal ranges in all domains	By June 2014, 20 children demonstrate increases in age-appropriate development in all domains.	Child Development Session-PK	Core	20 Children	**Child Intake/Exit** **DRDP-SR**
Children live in a home environment supportive of learning	By June 2014, 20 parents will report an increase in the amount of time spent reading, singing, and telling stories to their children	Parent Enrichment	Aggregate	20 Parents	**Parent Intake** **ECE Parent Satisfaction Survey** Sign-in sheets* Reading Log* *not submitted to First 5 but available upon request

Fiscal Year: 2013-2014
Agency Signature _____

Agency Name: Lucerne Valley Unified School District
Program Name: First 5 PACT program
Contract #: EC014 A-1 **Fiscal Year (FY):** 2013-2014

Service Area: Lucerne Valley
Current Funding FY 2012-2013 $236,597
Requested Funding FY 2013-2014 $94,218

CURRENTLY FUNDED FIRST 5 SCHOOL SITE (UNDER CONTRACT#EC014 A-1)	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN CURRENTLY SERVED AT THIS SITE
Name of Site: First 5 PACT Program Number of Classrooms: 1	Site Address 10788 Barstow Road, Lucerne Valley, CA 92356 Site Phone Number 760-248-7202 Contact Name Billy Wessell	16
EXPANSION SCHOOL SITE	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN THAT WILL BE SERVED AT THIS SITE
Name of Site: First 5 PACT Program Number of Classrooms: 1	Site Address10788 Barstow Road, Lucerne Valley, CA 92356 Site Phone Number 760-248-7202 Contact Name Billy Wessell	20

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Lucerne Valley Unified School District** CONTRACT # **EC014 A-1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**	**E**	**F**	**G**
	FTE	*POSITION TITLE*							
1	1	Pres School Lead Teacher	$ 38,900			$ 38,900	$ 38,900	$ -	100.00%
2	0.5	Associate Preschool Teacher	$ 10,842			$ 10,842	$ 10,842		100.00%
3		Certificated Subs	$ 2,000			$ 2,000	$ 2,000		100.00%
	TOTAL SALARIES		$ 51,742	$ -	$ -	$ 51,742	$ 51,742	$ -	100.00%
4		TOTAL BENEFITS	$ 15,493			$ 15,493	$ 15,493	$ -	100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$ 67,235**	**$ -**	**$ -**	**$ 67,235**	**$ 67,235**	**$ -**	**100.00%**
B.	**SERVICES & SUPPLIES**		**A**	**B**	**C**	**D**	**E**	**F**	**G**
1	PROGRAM MATERIALS/SUPPLIES		$ 5,000			$ 5,000	$ 5,000		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES		$ 750			$ 750	$ 750		100.00%
3	PARTICIPANT TRANSPORTATION					$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$ 4,400			$ 4,400	$ 4,400		100.00%
5	STAFF DEVELOPMENT/TRAINING		$ 500			$ 500	$ 500		100.00%
6	EMPLOYEE MILEAGE/TRAVEL		$ 1,000			$ 1,000	$ 1,000		100.00%
7	ADVERTISEMENTS		$ 500			$ 500	$ 500		100.00%
8	PRINTING		$ 500			$ 500	$ 500		100.00%
9	POSTAGE					$ 0			
10	SUBSCRIPTIONS					$ 0			
11	OFFICE SUPPLIES		$ 1,500			$ 1,500	$ 1,500		100.00%
12	OFFICE EQUIPMENT					$ 0			
13	RENT/LEASE BUILDING		$ 7,500			$ 7,500	$ 7,500		100.00%
14	BUILDING/EQUIPMENT MAINTENANCE					$ 0			
15	UTILITIES					$ 0			
16	INSURANCE / TAXES / LICENSES					$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS								

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Lucerne Valley Unified School District** CONTRACT # **EC014 A-1**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
17.1				$ 0			
17.2				$ 0			
17.3				$ 0			
17.4				$ 0			
17.5				$ 0			
PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -	$ -	$ 0	$ -	$ -	
18 INDIRECT COSTS (AS APPROVED)	$ 5,333			$ 5,333		$ 5,333	100.00%
TOTAL SERVICES/SUPPLIES	**$ 26,983**	**$ -**	**$ -**	**$ 26,983**	**$ 21,650**	**$ 5,333**	**100.00%**
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**E**	**F**	**G**
SUBCONTRACTS - AGENCY NAME							
1 1				$ 0			
2 1				$ 0			
3 1				$ 0			
4 1				$ 0			
5 1				$ 0			
6 1				$ 0			
7 1				$ 0			
8 1				$ 0			
9 1				$ 0			
10 1				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 94,218	$	$	$ 94,218	$ 88,885	$ 5,333	100.00%
First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
Administrative Cost %				**100.00%**	**94.34%**	**5.66%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Lucerne Valley Unified School District

CONTRACT # EC014 A-1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Pres School Lead Teacher	2080	$ 38,900	$ -		$ -	$ 38,900	Hiring a lead teacher to be able to accept daily oversight of the program as well as serve as a coach to other teachers in the program. For 6 month program
2	Associate Preschool Teacher	1040	$ 10,842	$ -		$ -	$ 10,842	Develop and implement developmentally appropriate lesson plans, direct the work of assistants/aides, classroom prep and clean-up and other duties as assigned. STRS. For 6 month program
3	Certificated Subs		$ 2,000	$ -		$ -	$ 2,000	Substitutes for certificated personnel. STRS
TOTAL SALARIES			$ 51,742	$ -		$ -	$ 51,742	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
4	FICA, Medicare, SUI, W/C, PERS, STRS and Health, Vision, Dental and Life Insurance.	$ 15,493	$ -		$ -	$ 15,493	FICA (PERS employess only) - 6.2% MEDI - 1.45% SUI - 1.61% W/C 2.12% PERS - 13.2% STRS - 8.25%
TOTAL SALARIES & BENEFITS		$ 67,235	$ -		$ -	$ 67,235	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Lucerne Valley Unified School District

CONTRACT # EC014 A-1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000	$ -		$ -	$ 5,000	Instructional materials for the program (i.e. books, glue, crayons, paper, etc.)
2	PARTICIPANT SUPPORT/INCENTIVES	$ 750	$ -		$ -	$ 750	Participant incentives at the completion of the program (i.e. awards, t-shirts, etc.)
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 4,400	$ -		$ -	$ 4,400	Daily snack for children enrolled in the program.
5	STAFF DEVELOPMENT/TRAINING	$ 500	$ -		$ -	$ 500	Allow for training of program staff
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,000	$ -		$ -	$ 1,000	Mileage for employee travel out of district at the IRS mileage rate.
7	ADVERTISEMENTS	$ 500	$ -		$ -	$ 500	Advertisement of the program to promote the program and provide outreach to the community.
8	PRINTING	$ 500	$ -		$ -	$ 500	Advertisement of the program
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 1,500	$ -		$ -	$ 1,500	To purchase office supplies
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ 7,500	$ -		$ -	$ 7,500	Rent/lease of the program facilities at a rate of $625 per building x 2 buildings per month. This rate includes all facilities' utilities and custodial service.
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 5,333	$ -		$ -	$ 5,333	Indirects costs will be charged at the District's approved indirect cost rate of 6%.
TOTAL SERVICES & SUPPLIES		$ 26,983	$ -		$ -	$ 26,983	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Lucerne Valley Unified School District

CONTRACT # EC014 A-1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1		$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Lucerne Valley Unified School District** CONTRACT # **EC014 A-1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**	**E**	**F**	**G**
	FTE	*POSITION TITLE*							
1	1	Preschool Lead Teacher	$ 40,570	$ -	$ -	$ 40,570	$ 40,570	$ -	100.00%
2	0.5	Associate Preschool Teacher	$ 11,350			$ 11,350	$ 11,350		100.00%
3		Certificated Subs	$ 2,000			$ 2,000	$ 2,000		100.00%
	TOTAL SALARIES		$ 53,920	$ -	$ -	$ 53,920	$ 53,920	$ -	100.00%
4		TOTAL BENEFITS	$ 15,745			$ 15,745	$ 15,745	$ -	100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$ 69,665**	**$ -**	**$ -**	**$ 69,665**	**$ 69,665**	**$ -**	**100.00%**
B.	**SERVICES & SUPPLIES**		**A**	**B**	**C**	**D**	**E**	**F**	**G**
1	PROGRAM MATERIALS/SUPPLIES		$ 2,000			$ 2,000	$ 2,000		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES		$ 750			$ 750	$ 750		100.00%
3	PARTICIPANT TRANSPORTATION					$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$ 4,400			$ 4,400	$ 4,400		100.00%
5	STAFF DEVELOPMENT/TRAINING		$ 500			$ 500	$ 500		100.00%
6	EMPLOYEE MILEAGE/TRAVEL		$ 1,000			$ 1,000	$ 1,000		100.00%
7	ADVERTISEMENTS					$ 0			
8	PRINTING		$ 500			$ 500	$ 500		100.00%
9	POSTAGE					$ 0			
10	SUBSCRIPTIONS					$ 0			
11	OFFICE SUPPLIES		$ 1,500			$ 1,500	$ 1,500		100.00%
12	OFFICE EQUIPMENT					$ 0			
13	RENT/LEASE BUILDING		$ 7,500			$ 7,500	$ 7,500		100.00%
14	BUILDING/EQUIPMENT MAINTENANCE					$ 0			
15	UTILITIES					$ 0			
16	INSURANCE / TAXES / LICENSES					$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS								
	17.1					$ 0			
	17.2					$ 0			

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Lucerne Valley Unified School District** CONTRACT # **EC014 A-1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -	$ -	$ 0	$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 5,268			$ 5,268		$ 5,268	100.00%
	TOTAL SERVICES/SUPPLIES	**$ 23,418**	**$ -**	**$ -**	**$ 23,418**	**$ 18,150**	**$ 5,268**	**100.00%**
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	1				$ 0			
2	1				$ 0			
3	1				$ 0			
4	1				$ 0			
5	1				$ 0			
6	1				$ 0			
7	1				$ 0			
8	1				$ 0			
9	1				$ 0			
10	1				$ 0			
	TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
	TOTAL PROJECT BUDGET	$ 93,083	$	$	$ 93,083	$ 87,815	$ 5,268	100.00%
	First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
	Administrative Cost %				**100.00%**	**94.34%**	**5.66%**	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity: Fontana USD

Contract # EC009 A1

Dept/Division: Early Education

Phone #: 909-357-7600 x29095

Project Name: Full Day Preschool

Fax #: 909-357-5632

Address: 9680 Citrus Avenue
Fontana, CA 92335

Website: www.fusd.net

PROGRAM CONTACT:

Name: Shawnessy Rodriguez/Darcy Whitney

Phone #: 909-357-7600 x29097

Title: Coordinator of Children's Programs

Fax #: 909-357-5632

Email: rodgsl@fusd.net/darcyw@fusd.net

FISCAL CONTACT:

Name: Aperadee Thongsiri

Phone #: 909-357-7600 x29151

Title: Fiscal Analyst

Fax #: 909-357-5287

Email: thonap@fusd.net

CONTRACT REPRESENTATIVE:

Name: Laurie Finucane

Phone #: 909-357-7600 x29098

Title: Director of Early Education

Fax #: 909-357-5632

Email: finuld@fusd.net

ADDITIONAL CONTACT:

Name: N/A

Phone #:

Title:

Fax #:

Email:

TYPE OF AGENCY:

- [x] School Districts
  - [ ] K-8 [ ] K-12
- [ ] Community Based Organization
- [ ] County Government Agency
- [ ] Private Entity/Institution
  - [ ] For Profit [ ] Non-Profit
- [ ] County/State Educational Institution
- [ ] Faith Based Organization
- [ ] Other Government Agency
- [ ] Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

- [ ] Health
  - [ ] SART
  - [ ] Health Care Access
  - [ ] Oral Health
  - [ ] Primary Care Services
  - [ ] Perinatal
  - [ ] Asthma/Bronchitis
  - [ ] Obesity
- [x] Education
  - [ ] Pre-K Academy
  - [x] Preschool
  - [ ] Home Visitation
  - [ ] Infant Toddler
- [ ] Family
  - [ ] Resource Center and Case Management
  - [ ] Parent Education
- [ ] Community
  - [ ] Healthy Cities
  - [ ] Systems

Geographic service location: countywide

OBJECTIVES:

- By June 2014, 96 children will receive early screening and intervention for special needs.
- By June 2014, 96 children will develop within normal ranges in all domains.
- By June 2014, 96 children will live in a home environment supportive of learning.

INVESTMENT:

Year	Amount
2012 - 2013	$ 570,793
2013 - 2014	$ 1,135,856
2014 - 2015	1,081,161
TOTAL	$ **2,787,810**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY						
	New	Vendor Code	S	Dept.	A	Contract Number
X	Change	FONTANA357	C	903		EC009 A1
	Cancel					

Organization	Dept.	Orgn.	Contractor's License No.
Children and Families Commission	903	PROG	

Commission Representative	Telephone	Total Contract Amount
Cindy Faulkner, Operations Manager	909-386-7706	$2,787,810

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$1,712,379	$2,787,810

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEEPSY14	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Preschool	12-13	$570,793				
	13-14	$1,135,856				
	14-15	$1,081,161				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Fontana Unified School District

Department/Division

Address

9680 Citrus Avenue

Fontana, CA 92235

Program Address (if different from legal address):

Phone

(909) 357-5000

Federal ID No.

95-6001357

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

The maximum amount of reimbursement under this Contract shall not exceed $2,787,810 or the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$ 570,793	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$ 1,135,856	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$ 1,081,161	July 1, 2014 through June 30, 2015

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

V. FISCAL PROVISIONS

Paragraph B. Payment Provisions is amended to read as follows:

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor

ATTACHMENTS:

Attachment A –Add Work Plan for 2013-2014.

Attachment A-1 – Add Program Work Plan Site Locations for 2013-2014.

Attachment B – Program Budgets for 2013-2014 and 2014-2015 are deleted and replaced with attached revised Budgets for 2013-2014 and 2014-2015.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	FONTANA UNIFIED SCHOOL DISTRICT Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Cali Olsen-Binks Printed Name
Commission Chair Title	Superintendent Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: FONTANA UNIFIED SCHOOOL DISTRICT

Program Name: FIRST 5 FULL-DAY PRESCHOOL PROGRAM

Contract #: EC009 A-1 **Fiscal Year (FY):** 2013 – 2014

Service Area: FONTANA

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s))*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children receive early screening and intervention for special needs	By June 2014, 96 children will receive early screening and intervention for special needs	Developmental Screening	Core	96 Children	**ASQ-3**
Children develop within normal ranges in all domains	By June 2014, 96 children demonstrate increases in age-appropriate development in all domains.	Child Development Session-PS	Core	96 Children	**Child Intake/Exit** **DRDP-SR**
Children live in a home environment supportive of learning	By June 2014, 96 parents will report an increase in the amount of time spent reading, singing, and telling stories to their children	Parent Enrichment	Core	96 Parents	**Parent Intake** **ECE Early Education Parenting Survey (Pre/Post)** **ECE Parent Satisfaction Survey** Sign-in sheets* *not submitted to First 5 but available upon request

Fiscal Year: 2013-2014
Agency Signature _____

Agency Name: FONTANA UNIFIED SCHOOOL DISTRICT

Program Name: FIRST 5 FULL-DAY PRESCHOOL PROGRAM

Contract #: EC009 A1 **Fiscal Year (FY):** 2013 – 2014

Service Area: Early Education Programs

Current Funding FY2012 – 2013: $570,793 **Requested Funding FY2013 – 2014:** $1,135,856

CURRENTLY FUNDED FIRST 5 SCHOOL SITE (UNDER CONTRACT# EC009)	SITE ADDRESS, PHONE NUMBER & CONTACT NAME	NUMBER OF CHILDREN CURRENTLY SERVED AT THIS SITE
Name of Site: Randall-Pepper Elementary Number of Classrooms: 2	Site Address: 16613 Randall Avenue, Fontana Site Phone Number: 909-357-5730 Contact Name: Sylvia Rivera, Principal **District Office- Early Education Administration** Laurie Finucane, Director, Early Education Darcy Whitney, Coordinator, Early Education Address: 9680 Citrus Avenue, Fontana Phone: 909-357-7600, Ext. 29097	**48**
EXPANSION SCHOOL SITE	**SITE ADDRESS, PHONE NUMBER & CONTACT NAME**	**NUMBER OF CHILDREN THAT WILL BE SERVED AT THIS SITE**
Name of Site: Maple Elementary Number of Classrooms: 2	Site Address: 751 S. Maple Avenue, Fontana Site Phone Number: 909-357-5670 Contact Name: Michael Garcia, Principal **District Office- Early Education Administration** Laurie Finucane, Director, Early Education Darcy Whitney, Coordinator, Early Education Address: 9680 Citrus Avenue, Fontana Phone: 909-357-7600, Ext. 29097	**48**

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Fontana Unified School District** CONTRACT # **EC009 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**	**E**	**F**	**G**
	FTE	*POSITION TITLE*							
1	4	Preschool Teacher	$ 204,740			$ 204,740	$ 204,740		100.00%
2	8	Associate Teacher	$ 234,766			$ 234,766	$ 234,766		100.00%
3	0.5	Coordinator, Early Education	$ 52,462			$ 52,462		$ 52,462	100.00%
4	0.5	Program Specialist, Early Education	$ 34,972			$ 34,972		$ 34,972	100.00%
5	0.5	Intermediate Secretary	$ 23,220			$ 23,220		$ 23,220	100.00%
6	0.5	Intermediate Secretary	$ 22,904			$ 22,904	$ 22,904	$ -	100.00%
7	0.5	Bilingual Family Literacy Specialist	$ 33,010			$ 33,010		$ 33,010	100.00%
8		Substitute Teacher	$ 24,000			$ 24,000	$ 24,000		100.00%
	TOTAL SALARIES		$ 630,074		$ -	$ 630,074	$ 486,410	$ 143,664	100.00%
9		TOTAL BENEFITS	$ 305,876			$ 305,876	$ 257,189	$ 48,687	100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		$ 935,950	$ -	$ -	$ 935,950	$ 743,599	$ 192,351	**100.00%**

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Fontana Unified School District** CONTRACT # **EC009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	E	F	G
1	PROGRAM MATERIALS/SUPPLIES	$ 105,000			$ 105,000	$ 105,000	$ -	100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 2,000			$ 2,000	$ 2,000	$ -	100.00%
3	PARTICIPANT TRANSPORTATION				$ -			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 17,000			$ 17,000	$ 17,000		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 15,784			$ 15,784	$ 15,784	$ -	100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,000			$ 1,000	$ 1,000	$ -	100.00%
7	ADVERTISEMENTS				$ -			
8	PRINTING	$ 2,000			$ 2,000	$ 2,000	$ -	100.00%
9	POSTAGE				$ -			
10	SUBSCRIPTIONS				$ -			
11	OFFICE SUPPLIES	$ 2,500			$ 2,500	$ 2,500	$ -	100.00%
12	OFFICE EQUIPMENT	$ 3,000			$ 3,000	$ 3,000	$ -	100.00%
13	RENT/LEASE BUILDING				$ -			
14	BUILDING/EQUIPMENT MAINTENANCE	$ 4,000			$ 4,000	$ 4,000	$ -	100.00%
15	UTILITIES				$ -			
16	INSURANCE / TAXES / LICENSES	$ 880			$ 880	$ 880	$ -	100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Childcare/Center Monitors	$ 1,168			$ 1,168	$ 1,168	$ -	100.00%
	17.2				$ -			
	17.3				$ -			
	17.4				$ -			
	17.5				$ -			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 1,168	$ -	$ -	$ 1,168	$ 1,168	$ -	100.00%

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Fontana Unified School District** CONTRACT # **EC009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
18	INDIRECT COSTS (AS APPROVED)	$ 45,574	$ -		$ 45,574		$ 45,574	100.00%
	TOTAL SERVICES/SUPPLIES	$ 199,906	$ -	$ -	$ 199,906	$ 154,332	$ 45,574	**100.00%**

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Fontana Unified School District** CONTRACT # **EC009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	A	B	C	D	E	F	G
	SUBCONTRACTS - AGENCY NAME							
1	1				$ -			
2	1				$ -			
3	1				$ -			
4	1				$ -			
5	1				$ -			
6	1				$ -			
7	1				$ -			
8	1				$ -			
9	1				$ -			
10	1				$ -			
	TOTAL SUBCONTRACTS	$ -	$ -	$ -	$ -	$ -	$ -	
	TOTAL PROJECT BUDGET	$ 1,135,856	$ -	$ -	$ 1,135,856	$ 897,931	$ 237,925	100.00%
	First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
	Administrative Cost %				**100.00%**	**79.05%**	**20.95%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Preschool Teacher	5096	$ 204,740	$ -		$ -	$ 204,740	Preschool Teacher provides instruction and supervision of the 3-5 year old preschool children. Develop and implement curriculum and instruction design. 4 FTE, 7 hour day, 182 day work year.
2	Associate Teacher	10192	$ 234,766	$ -		$ -	$ 234,766	Associate Teacher acts as support staff to ensure successful instructional program and student outcomes. Perform duties as assigned by the teacher. 8 FTE, 7 hour day, 182 day work year.
3	Coordinator, Early Education	840	$ 52,462	$ -	State Preschool	$ -	$ 52,462	Coordinator, Early Education oversees the administrative, instructional and evaluative tasks of the Preschool Program. 8 hour day, 210 day work year @ .50 FTE. Other funding State Preschool.
4	Program Specialist, Early Education	840	$ 34,972	$ -	State Preschool	$ -	$ 34,972	Program Specialist, Early Education acts as a support structure for the instructional program, teacher, student, and parent support. 8 hour day, 210 day work year @ .50 FTE. Other funding State Preschool.
5	Intermediate Secretary	1040	$ 23,220	$ -	State Preschool	$ -	$ 23,220	Intermediate Secretary provides program clerical support. 8 hour day, 260 day work year @ .50 FTE. Other funding State Preschool.
6	Intermediate Secretary	1040	$ 22,904	$ -	State Preschool	$ -	$ 22,904	Intermediate Secretary provides data entry and creation of required reporting (ECERS, DRDP-PS (2010), First 5 Quarterly, Survey Results, Monthly Persimmony reporting.) 8 hour day, 260 day work year @ .50 FTE. Other funding State Preschool.
7	Bilingual Family Literacy Specialist	768	$ 33,010	$ -	State Preschool	$ -	$ 33,010	Bilingual Family Literacy Specialist supports the teacher, student and parent in development of language and literacy in the home. 8 hour day, 192 day work year @ .50 FTE. Other funding State Preschool.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
8	Substitute Teacher	1920	$ 24,000	$ -		$ -	$ 24,000	Preschool Teachers and Associate Teachers benefits provide absense leave. A District-approved substitute teacher is used to cover Preschool Teacher and Associate Teacher positions. 240 days x $100.00 a day = $24,000.
TOTAL SALARIES			$ 630,074	$ -		$ -	$ 630,074	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
9	Retirement, Health and Welfare, Medicare, Unemployment insurance, Worker's Comp., FICA	$ 305,876	$ -		$ -	$ 305,876	Retirement 3.75%- 12.24%, Health & Welfare estimated at $13,575 per FTE, Medicare 1.45%, Unemployment insurance 1.61%, Workers Compensation .10%, FICA 6.2%
TOTAL SALARIES & BENEFITS		$ 935,950	$ -		$ -	$ 935,950	

PRESCHOOL
FY13-14

ATTACHMENT B

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 105,000	$ -		$ -	$ 105,000	Materials may include: Curriculum, instructional materials, digital cameras, memory chips, batteries, interest areas materials (Writing, Art, Dramatic Play, Blocks, Library, Science, ABC Center, Math), consumables, outdoor equipment, books, furniture, napping cots/holder, blankets and sheets, laundry facilities, laundry supplies, gloves, sanitary wipes, student computers, computer programs, projector, screen, printer, ink, computer table, age appropriate keyboards and mice. Cleaning supplies to keep the classroom and bathrooms clean to meet the California Title 22, Health and Safety Regulations.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 2,000	$ -		$ -	$ 2,000	Materials and supplies needed to support PCILA, family literacy and participant incentives. Materials may include: Books, Song CD-ROM, educational support materials, literacy support materials, consumables.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 17,000	$ -		$ -	$ 17,000	Nutrition program from 96 students to be served daily (180 days) breakfast, lunch and snack. Refreshments for the Parents, Students and Staff.
5	STAFF DEVELOPMENT/TRAINING	$ 15,784	$ -		$ -	$ 15,784	Cost for teachers and support staff to attend professional development opportunities that align to the goals of the preschool program (CPIN Training, GLAD Preschool, CCDAA, Family Literacy Conferences, First 5 Training/Conferences).
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,000	$ -		$ -	$ 1,000	Cost for mileage and travel expenses for attending staff development/ training sessions.
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
8	PRINTING	$ 2,000	$ -		$ -	$ 2,000	Cost of paper and duplication services for instructional materials, attendance and sign-in sheets, parent resources, and family literacy materials.
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 2,500	$ -		$ -	$ 2,500	Office supplies to support the clerical support needs to meet program requirements. May include: Binders, pens, paper, file folders, scissors, paper shredder, envelopes, labels, dividers, paper clips, post-its, tape and misc. office supplies.
12	OFFICE EQUIPMENT	$ 3,000	$ -		$ -	$ 3,000	Equipment needed to perform clerical duties. May include: Lamination machine, electric staplers, large rolling carts, electronic 3-hole punch, office chairs, file cabinets, paper shredder.
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ 4,000	$ -		$ -	$ 4,000	Cost of maintaining building condition and equipment to meet licensing requirements and maintenance to provide a safe and high quality preschool program.
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ 880	$ -		$ -	$ 880	Cost for California State Licensing annual fee ($220 per classroom).
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 1,168	$ -		$ -	$ 1,168	Cost for providing child care during monthly Parent Meetings (total 10) and Parent Advisory
18	INDIRECT COSTS (AS APPROVED)	$ 45,574	$ -		$ -	$ 45,574	4.18% indirect cost rate as approved by the California Department of Education for the 2012-13 Fiscal year. Included services are accounting, budgeting, payroll presentation, personnel management, purchasing and data processing.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
TOTAL SERVICES & SUPPLIES		$ 199,906	$ -		$ -	$ 199,906	

BUDGET NARRATIVE - SUBCONTRACTORS

PARTNER NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1		$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Fontana Unified School District** CONTRACT # **EC009 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**	**E**	**F**	**G**
	FTE	*POSITION TITLE*							
1	4	Preschool Teacher	$ 204,740			$ 204,740	$ 204,740		100.00%
2	8	Associate Teacher	$ 234,766			$ 234,766	$ 234,766		100.00%
3	0.5	Coordinator, Early Education	$ 52,462	$ -		$ 52,462		$ 52,462	100.00%
4	0.5	Program Specialist, Early Education	$ 34,972	$ -		$ 34,972		$ 34,972	100.00%
5	0.5	Intermediate Secretary	$ 23,220	$ -		$ 23,220		$ 23,220	100.00%
6	0.5	Intermediate Secretary	$ 22,904	$ -		$ 22,904	$ 22,904		100.00%
7	0.5	Bilingual Family Literacy Specialist	$ 33,010	$ -		$ 33,010		$ 33,010	100.00%
8		Substitute Teacher	$ 24,000			$ 24,000	$ 24,000		100.00%
	TOTAL SALARIES		$ 630,074	$ -	$ -	$ 630,074	$ 486,410	$ 143,664	100.00%
9		TOTAL BENEFITS	$ 305,876	$ -		$ 305,876	$ 257,189	$ 48,687	100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$ 935,950**	**$ -**	**$ -**	**$ 935,950**	**$ 743,599**	**$ 192,351**	**100.00%**

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Fontana Unified School District** CONTRACT # **EC009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	E	F	G
1	PROGRAM MATERIALS/SUPPLIES	$ 52,500			$ 52,500	$ 52,500		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 2,000			$ 2,000	$ 2,000		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 17,000			$ 17,000	$ 17,000		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 15,784			$ 15,784	$ 15,784		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,000			$ 1,000	$ 1,000	$ -	100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 2,000			$ 2,000	$ 2,000	$ -	100.00%
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 2,500			$ 2,500	$ 2,500	$ -	100.00%
12	OFFICE EQUIPMENT	$ 3,000			$ 3,000	$ 3,000	$ -	100.00%
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE	$ 4,000			$ 4,000	$ 4,000	$ -	100.00%
15	UTILITIES				$ 0	$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ 880			$ 880	$ 880	$ -	100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Childcare/Center Monitors	*$ 1,168*			$ 1,168	*$ 1,168*		100.00%
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 1,168	$ -	$ -	$ 1,168	$ 1,168	$ -	100.00%
18	INDIRECT COSTS (AS APPROVED)	$ 43,379	$ -		$ 43,379		$ 43,379	100.00%
	TOTAL SERVICES/SUPPLIES	**$ 145,211**	**$ -**	**$ -**	**$ 145,211**	**$ 101,832**	**$ 43,379**	**100.00%**

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Fontana Unified School District** CONTRACT # **EC009 A1**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		A	B	C	D	E	F	G
	SUBCONTRACTS - AGENCY NAME							
1	1				$ 0			
2	1				$ 0			
3	1				$ 0			
4	1				$ 0			
5	1				$ 0			
6	1				$ 0			
7	1				$ 0			
8	1				$ 0			
9	1				$ 0			
10	1				$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 1,081,161	$	$	$ 1,081,161	$ 845,431	$ 235,730	100.00%
First 5 Funding %		100.00%	0.00%	0.00%	100.00%			
Administrative Cost %					**100.00%**	**78.20%**	**21.80%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Preschool Teacher	5096	$ 204,740	$ -		$ -	$ 204,740	Preschool Teacher provides instruction and supervision of the 3-5 year old preschool children. Develop and implement curriculum and instruction design. 4 FTE, 7 hour day, 182 day work year.
2	Associate Teacher	10192	$ 234,766	$ -		$ -	$ 234,766	Associate Teacher acts as support staff to ensure successful instructional program and student outcomes. Perform duties as assigned by the teacher. 8 FTE, 7 hour day, 182 day work year.
3	Coordinator, Early Education	840	$ 52,462	$ -	State Preschool	$ -	$ 52,462	Coordinator, Early Education oversees the administrative, instructional and evaluative tasks of the Preschool Program. 8 hour day, 210 day work year @ .50 FTE. Other funding State Preschool.
4	Program Specialist, Early Education	840	$ 34,972	$ -	State Preschool	$ -	$ 34,972	Program Specialist, Early Education acts as a support structure for the instructional program, teacher, student, and parent support. 8 hour day, 210 day work year @ .50 FTE. Other funding State Preschool.
5	Intermediate Secretary	1040	$ 23,220	$ -	State Preschool	$ -	$ 23,220	Intermediate Secretary provides program clerical support. 8 hour day, 260 day work year @ .50 FTE.
6	Intermediate Secretary	1040	$ 22,904	$ -	State Preschool	$ -	$ 22,904	Intermediate Secretary provides data entry and creation of required reporting (ECERS, DRDP-PS (2010), First 5 Quarterly, Survey Results, Monthly Persimmony reporting.) 8 hour day, 260 day work year @ .50 FTE.
7	Bilingual Family Literacy Specialist	768	$ 33,010	$ -	State Preschool	$ -	$ 33,010	Bilingual Family Literacy Specialist supports the teacher, student and parent in development of language and literacy in the home. 8 hour day, 192 day work year @ .50FTE. Other funding State Preschool.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
8	Substitute Teacher	1920	$ 24,000	$ -		$ -	$ 24,000	Preschool Teachers and Associate Teachers benefits provide absense leave. A District-approved substitute teacher is used to cover Preschool Teacher and Associate Teacher positions. 240 days x $100.00 a day = $24,000.
TOTAL SALARIES			$ 630,074	$ -		$ -	$ 630,074	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
9	Retirement, Health and Welfare, Medicare, Unemployment insurance, Worker's Comp., FICA	$ 305,876	$ -		$ -	$ 305,876	Retirement 3.75%- 12.24%, Health & Welfare estimated at $13,575 per FTE, Medicare 1.45%, Unemployment insurance 1.61%, Workers Compensation .10%, FICA 6.2%
TOTAL SALARIES & BENEFITS		$ 935,950	$ -		$ -	$ 935,950	

PRESCHOOL
FY14-15

ATTACHMENT B

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 52,500	$ -		$ -	$ 52,500	Materials may include: Curriculum, instructional materials, digital cameras, memory chips, batteries, interest areas materials (Writing, Art, Dramatic Play, Blocks, Library, Science, ABC Center, Math), consumables, outdoor equipment, books, furniture, napping cots/holder, blankets and sheets, laundry facilities, laundry supplies, gloves, sanitary wipes, student computers, computer programs, projector, screen, printer, ink, computer table, age appropriate keyboards and mice. Cleaning supplies to keep the classroom and bathrooms clean to meet the California Title 22, Health and Safety Regulations.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 2,000	$ -		$ -	$ 2,000	Materials and supplies needed to support PCILA, family literacy and participant incentives. Materials may include: Books, Song CD-ROM, educational support materials, literacy support materials, consumables.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 17,000	$ -		$ -	$ 17,000	Nutrition program from 96 students to be served daily (180 days) breakfast, lunch and snack. Refreshments for the Parents, Students and Staff.
5	STAFF DEVELOPMENT/TRAINING	$ 15,784	$ -		$ -	$ 15,784	Cost for teachers and support staff to attend professional development opportunities that align to the goals of the preschool program (CPIN Training, GLAD Preschool, CCDAA, Family Literacy Conferences, First 5 Training/Conferences).
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,000	$ -		$ -	$ 1,000	Cost for mileage and travel expenses for attending staff development/ training sessions.
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
8	PRINTING	$ 2,000	$ -		$ -	$ 2,000	Cost of paper and duplication services for instructional materials, attendance and sign-in sheets, parent resources, and family literacy materials.
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 2,500	$ -		$ -	$ 2,500	Office supplies to support the clerical support needs to meet program requirements. May include: Binders, pens, paper, file folders, scissors, paper shredder, envelopes, labels, dividers, paper clips, post-its, tape and misc. office supplies.
12	OFFICE EQUIPMENT	$ 3,000	$ -		$ -	$ 3,000	Equipment needed to perform clerical duties. May include: Computers, printers, scanners, fax machine, staplers, large rolling carts, electric 3-hole punches, binding machine.
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ 4,000	$ -		$ -	$ 4,000	Cost of maintaining building condition and equipment to meet licensing requirements and maintenance to provide a safe and high quality preschool program.
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ 880	$ -		$ -	$ 880	Cost for California State Licensing annual fee ($220 per classroom).
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 1,168	$ -		$ -	$ 1,168	Cost for providing child care during monthly Parent Meetings (total 10) and Parent Advisory Meetings (total 5).

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
18	INDIRECT COSTS (AS APPROVED)	$ 43,379	$ -		$ -	$ 43,379	4.18% indirect cost rate as approved by the California Department of Education for the 2012-13 Fiscal year. Included services are accounting, budgeting, payroll presentation, personnel management, purchasing and data processing.
TOTAL SERVICES & SUPPLIES		$ 145,211	$ -		$ -	$ 145,211	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Fontana Unified School District

CONTRACT # EC009 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1		$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

AGENDA ITEM 9
JUNE 19, 2013 **9**

Subject	RFP 13-02 "Healthy Cities/Healthy Communities (HCHC)" Contracts and Contract Amendments
Recommendations	Approve Healthy Cities/Healthy Communities (HCHC) Contracts for Fiscal Years 2013-2015 in the amount of $963,516 and approve HCHC Contract Amendments for Fiscal Years 2012-2015 in the total amount of $2,978,553 for a cumulative total amount of $3,924,069 with the following: **Healthy Cities Contracts:** A. City of Rialto, Contract SI013, in the total amount of $548,600 B. Reach Out, Contract SI014, in the total amount of $209,756 C. High Desert Outreach Center, Contract SI015, in the total amount of $205,160 **Healthy Cities Contract Amendments:** D. City of Rancho Cucamonga, Contract SI005 A1, increase of $651,367 for the total contract amount of $762,658 E. City of Montclair, Contract SI006 A1, increase of $331,104 for the total contract amount of $420,604 F. Reach Out, Contract SI007 A1, increase of $481,952 for the total contract amount of $556,952 G. St. Mary Medical, Contract SI008 A1, increase of $770,623 for the total contract amount of $845,012 H. Town of Apple Valley, Contract SI009 A1, increase of $344,699 for the total contract amount of $393,327 (Affected Districts: All) (Presenter: Mary Jaquish, Supervisor, 387-1512)
Background Information	On June 20, 2012, the Commission approved five Contractors to carry out Healthy Cities/ Healthy Communities (HCHC) projects through a one-year pilot included in the Investing in Children Health RFP 11-04 released in November 2011. Due to the success of this pilot, two opportunities emerged: expansion of the current five contracts for an additional two years (FY13-15) and new healthy cities contracts through the release of RFP CFC 13-02 for Healthy Cities on April 4, 2013. There are eight contracts, five of which are amendments to expand current healthy cities projects in Montclair, Rancho Cucamonga, San Bernardino, Town of Apple Valley and Victorville. Through RFP CFC 13-02 three healthy cities projects emerged to conduct projects in the unincorporated areas of Muscoy, Rialto and Adelanto. Pending Commission approval, these eight contractors will work to engage their communities to address obesity as identified in their respective healthy cities plans through policy change efforts, expansion of programs through parks and recreations departments, activities to support and promote breastfeeding, promotion of physical activity and increased access to healthy, fresh foods.
Financial Impact	$3,942,069 for FY2013-2015

Review Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

PROGRAM OUTLINE DOCUMENT
FY13-15

AGENCY INFORMATION:

Legal Entity:	City of Rialto	Contract #	SI013
Dept/Division:	City Clerk's Office	Phone #:	(909) 820-2519
Project Name:	Healthy Rialto	Fax #:	(909) 873-9593
Address:	150 S. Palm Ave. Rialto, CA 92376		
Website:	www.rialtoca.gov		

PROGRAM CONTACT:

Name:	Barbara A. McGee	Phone #:	(909) 820-2519
Title:	City Clerk	Fax #:	(909) 873-9593
Email:	bmcgee@rialtoca.gov		

FISCAL CONTACT:

Name:	Barbara A. McGee	Phone #:	(909) 820-2519
Title:	City Clerk	Fax #:	(909) 873-9593
Email:	bmcgee@rialtoca.gov		

CONTRACT REPRESENTATIVE:

Name:	Michael E. Story	Phone #:	(909) 820-2689
Title:	City Administrator	Fax #:	(909) 820-2527
Email:	mstory@rialtoca.gov		

ADDITIONAL CONTACT:

Name:	Maria Rodriguez	Phone #:	(909) 820-2519
Title:	Executive Assistant	Fax #:	(909) 873-9593
Email:	mrodriguez@rialtoca.gov		

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency/Dept.
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☒ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☐ Education	☐ Family	☒ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☒ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		☐ Community Engagement
☐ Primary Care Services	☐ Infant Toddler	Geographic Location: City of Rialto	
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Program Description And Commission Level Outcomes:

The City of Rialto through its Healthy Cities designation will provide various services throughout Rialto to make the City healthier for children and families ages 0-5.

Children and Families are Healthy and Safe

- By June 30, 2014 up to 500 children ages 0-5 will participate in various programs through Healthy Rialto.

INVESTMENT:

Year	Amount
2013 - 2014	$ 274,300
2014 - 2015	$ 274,300
TOTAL	$ **548,600**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

							FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A		Contract Number
	Change			903			SI013
	Cancel						

Organization	Dept.	Orgn.	Contractor's License No.
Children and Families Commission	903	PROG	

Commission Representative	Telephone	Total Contract Amount
Cindy Faulkner, Operations Manager	909-386-7706	$548,600

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2015	$548,600	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY14	$274,300
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
Healthy Cities/Communities	FY	Amount	I/D	FY	Amount	I/D
Healthy Rialto	13-14	274,300				
	14-15	274,300				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

City of Rialto

Department/Division

City Clerk's Office

Address

150 S. Palm Avenue

Rialto, CA 92376

Phone

(909) 820-2519

Federal ID No.

95-6000768

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	**Keyed By**

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall

procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $548,600 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$274,300	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$274,300	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: City of Rialto
150 S. Palm Avenue
Rialto, CA 92376

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of

the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those

individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	CITY OF RIALTO Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Michael E. Story Printed Name
Commission Chair Title	City Administrator Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: CITY OF RIALTO
Program Name: Healthy Cities Project: Healthy Rialto
Contract #: SI013 **Fiscal Year (FY):** 2013 – 2014
Service Area: Rialto

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	By June 30, 2014 up to 500 children ages 0-5 will participate in various programs through Healthy Rialto.	• Engage preschool students for 8-week program (2 sessions per week) through "My Plate" and "Health & Wellness Source Book" activities to increase consumption of water, fruits and vegetables. • Engage children through the "Let's Move!" program for 6-weeks (3 sessions per week) to increase physical activities. • Engage children through "Play 60" model of activities for 6 weeks (3 sessions per week) to increase kinesthetic activity, refine fine and gross motor skills, balance and coordination and emphasizing the importance of physical fitness through interactive play. • Work with subcontractor to implement obesity prevention programs and Power of Choice events including Kids Zone/Physical Fitness Obstacle Course and Bike Rodeo • Implement USTA Program for Tennis for kids ages 5 and younger	Children (families) will show increase in daily physical activity and the importance of safety; increased knowledge of healthy food and beverages and chose these options more frequently.	**Quarterly Reports*** Participant Attendance Sheets/Sign-in Sheets Pre/Post Surveys

*Reporting requirements entered in Persimmony

Fiscal Year: FY 2013-2014

Agency Signature: _____

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Rialto - Healthy Rialto** CONTRACT # **SI013**

		DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.40	Director/ Administrator	$ 7,068		$ 7,068	$ 0			0.00%
2	0.65	Fitness/Activity Instructors (1)	$ 55,000			$ 55,000	$ 55,000.00		100.00%
3	1.52	Fitness/Activity Instruction Assistants (4)	$ 52,000			$ 52,000	$ 52,000.00		100.00%
4	0.62	Bilingual Clerk II (10 months - 6 hours)	$ 22,000			$ 22,000	$ 22,000.00		100.00%
5	0.30	Nutrition Couselor (half time)	$ 16,000			$ 16,000	$ 16,000.00		100.00%
6	0.40	Executive Assistant/Office Manager	$ 4,100		$ 4,100	$ 0			0.00%
	TOTAL SALARIES		$156,168.48	$0.00	$11,168.48	$ 145,000	$145,000.00	$0.00	92.85%
31		TOTAL BENEFITS				$ 0			
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$156,168.48**	**$0.00**	**$11,168.48**	**$ 145,000**	**$145,000.00**	**$0.00**	**92.85%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Rialto - Healthy Rialto** CONTRACT # **SI013**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 15,000			$ 15,000	$ 15,000.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 15,000			$ 15,000	$ 15,000.00		100.00%
3	PARTICIPANT TRANSPORTATION	$			$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 15,000			$ 15,000	$ 15,000.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 5,000			$ 5,000	$ 5,000.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 500			$ 500	$ 500.00		100.00%
7	ADVERTISEMENTS	$ 20,000		$ 5,000	$ 15,000	$ 15,000.00		75.00%
8	PRINTING	$ 15,000		$ 6,000	$ 9,000	$ 9,000.00		60.00%
9	POSTAGE	$ 4,000		$ 1,200	$ 2,800	$ 2,800.00		70.00%
10	SUBSCRIPTIONS	$			$ 0			
11	OFFICE SUPPLIES	$ 3,000		$ 1,000	$ 2,000	$ 2,000.00		66.67%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING	$ 1,000		$ 1,000	$ 0			0.00%
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	####				$ 0			
	####				$ 0			
	####				$ 0			
	####				$ 0			
	####				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$93,500.00**	**$0.00**	**$14,200.00**	**$ 79,300**	**$79,300.00**	**$0.00**	**84.81%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Rialto - Healthy Rialto** CONTRACT # **SI013**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	Enhancing Forward Action	$ 50,000			$ 50,000	$ 50,000		100.00%
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
	TOTAL SUBCONTRACTS	**$ 50,000**	**$**	**$**	**$ 50,000**	**$ 50,000**	**$**	**100.00%**
	TOTAL PROJECT BUDGET	$ 299,668	$	$ 25,368	$ 274,300	$ 274,300	$	91.53%
	First 5 Funding %	100.00%	0.00%	8.47%	91.53%			
	Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Rialto - Healthy Rialto

CONTRACT # SI013

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Director/ Administrator	840	$ 7,068	$ -		$ 7,068	$ -	Contact person for First 5. Oversees the Program.
2	Fitness/Activity Instructors (1)	1300	$ 55,000	$ -		$ -	$ 55,000	To provide development and instruction of children
3	Fitness/Activity Instruction Assistants (4)	3196	$ 52,000	$ -		$ -	$ 52,000	Support instructors in the implementation of the program
4	Bilingual Clerk II (10 months - 6 hours)	1302	$ 22,000	$ -		$ -	$ 22,000	provides clerical support and communication with program participants
5	Nutrition Couselor (half time)	644	$ 16,000	$ -		$ -	$ 16,000	Monitors and measures the progress of childrens health
6	Executive Assistant/Office Manager	840	$ 4,100	$ -		$ 4,100	$ -	executive level of clerical support to the program, emphasis on fiscal information
TOTAL SALARIES			$ 156,168	$ -		$ 11,168	$ 145,000	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Benefits	$ -	$ -		$ -	$ -	
TOTAL SALARIES & BENEFITS		$ 156,168	$ -		$ 11,168	$ 145,000	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Rialto - Healthy Rialto

CONTRACT # SI013

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 15,000	$ -		$ -	$ 15,000	Instructional materials for fitness instructors. Books, tennis equipment, mats, jump ropes etc.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 15,000	$ -		$ -	$ 15,000	educational materials for families on child development, health and safety
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 15,000	$ -		$ -	$ 15,000	purchase healthy foods, water and milk for heatlhy snack time
5	STAFF DEVELOPMENT/TRAINING	$ 5,000	$ -		$ -	$ 5,000	ongoing staff training to provide up to date instruction and information
6	EMPLOYEE MILEAGE/TRAVEL	$ 500	$ -		$ -	$ 500	mileage for attending meetings and training
7	ADVERTISEMENTS	$ 20,000	$ -		$ 5,000	$ 15,000	advetising with flyers, posters, newspaper ads an tv/radio spots
8	PRINTING	$ 15,000	$ -		$ 6,000	$ 9,000	Recordkeeping, forms, handouts, handbooks, informational flyers
9	POSTAGE	$ 4,000	$ -		$ 1,200	$ 2,800	mailings of flyers, and/or correspondence to participants
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 3,000	$ -		$ 1,000	$ 2,000	purchase necessary office suppliles to implement/manage the programs
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ 1,000	$ -		$ 1,000	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 93,500	$ -		$ 14,200	$ 79,300	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME City of Rialto - Healthy Rialto

CONTRACT # SI013

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	Enhancing Forward Action	$ 50,000	$ -		$ -	$ 50,000	implementing physical activity programs for youth 0-5 and parents
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ 50,000	$ -		$ -	$ 50,000	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **City of Rialto** CONTRACT # **SI013**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.40	Director/ Administrator	$ 7,068		$ 7,068	$ 0			0.00%
2	0.65	Fitness/Activity Instructors (1)	$ 55,000			$ 55,000	$ 55,000.00		100.00%
3	1.52	Fitness/Activity Instruction Assistant (4)	$ 52,000			$ 52,000	$ 52,000.00		100.00%
4	0.62	Bilingual Clerk II (part-time)	$ 22,000			$ 22,000	$ 22,000.00		100.00%
5	0.30	Nutrition Couselor (half time)	$ 16,000			$ 16,000	$ 16,000.00		100.00%
6	0.40	Executive Assistant/Office Manager	$ 4,100		$ 4,100	$ 0			0.00%
	TOTAL SALARIES		$156,168.48	$0.00	$11,168.48	$ 145,000	$145,000.00	$0.00	92.85%
31		TOTAL BENEFITS				$ 0			
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$156,168.48**	**$0.00**	**$11,168.48**	**$ 145,000**	**$145,000.00**	**$0.00**	**92.85%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **City of Rialto** CONTRACT # **SI013**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 15,000			$ 15,000	$ 15,000.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 15,000			$ 15,000	$ 15,000.00		100.00%
3	PARTICIPANT TRANSPORTATION	$			$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 15,000			$ 15,000	$ 15,000.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 5,000			$ 5,000	$ 5,000.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 500			$ 500	$ 500.00		100.00%
7	ADVERTISEMENTS	$ 20,000		$ 5,000	$ 15,000	$ 15,000.00		75.00%
8	PRINTING	$ 15,000		$ 6,000	$ 9,000	$ 9,000.00		60.00%
9	POSTAGE	$ 4,000		$ 1,200	$ 2,800	$ 2,800.00		70.00%
10	SUBSCRIPTIONS	$			$ 0			
11	OFFICE SUPPLIES	$ 3,000		$ 1,000	$ 2,000	$ 2,000.00		66.67%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING	$ 1,000		$ 1,000	$ 0			0.00%
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$93,500.00**	**$0.00**	**$14,200.00**	**$ 79,300**	**$79,300.00**	**$0.00**	**84.81%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **City of Rialto** CONTRACT # **SI013**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	Enhancing Forward Action	$ 50,000			$ 50,000	$ 50,000		100.00%
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
	TOTAL SUBCONTRACTS	**$ 50,000**	**$**	**$**	**$ 50,000**	**$ 50,000**	**$**	**100.00%**
	TOTAL PROJECT BUDGET	$ 299,668	$	$ 25,368	$ 274,300	$ 274,300	$	91.53%
	First 5 Funding %	100.00%	0.00%	8.47%	91.53%			
	Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Rialto

CONTRACT # SI013

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Director/ Administrator	840	$ 7,068	$ -		$ 7,068	$ -	Contact person for First 5. Oversees the Program.
2	Fitness/Activity Instructors (1)	1300	$ 55,000	$ -		$ -	$ 55,000	To provide development and instruction of children
3	Fitness/Activity Instruction	3196	$ 52,000	$ -		$ -	$ 52,000	Support instructors in the implementation of the program
4	Bilingual Clerk II (part-time)	1302	$ 22,000	$ -		$ -	$ 22,000	provides clerical support and communication with program participants
5	Nutrition Couselor (half time)	644	$ 16,000	$ -		$ -	$ 16,000	Monitors and measures the progress of childrens health
6	Executive Assistant/Office Manager	840	$ 4,100	$ -		$ 4,100	$ -	executive level of clerical support to the program, emphasis on fiscal information
TOTAL SALARIES			$ 156,168	$ -		$ 11,168	$ 145,000	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ -	$ -		$ -	$ -	
TOTAL SALARIES & BENEFITS		$ 156,168	$ -		$ 11,168	$ 145,000	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Rialto

CONTRACT # SI013

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 15,000	$ -		$ -	$ 15,000	instructional materials for fitness instructors. Books,tennis equipment, mats, jump ropes etc.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 15,000	$ -		$ -	$ 15,000	educational materials for families on child development, health and safety
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 15,000	$ -		$ -	$ 15,000	purchase healthy foods, water and milk for heatlhy snack time
5	STAFF DEVELOPMENT/TRAINING	$ 5,000	$ -		$ -	$ 5,000	ongoing staff training to provide up to date instruction and information
6	EMPLOYEE MILEAGE/TRAVEL	$ 500	$ -		$ -	$ 500	mileage for attending meetings and training
7	ADVERTISEMENTS	$ 20,000	$ -		$ 5,000	$ 15,000	advetising with flyers, posters, newspaper ads an tv/radio spots
8	PRINTING	$ 15,000	$ -		$ 6,000	$ 9,000	Recordkeeping, forms, handouts, handbooks, informational flyers
9	POSTAGE	$ 4,000	$ -		$ 1,200	$ 2,800	mailings of flyers, and/or correspondence to participants
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 3,000	$ -		$ 1,000	$ 2,000	purchase necessary office suppliles to implement/manage the programs
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ 1,000	$ -		$ 1,000	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Rialto

CONTRACT # SI013

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 93,500	$ -		$ 14,200	$ 79,300	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME City of Rialto

CONTRACT # SI013

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	Enhancing Forward Action	$ 50,000	$ -		$ -	$ 50,000	implementing physical activity programs for youth 0-5 and parents
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ 50,000	$ -		$ -	$ 50,000	

Health Systems Initiative Overview

First 5 San Bernardino is interested in investing in the Healthy Cities/Healthy Communities systems in our county, to implement or enhance projects that empower the community and improve health results for pregnant women and children 0-5. Collaborative networks of schools, community and faith-based organizations, public and private agencies and city governments that make up a Healthy Cities/Healthy Communities system are effective partnerships for improving health in communities and are supported by the San Bernardino County Board of Supervisors and the Department of Public Health.

What is a Healthy City/Community?

In 2006, the **Healthy Communities** program was created as a central point of contact for health related issues throughout the county. As determined by the County of San Bernardino Department of Public Health a Healthy City/Healthy Community promotes a positive physical, social, and economic environment that supports the well-being of its members. While each community focuses on improving nutrition and increasing physical activity, each Healthy City addresses its unique priorities as determined by the community itself. The widely varying approaches and expertise among the Healthy Cities has created a wealth of opportunities for sharing and learning from one another.

Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements apply to the Existing Healthy Cities/Healthy Communities Proposers and Potential Healthy Cities/Healthy Communities Proposers:

Funding Requirements and Expectations	
Program Focus: Existing Healthy Cities/Communities	**Program Focus: Potential Healthy Cities/Communities**
▪ Must address 0-5 population and/or pregnant women ▪ Must address a unique priority as determined by a city/community needs-based assessment ▪ Must promote a positive physical, social, and economical environment ▪ Must support the well-being of city/community members ▪ Must utilize evaluation tools approved by First 5 San Bernardino	▪ Must address 0-5 population and/or pregnant women ▪ Must have plans to address requirements to become a Healthy City/Community as determined by Healthy City/Community Initiative ▪ Must promote a positive physical, social, and economical environment ▪ Must utilize evaluation tools approved by First 5 San Bernardino
Project Restrictions for Systems Integration	
▪ Cannot include capital improvements or renovation attached to private real property or the purchase of vehicles. ▪ Current First 5 funded Contractors for Healthy Cities/Communities are ineligible for this opportunity.	

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity:	Reach Out	Contract #	SI014
Dept/Division:	Latino Health Collaborative	Phone #:	909.982.8641
Project Name:	Healthy Muscoy	Fax #:	909.982.8642
Address:	1126 W. Foothill Blvd., Suite 150 Upland CA 91786		
Website:	www.we-reachout.org and www.latinohealthca.org		

PROGRAM CONTACT:

Name:	Cynthia Luna	Phone #:	909.632.1247
Title:	Director	Fax #:	909.982.8642
Email:	Cynthia@latinohealthca.org		

FISCAL CONTACT:

Name:	Ernie Monzon	Phone #:	909.982.8641
Title:	Accounting Director	Fax #:	909.982.8642
Email:	ernie@we-reachout.org		

CONTRACT REPRESENTATIVE:

Name:	Diana Fox	Phone #:	909.982.8641
Title:	Executive Director	Fax #:	909.982.8642
Email:	diana@we-reachout.org		

ADDITIONAL CONTACT:

Name:	Evette De Luca	Phone #:	909.982.8641
Title:	Director of Community Transformation	Fax #:	909.982.8642
Email:	evette@we-reachout.org		

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☒ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

☐ Health ☐ Education ☐ Family ☒ Community

STRATEGIES:

- ☐ SART
- ☐ Health Care Access
- ☐ Oral Health
- ☐ Primary Care Services
- ☐ Perinatal
- ☐ Asthma/Bronchitis
- ☐ Obesity
- ☐ Pre-K Academy
- ☐ Preschool
- ☐ Home Visitation
- ☐ Infant Toddler
- ☐ Resource Center and Case Management
- ☐ Parent Education
- ☒ Healthy Cities
- ☐ Systems

Geographical location: Unincorporated areas of Muscoy

PROGRAM DESCRIPTION & COMMISSION LEVEL OUTCOMES:

Latino Health Collaborative (Reach Out as the fiscal agent) through their Healthy Cities/Healthy Communities designation will provide services to make the unincorporated areas of Muscoy a healthier community for children ages 0-5 and their families.

Children and Families are Healthy and Safe

- By **October 2013** the Healthy Muscoy Coalition will be strengthened by community stakeholders that include community residents, non-profit organizations, health providers, school representatives, County officials, businesses, planning agencies, among others.
- By **June 2014** a Health Policy Plan is adopted by Muscoy residents and stakeholders.

Community Has Access to Services

- By **December 2013** LHC will deploy Muscoy Strider Groups
- By **April 2014** 4 health advocacy forums will be held in Muscoy

INVESTMENT:

Year	Amount
2013 - 2014	$ 104,878
2014 - 2015	$ 104,878
TOTAL	$ **209,756**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

							FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A	Contract Number	
	Change			903		SI014	
	Cancel						
Organization			Dept.	Orgn.		Contractor's License No.	
Children and Families Commission			903	PROG			
Commission Representative			Telephone			Total Contract Amount	
Cindy Faulkner, Operations Manager			909-386-7706			$209,756	

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2015	$209,756	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY14	$104,878
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Healthy Cities/Communities						
Healthy Muscoy	FY13-14	104,878				
	FY14-15	104,878				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Reach Out

Department/Division

Address

1126 W. Foothill Blvd., Suite 150

Upland, CA 91786

Phone

(909) 982-8641

Federal ID No.

95-2642747

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	**Keyed By**

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall

procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $209,756 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$104,878	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$104,878	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement

value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Reach Out
1126 W. Foothill Blvd., Suite 150
Upland, CA 91786

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of

the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those

individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	REACH OUT Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Diana Fox Printed Name
Commission Chair Title	Executive Director Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Reach Out/Latino Health Collaborative

Program Name: Healthy Cities Project: Healthy San Bernardino

Contract #: SI014 **Fiscal Year (FY):** 2013 – 2014

Service Area: Muscoy

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and families are healthy and safe	By **October 2013** the Healthy Muscoy Coalition will be strengthened by community stakeholders that include community residents, non-profit organizations, health providers, school representatives, County officials, businesses, planning agencies, among others.	• LHC will convene community stakeholders who will participate in a Visioning and Action Planning session for Healthy Muscoy. • The Planning Center and Healthy Muscoy partners will map the built environment and anatomy of the Muscoy community to inform results-based strategies and systems changes that will improve Muscoy community health • Targeted goals and objectives will be adopted by the Healthy Muscoy Coalition; at a minimum obesity and public safety issues and strategies will be addressed. • Establish 2 Health Hubs in Muscoy: at the Baker Family Learning Center and Muscoy Elementary School • LHC and its partners will strengthen the Healthy Muscoy governance structure with the following sub-committees to implement a cohesive action plan for the Coalition: health advocacy, planning committee, community engagement/ education.	The Healthy Muscoy Coalition will be primed to address community health concerns through Healthy Cities/Healthy Communities efforts.	**Quarterly Reports*** Muscoy Vision and Action Statement Agenda and minutes from meetings Sign-in sheets Evaluation forms Summary documents with vision, goals, objectives and action plan for the Healthy Muscoy Coalition Analysis may include walking audits of the area, photographic documentation of community characteristics, aerial maps and community member health impact mapping activities.

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Community has access to services	By **December 2013** LHC will deploy Muscoy Strider Groups	• LHC and El Sol promotores (who reside in Muscoy) will hold informational meetings with potential Strider leaders and will recruit Strider participants. • A Muscoy Strider leader group will be formed and trained using DPH validated Strider health and advocacy education curriculum. • Ongoing recruitment of Strider participants for six Striders cycles per year. • A kick-off orientation and community engagement meeting will be held for new participants.	The initial participation of 20 community members who will be engaged in health education, physical activity and health advocacy to improve the health of families with children 0-5 in Muscoy.	**Quarterly Reports*** Applications of participants Sign-in sheets for trainings Evaluations

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Community has access to services.	By **April 2014** 4 health advocacy forums will be held in Muscoy	• Identification of community leaders and training on health advocacy for community leaders. • Health needs assessments and health impact surveys implemented by community members. • The Planning Center further develops a health scan with geo-mapping data to deepen knowledge on results from health needs assessment • Community members are trained to use geo-mapping data, the health scan and issue briefs for systemic health advocacy and planning efforts • LHC and partners convene a large community forum to present community health impact survey by residents, HM partners. We will implement information feedback loops and gather input from community at large. • Healthy Muscoy members advocate for and present system solutions, and planning recommendations to elected officials	300 participants will attend health advocacy forums	**Quarterly Reports*** Health impact assessment results and geo-mapping data developed Sign-in sheets Evaluation forms from trainings Agendas from meetings Summary of outcomes from meetings with elected officials

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and families are healthy and safe	By **June 2014** a Health Policy Plan is adopted by Muscoy residents and stakeholders.	Leaders from community forums work with Healthy Muscoy Coalition, community residents, business owners, elected officials and other key stakeholders in the development of a health statement that the city of Muscoy can adopt as a guiding principle to guide decision making in the city for health based governance.	2000 Muscoy residents will benefit from an adopted Healthy Policy Plan.	**Quarterly Reports*** Health Plan for Muscoy with analysis may include walking audits of the area, photographic documentation of community characteristics, aerial maps and community member health impact mapping activities. Sign-in sheets from meetings Agendas from meetings

*Reporting requirements entered in Persimmony

Fiscal Year: 2013-2014

Agency Signature: _____

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI014**

		DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Program Director	$ 70,000	$ 50,000		$ 20,000	$ 20,000.00		28.57%
2	1.00	Community Wellness Coordinator	$ 47,000	$ 32,000		$ 15,000	$ 15,000.00		31.91%
3	1.00	Health Advocacy and Communications Sp	$ 42,000	$ 30,000		$ 12,000	$ 12,000.00		28.57%
4	1.00	Community Program Manager	$ 47,000	$ 37,000		$ 10,000	$ 10,000.00		21.28%
5	0.63	Administrative Support	$ 23,400	$ 16,380		$ 7,020	$ 7,020.00		30.00%
	TOTAL SALARIES		$229,400	$165,380.00	$0.00	$ 64,020	$64,020.00	$0.00	27.91%
31		TOTAL BENEFITS	$ 51,776	$ 37,326		$ 14,449	$ 14,449.31		27.91%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$281,175.58**	**$202,706.27**	**$0.00**	**$ 78,469**	**$78,469.31**	**$0.00**	**27.91%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI014**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 500			$ 500	$ 500.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES				$ 0			
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,920			$ 1,920	$ 1,920.00		100.00%
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL	$ 5,989	$ 2,000		$ 3,989	$ 3,989.00		66.61%
7	ADVERTISEMENTS				$ 0			
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES				$ 0			
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$8,409.00**	**$2,000.00**	**$0.00**	**$ 6,409**	**$6,409.00**	**$0.00**	**76.22%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI014**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	The Planning Center	$ 15,000	$ 5,000		$ 10,000	$ 10,000		66.67%
2	El Sol Educational Center	$ 10,000			$ 10,000	$ 10,000		100.00%
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
	TOTAL SUBCONTRACTS	**$ 25,000**	**$ 5,000**	**$**	**$ 20,000**	**$ 20,000**	**$**	**80.00%**
	TOTAL PROJECT BUDGET	$ 314,585	$ 209,706	$	$ 104,878	$ 104,878	$	33.34%
	First 5 Funding %	100.00%	66.66%	0.00%	33.34%			
	Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI014

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Director	2080	$ 70,000	$ 50,000	Kaiser & Cal Wellness	$ -	$ 20,000	The Program Director chairs the coalition, is responsible for all deliverables, capacity building activities; liaises with all consultants and key stakeholders, responsible for implementation of priorities identified in the Healthy Muscoy Coalition
2	Community Wellness Coordinator	2080	$ 47,000	$ 32,000	Kaiser & Cal Wellness	$ -	$ 15,000	Community Wellness Coordinator is responsible for community engagement and implementation of the Striders program in two health hubs in Muscoy. Primary person responsible for community forums and liason between residents and Coalition strategies.
3	Health Advocacy and Communications Specialist	2080	$ 42,000	$ 30,000	Kaiser & Cal Wellness	$ -	$ 12,000	Health Advocacy and Communications Specialist coordinates advocacy strategies in Muscoy, including trainings, data gathering, analysis and communication of results and strategies to key stakeholders throughout the process.
4	Community Program Manager	2080	$ 47,000	$ 37,000	Kaiser & Cal Wellness	$ -	$ 10,000	Community Program Manager is responsible for project management, evaluation and operation of Healthy Muscoy programs, in particular as it connects to Policy and Health Hubs.
5	Administrative Support	1300	$ 23,400	$ 16,380	Kaiser & Cal Wellness	$ -	$ 7,020	A part-time Administrative Support position will provide assistance to the LHC team and its partners in clerical and administrative tasks to support the programs. We are expecting this person to work 25 hours per week at $18 per hour.
TOTAL SALARIES			$ 229,400	$ 165,380		$ -	$ 64,020	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Benefits	$ 51,776	$ 37,326	Kaiser & Cal Wellness	$ -	$ 14,449	Benefits are calculated as 22.57 % of employee's salaries . This includes health, dental, life, workers comp and employment taxes.
TOTAL SALARIES & BENEFITS		$ 281,176	$ 202,706		$ -	$ 78,469	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI014

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 500	$ -		$ -	$ 500	Including t-shirts for participants of the Striders program, binders with curriculum and material that support Strider activities such as scales, pedometers and blood pressure meters.
2	PARTICIPANT SUPPORT/INCENTIVES	$ -	$ -		$ -	$ -	
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,920	$ -		$ -	$ 1,920	Calculated at an average of $80 per meeting, including community engagement forums, coalition and stakeholder meetings. Projected 24 meetings during program year.
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ 5,989	$ 2,000	Kaiser Permanente	$ -	$ 3,989	Estimated at 10,600 miles per year at a rate of $.565, with three staff members and two volunteers in the period of 12 months.
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ -	$ -		$ -	$ -	
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ -	$ -		$ -	$ -	
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 8,409	$ 2,000		$ -	$ 6,409	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI014

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	The Planning Center	$ 15,000	$ 5,000	Kaiser Permanente	$ -	$ 10,000	The Planning Center will provide expertise and geomapping support in the development of a panoramic environmental scan and strategies to improve the health of Muscoy.
2	El Sol Educational Center	$ 10,000	$ -		$ -	$ 10,000	Community education on advocacy is a key element to succeed in systemic change. El Sol's health promoters will do outreach and education to movilize community members for advocacy and policy change.
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ 25,000	$ 5,000		$ -	$ 20,000	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI014**

		DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Program Director	$ 70,000	$ 50,000		$ 20,000	$ 20,000.00		28.57%
2	1.00	Community Wellness Coordinator	$ 47,000	$ 32,000		$ 15,000	$ 15,000.00		31.91%
3	1.00	Health Advocacy and Communications Sp	$ 42,000	$ 30,000		$ 12,000	$ 12,000.00		28.57%
4	1.00	Community Program Manager	$ 47,000	$ 37,000		$ 10,000	$ 10,000.00		21.28%
5	0.63	Administrative Support	$ 23,400	$ 16,380		$ 7,020	$ 7,020.00		30.00%
	TOTAL SALARIES		$229,400.00	$165,380.00	$0.00	$ 64,020	$64,020.00	$0.00	27.91%
31		TOTAL BENEFITS	$ 51,776	$ 37,326		$ 14,449	$ 14,449.31		27.91%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$281,175.58**	**$202,706.27**	**$0.00**	**$ 78,469**	**$78,469.31**	**$0.00**	**27.91%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI014**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 500			$ 500	$ 500.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES				$ 0			
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,920			$ 1,920	$ 1,920.00		100.00%
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL	$ 5,989	$ 2,000		$ 3,989	$ 3,989.00		66.61%
7	ADVERTISEMENTS				$ 0			
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES				$ 0			
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$8,409.00**	**$2,000.00**	**$0.00**	**$ 6,409**	**$6,409.00**	**$0.00**	**76.22%**

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FISCAL YEAR 2014-2015

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	TOTAL SUBCONTRACTS	**$ 25,000**	**$ 5,000**	**$**	**$ 20,000**	**$ 20,000**	**$**	**80.00%**
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	First 5 Funding %	100.00%	66.66%	0.00%	33.34%			
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BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI014

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
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BUDGET NARRATIVE - SERVICES & SUPPLIES

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CONTRACT # SI014

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
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3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
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15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 8,409	$ 2,000		$ -	$ 6,409	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI014

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
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3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ 25,000	$ 5,000		$ -	$ 20,000	

PROGRAM OUTLINE DOCUMENT
FY13-15

AGENCY INFORMATION:

Legal Entity: High Desert Outreach Center
Contract #: SI015
Dept/Division:
Phone #: (760) 246-7874
Project Name: Healthy Cities- Getting Families Moving
Fax #: (760) 246-7729
Address: 11744 Bartlett Ave
Adelanto, CA 92301
Website: www.hdoutreachcenter.org

PROGRAM CONTACT:

Name: Martin Chavez
Phone #: (760) 246-7874
Title: Program Manager
Fax #: (760) 246-7729
Email: martin@hdoutreachcenter.org

FISCAL CONTACT:

Name: Lisa Lawrence
Phone #: (760) 242-8877
Title: Executive Director
Fax #: (760) 242-8833
Email: hdcf@verizon.net

CONTRACT REPRESENTATIVE:

Name: Carmen Laird
Phone #: (760) 246-7874
Title: Executive Director
Fax #: (760) 246-7729
Email: carmen@hdoutreachcenter.org

ADDITIONAL CONTACT:

Name:
Phone #:
Title:
Fax #:
Email:

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency/Dept.
- ☒ Private Entity/Institution
  - ☐ For Profit ☒ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☐ Education	☐ Family	☒ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☒ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		☐ Community Engagement
☐ Primary Care Services	☐ Infant Toddler	Geographic Location: City of Adelanto	
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

OBJECTIVES: **By June 30, 2014, 100 families will participate in the "*Getting Families Moving*" Program.**

Service activities include:

- Providing weekly sessions for "*Getting Families Moving*" program that include cooking, exercise and gardening classes for the 0-5 population in the City of Adelanto.
- Utilize "Color Me Healthy" for children ages 3-5
- Utilize "5-2-1-0" for parents of children ages 0-5
- Utilize community garden as a mechanism for educating community on gardening and growing fruits/vegetables and as a portion of food source for cooking classes.

INVESTMENT:

Year	Amount
2013 - 2014	$ 102,730
2014 - 2015	$ 102,430
TOTAL	$ **205,160**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

							FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A	Contract Number	
	Change			903		SI015	
	Cancel						
Organization			Dept.	Orgn.		Contractor's License No.	
Children and Families Commission			903	PROG			
Commission Representative			Telephone			Total Contract Amount	
Cindy Faulkner, Operations Manager			909-386-7706			$205,160	

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2015	$205,160	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY14	$102,730
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
Healthy Cities/Communities	FY	Amount	I/D	FY	Amount	I/D
Healthy Adelanto	FY13-14	$102,730				
	FY14-15	$102,430				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

High Desert Outreach Center

Department/Division

Address

11744 Bartlett Avenue

Adelanto, CA 92301

Phone

(760) 246-7729

Federal ID No.

84-1179212

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	**Keyed By**

I. DEFINITIONS 3

II. CONTRACTOR'S SERVICE RESPONSIBILITIES 6

III. CONTRACTOR'S GENERAL RESPONSIBILITIES 7

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall

procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $205,160 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$102,730	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$102,430	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: High Desert Outreach Center
11744 Bartlett Avenue
Adelanto, CA 92301

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare

and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any

matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	HIGH DESERT OUTREACH CENTER Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Carmen Laird Printed Name
Commission Chair Title	Executive Director Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: HIGH DESERT OUTREACH CENTER

Program Name: Healthy Cities Project: Healthy Adelanto

Contract #: SI015 **Fiscal Year (FY):** 2013 – 2014

Service Area: Adelanto

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	By June 30, 2014, 100 families will participate in the "*Getting Families Moving*" Program.	• Provide weekly sessions for "*Getting Families Moving*" program that include cooking, exercise and gardening classes for the 0-5 population in the City of Adelanto. • Utilize "Color Me Healthy" for children ages 3-5 • Utilize "5-2-1-0" for parents of children ages 0-5 • Utilize community garden as a mechanism for educating community on gardening and growing fruits/vegetables and as a portion of food source for cooking classes.	• 100 families of children ages 0-5 will show increased knowledge on proper nutrition and physical activities resulting in a healthier lifestyle maintained beyond the workshops provided by HDOC.	**Quarterly Reports*** Sign-in sheets Pre/Post Tests Participant Follow-up

*Reporting requirements entered in Persimmony

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **High Desert Outreach Center** CONTRACT # **SI015**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.63	Program Director	$ 26,000			$ 26,000	$ 26,000.00		62.50%
2	0.63	Community Health Educator	$ 22,100			$ 22,100	$ 22,100.00		62.50%
3	0.50	Assistant Clerk	$ 20,800			$ 20,800	$ 20,800.00		50.00%
	TOTAL SALARIES		$68,900.00	$0.00	$0.00	$ 68,900	$68,900.00	$0.00	100.00%
31		TOTAL BENEFITS	$ 13,780			$ 13,780	$ 13,780.00		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$82,680.00**	**$0.00**	**$0.00**	**$ 82,680**	**$82,680.00**	**$0.00**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **High Desert Outreach Center** CONTRACT # **SI015**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 3,500			$ 3,500	$ 3,500.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 12,000			$ 12,000	$ 12,000.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS				$ 0			
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL	$ 750			$ 750	$ 750.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 300			$ 300	$ 300.00		100.00%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES	$ 1,200			$ 1,200	$ 1,200.00		100.00%
16	INSURANCE / TAXES / LICENSES	$ 2,300			$ 2,300	$ 2,300.00		100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$20,050.00**	**$0.00**	**$0.00**	**$ 20,050**	**$20,050.00**	**$0.00**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **High Desert Outreach Center** CONTRACT # **SI015**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No subcontractors				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 102,730	$	$	$ 102,730	$ 102,730	$	100.00%
First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS 2013-2014

AGENCY NAME: High Desert Outreach Center

CONTRACT # SI015

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Director	1300	$ 26,000	$ -		$ -	$ 26,000	Oversee program and supervise staff, workshop instruction for gardening classes, maintain community garden, home visits for gardening tips, and organize class materials.
2	Community Health Educator	1300	$ 22,100	$ -		$ -	$ 22,100	Workshop instruction for cooking and exercise classes for parents with children, prenatal to age five. Prepare materials, maintain equipment, and community outreach.
3	Assistant Clerk	1040	$ 20,800	$ -		$ -	$ 20,800	Attend monthly meetings: First 5 Commission, Trainings, Healthy High Desert/Healthy Adelanto. Maintain program/participant files, complete reimbursements, payroll, and time sheets. Purchase items for training classes and prepare incentives for distribution. Assist in all classes.
TOTAL SALARIES			$ 68,900	$ -		$ -	$ 68,900	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Benefits	$ 13,780	$ -		$ -	$ 13,780	Benefits package includes medical, dental, vision and workers' compensation.
TOTAL SALARIES & BENEFITS		$ 82,680	$ -		$ -	$ 82,680	

BUDGET NARRATIVE - SERVICES & SUPPLIES 2013-2014

AGENCY NAME: High Desert Outreach Center

CONTRACT # SI015

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 3,500	$ -		$ -	$ 3,500	Supplies/materials for cooking, exercise, and gardening classes. Purchase SPARK Exercise Kit and equipment.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 12,000	$ -		$ -	$ 12,000	Participants will receive two cooking meals, exercise video, and starter kit for garden to take home upon successful completion of workshop session series.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	.
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$ -		$ -	$ -	
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ 750	$ -		$ -	$ 750	Reimburse staff member(s) for travel related to to program deliverables such as: attend First 5 San Bernardino trainings, Commissioner Monthly, Healthy High Desert Quarteraly, and Healthy Adelanto Meetings. Compensated at .56 per mile.
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ -	$ -		$ -	$ -	
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 300	$ -		$ -	$ 300	General supplies to maintain facility.
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING		$ -			$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ 1,200	$ -		$ -	$ 1,200	Pay for electric, phone, internet and alarm.
16	INSURANCE / TAXES / LICENSES	$ 2,300	$ -		$ -	$ 2,300	Pay for Liability Insurance.
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 20,050	$ -		$ -	$ 20,050	

BUDGET NARRATIVE - SUBCONTRACTORS 2013-2014

AGENCY NAME: High Desert Outreach Center

CONTRACT # SI015

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No subcontractors	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME: **High Desert Outreach Center** CONTRACT # **SI015**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.63	Program Director	$ 26,000			$ 26,000	$ 26,000.00		62.50%
2	0.63	Community Health Educator	$ 22,100			$ 22,100	$ 22,100.00		62.50%
3	0.50	Assistant Clerk	$ 20,800			$ 20,800	$ 20,800.00		50.00%
	TOTAL SALARIES		$68,900.00	$0.00	$0.00	$ 68,900	$68,900.00	$0.00	100.00%
31		TOTAL BENEFITS	$ 13,780			$ 13,780	$ 13,780.00		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$82,680.00**	**$0.00**	**$0.00**	**$ 82,680**	**$82,680.00**	**$0.00**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME: **High Desert Outreach Center** CONTRACT # **SI015**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 3,500			$ 3,500	$ 3,500.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 12,000			$ 12,000	$ 12,000.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS				$ 0			
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL	$ 750			$ 750	$ 750.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES				$ 0			
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES	$ 1,200			$ 1,200	$ 1,200.00		100.00%
16	INSURANCE / TAXES / LICENSES	$ 2,300			$ 2,300	$ 2,300.00		100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$19,750.00**	**$0.00**	**$0.00**	**$ 19,750**	**$19,750.00**	**$0.00**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME: **High Desert Outreach Center** CONTRACT # **SI015**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 102,430	$	$	$ 102,430	$ 102,430	$	100.00%
First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME: High Desert Outreach Center

CONTRACT # SI015

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Director	1300	$ 26,000	$ -		$ -	$ 26,000	Oversee program and supervise staff, workshop instruction for gardening classes, maintain community garden, home visits for gardening tips, and organize class materials.
2	Community Health Educator	1300	$ 22,100	$ -		$ -	$ 22,100	Workshop instruction for cooking and exercise classes for parents with children, prenatal to age five. Prepare materials, maintain equipment, and community outreach.
3	Assistant Clerk	1040	$ 20,800	$ -		$ -	$ 20,800	Attend monthly meetings: First 5 Commission, Trainings, Healthy High Desert/Healthy Adelanto. Maintain program/participant files, complete reimbursements, payroll, and time sheets. Purchase items for training classes and prepare incentives for distribution. Assist in all classes.
TOTAL SALARIES			$ 68,900	$ -		$ -	$ 68,900	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ 13,780	$ -		$ -	$ 13,780	Benefits package includes medical, dental, vision and workers' compensation.
TOTAL SALARIES & BENEFITS		$ 82,680	$ -		$ -	$ 82,680	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME: High Desert Outreach Center

CONTRACT # SI015

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 3,000	$ -		$ -	$ 3,000	Supplies/materials for cooking, exercise, and gardening classes. Purchase SPARK Exercise Kit and equipment.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 12,000	$ -		$ -	$ 12,000	Participants will receive two cooking meals, exercise video, and starter kit for garden to take home upon successful completion of workshop session series.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	.
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$ -		$ -	$ -	
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ 800	$ -		$ -	$ 800	Reimburse staff member(s) for travel related to to program deliverables such as: attend First 5 San Bernardino trainings, Commissioner Monthly, Healthy High Desert Quarteraly, and Healthy Adelanto Meetings. Compensated at .56 per mile.
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ -	$ -		$ -	$ -	
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ -	$ -		$ -	$ -	
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING		$ -			$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ 1,200	$ -		$ -	$ 1,200	Pay for electric, phone, internet and alarm.
16	INSURANCE / TAXES / LICENSES	$ 2,300	$ -		$ -	$ 2,300	Pay for Liability Insurance.
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 19,300	$ -		$ -	$ 19,300	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME: High Desert Outreach Center

CONTRACT # SI015

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

Health Systems Initiative Overview

First 5 San Bernardino is interested in investing in the Healthy Cities/Healthy Communities systems in our county, to implement or enhance projects that empower the community and improve health results for pregnant women and children 0-5. Collaborative networks of schools, community and faith-based organizations, public and private agencies and city governments that make up a Healthy Cities/Healthy Communities system are effective partnerships for improving health in communities and are supported by the San Bernardino County Board of Supervisors and the Department of Public Health.

What is a Healthy City/Community?

In 2006, the **Healthy Communities** program was created as a central point of contact for health related issues throughout the county. As determined by the County of San Bernardino Department of Public Health a Healthy City/Healthy Community promotes a positive physical, social, and economic environment that supports the well-being of its members. While each community focuses on improving nutrition and increasing physical activity, each Healthy City addresses its unique priorities as determined by the community itself. The widely varying approaches and expertise among the Healthy Cities has created a wealth of opportunities for sharing and learning from one another.

Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements apply to the Existing Healthy Cities/Healthy Communities Proposers and Potential Healthy Cities/Healthy Communities Proposers:

Funding Requirements and Expectations	
Program Focus: Existing Healthy Cities/Communities	**Program Focus: Potential Healthy Cities/Communities**
▪ Must address 0-5 population and/or pregnant women ▪ Must address a unique priority as determined by a city/community needs-based assessment ▪ Must promote a positive physical, social, and economical environment ▪ Must support the well-being of city/community members ▪ Must utilize evaluation tools approved by First 5 San Bernardino	▪ Must address 0-5 population and/or pregnant women ▪ Must have plans to address requirements to become a Healthy City/Community as determined by Healthy City/Community Initiative ▪ Must promote a positive physical, social, and economical environment ▪ Must utilize evaluation tools approved by First 5 San Bernardino
Project Restrictions for Systems Integration	
▪ Cannot include capital improvements or renovation attached to private real property or the purchase of vehicles. ▪ Current First 5 funded Contractors for Healthy Cities/Communities are ineligible for this opportunity.	

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity:	City of Rancho Cucamonga	Contract #	SI005 A1
Dept/Division:	City Manager's Office	Phone #:	909.477.2700
Project Name:	Healthy RC Kids	Fax #:	909.477.2846
Address:	10500 Civic Center Drive Rancho Cucamonga, CA 91730		
Website:	www.cityofrc.us		

PROGRAM CONTACT:

Name:	Erika Lewis-Huntley	Phone #:	909.477.2700 Ext. 2008
Title:	Management Analyst II	Fax #:	909.477.2846
Email:	Erika.Lewis-Huntley@cityofrc.us		

FISCAL CONTACT:

Name:	Tamara Layne	Phone #:	909.477.2700 Ext. 2430
Title:	Finance Director	Fax #:	909.477.2846
Email:	Tamara.Layne@cityofrc.us		

CONTRACT REPRESENTATIVE:

Name:	John Gillison	Phone #:	909.477.2700 Ext. 2000
Title:	City Manager	Fax #:	909.477.2846
Email:	John.Gillison@cityofrc.us		

ADDITIONAL CONTACT:

Name:	Michael Parmer	Phone #:	909.477.2700 Ext. 2046
Title:	Management Aide	Fax #:	909.477.2846
Email:	Michael.Parmer@cityofrc.us		

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☒ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

- ☐ Health
  - ☐ SART
  - ☐ Health Care Access
  - ☐ Oral Health
  - ☐ Primary Care Services
  - ☐ Perinatal
  - ☐ Asthma/Bronchitis
  - ☐ Obesity
- ☐ Education
  - ☐ Pre-K Academy
  - ☐ Preschool
  - ☐ Home Visitation
  - ☐ Infant Toddler
- ☐ Family
  - ☐ Resource Center and Case Management
  - ☐ Parent Education
- ☒ Community
  - ☒ Healthy Cities
  - ☐ Systems

Geographic Location: Rancho Cucamonga

PROGRAM DESCRIPTION AND COMMISSION LEVEL OUTCOMES:

The City of Rancho Cucamonga through their Healthy Cities designation and collaborative partnerships provide a variety of services and strategies to make Rancho Cucamonga a healthier community for families and children.

Children and Families are Healthy and Safe

- By June 2014, 200 qualifying families will participate in nutrition education workshops.
- By June 2014, City will collaborate with San Antonio Community Hospital to increase the number of local restaurants that offer healthy menu items for families and children 0-5.

Community Has Access to Services

- By June 2014, the City will expand to include an additional 2 mother's rooms within the City.
- By January 2014, the City will finalize a long-term strategic plan to formalize health related strategies, polices, procedures, and programs to increase community health and wellness including families with children ages birth – 5 and pregnant women.
- By June 2014, the City will provide opportunities to partnership agencies to expand and enhance healthier lifestyles for children and families in Rancho Cucamonga.

INVESTMENT:

Year	Amount
2012-2013	$ 111, 291
2013-2014	$ 319,264
3014-2015	$ 332,103
TOTAL:	$ 762,658

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY					
New / X Change / Cancel	Vendor Code	S C	Dept. 903	A	Contract Number SI005 A1
Organization: Children and Families Commission		Dept. 903	Orgn. PROG		Contractor's License No.
Commission Representative: Cindy Faulkner, Operations Manager		Telephone 909-386-7706			Total Contract Amount $762,658

Contract Type: ☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$111,291	$762,658

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY14	$319,264

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Healthy Cities/Communities						
Healthy Rancho Cucamonga	12-13	$111,291				
	13-14	$319,264				
	14-15	$332,103				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

City of Rancho Cucamonga

Department/Division

Address

10500 Civic Center Drive

Rancho Cucamonga, CA 91730

Phone

(909) 477-2700

Federal ID No.

95-3213002

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

A. The maximum amount of reimbursement under this Contract shall not exceed $762,658 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$ 111,291	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$ 319,264	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$ 332,103	July 1, 2014 through June 30, 2015

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Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

SECTION VIII. TERM

Paragraph A. has been amended to read as follows:

A. This contract is effective commencing July 1, 2012 and expires June 30, 2015 but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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ATTACHMENTS:

Attachment A – The attached Program Work Plan for 2013-2014 is added to the Contract.

Attachment B – The attached Budgets for 2013-2014 and 2014-2015 are added to the Contract.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	CITY OF RANCHO CUCAMONGA
	Legal Entity
►	►
Authorized Signature	Authorized Signature
Linda Haugan	John R. Gillison
Printed Name	Printed Name
Commission Chair	City Manager
Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: CITY OF RANCHO CUCAMONGA

Program Name: HEALTHY CITIES/COMMUNITIES: Healthy Rancho Cucamonga

Contract #: SI005 A1 **Fiscal Year (FY):** 2013 – 2014

Service Area: Rancho Cucamonga

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and families are healthy and safe	By June 2014, 200 qualifying families will participate in nutrition education workshops.	Monthly (1/month = 12 total) workshops that provide education on nutrition, healthy meal planning, and upon completion receive program coupon incentives to use at local farmer's markets.	200 qualifying families will display increased awareness of the importance of healthy eating and increased opportunities to access/ consumption of healthier foods.	**Quarterly Reports*** Sign-in sheets Participant Survey and Survey Results Pre/Post Tests
Children and families are healthy and safe	By June 2014, City will collaborate with San Antonio Community Hospital to increase the number of local restaurants that offer healthy menu items for families and children 0-5.	Engage local restaurants for participation in the Healthy Dining Recognition Program to increase the # of restaurants providing healthy menu options for children 0-5	>10 restaurants	**Quarterly Reports*** Record of restaurant participants promotional material, Menu of healthy choices
Community has access to services	By June 2014, the City will expand to include an additional 2 mother's rooms within the City.	Education material, trainings, workshops, conferences, media awareness campaign	2 permanent mother's room at (Public Works Services Dept and Lions Center East) and lactation support programs (including breastfeeding resources/ services)	**Quarterly Reports*** Outreach information to promote efforts/success for public knowledge and use

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Community has access to services	By January 2014, the City will finalize a long-term strategic plan to formalize health related strategies, polices, procedures, and programs to increase community health and wellness including families with children ages birth – 5 and pregnant women.	Workshops, Community forums, trainings, key informant interviews, focus groups	A long-range strategic plan that will sustain Healthy Rancho Cucamonga objectives.	**Quarterly Reports*** Printed copies for official use
Community has access to services	By June 2014, the City will purchase one vending machine and creation of custom graphical elements to be included on vending machine and promotional material.	Healthy Vending Assessment, promotional campaign, policy awareness	1 vending machine stocked with healthier snack and beverage item meeting City's nutrition standards policy criteria. "Choose Healthy" promotional campaign	**Quarterly Reports*** Images of vending machine, focus groups, Sample of "Choose Healthy" promotional items
Community has access to services	By June 2014, the City will provide opportunities to partnership agencies to expand and enhance healthier lifestyles for children and families in Rancho Cucamonga.	Collaboration on partnership work plan development, implementation, and evaluation components related to existing reports data and identified needs	10 organizations will receive up to $1,000 to implement unique strategies to improve the health of families in Rancho Cucamonga	**Quarterly Reports*** Copy of; project goals, work plans, and evaluation outcomes for each participating partner site

Fiscal Year: 2013-2014

Agency Signature: _____

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **City of Rancho Cucamonga** CONTRACT # **SI005 A1**

		DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Management Analyst I (Healthy RC Kids Project Manager)	$ 67,020			$ 67,020	$ 67,020.00		100.00%
2	0.25	Management Aide	$ 60,696	$ 45,522		$ 15,174	$ 15,174.00		25.00%
3	0.50	Healthy RC Dining Coordinator	$ 15,850	$		$ 15,850	$ 15,850.00		100.00%
4	0.30	Bringing Health Home Specialist	$ 1,200			$ 1,200	$ 1,200.00		100.00%
5	0.25	Management Analyst II	$ 84,000	$ 84,000		$ 0			25.00%
6	0.25	Healthy RC Fellow	$ 5,000	$ 5,000		$ 0			25.00%
7	0.15	Office Specialist	$ 45,000	$ 45,000		$ 0			15.00%
8	0.15	Administrative Secretary	$ 58,000	$ 58,000		$ 0			15.00%
	TOTAL SALARIES		$336,766.00	$237,522.00	$0.00	$ 99,244	$99,244.00	$0.00	29.47%
31		TOTAL BENEFITS	$ 149,281	$ 109,285		$ 39,995	$ 39,995.18		26.79%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$486,046.52**	**$346,807.34**	**$0.00**	**$ 139,239**	**$139,239.18**	**$0.00**	**28.65%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Rancho Cucamonga** CONTRACT # **SI005 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 35,800			$ 35,800	$ 35,800.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 42,500			$ 42,500	$ 42,500.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000			$ 7,000	$ 7,000.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 9,725			$ 9,725	$ 9,725.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,500			$ 7,500	$ 7,500.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 7,000	$ 7,000		$ 0			0.00%
9	POSTAGE	$ 12,000	$ 12,000		$ 0			0.00%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 2,000	$ 2,000		$ 0			0.00%
12	OFFICE EQUIPMENT	$ 5,000	$ 5,000		$ 0			0.00%
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	Development of Strategic Plan	*$ 60,000*			$ 60,000	*$ 60,000.00*		100.00%
17.2	Registered Dietician (Healthy Dining)	*$ 4,500*			$ 4,500	*$ 4,500.00*		100.00%
17.3	Website Development	*$ 8,000*			$ 8,000	*$ 8,000.00*		100.00%
17.4	Video Development	*$ 5,000*			$ 5,000	*$ 5,000.00*		100.00%
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 77,500	$	$	$ 77,500	$ 77,500	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$206,025.00**	**$26,000.00**	**$0.00**	**$ 180,025**	**$180,025.00**	**$0.00**	**87.38%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Rancho Cucamonga** CONTRACT # **SI005 A1**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractors				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 692,072	$ 372,807	$	$ 319,264	$ 319,264	$	46.13%
First 5 Funding %	100.00%	53.87%	0.00%	46.13%			
Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Management Analyst I (Healthy RC Kids Project Manager)	2080	$ 67,020	$ -		$ -	$ 67,020	Manages Healthy RC Kids program and other related initiatives to ensure that they operate effectively, leads community engagement initiatives and ensures that the Healthy RC Program maintains and nurtures its relationship with the community.
2	Management Aide	520	$ 60,696	$ 45,522	Federal SRTS	$ -	$ 15,174	Assist the Management Analyst in coordinating citywide efforts, prepares reports, develops programs, assists with grants management.
3	Healthy RC Dining Coordinator	1040	$ 15,850	$ -		$ -	$ 15,850	Coordinates overall efforts for the City's Healthy RC Dining Program. Collaborates with local restaurants, businesses, associated
4	Bringing Health Home Specialist		$ 1,200	$ -		$ -	$ 1,200	Assists Healthy RC Kids Project Manager in providing overall support for Bringing Health Home program
5	Management Analyst II	520	$ 84,000	$ 84,000	City of Rancho Cucamonga	$ -	$ -	Coordinates and leads citywide Healthy RC program and the various initiatives, grant writing and management, develops promotional and educational material, prepares reports, manages the budget, serves as a liaison with the schools.
6	Healthy RC Fellow		$ 5,000	$ 5,000	Loma Linda University	$ -	$ -	Serves as a public health expert, conducts research, aides in office operations, program data collection and analysis, program maintenance, and attends and documents meetings.
7	Office Specialist	312	$ 45,000	$ 45,000	City of Rancho Cucamonga	$ -	$ -	Assists with the Healthy RC program's office operations and clerical duties, including processing invoices, scheduling meetings, sending letters, etc.
8	Administrative Secretary	312	$ 58,000	$ 58,000	City of Rancho Cucamonga	$ -	$ -	Manages the Healthy RC office operations to ensure the office operates and communicates as efficiently as possible.
TOTAL SALARIES			$ 336,766	$ 237,522		$ -	$ 99,244	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ 149,281	$ 109,285		$ -	$ 39,995	
TOTAL SALARIES & BENEFITS		$ 486,047	$ 346,807		$ -	$ 139,239	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 35,800	$ -		$ -	$ 35,800	Program Materials/Supplies include: equipment/supplies for two mother's rooms (i.e., breast pumps, and other upgrades based on program assessments) and promotional campaign ($10,000), development of graphical image to promote Bringing Health Home program ($400), purchase of one vending machine and creation of custom graphical elements to be included on vending machine and promotional material ($10,000) , education and promotional material for Bringing Health Home Workshops ($3,000), Healthy Dining tookit and promotional items ($5,000), General educational materials/resources to support Healthy RC strategies ($7,400).
2	PARTICIPANT SUPPORT/INCENTIVES	$ 42,500	$ -		$ -	$ 42,500	Participant Support Incentives include: Program coupon incentives (valued at $50 per month per 0-5 family) for fruit & vegetable purchases at local farmer's markets in Rancho Cucamonga and food demonstrations ($31,000), incentives to support resident leadership development ($1,500), ten (10) partnership organizations to support and enhance healthier lifestyles among families in Rancho Cucamonga (10X $1,000= $10,000).
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000	$ -		$ -	$ 7,000	Food purchases during "Bringing Health Home" workshops (12 monthly workshops). Also includes food purchases will utilized for other classes, workshops, meetings, etc. throughout contract period.
5	STAFF DEVELOPMENT/TRAINING	$ 9,725	$ -		$ -	$ 9,725	Staff development and training opportunities to enhance/support strategies targeting 0-5 population. Training/Staff Development opportunities include: California Healthy Cities and Communities meeting, Healthy Communities by Design Conference, American Public Health Association Conference, and other local/regional meetings.
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,500	$ -		$ -	$ 7,500	Associated travel fees to cover staff development and training opportunities to enhance/support strategies targeting 0-5 population.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 7,000	$ 7,000	City of Rancho Cucamonga	$ -	$ -	Printing fees associated with the overall implementation of programs and strategies.
9	POSTAGE	$ 12,000	$ 12,000	City of Rancho Cucamonga	$ -	$ -	Costs for mailing and shipping all necessary items related to program.
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 2,000	$ 2,000	City of Rancho Cucamonga	$ -	$ -	Use of regular office supplies for program (i.e. staplers, pens, notebook, binders, dividers, hanging file folders).
12	OFFICE EQUIPMENT	$ 5,000	$ 5,000	City of Rancho Cucamonga	$ -	$ -	Use of regular office equipment for program (i.e. computers, fax, laptops, projectors).
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 77,500	$ -		$ -	$ 77,500	Development of a comprehensive Healthy RC strategic planning document to build upon existing Health-in-All-Policies framework and guide mid and long-term health and wellness direction, including strategies for families with children 0-5. Components of the document will include sections on evaluation, communication, sustainability, and econonic development. The strategic plan will also include strategies to actively engage the community into the development of policy, systems, and the built environment ($60,000). Registered Dietician to enhance Healthy Dining strategies and increase healthy menu options for children and families (0-5) ($4,500), Development of Healthy RC Kids website for families with children 0-5 ($8,000). Development of monthly TV show highlighting strategies for 0-5 children and families ($5,000).
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 206,025	$ 26,000		$ -	$ 180,025	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractors	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **City of Rancho Cucamonga** CONTRACT # **SI005 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Healthy RC Kids Project Manager	$ 70,371			$ 70,371	$ 70,371.00		100.00%
2	0.25	Management Aide	$ 63,731	$ 47,798		$ 15,933	$ 15,933.00		25.00%
3	0.50	Healthy RC Dining Coordinator	$ 16,643	$		$ 16,643	$ 16,643.00		50.00%
4	0.30	Bringing Health Home Specialist	$ 1,260			$ 1,260	$ 1,260.00		100.00%
5	0.25	Management Analyst II	$ 88,200	$ 88,200		$ 0			25.00%
6	0.25	Healthy RC Fellow	$ 5,250	$ 5,250		$ 0			25.00%
7	0.15	Office Specialist	$ 47,250	$ 47,250		$ 0			15.00%
8	0.15	Administrative Secretary	$ 60,900	$ 60,900		$ 0			15.00%
	TOTAL SALARIES		$353,605.00	$249,398.00	$0.00	$ 104,207	$104,207.00	$0.00	29.47%
31		TOTAL BENEFITS	$ 156,745	$ 114,749		$ 41,996	$ 41,996.00		26.79%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$510,350.00**	**$364,147.00**	**$0.00**	**$ 146,203**	**$146,203.00**	**$0.00**	**28.65%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **City of Rancho Cucamonga** CONTRACT # **SI005 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 25,400			$ 25,400	$ 25,400.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 50,000			$ 50,000	$ 50,000.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000			$ 7,000	$ 7,000.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 9,000			$ 9,000	$ 9,000.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,000			$ 7,000	$ 7,000.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 7,000	$ 7,000		$ 0			0.00%
9	POSTAGE	$ 12,000	$ 12,000		$ 0			0.00%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 2,000	$ 2,000		$ 0			0.00%
12	OFFICE EQUIPMENT	$ 5,000	$ 5,000		$ 0			0.00%
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	Implementation of Strategic Plan	*$ 70,000*			$ 70,000	*$ 70,000.00*		100.00%
17.2	Registered Dietician (Healthy Dining)	*$ 4,500*			$ 4,500	*$ 4,500.00*		100.00%
17.3	Website Development	*$ 8,000*			$ 8,000	*$ 8,000.00*		100.00%
17.4	Video Development	*$ 5,000*			$ 5,000	*$ 5,000.00*		100.00%
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 87,500	$	$	$ 87,500	$ 87,500	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$211,900.00**	**$26,000.00**	**$0.00**	**$ 185,900**	**$185,900.00**	**$0.00**	**87.73%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **City of Rancho Cucamonga** CONTRACT # **SI005 A1**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractors				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 722,250	$ 390,147	$	$ 332,103	$ 332,103	$	45.98%
First 5 Funding %		100.00%	54.02%	0.00%	45.98%			
Administrative Cost %					**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Healthy RC Kids Project Manager	2080	$ 70,371	$ -		$ -	$ 70,371	Manages Healthy RC Kids program and other related initiatives to ensure that they operate effectively, leads community engagement initiatives and ensures that the Healthy RC Program maintains and nurtures its relationship with the community.
2	Management Aide	520	$ 63,731	$ 47,798	Federal SRTS	$ -	$ 15,933	Assist the Management Analyst in coordinating citywide efforts, prepares reports, develops programs, assists with grants management.
3	Healthy RC Dining Coordinator	1040	$ 16,643	$ -		$ -	$ 16,643	Coordinates overall efforts for the City's Healthy RC Dining Program. Collaborates with local restaurants, businesses, associated
4	Bringing Health Home Specialist		$ 1,260	$ -		$ -	$ 1,260	Assists Healthy RC Kids Project Manager in providing overall support for Bringing Health Home program
5	Management Analyst II	520	$ 88,200	$ 88,200	City of Rancho Cucamonga	$ -	$ -	Coordinates and leads citywide Healthy RC program and the various initiatives, grant writing and management, develops promotional and educational material, prepares reports, manages the budget, serves as a liaison with the schools.
6	Healthy RC Fellow		$ 5,250	$ 5,250	Loma Linda University	$ -	$ -	Serves as a public health expert, conducts research, aides in office operations, program data collection and analysis, program maintenance, and attends and documents meetings.
7	Office Specialist	312	$ 47,250	$ 47,250	City of Rancho Cucamonga	$ -	$ -	Assists with the Healthy RC program's office operations and clerical duties, including processing invoices, scheduling meetings, sending letters, etc.
8	Administrative Secretary	312	$ 60,900	$ 60,900	City of Rancho Cucamonga	$ -	$ -	Manages the Healthy RC office operations to ensure the office operates and communicates as efficiently as possible.
TOTAL SALARIES			$ 353,605	$ 249,398		$ -	$ 104,207	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ 156,745	$ 114,749		$ -	$ 41,996	
TOTAL SALARIES & BENEFITS		$ 510,350	$ 364,147		$ -	$ 146,203	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 25,400	$ -		$ -	$ 25,400	Program Materials/Supplies include: equipment/supplies for two mother's rooms (i.e., breast pumps, and other upgrades based on program assessments) and promotional campaign ($10,000), education and promotional material for Bringing Health Home Workshops ($3,000), development of graphical elements to support City's nutrition standards policy for healthy snacks and drinks ($5,000), development of graphical elements to include with Healthy Dining program including concepts for tookits and promotional items ($5,000), General educational materials/resources to support Healthy RC strategies ($7,400)
2	PARTICIPANT SUPPORT/INCENTIVES	$ 50,000	$ -		$ -	$ 50,000	Participant Support Incentives include: Program coupon incentives (valued at $50 per month per 0-5 family) for fruit and vegetable purchases at local farmer's markets in Rancho Cucamonga ($38,500), and incentives to support resident leadership development.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000	$ -		$ -	$ 7,000	Food purchases during "Bringing Health Home" workshops (12 monthly workshops). Also includes food purchases will utilized for other classes, workshops, meetings, etc. throughout grant period.
5	STAFF DEVELOPMENT/TRAINING	$ 9,000	$ -		$ -	$ 9,000	Staff development and training opportunities to enhance/support strategies targeting 0-5 population. Training/Staff Development opportunities include: California Healthy Cities and Communities meeting, Healthy Communities by Design Conference, American Public Health Association Conference, Biennial Childhood Obesity Conference.
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,000	$ -		$ -	$ 7,000	Associated travel fees to cover staff development and training opportunities to enhance/support strategies targeting 0-5 population.
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 7,000	$ 7,000	City of Rancho Cucamonga	$ -	$ -	Printing fees associated with the overall implementation of programs and strategies.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
9	POSTAGE	$ 12,000	$ 12,000	City of Rancho Cucamonga	$ -	$ -	Costs for mailing and shipping all necessary items related to program.
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 2,000	$ 2,000	City of Rancho Cucamonga	$ -	$ -	Use of regular office supplies for program (i.e. staplers, pens, notebook, binders, dividers, hanging file folders).
12	OFFICE EQUIPMENT	$ 5,000	$ 5,000	City of Rancho Cucamonga	$ -	$ -	Use of regular office equipment for program (i.e. computers, fax, laptops, projectors).
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 87,500	$ -		$ -	$ 87,500	Implementation of a comprehensive Healthy RC strategic planning document to build upon existing Health-in-All-Policies framework and guide mid and long-term health and wellness direction, including strategies for families with children 0-5. Includes overall evaluation and communication implementation strategies. ($70,000). Registered Dietician to enhance Healthy Dining strategies and increase healthy menu options for children and families (0-5) ($4,500), Development of Healthy RC Kids website for families with children 0-5 ($8,000). Development of monthly TV show highlighting strategies for 0-5 children and families ($5,000).
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 211,900	$ 26,000		$ -	$ 185,900	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME City of Rancho Cucamonga

CONTRACT # SI005 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractors	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity: City of Montclair
Contract # SI006 A1

Dept./Division: Human Services
Phone #: (909) 625-9453

Project Name: West End Healthy Cities Coalition Project
Fax #: (909) 399-9751

Address: 5111 Benito Street
Montclair, CA 91763

Mailing Address: Same

Website: www.cityofmontclair.org

PROGRAM CONTACT:

Name: Marcia Richter
Phone #: (909) 625-9453

Title: Assistant Director of Human Services
Fax #: (909) 399-9751

Email: mrichter@cityofmontclair.org

FISCAL CONTACT:

Name: Donald L. Parker
Phone #: (909) 625-9418

Title: Finance Director
Fax #: (909) 621-1584

Email: dparker@cityofmontclair.org

CONTRACT REPRESENTATIVE:

Name: Miguel Garcia
Phone #: (909) 625-9417

Title: Economic Development Coordinator
Fax #: (909) 621-1584

Email: mgarcia@cityofmontclair.org

ADDITIONAL CONTACT:

Name: Kay Fangerow
Phone #: (909) 625-9464

Title: Program Administrator
Fax #: (909) 399-9751

Email: kfangerow@cityofmontclair.org

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☒ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

- ☐ Health
- ☐ Education
- ☐ Family
- ☒ Community

- ☐ SART
- ☐ Health Care Access
- ☐ Oral Health
- ☐ Primary Care Services
- ☐ Perinatal
- ☐ Asthma/Bronchitis
- ☐ Obesity
- ☐ Pre-K Academy
- ☐ Preschool
- ☐ Home Visitation
- ☐ Infant Toddler
- ☐ Resource Center and Case Management
- ☐ Parent Education
- ☒ Healthy Cities
- ☐ Systems

Geographic location to service: Montclair and west end.

OBJECTIVES:

1. By May 31, 2014, the City of Montclair will host a minimum of 4 Healthy Montclair Coalition Meetings.
2. By May 31, 2014, a minimum of 25 families will participate in the Healthy Living Program.
3. By June 30, 2014, The City of Montclair will host a minimum of 8 Farmers' Markets.
4. By June 30 2014, the City of Montclair will Host one West End Health Summit.
5. By June 30, 2014, the City of Montclair will host a minimum of 2 Planning meetings for development of a Community Garden &/or Fruit Park.

INVESTMENT:

Year	Amount
2012 - 2013	$ 90,500
2013 - 2014	$ 180,018
2014 - 2015	$ 150,086
TOTAL	$ **420,604**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY						
	New	Vendor Code	S	Dept.	A	Contract Number
X	Change	CITYOFM731	C	903		SI006 A1
	Cancel					

Organization	Dept.	Orgn.	Contractor's License No.
Children and Families Commission	903	PROG	

Commission Representative	Telephone	Total Contract Amount
Cindy Faulkner, Operations Manager	909-386-7706	$420,604

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$90,500	$420,604

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY14	$180,018
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use: Healthy Cities/Communities

Estimated Payment Total by Fiscal Year

FY	Amount	I/D	FY	Amount	I/D
12-13	$90,500				
13-14	$180,018				
14-15	$150,086				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

City of Montclair

Department/Division

Address

5111 Benito Street

Montclair, CA 91763

Phone

(909) 626-8571

Federal ID No.

95-6005731

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

A. The maximum amount of reimbursement under this Contract shall not exceed $420,604 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$ 90,500	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$ 180,018	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$ 150,086	July 1, 2014 through June 30, 2015

Initial Here

☐ Contract Database	☐ FAS
Input Date	Keyed By

SECTION VIII. TERM

Paragraph A. has been amended to read as follows:

A. This contract is effective commencing July 1, 2012 and expires June 30, 2015 but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

ATTACHMENTS:

Attachment A –The attached Program Work Plan for 2013-2014 is added to the Contract.

Attachment B –The attached Budgets for 2013-2014 and 2014-2015 are added to the Contract.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	CITY OF MONTCLAIR Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Paul M. Eaton Printed Name
Commission Chair Title	Mayor Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: City of Montclair

Program Name: Healthy Cities Project: Healthy Montclair

Contract #: SI006 A1 **Fiscal Year (FY):** 2013 – 2014

Service Area: City of Montclair

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	*By May 31, 2014, the City of Montclair will host a minimum of 4 Healthy Montclair Coalition meetings*	Host Monthly Healthy Montclair Coalition Develop policy briefs	Montclair Residents and Representatives of service agencies will participate in these coalition meetings and assisted in the development of policy briefs.	**Quarterly Reports*** Meeting agendas, minutes, and sign-in sheets Policy Briefs
Children and Families are Healthy and Safe	*By May 31, 2014, a minimum of 25 families will participate in the Healthy Living Program*	Conduct Healthy Living Program	Farmers' Market incentive program where 25 families who reside in a "Health Desert Area" of Montclair and Pregnant/ Breastfeeding women (Montclair residents) receive education on nutrition and healthy meal planning.	**Quarterly Reports*** Healthy Living Program Materials Sign-in sheets of participating residents
Children and Families are Healthy and Safe	*By June 30, 2014, The City of Montclair will host a minimum of 8 Farmers' Markets*	Host 8 Farmers' Market in Montclair	Minimum of 500 San Bernardino County residents will attend Farmers' Markets Hosted by City of Montclair	**Quarterly Reports*** Observation and Log of Farmers' Market occurrences
Children and Families are Healthy and Safe	*By June 30 2014, the City of Montclair will Host one West End Health Summit*	Plan and Host West End Health Summit	Minimum of at 10 community agencies and 25 families will participate in the West End Health Summit	**Quarterly Reports*** Summit agenda and sign-in sheets Participant Surveys
Children and Families are Healthy and Safe	*By June 30, 2014, the City of Montclair will host a minimum of 2 Planning meetings for development of a Community Garden &/or Fruit Park.*	Engage Montclair Residents and Service Agencies to assist in planning phases for Community Garden &/or Fruit Park	Minimum of 15 families who live in the Health Desert Area; Pregnant or Breastfeeding women and representatives from a minimum of 5 service agencies will participate in these efforts.	**Quarterly Reports*** Meeting agendas, minutes, sign-in sheets and Plan for Community Garden &/or Fruit Park

*Reporting requirements entered in Persimmony

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Montclair** CONTRACT # **SI006 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.1	Assistant Director of Human Services	$ 8,320	$	$ 8,320	$ 0			0.00%
2	0.15	Economic Development Coordinator	$ 10,268		$ 10,268	$ 0			0.00%
3	0.15	Senior Accountant	$ 9,050	$	$ 9,050	$ 0			0.00%
4	0.1	Program Administrator	$ 7,500		$ 7,500	$ 0			0.00%
5	0.5	Program Coordinator	$ 20,698	$	$	$ 20,698	$ 20,698.00		100.00%
6	0.75	Health Education Specialist	$ 40,272	$ 10,068	$	$ 30,204	$ 30,204.00		75.00%
7	0.5	Program Assistant	$ 14,743			$ 14,743	$ 14,743.00		100.00%
	TOTAL SALARIES		$110,851.00	$10,068.00	$35,138.00	$ 65,645	$65,645.00	$0.00	59.22%
31		TOTAL BENEFITS	$ 36,534		$ 13,011	$ 23,523	$ 23,523.00		64.39%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$147,385.00**	**$10,068.00**	**$48,149.00**	**$ 89,168**	**$89,168.00**	**$0.00**	**60.50%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Montclair** CONTRACT # **SI006 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 1,000			$ 1,000	$ 1,000.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 7,500			$ 7,500	$ 7,500.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000			$ 7,000	$ 7,000.00		100.00%
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL	$ 3,000			$ 3,000	$ 3,000.00		100.00%
7	ADVERTISEMENTS	$ 2,000		$ 1,500	$ 500	$ 500.00		25.00%
8	PRINTING	$ 3,500		$ 1,150	$ 2,350	$ 2,350.00		67.14%
9	POSTAGE	$ 1,500		$ 850	$ 650	$ 650.00		43.33%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 3,700		$ 200	$ 3,500	$ 3,500.00		94.59%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	The Planning Center	*$ 40,000*			$ 40,000	*$ 40,000.00*		100.00%
17.2	Interpretation (Spanish)-Por La Vida	*$ 5,350*			$ 5,350	*$ 5,350.00*		100.00%
17.3	Community Garden Intern	*$ 20,000*			$ 20,000	*$ 20,000.00*		100.00%
17.4					$ 0			
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 65,350	$	$	$ 65,350	$ 65,350	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$94,550.00**	**$0.00**	**$3,700.00**	**$ 90,850**	**$90,850.00**	**$0.00**	**96.09%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **City of Montclair** CONTRACT # **SI006 A1**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 241,935	$ 10,068	$ 51,849	$ 180,018	$ 180,018	$	74.41%
First 5 Funding %	100.00%	4.16%	21.43%	74.41%			
Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Assistant Director of Human Services	40	$ 8,320	$ -		$ 8,320	$ -	Program Contact- Responsible for administering and supervising subcontracts, professional services, and one proposed part-time position included in this proposal.
2	Economic Development Coordinator	300	$ 10,268	$ -		$ 10,268	$ -	Contract Contact-Responsible for insuring that all requirements, program, contract, and fiscal are in compliance, assists with submittal of monthly fiscal/program reports.
3	Senior Accountant	280	$ 9,050	$ -		$ 9,050	$ -	Fiscal Contact- Responsible for compiling all fiscal reports (montly and quarterly) , investigating and reviewing costs charged to grant, verifying grant compliance, and coordinating with Human Services staff on a monthly basis to monitor the grant budget.
4	Program Administrator	300	$ 7,500	$ -		$ 7,500	$ -	Responsible for program administration, overseeing the progress of the program, Program Coordinator, and Program Assistant.
5	Program Coordinator	1000	$ 20,698	$ -		$ -	$ 20,698	Oversees the expansion of the Healthy Montclair Coalition objectives, including facilitation of coalition meetings, responsible for planning, organizing, and coordinating the daily functions of the program; coordinating farmers markets; initiates and makes contact with community groups, public agencies, and other institutions to facilitate the implementation of the program; and serves as coordinator of services. (1000 hours x $15.49 per hour = $15,490, $15,490.00 x .09% [Administrative Overhead] = $1,841.00)
6	Health Education Specialist	1560	$ 40,272	$ 10,068		$ -	$ 30,204	Responsible for teaching and administering the classes part of the Healthy Living Program, distributing vouchers to successful program participants, overseeing the Por La Vida Cosejeras, and contributing to the expansion and promotion of the Healthy Montclair Coalition.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
7	Program Assistant	1000	$ 14,743	$ -		$ -	$ 14,743	Responsible for assisting the Program Coordinator and Program Administrator, data entry, data collection and contributing to the expansion and promotion of the Healthy Montclair Coalition.
TOTAL SALARIES			$ 110,851	$ 10,068		$ 35,138	$ 65,645	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ 36,534	$ -		$ 13,011	$ 23,523	Full-time personnel benefits are calculated up to 45% of salaries; Part-time personnel benefits include Medicare (1.45%) and Social Security (6.2%)
TOTAL SALARIES & BENEFITS		$ 147,385	$ 10,068		$ 48,149	$ 89,168	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 1,000	$ -		$ -	$ 1,000	Program/educational materials to support the Healthy Living Program.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 7,500	$ -		$ -	$ 7,500	Farmers Market Vouchers for Healthy Living Program participants ($25 per month).
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000	$ -		$ -	$ 7,000	Food for meetings of the Healthy Cities Coalition and Community Garden planning meetings conducted by Program Coordinator; Catering for West End Health Summit attendees.
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ 3,000	$ -		$ -	$ 3,000	Mileage for Program Coordinator related to project and meetings.
7	ADVERTISEMENTS	$ 2,000	$ -		$ 1,500	$ 500	Advertisements and outreach for the Healthy Cities Coalition, Healthy Living Program, and Health Summit
8	PRINTING	$ 3,500	$ -		$ 1,150	$ 2,350	Publication of materials pertaining to the project implementation and instruction. $1,150.00 in-kind from the City of Montclair
9	POSTAGE	$ 1,500	$ -		$ 850	$ 650	Invitations to all organizations eligible to participate in the Healthy Cities Coalition. $850.00 in-kind contribution from the City of Montclair.
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 3,700	$ -		$ 200	$ 3,500	Supplies for Program Administrator and Program Coordinator to conduct administrative functions of the program, including, but not limited to:data collection and analysis, record-keeping, and follow-up activities.
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 65,350	$ -		$ -	$ 65,350	The Planning Center will develop health policy briefs for the Healthy Montclair Coalition in order to promote healthy and active lifestyles in Montclair ($40,000). "Por La Vida" consejeras will provide interpretation services for program activities and program assistance for Healthy Living Program classes ($5,350). Community Garden Intern will oversee development of a plan for a community garden/fruit park in Montclair ($20,000).
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 94,550	$ -		$ 3,700	$ 90,850	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **City of Montclair** CONTRACT # **SI006 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.1	Assistant Director of Human Services	$ 8,320	$	$ 8,320	$ 0			0.00%
2	0.15	Economic Development Coordinator	$ 10,268		$ 10,268	$ 0			0.00%
3	0.15	Senior Accountant	$ 9,050	$	$ 9,050	$ 0			0.00%
4	0.1	Program Administrator	$ 7,500		$ 7,500	$ 0			0.00%
5	0.5	Program Coordinator	$ 20,698	$	$	$ 20,698	$ 20,698.00		100.00%
6	1	Health Education Specialist	$ 40,272		$	$ 40,272	$ 40,272.00		100.00%
7	0.5	Program Assistant	$ 14,743			$ 14,743	$ 14,743.00		100.00%
	TOTAL SALARIES		$110,851.00	$0.00	$35,138.00	$ 75,713	$75,713.00	$0.00	68.30%
31		TOTAL BENEFITS	$ 36,534		$ 13,011	$ 23,523	$ 23,523.00		64.39%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$147,385.00**	**$0.00**	**$48,149.00**	**$ 99,236**	**$99,236.00**	**$0.00**	**67.33%**

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **City of Montclair** CONTRACT # **SI006 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 1,000			$ 1,000	$ 1,000.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 7,500			$ 7,500	$ 7,500.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000			$ 7,000	$ 7,000.00		100.00%
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL	$ 3,000			$ 3,000	$ 3,000.00		100.00%
7	ADVERTISEMENTS	$ 2,000		$ 1,500	$ 500	$ 500.00		25.00%
8	PRINTING	$ 3,500		$ 1,150	$ 2,350	$ 2,350.00		67.14%
9	POSTAGE	$ 1,500		$ 850	$ 650	$ 650.00		43.33%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 3,700		$ 200	$ 3,500	$ 3,500.00		94.59%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	Interpretation (Spanish)-Por La Vida	*$ 5,350*			$ 5,350	*$ 5,350.00*		100.00%
17.2	Community Garden Intern	*$ 20,000*			$ 20,000	*$ 20,000.00*		100.00%
17.3					$ 0			
17.4					$ 0			
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 25,350	$	$	$ 25,350	$ 25,350	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$54,550.00**	**$0.00**	**$3,700.00**	**$ 50,850**	**$50,850.00**	**$0.00**	**93.22%**

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **City of Montclair** CONTRACT # **SI006 A1**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractors				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 201,935	$	$ 51,849	$ 150,086	$ 150,086	$	74.32%
First 5 Funding %		100.00%	0.00%	25.68%	74.32%			
Administrative Cost %					**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Assistant Director of Human Services	40	$ 8,320	$ -		$ 8,320	$ -	Program Contact- Responsible for administering and supervising subcontracts, professional services, and one proposed part-time position included in this proposal.
2	Economic Development Coordinator	300	$ 10,268	$ -		$ 10,268	$ -	Contract Contact-Responsible for insuring that all requirements, program, contract, and fiscal are in compliance, assists with submittal of monthly fiscal/program reports.
3	Senior Accountant	280	$ 9,050	$ -		$ 9,050	$ -	Fiscal Contact- Responsible for compiling all fiscal reports (montly and quarterly) , investigating and reviewing costs charged to grant, verifying grant compliance, and coordinating with Human Services staff on a monthly basis to monitor the grant budget.
4	Program Administrator	300	$ 7,500	$ -		$ 7,500	$ -	Responsible for program administration, overseeing the progress of the program, Program Coordinator, and Program Assistant.
5	Program Coordinator	1000	$ 20,698	$ -		$ -	$ 20,698	Oversees the expansion of the Healthy Montclair Coalition objectives, including facilitation of coalition meetings, responsible for planning, organizing, and coordinating the daily functions of the program; coordinating farmers markets; initiates and makes contact with community groups, public agencies, and other institutions to facilitate the implementation of the program; and serves as coordinator of services. (1000 hours x $15.49 per hour = $15,490, $15,490.00 x .09% [Administrative Overhead] = $1,841.00)
6	Health Education Specialist	1560	$ 40,272	$ -		$ -	$ 40,272	Responsible for teaching and administering the classes part of the Healthy Living Program, distributing vouchers to successful program participants, overseeing the Por La Vida Consejeras, and contributing to the expansion and promotion of the Healthy Montclair Coalition.

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
7	Program Assistant	1000	$ 14,743	$ -		$ -	$ 14,743	Responsible for assisting the Program Coordinator and Program Administrator, data entry, data collection and contributing to the expansion and promotion of the Healthy Montclair Coalition.
TOTAL SALARIES			$ 110,851	$ -		$ 35,138	$ 75,713	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ 36,534	$ -		$ 13,011	$ 23,523	Full-time personnel benefits are calculated up to 45% of salaries; Part-time personnel benefits include Medicare (1.45%) and Social Security ($6.2%)
TOTAL SALARIES & BENEFITS		$ 147,385	$ -		$ 48,149	$ 99,236	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 1,000	$ -		$ -	$ 1,000	Program/educational materials to support the Healthy Living Program.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 7,500	$ -		$ -	$ 7,500	Farmers Market Vouchers for Healthy Living Program participants ($25 per month).
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 7,000	$ -		$ -	$ 7,000	Food for meetings of the Healthy Cities Coalition and Community Garden planning meetings conducted by Program Coordinator; Catering for West End Health Summit attendees.
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ 3,000	$ -		$ -	$ 3,000	Mileage for Program Coordinator related to project and meetings.
7	ADVERTISEMENTS	$ 2,000	$ -		$ 1,500	$ 500	Advertisements and outreach for the Healthy Cities Coalition, Healthy Living Program, and Health Summit
8	PRINTING	$ 3,500	$ -		$ 1,150	$ 2,350	Publication of materials pertaining to the project implementation and instruction. $1,150.00 in-kind from the City of Montclair
9	POSTAGE	$ 1,500	$ -		$ 850	$ 650	Invitations to all organizations eligible to participate in the Healthy Cities Coalition. $850.00 in-kind contribution from the City of Montclair.
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 3,700	$ -		$ 200	$ 3,500	Supplies for Program Administrator and Program Coordinator to conduct administrative functions of the program, including, but not limited to:data collection and analysis, record-keeping, and follow-up activities.
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 25,350	$ -		$ -	$ 25,350	"Por La Vida" consejeras will provide interpretation services for program activities and program assistance for Healthy Living Program classes ($5,350). Community Garden Intern will oversee initial implementation of a community garden/fruit park in Montclair ($20,000).
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 54,550	$ -		$ 3,700	$ 50,850	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME City of Montclair

CONTRACT # SI006 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractors	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity:	Reach Out	Contract #	SI007 A1
Dept/Division:	Latino Health Collaborative	Phone #:	909.982.8641
Project Name:	Healthy San Bernardino Coalition	Fax #:	909.982.8642
Address:	1126 W. Foothill Blvd., Suite 150 Upland CA 91786		
Website:	www.we-reachout.org and www.latinohealthca.org		

PROGRAM CONTACT:

Name:	Cynthia Luna	Phone #:	909.982.8641
Title:	Director	Fax #:	909.982.8642
Email:	Cynthia@latinohealthca.org		

FISCAL CONTACT:

Name:	Ernie Monzon	Phone #:	909.982.8641
Title:	Accounting Director	Fax #:	909.982.8642
Email:	ernie@we-reachout.org		

CONTRACT REPRESENTATIVE:

Name:	Diana Fox	Phone #:	909.982.8641
Title:	Executive Director	Fax #:	909.982.8642
Email:	diana@we-reachout.org		

ADDITIONAL CONTACT:

Name:	Evette De Luca	Phone #:	909.982.8641
Title:	Director of Community Transformation	Fax #:	909.982.8642
Email:	evette@we-reachout.org		

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☒ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☐ Education	☐ Family	☒ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☒ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Geographical location: San Bernardino City

OBJECTIVES:

Children and families are healthy and safe.

- By November 2013 the Healthy San Bernardino Coalition will have developed and approved a designation for Health Hubs.
- By January 2014 a community supported agriculture (CSA) model will be implemented to improve access of healthy food to families with kids 0 to 5 in San Bernardino.
- By March 2014 at least 20 families will report an improvement in diet and nutrition as a result of their participation in the Striders program.
- By June 2014 health advocacy efforts are being lead in San Bernardino by community members to improve access to health in underserved areas.

INVESTMENT:

Year	Amount
2012 - 2013	$ 75,000
2013 - 2014	$ 240,976
2014 - 2015	$ 240,976
TOTAL	$ **556,952**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

								FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A	Contract Number
	Change	REACHOU747	C	903		SI007 A1
	Cancel					
Organization			Dept.	Orgn.		Contractor's License No.
Children and Families Commission			903	PROG		
Commission Representative			Telephone			Total Contract Amount
Cindy Faulkner, Operations Manager			909-386-7706			$556,952

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$75,000	$556,952

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY13	$240,976
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
Healthy Cities/Communities	FY	Amount	I/D	FY	Amount	I/D
Reach Out – Latino Health	12-13	$75,000				
Collaborative/Healthy San	13-14	$240,976				
Bernardino	14-15	$240,976				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Reach Out

Department/Division

Address

1126 W. Foothill Blvd., Suite 150

Upland, CA 91786

Phone

(909) 982-8641

Federal ID No.

95-2642747

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

A. The maximum amount of reimbursement under this Contract shall not exceed $556,952 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$ 75,000	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$ 240,976	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$ 240,976	July 1, 2014 through June 30, 2015

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

Paragraph A. has been amended to read as follows:

A. This contract is effective commencing July 1, 2012 and expires June 30, 2015 but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

ATTACHMENTS:

Attachment A –The attached Program Work Plan for 2013-2014 is added to the Contract.

Attachment B –The attached Budgets for 2013-2014 and 2014-2015 are added to the Contract.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	REACH OUT Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Diana Fox Printed Name
Commission Chair Title	Executive Director Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Reach Out/Latino Health Collaborative

Program Name: Healthy Cities Project: Healthy San Bernardino

Contract #: SI007 A1 **Fiscal Year (FY):** 2013 – 2014

Service Area: City of San Bernardino

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and families are healthy and safe.	By **November 2013** the Healthy San Bernardino Coalition will have developed and approved a designation for Health Hubs.	• Meetings with HSBC members and community members to develop a scalable and replicable model that designates locations to be publicly recognized as Health Hubs. • Collaboration agreements will be signed by partners and will reflect collaborative systems to sustain and support identified health hubs. • Public announcement and recognition of Health Hubs in large community forum with at least 80 participants. This community forum will be held at one of the health hubs where community members will be able to routinely access health resources, celebrate community and learn about healthy lifestyles.	Three health hubs are identified and developed in San Bernardino as core centers and advocacy anchors for physical activity and health education for families with kids zero to five.	**Quarterly Reports*** Agenda and minutes from meetings Sign-in sheets Partner agreements for Health Hub collaboration Documentation of designation of Health Hubs

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and families are healthy and safe.	By **January 2014** a community supported agriculture (CSA) model will be implemented to improve access of healthy food to families with kids 0 to 5 in San Bernardino.	• Food Access Initiative meetings develop a sustainable and scalable model to implement in low-income communities. • Create policies with San Bernardino County Transitional Assistance Department to use County benefits to subsidize cost of program for low-income families. • Meetings with community members to develop interest and educate families on the benefits of integrating organic locally grown fruits and vegetables into their diets. • Development of community leadership network for program implementation. • Promotion of the program in San Bernardino Health Hubs.	Families with children ages 0-5 in the City of San Bernardino will benefit from access to healthy food.	**Quarterly Reports*** Applications of participants to CSA program Sign-in sheets for meetings Concept paper

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and families are healthy and safe.	By **March 2014** at least 20 families will report an improvement in diet and nutrition as a result of their participation in the Striders program.	• Peer-to-peer support network is developed through the Strider groups meeting at health hubs. • Assessments of incorporation of healthy eating habits are implemented.	• At least 80 community members will be trained in health nutrition to improve the diets of families through the Striders program. • Evaluation of methodology and progress is analyzed by community members	**Quarterly Reports*** Health impact assessment results Agendas, sign-in sheets and evaluation forms from trainings Summary of outcomes from meetings with elected officials
Children and families are healthy and safe.	By **June 2014** health advocacy efforts are being lead in San Bernardino by community members to improve access to health in underserved areas.	• At least 30 community members are trained in advocacy. • Advocacy groups are formed by community members to improve access to healthy food and access to areas for physical activity in San Bernardino. • Presentations to elected officials and decision makers are delivered by these community groups. • The Planning Center develops accessible and actionable issue briefs that community members can use to support their advocacy effort	Policy briefs are developed to assist advocacy groups comprised of community members to share with elected officials on efforts to improve access to healthy food and areas for physical activity.	**Quarterly Reports*** Agendas and sign-in sheets from meetings and trainings Summary of outcomes from meetings Issue brief(s)

PROGRAM BUDGET

FISCAL YEAR 2013-2014

Agency Name **Reach Out/Latino Health Collaborative** CONTRACT # **SI007 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Program Director	$ 70,000	$ 38,000		$ 32,000	$ 32,000.00		45.71%
2	1.00	Community Program Manager	$ 47,000	$ 12,000		$ 35,000	$ 35,000.00		74.47%
3	1.00	Community Wellness Coordinator	$ 47,000	$ 20,000		$ 27,000	$ 27,000.00		57.45%
4	1.00	Health Advocacy and Communications Sp	$ 42,000	$ 12,000		$ 30,000	$ 30,000.00		71.43%
5	0.50	Administrative Support	$ 23,400	$ 7,020		$ 16,380	$ 16,380.00		70.00%
	TOTAL SALARIES		$229,400.00	$89,020.00	$0.00	$ 140,380	$140,380.00	$0.00	61.19%
31		TOTAL BENEFITS	$ 51,776	$ 20,092		$ 31,684	$ 31,683.77		61.19%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$281,175.58**	**$109,111.81**	**$0.00**	**$ 172,064**	**$172,063.77**	**$0.00**	**61.19%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

Agency Name **Reach Out/Latino Health Collaborative** CONTRACT # **SI007 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000			$ 5,000	$ 5,000.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES				$ 0			
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 6,000	$ 1,000		$ 5,000	$ 5,000.00		83.33%
5	STAFF DEVELOPMENT/TRAINING	$ 3,000			$ 3,000	$ 3,000.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,000	$ 2,000		$ 5,000	$ 5,000.00		71.43%
7	PROMOTIONAL MATERIAL	$ 3,000	$ 500		$ 2,500	$ 2,500.00		83.33%
8	PRINTING	$ 3,312			$ 3,312	$ 3,312.00		100.00%
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 3,000			$ 3,000	$ 3,000.00		100.00%
12	OFFICE EQUIPMENT	$ 8,500			$ 8,500	$ 8,500.00		100.00%
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES	$ 3,600			$ 3,600	$ 3,600.00		100.00%
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Website/social media consultant	*$ 5,000*			$ 5,000	*$ 5,000.00*		100.00%
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 5,000	$	$	$ 5,000	$ 5,000	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$47,412.00**	**$3,500.00**	**$0.00**	**$ 43,912**	**$43,912.00**	**$0.00**	**92.62%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

Agency Name **Reach Out/Latino Health Collaborative** CONTRACT # **SI007 A1**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	The Planning Center	$ 15,000	$ 5,000		$ 10,000	$ 10,000		66.67%
2	El Sol Educational Center	$ 15,000			$ 15,000	$ 15,000		100.00%
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$ 30,000**	**$ 5,000**	**$**	**$ 25,000**	**$ 25,000**	**$**	**83.33%**
TOTAL PROJECT BUDGET		$ 358,588	$ 117,612	$	$ 240,976	$ 240,976	$	67.20%
First 5 Funding %		100.00%	32.80%	0.00%	67.20%			
Administrative Cost %					**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME: Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Director	2080	$ 70,000	$ 38,000		$ -	$ 32,000	The Program Director chairs the Coalition, is responsible for all deliverables, capacity building activities; liaises with all consultants and key stakeholders, responsible for implementation of priorities identified in the Healthy San Bernardino Coalition
2	Community Program Manager	2080	$ 47,000	$ 12,000		$ -	$ 35,000	Community Program Manager is responsible for project management, evaluation and operation of Healthy San Bernardino programs, in particular as it connects to Policy and Health Hubs.
3	Community Wellness Coordinator	2080	$ 47,000	$ 20,000		$ -	$ 27,000	Community Wellness Coordinator is responsible for community engagement and implementation of the Striders program in health hubs of San Bernardino. Primary person responsible for community forums and liason between residents and Coalition strategies.
4	Health Advocacy and Communications Specialist	2080	$ 42,000	$ 12,000		$ -	$ 30,000	Health Advocacy and Communications Specialist coordinates advocacy strategies in San Bernardino including trainings, data gathering, analysis and communication of results and strategies to key stakeholders throughout the process.
5	Administrative Support	1300	$ 23,400	$ 7,020		$ -	$ 16,380	A part-time Administrative Support position will provide assistance to the LHC team and its partners in clerical and administrative tasks to support the programs. We are expecting this person to work 25 hours per week at $18 per hour.
TOTAL SALARIES			$ 229,400	$ 89,020		$ -	$ 140,380	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Benefits	$ 51,776	$ 20,092		$ -	$ 31,684	Benefits are calculated as 22.57 % of employee's salaries . This includes health, dental, life, workers comp and employment taxes.
TOTAL SALARIES & BENEFITS		$ 281,176	$ 109,112		$ -	$ 172,064	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000	$ -		$ -	$ 5,000	Including t-shirts for participants of the Striders program, binders with curriculum and material that support Strider activities such as scales, pedometers, blood pressure meters, jump ropes, etc. In addition, material for large community forums including rentals.
2	PARTICIPANT SUPPORT/INCENTIVES	$ -	$ -		$ -	$ -	
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 6,000	$ 1,000	Kaiser Permanente	$ -	$ 5,000	Catering and food for Healthy San Bernardino Coalition meetings, partner meetings, taskforce meetings, Strider meetings and large community engagement forums.
5	STAFF DEVELOPMENT/TRAINING	$ 3,000	$ -		$ -	$ 3,000	Community outreach to connect community members to resources and elected officials. Training and workshops for staff.
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,000	$ 2,000	Kaiser Permanente	$ -	$ 5,000	Estimated at 12,389 miles per year at a rate of $.565, with four staff members and two volunteers in the period of 12 months.
7	PROMOTIONAL MATERIAL	$ 3,000	$ 500	Kaiser Permanente	$ -	$ 2,500	Flyers, banners, brochures to promote health hubs, Strider activities and Healthy San Bernardino Coalition efforts, including large outreach community forum.
8	PRINTING	$ 3,312	$ -		$ -	$ 3,312	Printing of Healthy San Bernardino documents for meetings, training material for Striders program and health education at Health Hubs. Additional color pringing of brochures and flyers promoting activities and meetings.
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
11	OFFICE SUPPLIES	$ 3,000	$ -		$ -	$ 3,000	Supplies necessary to support Healthy San Bernardino Coalition efforts, Health Hubs and Striders, including paper, pens, markers, flip charts, etc. Calculated at $250 per month in the period of 12 months
12	OFFICE EQUIPMENT	$ 8,500	$ -		$ -	$ 8,500	Equipment necessary to support four staff and the work of the coalition including computers, projector and digital camera.
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ 3,600	$ -		$ -	$ 3,600	Costs to be incurred for telephone and communications needs, at $300 per month for four staff members over the period of 12 months.
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 5,000	$ -		$ -	$ 5,000	Services required to improve website and social media outreach for the Healthy San Bernardino Coalition, Striders, CSA and Health Hubs.
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 47,412	$ 3,500		$ -	$ 43,912	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	The Planning Center	$ 15,000	$ 5,000	Kaiser Permanente	$ -	$ 10,000	The Planning Center will provide expertise and geomapping support in the development of issue briefs that support the advocacy work of the Healthy San Bernardino Coalition.
2	El Sol Educational Center	$ 15,000	$ -		$ -	$ 15,000	Community education on advocacy is a key element to succeed in systemic change. El Sol's health promoters will do outreach and education to movilize community members for advocacy and policy change.
TOTAL SUBCONTRACTORS		$ 30,000	$ 5,000		$ -	$ 25,000	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

PARTNER NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI007 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Program Director	$ 70,000	$ 38,000		$ 32,000	$ 32,000.00		45.71%
2	1.00	Community Program Manager	$ 47,000	$ 12,000		$ 35,000	$ 35,000.00		74.47%
3	1.00	Community Wellness Coordinator	$ 47,000	$ 20,000		$ 27,000	$ 27,000.00		57.45%
4	1.00	Health Advocacy and Communications Sp	$ 42,000	$ 12,000		$ 30,000	$ 30,000.00		71.43%
5	0.50	Administrative Support	$ 23,400	$ 7,020		$ 16,380	$ 16,380.00		70.00%
6						$ 0			
7						$ 0			
8						$ 0			
9						$ 0			
10						$ 0			
11						$ 0			
12						$ 0			
13						$ 0			
14						$ 0			
15						$ 0			
	TOTAL SALARIES		$229,400.00	$89,020.00	$0.00	$ 140,380	$140,380.00	$0.00	61.19%
16		TOTAL BENEFITS	$ 51,776	$ 20,092		$ 31,684	$ 31,683.77		61.19%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$281,175.58**	**$109,111.81**	**$0.00**	**$ 172,064**	**$172,063.77**	**$0.00**	**61.19%**
B.	**SERVICES & SUPPLIES**		**A**	**B**	**C**	**D**	**D**		**E**
1	PROGRAM MATERIALS/SUPPLIES		$ 5,000			$ 5,000	$ 5,000.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES					$ 0			
3	PARTICIPANT TRANSPORTATION					$ 0			

PROGRAM BUDGET

FISCAL YEAR 2014-2015

PARTNER NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI007 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 6,000	$ 1,000		$ 5,000	$ 5,000.00		83.33%
5	STAFF DEVELOPMENT/TRAINING	$ 3,000			$ 3,000	$ 3,000.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,000	$ 2,000		$ 5,000	$ 5,000.00		71.43%
7	PROMOTIONAL MATERIAL	$ 3,000	$ 500		$ 2,500	$ 2,500.00		83.33%
8	PRINTING	$ 3,312			$ 3,312	$ 3,312.00		100.00%
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 3,000			$ 3,000	$ 3,000.00		100.00%
12	OFFICE EQUIPMENT	$ 8,500			$ 8,500	$ 8,500.00		100.00%
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES	$ 3,600			$ 3,600	$ 3,600.00		100.00%
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Website/social media consultant	$ 5,000			$ 5,000	$ 5,000.00		100.00%
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 5,000	$	$	$ 5,000	$ 5,000	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
19					$ 0			
20					$ 0			
21					$ 0			
22					$ 0			
	TOTAL SERVICES/SUPPLIES	**$47,412.00**	**$3,500.00**	**$0.00**	**$ 43,912**	**$43,912.00**	**$0.00**	**92.62%**

PROGRAM BUDGET

FISCAL YEAR 2014-2015

PARTNER NAME **Reach Out/Latino Health Collaborative** CONTRACT # **SI007 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	The Planning Center	$ 15,000	$ 5,000		$ 10,000	$ 10,000		66.67%
2	El Sol Educational Center	$ 15,000			$ 15,000	$ 15,000		100.00%
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
	TOTAL SUBCONTRACTS	**$ 30,000**	**$ 5,000**	**$**	**$ 25,000**	**$ 25,000**	**$**	**83.33%**
	TOTAL PROJECT BUDGET	$ 358,588	$ 117,612	$	$ 240,976	$ 240,976	$	67.20%
	First 5 Funding %	100.00%	32.80%	0.00%	67.20%			
	Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

PARTNER NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Director	2080	$ 70,000	$ 38,000		$ -	$ 32,000	The Program Director chairs the Coalition, is responsible for all deliverables, capacity building activities; liaises with all consultants and key stakeholders, responsible for implementation of priorities identified in the Healthy San Bernardino Coalition
2	Community Program Manager	2080	$ 47,000	$ 12,000		$ -	$ 35,000	Community Program Manager is responsible for project management, evaluation and operation of Healthy San Bernardino programs, in particular as it connects to Policy and Health Hubs.
3	Community Wellness Coordinator	2080	$ 47,000	$ 20,000		$ -	$ 27,000	Community Wellness Coordinator is responsible for community engagement and implementation of the Striders program in health hubs of San Bernardino. Primary person responsible for community forums and liason between residents and Coalition strategies.
4	Health Advocacy and Communications Specialist	2080	$ 42,000	$ 12,000		$ -	$ 30,000	Health Advocacy and Communications Specialist coordinates advocacy strategies in San Bernardino including trainings, data gathering, analysis and communication of results and strategies to key stakeholders throughout the process
5	Administrative Support	1300	$ 23,400	$ 7,020		$ -	$ 16,380	A part-time Administrative Support position will provide assistance to the LHC team and its partners in clerical and administrative tasks to support the programs. We are expecting this person to work 25 hours per week at $18 per hour.
6	0		$ -	$ -		$ -	$ -	
7	0		$ -	$ -		$ -	$ -	
8	0		$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SALARIES & BENEFITS

PARTNER NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
9	0		$ -	$ -		$ -	$ -	
10	0		$ -	$ -		$ -	$ -	
11	0		$ -	$ -		$ -	$ -	
12	0		$ -	$ -		$ -	$ -	
13	0		$ -	$ -		$ -	$ -	
14	0		$ -	$ -		$ -	$ -	
15	0		$ -	$ -		$ -	$ -	
TOTAL SALARIES			$ 229,400	$ 89,020		$ -	$ 140,380	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
16		$ 51,776	$ 20,092		$ -	$ 31,684	Benefits are calculated as 22.57 % of employee's salaries . This includes health, dental, life, workers comp and employment taxes.
TOTAL SALARIES & BENEFITS		$ 281,176	$ 109,112		$ -	$ 172,064	

BUDGET NARRATIVE - SERVICES & SUPPLIES

PARTNER NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000	$ -		$ -	$ 5,000	Including t-shirts for participants of the Striders program, binders with curriculum and material that support Strider activities such as scales, pedometers, blood pressure meters, jump ropes, etc. In addition, material for large community forums including rentals.
2	PARTICIPANT SUPPORT/INCENTIVES	$ -	$ -		$ -	$ -	
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 6,000	$ 1,000	Kaiser Permanente	$ -	$ 5,000	Catering and food for Healthy San Bernardino Coalition meetings, partner meetings, taskforce meetings, Strider meetings and large community engagement forums.
5	STAFF DEVELOPMENT/TRAINING	$ 3,000	$ -		$ -	$ 3,000	Community outreach to connect community members to resources and elected officials.Tranings and workshops for staff.
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,000	$ 2,000	Kaiser Permanente	$ -	$ 5,000	Estimated at 12,389 miles per year at a rate of $.565, with four staff members and two volunteers in the period of 12 months.
7	PROMOTIONAL MATERIAL	$ 3,000	$ 500	Kaiser Permanente	$ -	$ 2,500	Flyers, banners, brochures to promote health hubs, Strider activities and Healthy San Bernardino Coalition efforts, including large outreach community forum.
8	PRINTING	$ 3,312	$ -		$ -	$ 3,312	Printing of Healthy San Bernardino documents for meetings, training material for Striders program and health education at Health Hubs. Additional color pringing of brochures and flyers promoting activities and meetings.

BUDGET NARRATIVE - SERVICES & SUPPLIES

PARTNER NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 3,000	$ -		$ -	$ 3,000	Supplies necessary to support Healthy San Bernardino Coalition efforts, Health Hubs and Striders, including paper, pens, markers, flip charts, etc. Calculated at $250 per month in the period of 12 months
12	OFFICE EQUIPMENT	$ 8,500	$ -		$ -	$ 8,500	Equipment necessary to support four staff and the work of the coalition including computers, projector and digital camera.
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ 3,600	$ -		$ -	$ 3,600	Costs to be incurred for telephone and communications needs, at $300 per month for four staff members over the period of 12 months.
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
0	PROFESSIONAL SERVICES - SUBTOTAL	$ 5,000	$ -		$ -	$ 5,000	Services required to improve website and social media outreach for the Healthy San Bernardino Coalition, Striders, CSA and Health Hubs.

BUDGET NARRATIVE - SERVICES & SUPPLIES

PARTNER NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
19	0	$ -	$ -		$ -	$ -	
20	0	$ -	$ -		$ -	$ -	
21	0	$ -	$ -		$ -	$ -	
22	0	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 47,412	$ 3,500		$ -	$ 43,912	

BUDGET NARRATIVE - SUBCONTRACTORS

PARTNER NAME Reach Out/Latino Health Collaborative

CONTRACT # SI007 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	The Planning Center	$ 15,000	$ 5,000	Kaiser Permanente	$ -	$ 10,000	The Planning Center will provide expertise and geomapping support in the development of issue briefs that support the advocacy work of the Healthy San Bernardino Coalition.
2	El Sol Educational Center	$ 15,000	$ -		$ -	$ 15,000	Community education on advocacy is a key element to succeed in systemic change. El Sol's health promoters will do outreach and education to movilize community members for advocacy and policy change.
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ 30,000	$ 5,000		$ -	$ 25,000	

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity:	St. Mary Medical Center	Contract #	SI008 A1
Dept/Division:	Healthy Communities Department	Phone #:	(760) 242-2311 *1 x8378
Project Name:	Healthy Cities –Systems Integration	Fax #:	(760) 242-9750
Address:	18300 Highway 18 Apple Valley, CA 92307		
Website:	www.stmaryapplevalley.org		

PROGRAM CONTACT:

Name:	Kevin Mahany	Phone #:	(760) 946-8120
Title:	Director, Healthy Communities	Fax #:	(760) 242-9750
Email:	Kevin.Mahany@stjoe.org		

FISCAL CONTACT:

Name:	Shawn Curtis	Phone #:	(760) 242-2311 x8415
Title:	Director of Finance	Fax #:	(760) 242-9750
Email:	Shawn.Curtis@stjoe.org		

CONTRACT REPRESENTATIVE:

Name:	Rosa Ramirez	Phone #:	(760) 946-8145
Title:	Grants Program Manager	Fax #:	(760) 242-9750
Email:	Rosa.Ramirez@stjoe.org		

ADDITIONAL CONTACT:

Name:	Allen Christensen	Phone #:	(760) 242-2311 Ext. 8996
Title:	Community Benefit Analyst & Healthy Communities Project Manager	Fax #:	(760) 946-8824
Email:	Allen.Christensen@stjoe.org		

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☒ Private Entity/Institution
  - ☐ For Profit ☒ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

☐ Health ☐ Education ☐ Family ☒ Community

Strategies:

- ☐ SART
- ☐ Health Care Access
- ☐ Oral Health
- ☐ Primary Care Services
- ☐ Perinatal
- ☐ Asthma/Bronchitis
- ☐ Obesity
- ☐ Pre-K Academy
- ☐ Preschool
- ☐ Home Visitation
- ☐ Infant Toddler
- ☐ Resource Center and Case Management
- ☐ Parent Education
- ☒ Healthy Cities
- ☐ Systems

Geographical Location:
Adelanto, Victorville, Apple valley, and High Desert

OBJECTIVES:

Children and Families are Healthy and Safe

- By June 30, 2014, efforts will occur in two cities: Hesperia and Victorville to promote assessment of policies in four key areas: Vending Machines, Healthy Foods, and Joint Use and Breastfeeding policies.
- By June 30, 2014, increased access to and the availability of fresh produce throughout the High Desert through start-up, expansion of farmers markets, community gardens, neighborhood markets or liquor store conversions.
- By June 30, 2014, parents of pre-school aged children in Hesperia and Victorville will engage in opportunities for physical activity for the benefit of families with children 0-5 and community.
- By June, 2014, 200 families with pre-school aged children will participate in Healthy Habit Survey and 50% will demonstrate one or more changes in Healthy Habits
- By June, 2014, 62 at-risk children across the High Desert will receive nutrition intervention, linkage to city recreation programs, service coordination to achieve or maintain healthy weight.
- By June 30, 2014, St. Mary will develop and implement a Breast Pump rental station for women who choose to breastfeed their infants but are unable to put the baby to breast due to work, newborn hospitalization or other medically related concerns.
- By June 30, 2014, St. Mary staff will expand access to post-discharge visits in the High Desert community in partnership with WIC programs. Currently a Breastfeeding Clinic is open 2 days/week at an Apple Valley site that sees 30-40 breastfeeding moms per day.

INVESTMENT:

Year	Amount
2012 - 2013	$ 74,389
2013 - 2014	$ 388,301
2014 - 2015	$ 382,322
TOTAL	$ 845,012

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY					
New / X Change / Cancel	Vendor Code STMARYS489	S C	Dept. 903	A	Contract Number SI008 A1
Organization: Children and Families Commission	Dept. 903	Orgn. PROG			Contractor's License No.
Commission Representative: Cindy Faulkner, Operations Manager	Telephone 909-386-7706				Total Contract Amount $845,012

Contract Type: ☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$74,389	845,012

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY14	$388,301

Abbreviated Use: Healthy Cities/Communities

Estimated Payment Total by Fiscal Year

FY	Amount	I/D	FY	Amount	I/D
12-13	$74,389				
13-14	$388,301				
14-15	$382,322				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)
St. Mary Medical Center

Department/Division
Healthy Communities (Advocacy)

Address
18300 Highway 18

Apple Valley, CA 92307

Phone
(760) 242-2311

Federal ID No.
95-1914489

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

A. The maximum amount of reimbursement under this Contract shall not exceed $845,012 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$ 74,389	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$ 388,301	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$ 382,322	July 1, 2014 through June 30, 2015

Initial Here

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

SECTION VIII. TERM

Paragraph A. has been amended to read as follows:

A. This contract is effective commencing July 1, 2012 and expires June 30, 2015 but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

ATTACHMENTS:

Attachment A –The attached Program Work Plan for 2013-2014 is added to the Contract.

Attachment B –The attached Budgets for 2013-2014 and 2014-2015 are added to the Contract.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	ST. MARY MEDICAL CENTER Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Allen Garrett Printed Name
Commission Chair Title	CEO Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: ST. MARY MEDICAL CENTER

Program Name: HEALTHY CITIES/COMMUNITIES

Contract #: SI008 A1 **Fiscal Year (FY):** 2013 – 2014

Service Area: HEALTHY HIGH DESERT COMMUNITIES (Adelanto, Apple Valley, Hesperia and Victorville)

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	*By June 30, 2014, efforts will occur in two cities: Hesperia and Victorville to promote assessment of policies in four key areas: Vending Machines, Healthy Foods, and Joint Use and Breastfeeding policies.*	• Assessment of policies (creating or changing existing) for Vending Machines, Healthy Foods, Joint-Use and Breastfeeding • Engage families from preschools sites in Hesperia to develop a Healthy Food Policy	• City commitment to pursue specific policies or change existing policies in accordance with Healthy Cities deliverables • Written Draft of Healthy Food Policy that will be piloted with the potential of influencing Hesperia School District preschools to adopt the policy for use at one or more of School District sites	**Quarterly Reports*** Planning Meeting sign-in sheets/ agendas Written Draft Policies
Children and Families are Healthy and Safe	*By June 30, 2014, increased access to and the availability of fresh produce throughout the High Desert through start-up, expansion of farmers markets, community gardens, neighborhood markets or liquor store conversions.*	• Develop baseline assessments of current fresh produce availability for each Healthy City (4) • Conduct interviews/focus groups to assess community access/ availability to fresh produce • Report findings at Healthy City meetings	Increased number of produce sources available in each Healthy City across the Healthy High Desert Communities	**Quarterly Reports*** Planning Meeting sign-in sheets/ agendas Written Draft Policies Outreach Materials
Children and Families are Healthy and Safe	*By June 30, 2014, parents of pre-school aged children in Hesperia and Victorville will engage in opportunities for physical activity for the benefit of families with children 0-5 and community.*	Assessment of neighborhood parks and walk-ability studies that will help increase opportunities for physical activities	Increase the number of opportunities parents/pre-school aged children in Hesperia and Victorville engaging in physical activity	**Quarterly Reports*** Documented Assessment and Results from parent surveys in Victorville and Hesperia

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	*By June, 2014, 200 families with pre-school aged children will participate in Healthy Habit Survey and 50% will demonstrate one or more changes in Healthy Habits*	• Conduct a Pre-Health Habit Survey • Provide Medical Nutrition Counseling • Conduct Post-Health Habits Survey	100 will show improvement/ gains in Healthy Habits	**Quarterly Reports*** Healthy Habit Survey Results (pre/post) conducted at beginning of school year and end of school year
Children and Families are Healthy and Safe	*By June, 2014, 62 at-risk children across the High Desert will receive nutrition intervention, linkage to city recreation programs, service coordination to achieve or maintain healthy weight.* **At risk children are those with BMI measures in the overweight/obese category and children whose parents have risk factors as identified in the health screening*	Conduct services through 8 Head Start/preschool sites	• 62 at risk children served • 10% of at risk children who complete the program will drop one weight classification • 10 % of children completing the program will score higher on picture scale tool	**Quarterly Reports*** Picture Scale Results BMI measures

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	*By June 30, 2014, St. Mary will develop and implement a Breast Pump rental station for women who choose to breastfeed their infants but are unable to put the baby to breast due to work, newborn hospitalization or other medically related concerns.*	Establish new pump rental stations at two venues for improved access	48 women will make use of breast pump station and sustain breastfeeding during transition to work or other time away from infant	**Quarterly Reports*** Completed Rental Agreements
Children and Families are Healthy and Safe	*By June 30, 2014, St. Mary staff will expand access to post-discharge visits in the High Desert community in partnership with WIC programs. Currently a Breastfeeding Clinic is open 2 days/week at an Apple Valley site that sees 30-40 breastfeeding moms per day.* *(New moms will be able to access this resource regardless of where they gave birth)*	Expansion to include 3 new locations: 3 additional days in Adelanto, WIC site in Adelanto and Hesperia.	• 750 women will receive education and breastfeeding support through breastfeeding clinics (25% increase in the number of women served) • Increase the percentage to 35% of new breastfeeding moms in data collection group; moms will breastfeed or provide breast milk to their infants for a minimum of 50% of the feedings through six months of age	**Quarterly Reports*** Three new established Breastfeeding Clinics in High Desert for a total of 5 clinic venues (Sign In Sheets from all non-Apple Valley sites)

Fiscal Year: 2013-2014
Agency Signature _____

*Reporting requirements entered in Persimmony

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **St. Mary Medical Center** CONTRACT # **SI008 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.25	Director, Healthy Communities (Kevin M.)	$ 39,554	$ 39,554		$ 0	$	$0.00	
2	1.00	Healthy City Coordinator (Wendolyn B.)	$ 42,891			$ 42,891	$ 42,891.00		100.00%
3	0.50	Healthy City Coordinator (Allen C.	$ 26,054			$ 26,054	$ 26,054.00	$0.00	100.00%
4	0.50	Project Assistant (Maria N.)	$ 19,469			$ 19,469	$ 19,469.00		100.00%
5	1.00	Registered Dietitian (Debra R.)	$ 67,600			$ 67,600	$ 67,600.00		100.00%
6	1.00	Lactation Specialist(RN)	$ 104,021	$ 52,010		$ 52,010	$ 52,010.00		49.90%
7	1.00	Breastfeeding Program Coordinator	$ 52,000			$ 52,000	$ 52,000.00		100.00%
8	0.10	Breastfeeding Clinic Receptionist	$ 4,572	$ 4,572		$ 0			0.00%
9	0.20	Grant Manager (Rosa R.)	$ 7,713	$ 7,713		$ 0			0.00%
10		Data Analyst	$ 49,275	$ 49,275		$ 0			0.00%
	TOTAL SALARIES		$413,149.00	$153,124.00	$0.00	$ 260,025	$260,025.00	$0.00	62.94%
31		TOTAL BENEFITS (22%)	$ 90,892	$ 33,687		$ 57,205	$ 57,205.00		62.94%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$504,041.00**	**$186,811.00**	**$0.00**	**$ 317,230**	**$317,230.00**		**62.94%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **St. Mary Medical Center** CONTRACT # **SI008 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 8,280	$ 4,300		$ 3,980	$ 3,980.00		48.07%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 18,000			$ 18,000	$ 18,000.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 850			$ 850	$ 850.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 4,185			$ 4,185	$ 4,185.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 10,083	$ 1,500		$ 8,583	$ 8,583.00		85.12%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 4,500	$ 1,300		$ 3,200	$ 3,200.00		71.11%
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 1,750	$ 1,200		$ 550	$ 550.00		31.43%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (10% of salaries)	$ 50,404	$ 18,681		$ 31,723	$	$ 31,723	62.94%
	TOTAL SERVICES/SUPPLIES	**$98,052.00**	**$26,981.00**	**$0.00**	**$ 71,071**	**$39,348.00**	**$31,723.00**	**72.48%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **St. Mary Medical Center** CONTRACT # **SI008 A1**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractors				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 602,093	$ 213,792	$	$ 388,301	$ 356,578	$ 31,723	64.49%
First 5 Funding %		100.00%	35.51%	0.00%	64.49%			
Administrative Cost %					**100.00%**	**91.83%**	**8.17%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Project Director (Kevin Mahany)	520	$ 39,554	$ 39,554				The Project Director will provide programmatic/administrative oversight.
2	Healthy City Coordinator (Wendolyn B.)	2080	$ 42,891	$ -		$ -	$ 42,891	The 1.0 FTE under this grant will This person will be bilingual (English/ Spanish) and work in tandem with Allen Christensen on promoting policy development with a focus on community engagement activities and linking families to recreation and park programs, farmers markets, etc. The Coordinator will also assist in project management/evaluation activities and reporting.
3	Healthy City Coordinator (Allen Christensen)	1040	$ 26,054				$ 26,054	The Healthy City coordinator will be the lead on policy level objectives.
4	Project Assistant (Maria Nuno)	1040	$ 19,469	$ -		$ -	$ 19,469	This .50FTE provides administrative support for the direct services component including scheduling of nutrition counseling sessions, interpreter services and data collection
5	Registered Dietitian (Debra R.)	2080	$ 67,600	$ -		$ -	$ 67,600	Will be the program lead and coordinate full child assessments three times per the program year, conduct nutrition assessments on all children three times per year, provide individual nutrition counseling sessions to medium and high risk children and their parents, conduct nutrtion education for parents of all children, provide technical assistance to project partner sites implementing the Healthy for Life currucullum (Color Me Healthy, Sparks, etc.)

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
6	Lactation Specialist(RN)	2080	$ 104,021	$ 52,010		$ -	$ 52,010	Provides new mom follow -up and care in post-discharge clinics to address any questions/concerns regarding baby nutrition and breastfeeding. This position also facilitates lactation support group at the hospital based clinic and community agencies (WIC). Salary is based on $50.01/hour X 1040 hours annually.
7	Breastfeeding Program Coordinator	2080	$ 52,000	$ -		$ -	$ 52,000	The Breast Feeding Coordinator will be responsible for the coordination of all program activities that includes promoting breastfeeding during a new mother's stay in the hospital, post discharge and follow-up, manage staff schedules to ensure breastfeeding support is avaialble at in various locations throughout the High Desert, coordinate "Baby Friendly" activities between community and hospital and responsible for program outcomes and policy recommendations. Salary based on $25/hour X 2080 hours annually.
8	Breastfeeding Clinic Receptionist	208	$ 4,572	$ 4,572		$ -	$ -	Schedules appointments, follow up calls to clients and assists with data collection
9	Grant Manager (Rosa R.)	416	$ 7,713	$ 7,713		$ -	$ -	Will provide grant management assistance including assisting with the preparation of program reports and grant compliance.
10	Data Analyst	2080	$ 49,275	$ 49,275		$ -	$ -	Provides clerical support for breastfeeding program activities and assists with program evaluation, is responsible for the collection and analyzing of 50 data points related to breastfeeding for an average of 40 participants per month. Salary is budgeted at $23.69 / hour x 2080 hours annually.
TOTAL SALARIES			$ 373,595	$ 113,570		$ -	$ 260,024	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
Line	**Listing of Covered**		**Total**	**Other**	**Other Funding**	**Donated**	**First 5 Costs**	**Narrative**
31	Benefits		$ 90,892	$ 33,687		$ -	$ 57,205	Benefits for project staff are calculated at 22% of salaries
TOTAL SALARIES & BENEFITS			$ 464,487	$ 147,257		$ -	$ 317,229	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 8,280	$ 4,300		$ -	$ 3,980	$4300 budgeted for breast pump supplies, nipple shields, gel pads and other lactation care needed supplies. $3980 is budgeted for SPARK/Color Me Healthy Materials for addition of new preschool in Hesperia
2	PARTICIPANT SUPPORT/INCENTIVES	$ 18,000	$ -		$ -	$ 18,000	$15,000 for breast pumps for use by new moms who return to work. This is a one time purchase that will not be needed in second year. $3,000 for linking children to recreation and parks programs available in their neighborhoods to increase physical activity.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 850	$ -		$ -	$ 850	$600 is budgeted to introduce a variety of healthy foods to parents of pre-school aged children for use in healthy recipes and home meals. $250 is budgeted for partnership meetings to promote policy change
5	STAFF DEVELOPMENT/TRAINING	$ 4,185	$ -		$ -	$ 4,185	$2085 is budgeted for training for 3 staff members to complete Certified Lactation Education Training. This builds the capacity of others who can provide services and support if the Lactation Specialist is unavailable. $2100 is budgeted for Registered Dietitian and Healthy City Coordinator to attend professional conference to advance our work in healthy communities.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
6	EMPLOYEE MILEAGE/TRAVEL	$ 10,083	$ 1,500		$ -	$ 8,583	$2583 is budgeted for an estimated 4,573 miles at .565 cents /mile for staff to travel to different lactation clinic sites, WIC partner sites, training venues, etc. $6000 is budgeted for mileage of Registered Dietitian to 7 different preschools across the High Desert for nutrition counseling, nutrition education and capacity building activities. Additionally , the Health City Coordinator will attend meetings throughout the High Desert for program activities with an estimated 2,655 miles..
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 4,500	$ 1,300		$ -	$ 3,200	$1300 for printing of lactation client forms needed for services. $3200 is budgeted for printing of materials for nutrition education outreach, meeting materials, etc.
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 1,750	$ 1,200		$ -	$ 550	$1200 representing an estimated $146 per month for general office supplies needed for program activities.
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (10% of salaries)	$ 50,404	$ 18,681		$ -	$ 31,723	St. Mary Medical Center customarily budgets indirect costs at 10%.
TOTAL SERVICES & SUPPLIES		$ 98,052	$ 26,981		$ -	$ 71,071	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractors	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **St. Mary Medical Center** CONTRACT # **SI008 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
	0.25	Director, Healthy Communities (Kevin M.)	$ 41,136	$ 41,136		$ 0	$	$0.00	
1	1.00	Healthy City Coordinator (Wendolyn B.)	$ 44,606			$ 44,606	$ 44,606.00		100.00%
	0.50	Healthy City Coordinator (Allen C.	$ 26,835			$ 26,835	$ 26,835.00	$0.00	
2	0.50	Project Assistant (Maria N.)	$ 20,247			$ 20,247	$ 20,247.00		100.00%
3	1.00	Registered Dietitian (Debra R.)	$ 70,304			$ 70,304	$ 70,304.00		100.00%
	1.00	Lactation Specialist(RN)	$ 108,182	$ 54,091		$ 54,091	$ 54,091.00		49.90%
5	1.00	Breastfeeding Program Coordinator	$ 54,080			$ 54,080	$ 54,080.00		100.00%
6	0.10	Breastfeeding Clinic Receptionist	$ 4,755	$ 4,755		$ 0	$	$0.00	0.00%
7	0.20	Grant Manager (Rosa R.)	$ 7,713	$ 7,713		$ 0	$	$0.00	0.00%
8	1.00	Data Analyst	$ 51,246	$ 51,246		$ 0	$	$0.00	0.00%
	TOTAL SALARIES		$429,104.00	$158,941.00	$0.00	$ 270,163	$270,163.00	$0.00	62.96%
31		TOTAL BENEFITS (22%)	$ 94,402	$ 34,967		$ 59,435	$ 59,435.00		62.96%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$523,506.00**	**$193,908.00**	**$0.00**	**$ 329,598**	**$329,598.00**		**62.96%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **St. Mary Medical Center** CONTRACT # **SI008 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 8,280	$ 4,300		$ 3,980	$ 3,980.00		48.07%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 10,000	$ 5,000		$ 5,000	$ 5,000.00		50.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 850			$ 850	$ 850.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 2,100			$ 2,100	$ 2,100.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,084	$ 3,000		$ 4,084	$ 4,084.00		57.65%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 4,500	$ 1,300		$ 3,200	$ 3,200.00		71.11%
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 1,750	$ 1,200		$ 550	$ 550.00		31.43%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (10% of salaries)	$ 52,350	$ 19,390		$ 32,960	$	$ 32,960	62.96%
	TOTAL SERVICES/SUPPLIES	**$86,914.00**	**$34,190.00**	**$0.00**	**$ 52,724**	**$19,764.00**	**$32,960.00**	**60.66%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **St. Mary Medical Center** CONTRACT # **SI008 A1**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	A	B	C	D	ER		E
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 610,420	$ 228,098	$	**$ 382,322**	$ 349,362	$ 32,960	62.63%
First 5 Funding %	100.00%	37.37%	0.00%	62.63%			
Administrative Cost %				**100.00%**	**91.38%**	**8.62%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Project Director (Kevin Mahany)	520	41,136	41,136				The Project Director provides program and administrative oversight.
2	Healthy City Coordinator (Wendolyn B.)	2080	$ 44,606	$ -		$ -	$ 44,606	$44,606 Wendolyn B. will be at 1.0 FTE under this grant . This person will be bilingual (English/ Spanish) and work in tandem with Allen Christensen on promoting policy development with a focus on community engagement activities and linking families to recreation and park programs, farmers markets, etc. The Coordinator will also assist in project management /evaluation activities and reporting.
3	Healthy City Coordinator (Allen C.	1040	$ 26,835	$ -	$ -	$ -	$ 26,835	$26,835 is budgeted for .50 FTE Healthy City Coordinator. Allen will focus on policy development and policy audit activities
4	Project Assistant	1040	$ 20,247	$ -		$ -	$ 20,247	This .50FTE provides administrative support for the direct services component including scheduling of nutrition counseling sessions, interpreter services and data collection
5	Registered Dietitian (Debra R.)	2080	$ 70,304	$ -		$ -	$ 70,304	Will be the program lead and coordinate full child assessments three times per the program year, conduct nutrition assessments on all children three times per year, provide individual nutrition counseling sessions to medium and high risk children and their parents, conduct nutrtion education for parents of all children, provide technical assistance to project partner sites implementing the Healthy for Life curruculum (Color Me Healthy, Sparks, etc.)

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
6	Lactation Specialist(RN)	2080	$ 108,182	$ 54,091		$ -	$ 54,091	Provides new mom follow -up and care in post-discharge clinics to address any questions/concerns regarding baby nutrition and breastfeeding. This position also facilitates lactation support group at the hospital based clinic and community agencies (WIC). Salary is based on $50.01/hour X 1040 hours annually.
7	Breastfeeding Program Coordinator	2080	$ 54,080	$ -		$ -	$ 54,080	The Breast Feeding Coordinator will be responsible for the coordination of all program activities that includes promoting breastfeeding during a new mother's stay in the hospital, post discharge and follow-up, manage staff schedules to ensure breastfeeding support is avaialble at in various locations throughout the High Desert, coordinate "Baby Friendly" activities between community and hospital and responsible for program outcomes and policy recommendations. Salary based on $25/hour X 2080 hours annually.
8	Breastfeeding Clinic Receptionist	208	$ 4,755	$ 4,755		$ -	$ -	Schedules appointments, follow up calls to clients and assists with data collection
9	Grant Manager (Rosa R.)	416	$ 7,713	$ 7,713		$ -	$ -	Will provide grant management assistance including assisting with the preparation of program reports and grant compliance.
10	Data Analyst	2080	$ 51,246	$ 51,246		$ -	$ -	Provides clerical support for breastfeeding program activities and assists with program evaluation, is responsible for the collection and analyzing of 50 data points related to breastfeeding for an average of 40 participants per month. Salary is budgeted at 2080 hours annually.
TOTAL SALARIES			$ 429,104	$ 158,941		$ -	$ 270,163	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ 94,402	$ 34,967		$ -	$ 59,435	Benefits for project staff are calculated at 22% of salaries
TOTAL SALARIES & BENEFITS		$ 523,506	$ 193,908		$ -	$ 329,598	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 8,280	$ 4,300		$ -	$ 3,980	$4300 budgeted for breast pump supplies, nipple shields, gel pads and other lactation care needed supplies. These will be provided by St. Mary for this year of the project. $3980 is budgeted for SPARK/Color Me Healthy Materials for an additional school
2	PARTICIPANT SUPPORT/INCENTIVES	$ 10,000	$ 5,000		$ -	$ 5,000	$5,000 in program incentives will be provided to encouage new mothers to breastfeed. This will be provided by St. Mary. $5000 is requested to promote child engagement in area parks programs to increase physical activity.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 850	$ -		$ -	$ 850	$600 is budgeted to introduce a variety of healthy foods to parents of pre-school aged children for use in healthy recipes and home meals. $250 is budgeted for partnership meetings to promote policy change
5	STAFF DEVELOPMENT/TRAINING	$ 2,100	$ -		$ -	$ 2,100	$2100 is budgeted for Registered Dietitian and Healthy City Coordinator to attend professional conference to advance our work in healthy communities.
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,084	$ 3,000		$ -	$ 4,084	$2584 is budgeted for an estimated 4,573 miles at .565 cents /mile for staff to travel to different lactation clinic sites, WIC partner sites, training venues, etc. St. Mary will provide for this expense this program year. $4500 is budgeted for mileage of Registered Dietitian to 7 different preschools across the High Desert for nutrition counseling, nutrition education and capacity building activities. Additionally , the Health City Coordinator will attend meetings throughout the High Desert for program activities.
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
8	PRINTING	$ 4,500	$ 1,300		$ -	$ 3,200	$1300 for printing of lactation client forms needed for services. $3200 is budgeted for printing of materials for nutirtion education outreach, meeting materials, etc.
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 1,750	$ 1,200		$ -	$ 550	$1200 representing an estimated $100 per month for general office supplies needed for program activities will be p rovided by St. Mary. $550 is budgeted for general supplies of Healthy City work
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (10% of salaries)	$ 52,350	$ 19,390		$ -	$ 32,960	St. Mary Medical Center customarily budgets indirect costs at 10%.
TOTAL SERVICES & SUPPLIES		$ 86,914	$ 34,190		$ -	$ 52,724	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME St. Mary Medical Center

CONTRACT # SI008 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM OUTLINE DOCUMENT

AGENCY INFORMATION:

Legal Entity: Town of Apple Valley
Contract # SI009 A1

Dept/Division: Recreation Division
Phone #: (760) 240-7880

Project Name: Healthy Cities
Fax #: (760) 240-7887

Address: 14955 Dale Evans Parkway
Apple Valley, CA 92307

Website: www.avrecreation.org

PROGRAM CONTACT:

Name: Lena Quinonez
Phone #: (760) 240-7000 x 7883

Title: Recreation Supervisor
Fax #: (760) 240-7887

Email: lquinonez@applevalley.org

FISCAL CONTACT:

Name: Christina Rudsell
Phone #: (760) 240-7000 x 7885

Title: Administrative Secretary
Fax #: (760) 240-7887

Email: crudsell@applevalley.org

CONTRACT REPRESENTATIVE:

Name: Lena Quinonez
Phone #: (760) 240-7000 x 7883

Title: Recreation Supervisor
Fax #: (760) 240-7887

Email: lquinonez@applevalley.org

ADDITIONAL CONTACT:

Name: Ralph Wright
Phone #: (760) 240-7884

Title: Parks and Recreation Manager
Fax #: (760) 240-7887

Email: rwright@applevalley.org

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☒ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☐ Education	☐ Family	☒ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☒ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic Location: Apple Valley

OBJECTIVES:

Children and Families are Healthy and Safe

By June 2014, 325 children ages birth – 5 will participate in play and fitness, health and nutrition activities through the *Vantastic Fun Program*.

- By June 2014, 48 children will be introduced to sports and fitness as recommended by their Doctor through the *RX for Play Program*.
- By June 2014, 64 expecting mothers will receive information about prenatal health and fitness, nutrition education, lactation and hot health topics.
- By June 2014, Develop work place and program Health and Wellness Policies to be implemented throughout Parks and Recreation Programming area.
- By June 2014, Development of policy goals and early phases of a strategic health and wellness plan. The strategic plan aims to create an integrated service system that incorporates comprehensive policies regarding health and wellness, family support, parent education and future development of park and recreation facilities.

INVESTMENT:

Year	Amount
2012 - 2013	$ 48,628
2013 - 2014	$ 150,916
2014 - 2015	$ 193,793
TOTAL	$ **393,337**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY

	New	Vendor Code	S	Dept.	A	Contract Number
X	Change	TOWNOFA303 A	C	903		SI009 A1
	Cancel					

Organization	Dept.	Orgn.	Contractor's License No.
Children and Families Commission	903	PROG	

Commission Representative	Telephone	Total Contract Amount
Cindy Faulkner, Operations Manager	909-386-7706	$393,327

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2012	June 30, 2015	$48,628	$393,327

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CSIHCY14	$150,916
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use: Healthy Cities/Communities

Estimated Payment Total by Fiscal Year

FY	Amount	I/D	FY	Amount	I/D
12-13	$48,628				
13-14	$150,916				
14-15	$193,783				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Town of Apple Valley

Department/Division

Address

14955 Dale Evans Parkway

Apple Valley, CA 92307

Phone

(760) 240-7884

Federal ID No.

33-0338303

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

SECTION V. FISCAL PROVISIONS

Paragraph A. Contract Amount has been amended to read as follows:

A. The maximum amount of reimbursement under this Contract shall not exceed $393,327 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2012-13	$ 48,628	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	$ 150,916	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$ 193,783	July 1, 2014 through June 30, 2015

☐ Contract Database	☐ FAS
Input Date	Keyed By

SECTION VIII. TERM

Paragraph A. has been amended to read as follows:

A. This contract is effective commencing July 1, 2012 and expires June 30, 2015 but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

ATTACHMENTS:

Attachment A –The attached Program Work Plan for 2013-2014 is added to the Contract.

Attachment B –The attached Budgets for 2013-2014 and 2014-2015 are added to the Contract.

All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	TOWN OF APPLE VALLEY Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Frank Robinson Printed Name
Commission Chair Title	Town Manager Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Town of Apple Valley

Program Name: Healthy Cities Project: Healthy Town of Apple Valley

Contract #: SI009 A1 **Fiscal Year (FY):** 2013 – 2014

Service Area: Town of Apple Valley

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	By June 2014, 325 children ages birth – 5 will participate in play and fitness, health and nutrition activities through the *Vantastic Fun Program*.	• Engage preschoolers through marketing materials to State Preschools, Head Start, private Day Cares and the general community. • Children will be introduced to the *Eat My Plate* module and participate in games and outdoor activities. • Parents will have an opportunity to participate in select classes and all parents will receive educational literature to help make better food and beverage choices. • Kids will be taught easy activities to play at home; games will require little to no supplies. • Program expansion to 3 new programs: Toddler Olympics, Having a Ball and Tummy Time. *(2 sessions of each class, each session would have four classes)*	Children will participate in these activities and have increased knowledge of the importance of physical activities and proper nutrition to develop healthy habits.	**Quarterly Reports*** Activities Charts (per child) Pre/Post Surveys

*Reporting requirements entered in Persimmony

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	By June 2014, 48 children will be introduced to sports and fitness as recommended by their Doctor through the *RX for Play Program*.	• Develop an introduction packet for RX for Play program. Materials will be delivered to local pediatricians whereby they will have an opportunity to refer patients to healthy activities. • Recruit a maximum of 8 doctors to participate in the program which will allow them to refer 6 high risk patients. These patients will have an opportunity to participate in two, 4 week long recreation activities. • Introduce high-risk children to a variety of fresh fruits and vegetables that will assist them in making better food/beverage decisions, as well as have the opportunity to participate in one free recreation program and a summer swim lesson. • Program participants will be required to attend 3, 6, and 12 month activity meetings. During these activity meetings we will continue the education process as well as document changes in lifestyle. Example: food intake, activity levels and outlook on changes made. • Continue contact with participants and their family for a 12-month period; reward their accomplishment with additional recreation services.	Introduce and improve nutrition and fitness to 48 children who are at risk of diabetes due to their weight.	**Quarterly Reports*** Pre/Post Participant Survey Pre/Post Program Evaluations from participating pediatricians

Commission Level Outcome	Performance Objective	Service Activities	Expected Outcomes	Verification Method
Children and Families are Healthy and Safe	By June 2014, 64 expecting mothers will receive information about prenatal health and fitness, nutrition education, lactation and hot health topics.	• Engage expectant mothers through marketing materials to our local parenting programs, hospital midwife program(s) and through Recreation Brochure mailed to all AV residents. • Introduction to low impact yoga, health and nutrition lessons and social time to allow mothers to share concerns, fears and excitement of parenthood. • Work with a lactation specialist to encourage breastfeeding and educate mothers-to-be on the benefits of breastfeeding on health (mother and baby).	Expectant mothers will have increased knowledge on prenatal health including nutrition and lactation and physical fitness to maintain a healthy lifestyle.	**Quarterly Reports*** Pre/Post Surveys to capture information on food consumption and physical activity Follow-Up Survey to all mothers after the birth of their child.
Children and Families are Healthy and Safe	By June 2014, Develop work place and program Health and Wellness Policies will be to be implemented throughout Parks and Recreation Programming area.	• Assessment of policies (creating or changing existing)	Expansion of Healthy City Programming and adoption of policies	**Quarterly Reports*** Drafted polies and adoption of policies in conjunction with health and wellness.
Children and Families are Healthy and Safe	By June 2014, Development of policy goals and early phases of a strategic health and wellness plan. The strategic plan aims to create an integrated service system that incorporates comprehensive policies regarding health and wellness, family support, parent education and future development of park and recreation facilities.	• Community outreach • Data collection activities • Needs assessment/survey	Development and organization of a strategic plan to assist with the health and well being of Apple Valley Residents	**Quarterly Reports*** Completion of data collection phase and outreach for strategic plan

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Town of Apple Valley** CONTRACT # **SI009 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.60	Recreation Supervisor	$ 65,136	$ 26,054		$ 39,082	$ 39,082.00		60.00%
2	0.06	Administrative Secretary	$ 56,343	$ 52,962		$ 3,381	$ 3,381.00		6.00%
3	0.11	Recreation Leader II	$ 11,225	$ 8,613		$ 2,612	$ 2,612.00		23.27%
4	0.11	Recreation Leader I	$ 9,061	$ 7,061		$ 2,000	$ 2,000.00		22.07%
	TOTAL SALARIES INCLUDING BENEFITS		$141,765.00	$94,690.00	$0.00	$ 47,075	$47,075.00	$0.00	33.21%
31		TOTAL BENEFITS	$ 46,468	$ 30,667		$ 15,801	$ 15,801.00		34.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$188,233.00**	**$125,357.00**	**$0.00**	**$ 62,876**	**$62,876.00**	**$0.00**	**33.40%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Town of Apple Valley** CONTRACT # **SI009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	**A**	**B**	**C**	**D**	**D**		**E**
1	PROGRAM MATERIALS/SUPPLIES	$ 8,200			$ 8,200	$ 8,200.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 33,472			$ 33,472	$ 33,472.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,548			$ 3,548	$ 3,548.00		100.00%
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL				$ 0			
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 3,500			$ 3,500	$ 3,500.00		100.00%
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 250			$ 250	$ 250.00		100.00%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE	$ 250			$ 250	$ 250.00		100.00%
15	UTILITIES							
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	Consultant for development of comprehensive Strategic Health and Wellness Plan				$ 0			
17.2		*$ 35,000*	*$*		$ 35,000	*$ 35,000.00*		100.00%
17.3					$ 0			
17.4					$ 0			
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 35,000	$	$	$ 35,000	$ 35,000	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$84,220.00**	**$0.00**	**$0.00**	**$ 84,220**	**$84,220.00**	**$0.00**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Town of Apple Valley** CONTRACT # **SI009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	Debbie Bucarey- Private Yoga Instructor	$ 2,560			$ 2,560	$ 2,560		100.00%
2	St Mary Medical Staff	$ 1,260			$ 1,260	$ 1,260		100.00%
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
	TOTAL SUBCONTRACTS	**$ 3,820**	**$**	**$**	**$ 3,820**	**$ 3,820**	**$**	**100.00%**
	TOTAL PROJECT BUDGET	$ 276,273	$ 125,357	$	$ 150,916	$ 150,916	$	54.63%
	First 5 Funding %	100.00%	45.37%	0.00%	54.63%			
	Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Recreation Supervisor	1560	$ 65,136	$ 26,054	Town of Apple Valley General and Park & Rec Funds	$ -	$ 39,082	Develop, implement and manage the proposed program.
2	Administrative Secretary	104	$ 56,343	$ 52,962	Town of Apple Valley General and Park & Rec Funds	$ -	$ 3,381	Prepare required monthly reports.
3	Recreation Leader II	228	$ 11,225	$ 8,613	Town of Apple Valley General and Park & Rec Funds	$ -	$ 2,612	Assist with the development of program lesson plans, marketing and instruction. This position would be on site at all events.
4	Recreation Leader I	179	$ 9,061	$ 7,061	Town of Apple Valley General and Park & Rec Funds	$ -	$ 2,000	Assist with the development of program lesson plans, marketing and instruction. This position would be on site at all events.
TOTAL SALARIES			$ 141,765	$ 94,690		$ -	$ 47,075	

Line	Listing of Covered Benefits	Total Program	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Health, Dental, Vision and Retirement for Rec Supervisor and Administrative Secretary	$ 46,468	$ 30,667		$ -	$ 15,801	Percentage of benefit costs is consistent with the percentage of FTE attributed to First Five programming.
TOTAL SALARIES & BENEFITS		$ 188,233	$ 125,357		$ -	$ 62,876	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 8,200	$ -		$ -	$ 8,200	Sports equipment, educational crafts, musical instruments, kitchen supplies and jerseys.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 33,472	$ -		$ -	$ 33,472	Participants who complete the full session will receive a voucher for Recreation activities of their choice, T-ball, Soccer, Basketball or Swim lessons. Participants will also receive sporting play equipement, yoga mats and water bottles.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,548	$ -		$ -	$ 3,548	Healthy snacks and water for all programs being offered.
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ -	$ -		$ -	$ -	
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 3,500	$ -		$ -	$ 3,500	5-2-1-0 brochures & posters; supplemental take-home activities (i.e., colorful charts for young children to use to track daily consumption of fruits and vegetables).
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 250	$ -		$ -	$ 250	Paper, printing, staples, pens, pencils, binders and file folders.
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ 250	$ -		$ -	$ 250	Mileage for Recreation van to travel to day care centers.
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 35,000	$ -		$ -	$ 35,000	1st year of two-year Comprehensive Strategic Plan Development

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 84,220	$ -		$ -	$ 84,220	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	Debbie Bucarey- Private Yoga Instructor	$ 2,560	$ -		$ -	$ 2,560	Trained Prenatal Yoga instructor, to assist with the teaching of the yoga class.
2	St Mary Medical Staff	$ 1,260	$ -		$ -	$ 1,260	RD/lactation consultant to assist with prenatal yoga classes and education.
TOTAL SUBCONTRACTORS		$ 3,820	$ -		$ -	$ 3,820	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Town of Apple Valley** CONTRACT # **SI009 A1**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.75	Recreation Supervisor	$ 68,090	$ 17,023		$ 51,067	$ 51,067.00		75.00%
2	0.06	Administrative Secretary	$ 58,921	$ 55,385		$ 3,536	$ 3,536.00		6.00%
3	0.11	Recreation Leader II	$ 11,506	$ 8,828		$ 2,678	$ 2,678.00		23.27%
4	0.11	Recreation Leader I	$ 9,290	$ 7,240		$ 2,050	$ 2,050.00		22.07%
	TOTAL SALARIES INCLUDING BENEFITS		$147,807.00	$88,476.00	$0.00	$ 59,331	$59,331.00	$0.00	40.14%
31		TOTAL BENEFITS	$ 48,420	$ 28,158		$ 20,262	$ 20,262.00		41.85%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$196,227.00**	**$116,634.00**	**$0.00**	**$ 79,593**	**$79,593.00**	**$0.00**	**40.56%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Town of Apple Valley** CONTRACT # **SI009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	**A**	**B**	**C**	**D**	**D**		**E**
1	PROGRAM MATERIALS/SUPPLIES	$ 4,100			$ 4,100	$ 4,100.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 33,472			$ 33,472	$ 33,472.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,548			$ 3,548	$ 3,548.00		100.00%
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL	$ 250			$ 250	$ 250.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 3,500			$ 3,500	$ 3,500.00		100.00%
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 250			$ 250	$ 250.00		100.00%
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE	$ 250			$ 250	$ 250.00		100.00%
15	UTILITIES							
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	Consultant for development of comprehensive Strategic Health and				$ 0			
17.2	Wellness Plan	*$ 65,000*	*$*		$ 65,000	*$ 65,000.00*		100.00%
17.3					$ 0			
17.4					$ 0			
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 65,000	$	$	$ 65,000	$ 65,000	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$110,370.00**	**$0.00**	**$0.00**	**$ 110,370**	**$110,370.00**	**$0.00**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Town of Apple Valley** CONTRACT # **SI009 A1**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	Debbie Bucarey- Private Yoga Instructor	$ 2,560			$ 2,560	$ 2,560		100.00%
2	St Mary Medical Staff	$ 1,260			$ 1,260	$ 1,260		100.00%
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
	TOTAL SUBCONTRACTS	**$ 3,820**	**$**	**$**	**$ 3,820**	**$ 3,820**	**$**	**100.00%**
	TOTAL PROJECT BUDGET	$ 310,417	$ 116,634	$	$ 193,783	$ 193,783	$	62.43%
	First 5 Funding %	100.00%	37.57%	0.00%	62.43%			
	Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Recreation Supervisor	1560	$ 68,090	$ 17,023	Town of Apple Valley General and Park and Rec Funds	$ -	$ 51,067	Develop, implement and manage the proposed program.
2	Administrative Secretary	104	$ 58,921	$ 55,385	Town of Apple Valley General and Park and Rec Funds	$ -	$ 3,536	Prepare required monthly reports.
3	Recreation Leader II	228	$ 11,506	$ 8,828	Town of Apple Valley General and Park and Rec Funds	$ -	$ 2,678	Assist with the development of program lesson plans, marketing and instruction. This position would be on site at all events.
4	Recreation Leader I	179	$ 9,290	$ 7,240	Town of Apple Valley General and Park and Rec Funds	$ -	$ 2,050	Assist with the development of program lesson plans, marketing and instruction. This position would be on site at all events.
TOTAL SALARIES			$ 147,807	$ 88,476		$ -	$ 59,331	

Line	Listing of Covered Benefits	Total Program	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Health, Dental, Vision and Retirement for Rec Supervisor and Administrative Secretary	$ 48,420	$ 28,158		$ -	$ 20,262	Percentage of benefit costs is consistent with the percentage of FTE attributed to First Five programming.
TOTAL SALARIES & BENEFITS		$ 196,227	$ 116,634		$ -	$ 79,593	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 4,100	$ -		$ -	$ 4,100	Sports equipment, educational crafts, musical instruments, kitchen supplies and jerseys.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 33,472	$ -		$ -	$ 33,472	Participants who complete the full session will receive a voucher for Recreation activities of their choice, T-ball, Soccer, Basketball or Swim lessons. Participants will also receive sporting play equipement, yoga mats and water bottles.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 3,548	$ -		$ -	$ 3,548	Healthy snacks and water for all programs being offered.
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ 250	$ -		$ -	$ 250	
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 3,500	$ -		$ -	$ 3,500	5-2-1-0 brochures & posters; supplemental take-home activities (i.e., colorful charts for young children to use to track daily consumption of fruits and vegetables).
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 250	$ -		$ -	$ 250	Paper, printing, staples, pens, pencils, binders and file folders.
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ 250	$ -		$ -	$ 250	Mileage for Recreation van to travel to day cares.
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 65,000	$ -		$ -	$ 65,000	2nd year of two-year Comprehensive Strategic Plan Development
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 110,370	$ -		$ -	$ 110,370	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Town of Apple Valley

CONTRACT # SI009 A1

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	Debbie Bucarey- Private Yoga Instructor	$ 2,560	$ -		$ -	$ 2,560	Trained Prenatal Yoga instructor, to assist with the teaching of the yoga class.
2	St Mary Medical Staff	$ 1,260	$ -		$ -	$ 1,260	RD/lactation consultant to assist with prenatal yoga classes and education.
TOTAL SUBCONTRACTORS		$ 3,820	$ -		$ -	$ 3,820	

AGENDA ITEM 10
JUNE 19, 2013 **10**

Subject	RFP 13-03 Family Literacy Development Services Contracts
Recommendations	Approve Family Literacy Development Services Contracts for Fiscal Years 2013-2015 to provide literacy services to children birth through five years of age and their families in the total amount of $1,115,245 with the following: A. Child Care Resource Center Inc., Contract EC021 in the amount of $194,866 B. Chino Valley Unified School District, Contract EC022 in the amount of $235,172 C. County of San Bernardino Area 20 Special Districts Joshua Tree, Contract EC024 in the amount of $53,447 D. Rim Family Services, Contract EC025 in the amount of $211,122 E. Save the Children Federation, Inc., Contract EC027 in the amount of $280,000 F. University Enterprises Corporation at California State University San Bernardino, Contract EC023 in the amount of $140,638 (Affected Districts: All) (Presenter: Scott McGrath, Supervisor, 387-1524)

Background Information

On April 3. 2013 the Children and Families Commission approved release of the Family Literacy Development Services RFP. The deadline for the submission of proposals was April 26, 2013. A total of nineteen proposals for literacy services were submitted with seven moving though the evaluation phase and six recommended for contract awards.

First 5 San Bernardino (F5SB) is committed to seeking increased family literacy skills by investing in experienced Family Literacy Development providers to implement the following services:

- Educate families with children ages birth through 5 on the importance of literacy development and supporting activities at an early age.
- Provide literacy development support to families with children age's birth through 5 through research-based Family Literacy Programs.

Research shows that a child's brain develops the most between birth and age 5, tripling in size during the first year of life, and becoming fully formed by Kindergarten. Children who are read to during this time, especially from age 3, develop reading skills such as awareness about written letters and phonics, and concepts about print conventions. Children who have oral language proficiency and can process print do better in grades 1 through 3. If a child struggles to read by the third grade, the remaining school years could be a challenge. 74% of third graders struggling to read in third grade also struggled in high school.

Recent studies have shown that a significant percentage of children do not have the opportunity to develop literacy skills:

- According to a United States Department of Education study, in 2007, of the percentage of children ages 3-5 who were read to everyday, only in 67.4% of white children, 34.6% of black children, and 37.3% of Hispanic children, did this occur.
- More than one-third of children in the United States enter Kindergarten without the literacy skills needed for success.

	F5SB seeks to support improved outcomes for children birth-5 and their families by increasing awareness of the importance of literacy activities, starting at birth, as well as implementing curriculums throughout the County that will encourage and enhance family literacy development. This strategy can put children on target to meet the common core reading level standards set by the California Department of Education by the time they enter Kindergarten. Pending Commission approval, these contracted agencies will assist to implement high quality and developmentally appropriate literacy development programs with successful outcomes for children in San Bernardino County.
Financial Impact	Total amount of $1,115,245
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity:	Child Care Resource Center Inc.	Contract #:	EC021
Dept/Division:	Resource and Referral Department	Phone #:	909 890-0018 ext 337
Project Name:	Literacy Project/Motheread	Fax #:	909-386-5458
Mailing Address:	1111 E. Mill St. Suite 100 San Bernardino	Program Address: Same	
Website:	www.ccrcla.org		

PROGRAM CONTACT:

Name:	Nancy Boyd	Phone #:	909 890-0018
Title:	Manager	Fax #:	909 386-5458
Email:	nboyd@ccrcla.org		

FISCAL CONTACT:

Name:	Jennifer Patricio	Phone #:	818 717-1024
Title:	Reporting and Analysis Manager	Fax #:	818 717-9172
Email:	jpatricio@ccrcla.org		

CONTRACT REPRESENTATIVE:

Name:	James Moses	Phone #:	909 890-0018 ext 109
Title:	Rigional Director	Fax #:	909 386-5458
Email:	jmoses@ccrcla.org		

ADDITIONAL CONTACT:

Name:	Eileen Friscia	Phone #:	818 717-1092
Title:	Director of Resource and Referral Programs	Fax #:	818 717-9172
Email:	efrisica@ccrcla.org		

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☒ Education	☐ Family	☐ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☒ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal	☒ Family Literacy		
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic Location to Service:
Central Valley and Morongo Basin (Mid Desert)

PROGRAM DESCRIPTION & COMMISSION LEVEL OUTCOMES:
Child Care Resource Center will provide literacy services to children ages birth-5 and their families through the Motheread program.

- **150 children are ready to enter and succeed in school**
- **150 Children receive early screening and intervention for special needs**

INVESTMENT:

Year	Amount
2013 - 2014	$ 97,433
2014 - 2015	$ 97,433
TOTAL	$ **194,866**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY					
X New / Change / Cancel	Vendor Code	S C	Dept. 903	A	Contract Number EC021
Organization: Children and Families Commission	Dept. 903	Orgn. PROG			Contractor's License No.
Commission Representative: Cindy Faulkner, Operations Manager	Telephone 909-386-7706				Total Contract Amount $194,866
Contract Type: ☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:					
If not encumbered or revenue contract type, provide reason:					

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2015	$194,866	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEELAY14	$97,433

Abbreviated Use	Estimated Payment Total by Fiscal Year FY	Amount	I/D	FY	Amount	I/D
Literacy Services-Motheread	13-14	97,433				
	14-15	97,433				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Child Care Resource Center Inc.

Department/Division

Resource and Referral Department

Address

20001 Prairie Street

Chatsworth, CA 91311

Phone

(818) 717-1000

Federal ID No.

95-3081695

Program Address (if different from legal address):

1111 E. Mill Street, Suite 100

San Bernardino, CA 92408

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

Initial Here

B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

_____
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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will

conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $194,866 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$97,433	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$97,433	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement

value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Child Care Resource Center Inc.
20001 Prairie Street
Chatsworth, CA 91311

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of

the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those

individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	CHILD CARE RESOURCE CENTER INC.
	Legal Entity
►	► Michael Olenick, PhD
Authorized Signature	Authorized Signature
Linda Haugan	President & CEO
Printed Name	Printed Name
Commission Chair	
Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: CHILD CARE RESOURCE CENTER

Program Name: Mother Read

Contract #: EC021 **Fiscal Year (FY):** 2013 – 2014

Service Area: Central Valley and Morongo Basin (Mid-Desert)

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s))*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children are ready to enter and succeed in school	By June 30, 2014, 150 enrolled unduplicated children participants will improve literacy practices within guidelines of California Department of Education reading standards for Literature	Child Literacy Session Center based group instruction using Mother Read Curriculum	Core	150 Children	**Child Intake/Exit** **Pre/Mid/Post First 5 assessments** Curriculum based assessments* *Not submitted to First 5 but available upon request
Children receive early screening and intervention for special needs	By June 30, 2014, 150 children will receive a developmental screening within 30-45 days of enrollment and referred accordingly	Developmental Screening	Core	150 Children	**ASQ-3**

Fiscal Year: 2013-2014

Agency Signature: _____

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Child Care Resource Center** CONTRACT # **EC021**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Literacy Specialist	$ 39,000			$ 39,000	$ 39,000.00		100.00%
2	1.00	Program Manager	$ 75,000	$ 67,500		$ 7,500		$7,500.00	10.00%
3	1.00	Data Specialist	$ 38,000	$ 34,200		$ 3,800	$ 3,800.00		10.00%
	TOTAL SALARIES		$152,000.00	$101,700.00	$0.00	$ 50,300	$42,800.00	$7,500.00	33.09%
31		TOTAL BENEFITS	$ 14,084			$ 14,084	$ 11,984.00	$ 2,100.00	100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$166,084.00**	**$101,700.00**	**$0.00**	**$ 64,384**	**$54,784.00**	**$9,600.00**	**38.77%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Child Care Resource Center** CONTRACT # **EC021**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 6,200			$ 6,200	$ 6,200.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES				$ 0			
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,200			$ 1,200	$ 1,200.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 2,375			$ 2,375	$ 2,375.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 5,471			$ 5,471	$ 5,471.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 500			$ 500	$ 500.00		100.00%
9	POSTAGE	$ 500			$ 500	$ 500.00		100.00%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 200			$ 200	$ 200.00		100.00%
12	OFFICE EQUIPMENT	$ 1,600			$ 1,600	$ 1,600.00		100.00%
13	RENT/LEASE BUILDING	$ 9,852			$ 9,852	$ 7,881.60	$ 1,970.40	100.00%
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)	$ 5,151			$ 5,151		$ 5,151	100.00%
	TOTAL SERVICES/SUPPLIES	**$33,049.00**	**$0.00**	**$0.00**	**$ 33,049**	**$25,927.60**	**$7,121.40**	**100.00%**

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Child Care Resource Center** CONTRACT # **EC021**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractor				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 199,133	$ 101,700	$	$ 97,433	$ 80,712	$ 16,721	48.93%
First 5 Funding %		100.00%	51.07%	0.00%	48.93%			
Administrative Cost %					**103.56%**	**82.84%**	**20.72%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Child Care Resource Center

CONTRACT # EC021

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Literacy Specialist		$ 39,000	$ -		$ -	$ 39,000	The Literacy Specialist will be responsible for outreach, recruitment and facilitating the Socializations.
2	Program Manager		$ 75,000	$ 67,500		$ -	$ 7,500	The Program Manager is responsible for the overall success of the program including budget and contract compliance.
3	Data Specialist		$ 38,000	$ 34,200		$ -	$ 3,800	The Data Specialist will support the Literacy Specialist in the data collection and entry for the program.
TOTAL SALARIES			$ 152,000	$ 101,700		$ -	$ 50,300	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Benefits	$ 14,084	$ -		$ -	$ 14,084	Benefits calculated at 28%
TOTAL SALARIES & BENEFITS		$ 166,084	$ 101,700		$ -	$ 64,384	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Child Care Resource Center

CONTRACT # EC021

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 6,200	$ -		$ -	$ 6,200	Literacy Kits used to implement the socializaionts (books, arts and crafts materials, puppets, props,etc) Story Explorer Materials ($30 per family x 100 families)
2	PARTICIPANT SUPPORT/INCENTIVES	$ -	$ -		$ -	$ -	
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,200	$ -		$ -	$ 1,200	Food for 100 families for Socializations
5	STAFF DEVELOPMENT/TRAINING	$ 2,375	$ -		$ -	$ 2,375	Staff Training Registrations and travel cost
6	EMPLOYEE MILEAGE/TRAVEL	$ 5,471	$ -		$ -	$ 5,471	Mileage to attend Socializations
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 500	$ -		$ -	$ 500	Materials for activities
9	POSTAGE	$ 500	$ -		$ -	$ 500	mailings for program
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 200	$ -		$ -	$ 200	general office supplies for staff
12	OFFICE EQUIPMENT	$ 1,600	$ -		$ -	$ 1,600	computer,printer,cell phone
13	RENT/LEASE BUILDING	$ 9,852	$ -		$ -	$ 9,852	annual rent,security,utlities
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 5,151	$ -		$ -	$ 5,151	8% of total cost
TOTAL SERVICES & SUPPLIES		$ 33,049	$ -		$ -	$ 33,049	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Child Care Resource Center

CONTRACT # EC021

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **Child Care Resource Center** CONTRACT # **EC021**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Literacy Specialist	$ 39,000			$ 39,000	$ 39,000.00		100.00%
2	1.00	Program Manager	$ 75,000	$ 67,500	$	$ 7,500		$ 7,500	10.00%
3	1.00	Data Specialist	$ 38,000	$ 34,200	$	$ 3,800	$ 3,800.00		10.00%
	TOTAL SALARIES		$ 152,000	$ 101,700	$0.00	$ 50,300	$ 42,800	$ 7,500	33.09%
31		TOTAL BENEFITS	$ 14,084			$ 14,084	$ 11,984.00	$ 2,100.00	100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$ 166,084**	**$ 101,700**	**$0.00**	**$ 64,384**	**$ 54,784**	**$ 9,600**	**38.77%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Child Care Resource Center** CONTRACT # **EC021**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 6,200			$ 6,200	$ 6,200.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES				$ 0			
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,200			$ 1,200	$ 1,200.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 2,375			$ 2,375	$ 2,375.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 5,471			$ 5,471	$ 5,471.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 500			$ 500	$ 500.00		100.00%
9	POSTAGE	$ 500			$ 500	$ 500.00		100.00%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 200			$ 200	$ 200.00		100.00%
12	OFFICE EQUIPMENT	$ 1,600			$ 1,600	$ 1,600.00		100.00%
13	RENT/LEASE BUILDING	$ 9,852			$ 9,852	$ 7,881.60	$ 1,970.40	100.00%
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)	$ 5,151			$ 5,151		$ 5,151	100.00%
	TOTAL SERVICES/SUPPLIES	**$ 33,049**	**$**	**$**	**$ 33,049**	**$ 25,928**	**$ 7,121**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Child Care Resource Center** CONTRACT # **EC021**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractor				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 199,133	$ 101,700	$	$ 97,433	$ 80,712	$ 16,721	48.93%
First 5 Funding %		100.00%	51.07%	0.00%	48.93%			
Administrative Cost %					**103.56%**	**82.84%**	**20.72%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Child Care Resource Center

CONTRACT # EC021

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Literacy Specialist		$ 39,000	$ -		$ -	$ 39,000	The Literacy Specialist will be responsible for outreach, recruitment and facilitating the Socializations.
2	Program Manager		$ 75,000	$ 67,500		$ -	$ 7,500	The Program Manager is responsible for the overall success of the program including budget and contract compliance.
3	Data Specialist		$ 38,000	$ 34,200		$ -	$ 3,800	The Data Specialist will support the Literacy Specialist in the data collection and entry for the program.
TOTAL SALARIES			$ 152,000	$ 101,700		$ -	$ 50,300	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Benefits	$ 14,084	$ -		$ -	$ 14,084	Calculated at 28%
TOTAL SALARIES & BENEFITS		$ 166,084	$ 101,700		$ -	$ 64,384	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Child Care Resource Center

CONTRACT # EC021

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 6,200	$ -		$ -	$ 6,200	Literacy Kits used to implement the socializaionts (books, arts and crafts materials, puppets, props,etc) Story Explorer Materials ($30 per family x 100 families)
2	PARTICIPANT SUPPORT/INCENTIVES	$ -	$ -		$ -	$ -	
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,200	$ -		$ -	$ 1,200	Food for 100 families for Socializations
5	STAFF DEVELOPMENT/TRAINING	$ 500	$ -		$ -	$ 500	Staff Training Registrations and travel cost
6	EMPLOYEE MILEAGE/TRAVEL	$ 5,471	$ -		$ -	$ 5,471	Mileage to attend Socializations
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 500	$ -		$ -	$ 500	Materials for activities
9	POSTAGE	$ 500	$ -		$ -	$ 500	mailings for program
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 200	$ -		$ -	$ 200	general office supplies for staff
12	OFFICE EQUIPMENT	$ 300	$ -		$ -	$ 300	computer, printer, cell phone
13	RENT/LEASE BUILDING	$ 9,852	$ -		$ -	$ 9,852	annual rent, security, utlities
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 5,151	$ -		$ -	$ 5,151	8% of total cost.
TOTAL SERVICES & SUPPLIES		$ 31,852	$ -		$ -	$ 31,852	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Child Care Resource Center

CONTRACT # EC021

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

Family Literacy Development Services

First 5 San Bernardino (F5SB) is committed to increasing family literacy skills by investing in Family Literacy Development services for children ages birth through 5 in San Bernardino County. Through this RFP, F5SB seeks to:

- Educate families with children ages birth through 5 on the importance of literacy development activities at an early age.
- Provide literacy development support to families with children ages birth to 5 through research-based Family Literacy Programs.

Research shows that a child's brain develops the most between birth and age 5, tripling in size during the first year of life, and becoming fully formed by Kindergarten[1]. Children who are read to during this time develop reading skills such as awareness about written letters and phonics, and concepts about print conventions[1]. Children who have oral language proficiency and can process print do better in grades 1 through 3. If a child struggles to read by the third grade, the remaining school years could be a challenge. According to a United States Department of Education study, one-third of children in the United States enter Kindergarten without the literacy skills needed for success[2].

Investment Goals & Objectives

F5SB is seeking proposals with innovative strategies to reach a wide range of cultural, demographic, and income diverse families. The target population is families are have children that have not participated in literacy development activities through established programs, or could benefit from additional activities to enrich literacy competence.

In collaboration with stakeholders, our Advisory Committee(s), and experts in the field, F5SB has established objectives which shape the goals of this RFP as follows:

1. Develop and implement a culturally competent outreach plan for families with children ages birth to 5. Outreach may include, but are not limited to:
    - Organizations that have recreational enrichment programs (YMCA, United Way, Boys and Girls Club, etc.)
    - Local government entities (i.e. Parks and Recreation Departments, County, cities, tribal).
    - WIC Centers
    - Faith-Based Organizations
    - Pediatric health Providers
    - Community Centers
    - Libraries
    - Parent Teacher Association
    - University/College community service programs
    - Child-care planning consortiums or collaborative
2. Implement an early literacy development program that promotes parent/caretaker involvement to ensure that their birth through 5 child is at the appropriate reading level, and/or exposed to appropriate literacy materials. Program components shall include:
    - Education on the importance and benefits of literacy activities
    - Education on age-appropriate literacy levels and activities
3. Include provision of materials to participants, free of charge, to promote literacy/inform parents of California Department of Education Reading Standards for Literature for a child in Kindergarten which include:
    - Implement a researched-based program
    - With prompting and support, ask and answer questions about key details in a text
    - With prompting and support, retell familiar stories, including key details
    - With prompting and support, identify characters, settings, and major events in a story
    - Ask and answer questions about unknown words in a text
    - Recognize common types of texts (e.g., storybooks, poems, fantasy, realistic text)
    - With prompting and support, name the author and illustrator of a story and define the role of each in telling the story[3]
4. Ensure that children are given the opportunity to be literate in English through service to families in a culturally sensitive manner.

[1] Jumpstart. America's Early Childhood Literacy Gap. Web. 2009
[2] Landry, Susan. Effective Early Childhood Learning Programs: Turning Knowledge Into Action. Web. 2005.
[3] California Department of Education. Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects for California Public Schools Kindergarten Through Grade Twelve. Web. 2013.

5. Recognize signs of potential learning disabilities in children and make an appropriate referral if necessary.

While it is the intention of the Commission to maximize the opportunity for children to meet the California Department of Education standards, this initiative is not intended to duplicate or supplant services that are already offered at traditional structured school settings, (i.e. charter/private/ public school districts, preschools, Head-Start, First 5 funded preschool programs).

Strategy: Early Education

GOALS	SERVICE DELIVERY APPROACH	INDICATORS
Children are ready to enter and succeed in school	Home Visitation, Community Based	Increased family literacy skills
Children live in a home environment supportive of learning.	Home visitation, Community Based	Increased family literacy skills

Funding Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements also apply to Family Literacy Development Services applicants:

Family Literacy Program Services Funding Requirements and Expectations
• Must serve children ages birth through 5. • Must have at least two years of experience conducting literacy development activities. • Must demonstrate familiarity with the demographics of the proposed population. • Must use a research-based curriculum that prepares children to meet California Department of Education Common Core Standards. • Provide quantity of sessions consistent with the fidelity of the chosen curriculum. • Must utilize the ASQ-3 to screen for developmental milestones in children ages 0 to 5, and make appropriate referrals as necessary. • Must incorporate the teaching of concepts related to the normal developmental stages of children 0 to 5.
Priority Consideration for Family Literacy Program Services
• Outreach to target population of African-American and Latino/Hispanic families. • Outreach to participants in rural or remote areas with limited access to community services.

Evaluation Requirements and Expectations

The Commission is committed to collecting systematic information that helps strengthen programs, improve outcomes, and documents the collective impact of F5SB efforts throughout the County. The Commission's results-based evaluation defines:

- The specific conditions F5SB seeks to improve for children and families.
- The evidence-based approaches F5SB believes will contribute to achieving results.
- What F5SB will measure to assess progress towards achieving program-level and Commission-level outcomes.

Through this direct service approach, Contractors will be required to track the number of children and families served, as well as demonstrate their ability to describe and document participant outcomes:

- Establish clear and measurable goals (performance targets) that are connected and relevant to Commission Level Outcomes described in Attachment A for each contract year,
- Devote adequate staff time to perform evaluation activities including data collection, data entry, utilization of First 5 database, submission of quarterly reports, trainings and meetings),
- Cooperate with the Commission's evaluation consultants and First 5 staff on evaluation activities, such as survey distribution, focus groups, and case studies,
- Use required First 5 tools and standardized assessments to ensure consistency and enhance the ability to measure collective impact and use updated tools as required
- Use F5SB's web-based data system for reporting within the requirements established by the Commission.

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity: Chino Valley Unified School District EC022

Dept/Division: Health Services/Child Development Phone #: (909) 628-1201

Project Name: Chino Family Literacy Project Fax #: (909) 548-6090

Mailing Address: 5130 Riverside Drive
Chino, CA 91710

Program Address:
12970 3rd Street
Chino, CA 91710

Website: www.chino.k12.ca.us

PROGRAM CONTACT:

Name: Liz Lara Phone #: (909) 628-1201 ext. 8960

Title: Program Specialist Fax #: (909) 548-6090

Email: liz_lara@chino.k12.ca.us

FISCAL CONTACT:

Name: Liz Lara Phone #: (909) 628-1201 ext. 8960

Title: Program Specialist Fax #: (909) 548-6090

Email: liz_lara@chino.k12.ca.us

CONTRACT REPRESENTATIVE:

Name: Laurel Mullally Phone #: (909) 628-1201 ext. 6780

Title: Director of Health Services/Child Development Fax #: (909) 548-6090

Email: laurel_mullally@chino.k12.ca.us

ADDITIONAL CONTACT:

Name: Phone #:

Title: Fax #:

Email:

TYPE OF AGENCY:

- [x] School Districts
  - [ ] K-8 [ ] K-12
- [ ] Community Based Organization
- [ ] County Government Agency
- [ ] Private Entity/Institution
  - [ ] For Profit [ ] Non-Profit
- [ ] County/State Educational Institution
- [ ] Faith Based Organization
- [ ] Other Government Agency
- [ ] Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

Health	Education	Family	Community
[ ] SART	[ ] Pre-K Academy	[ ] Resource Center and Case Management	[ ] Healthy Cities
[ ] Health Care Access	[ ] Preschool	[ ] Parent Education	[ ] Systems
[ ] Oral Health	[ ] Home Visitation		
[ ] Primary Care Services	[ ] Infant Toddler		
[ ] Perinatal	[x] Family Literacy		
[ ] Asthma/Bronchitis			
[ ] Obesity			

Geographic Location to service: West End

PROGRAM DESCRIPTION & COMMISSION LEVEL OUTCOMES:
Chino Valley Unified School district provides literacy services through the Parent as Teachers program to children and families ages birth-5 in the west end region of San Bernardino County.

130 children are ready to enter and succeed in school
130 Children receive early screening and intervention for special needs

INVESTMENT:

Year	Amount
2013 - 2014	$ 116,302
2014 - 2015	$ 118,870
TOTAL	$ **235,172**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

							FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A	Contract Number	
	Change			903		EC022	
	Cancel						
Organization			Dept.	Orgn.		Contractor's License No.	
Children and Families Commission			903	PROG			
Commission Representative			Telephone			Total Contract Amount	
Cindy Faulkner, Operations Manager			909-386-7706			$235,172	

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2015	$235,172	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEELAY14	$116,302
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Literacy Services- Parents As Teachers Program	13-14	116,302				
	14-15	118,870				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Chino Valley Unified School District

Department/Division

Department of Health Services/Child Development

Address

5130 Riverside Drive

Chino, CA 91710

Phone

(909) 628-1201, Ext. 8960

Federal ID No.

95-6000586

Program Address (if different from legal address):

12970 3rd Street

Chino, CA 91710

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	**Keyed By**

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will

conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $235,172 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$116,302	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$118,870	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Chino Valley Unified School District
5130 Riverside Drive
Chino, CA 91710

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov.

Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If

the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	CHINO VALLEY UNIFIED SCHOOL DISTRICT
	Legal Entity
►	►
Authorized Signature	Authorized Signature
Linda Haugan	
Printed Name	Printed Name
Commission Chair	
Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Chino Valley Unified School District

Program Name: Parents as Teachers

Contract #: EC022 **Fiscal Year (FY):** 2013 – 2014

Service Area: West End

Commission Level Outcome	Performance Objective	Service Activity	Core or Aggregate	Client Target	Verification Method
Children are ready to enter and succeed in school	By June 30, 2014, 130 enrolled unduplicated children participants will improve literacy practices within guidelines of California Department of Education reading standards for Literature	Child Literacy Session Home Visitation using Parents as Teachers and "On the Road to Learning" Curricula	Core	130 Children	**Child Intake/Exit** **Pre/Mid/Post First 5 assessments** Curriculum based assessments* *not submitted to First 5 but available upon request
Children receive early screening and intervention for special needs	By June 30, 2014, 130 children will receive a developmental screening within 30-45 days of enrollment and referred accordingly	Developmental Screening	Core	130 Children	**ASQ-3**

Fiscal Year: 2013-2014

Agency Signature: _____

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **Chino Valley Unified School District** CONTRACT # **EC022**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Literacy Educator	$ 38,600			$ 38,600	$ 38,600.00		100.00%
2	0.60	Child Development Instructional Aide	$ 18,000			$ 18,000	$ 18,000.00		100.00%
3	0.14	Literacy Aides (2-3 employees, hourly)	$ 5,000			$ 5,000	$ 5,000.00		100.00%
4	0.40	Grant Support Specialist (clerical)	$ 11,600			$ 11,600	$ 11,600.00		100.00%
5	0.05	Accountant I	$ 3,000	$ 3,000		$ 0			0.00%
	TOTAL SALARIES		$76,200.00	$3,000.00	$0.00	$ 73,200	$73,200.00	$0.00	96.06%
31		TOTAL BENEFITS	$ 26,300			$ 26,300	$ 26,300.00		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$102,500.00**	**$3,000.00**	**$0.00**	**$ 99,500**	**$99,500.00**	**$0.00**	**97.07%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Chino Valley Unified School District** CONTRACT # **EC022**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 2,300			$ 2,300	$ 2,300.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 1,000			$ 1,000	$ 1,000.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500			$ 500	$ 500.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 2,500			$ 2,500	$ 2,500.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,000			$ 1,000	$ 1,000.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 500			$ 500	$ 500.00		100.00%
9	POSTAGE	$ 200			$ 200	$ 200.00		100.00%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 750			$ 750	$ 750.00		100.00%
12	OFFICE EQUIPMENT	$ 500			$ 500	$ 500.00		100.00%
13	RENT/LEASE BUILDING	$ 29,120		$ 29,120	$ 0			0.00%
14	BUILDING/EQUIPMENT MAINTENANCE	$ 300			$ 300	$ 300.00		100.00%
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES	$ 400			$ 400	$ 400.00		100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)	$ 6,852			$ 6,852		$ 6,852	100.00%
	TOTAL SERVICES/SUPPLIES	**$45,922.00**	**$0.00**	**$29,120.00**	**$ 16,802**	**$9,950.00**	**$6,852.00**	**36.59%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Chino Valley Unified School District** CONTRACT # **EC022**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractor				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
	TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
	TOTAL PROJECT BUDGET	$ 148,422	$ 3,000	$ 29,120	$ 116,302	$ 109,450	$ 6,852	78.36%
	First 5 Funding %	100.00%	2.02%	19.62%	78.36%			
	Administrative Cost %				**100.00%**	**94.11%**	**5.89%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Literacy Educator	2080	$ 38,600	$ -		$ -	$ 38,600	Position will be a bilingual, Spanish speaking certificated child development teacher to facilitate literacy workshops and individual sessions at the main center and at school sites.
2	Child Development Instructional Aide	1248	$ 18,000	$ -		$ -	$ 18,000	Position will be a classified bilingual, Spanish Speaking child development instructional aide to assist certificated teacher in the instruction of young children by directing various learning and developmental activities; will assist with pre/post tests and ASQ-3 evaluations.
3	Literacy Aides (2-3 employees, hourly)	290	$ 5,000	$ -		$ -	$ 5,000	2-3 hrly non-contract instructional aides that will assist literacy staff during school based workshops and sessions, as needed. Will assist with pre/post tests and ASQ-3 evaluations.
4	Grant Support Specialist (clerical)	832	$ 11,600	$ -		$ -	$ 11,600	Specialist (3 hrs per day,15 hrs wkly) will provide general program support; enter data into Persimmony, answer calls and in-person inquiries, and assist with purchase orders and monthly reports.
5	Accountant I	104	$ 3,000	$ 3,000	District match, Categorical Funds	$ -	$ -	Accountant will prepare and monitor the First 5 San Bernardino Literacy fiscal contract, keep proof of all expenditures and prepare/submit monthly reports as mandated.
TOTAL SALARIES			$ 76,200	$ 3,000		$ -	$ 73,200	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Certificated-STRS 8.25%,Medicare 1.450%, Health & Welfare $7,144, SUI 1.100%, Wrks Comp 1.653%= $12,000	$ 26,300	$ -		$ -	$ 26,300	Classified- PERS 11.417%, FICA 6.200%, Medicare 1.450%, Health & Welfare $6,424, SUI 1.100%, Workers Comp 1.653%, PERS Reduction 1.007% = $14,322 Hrly aides receive only mandated state and federal benefits, no H&W
TOTAL SALARIES & BENEFITS		$ 102,500	$ 3,000		$ -	$ 99,500	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 2,300	$ -		$ -	$ 2,300	Classroom supplies for literacy sessions, paper, notebooks, craft supplies, scissors, crayons, books for portable libraries, games, puzzles, toys, tissues, batteries, dictionaries, etc.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 1,000	$ -		$ -	$ 1,000	tote/book bags for literacy particpants
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500	$ -		$ -	$ 500	Snacks for chilldren attending workshops, coffee, tea, snacks for parent participants
5	STAFF DEVELOPMENT/TRAINING	$ 2,500	$ -		$ -	$ 2,500	Parents as Teachers training for two staff, Literacy Educator and Aide, Cultural Competency training, Children's Network and other relevant workshops/training
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,000	$ -		$ -	$ 1,000	Staff mileage and travel for training/site/home visits as needed
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 500	$ -		$ -	$ 500	Cost associated for printing business cards, program brochures, flyers, On the Road literacy lessons and instructional packets.
9	POSTAGE	$ 200	$ -		$ -	$ 200	Cost for participant/program mailing
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 750	$ -		$ -	$ 750	Supplies needed for everyday office use: pens, xerox paper, printer supplies, file folders, etc.
12	OFFICE EQUIPMENT	$ 500	$ -		$ -	$ 500	Xerox copier use; cost per year
13	RENT/LEASE BUILDING	$ 29,120	$ -		$ 29,120	$ -	District donated match for two classroom for Literacy Project at the Adult School. Building cost includes all utilities (lights, water, maintenance, phones, internet). District rate $14 per hr x 8 hrs daily x 260 days
14	BUILDING/EQUIPMENT MAINTENANCE	$ 300	$ -		$ -	$ 300	Installation of phone in literacy room
15	UTILITIES	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
16	INSURANCE / TAXES / LICENSES	$ 400	$ -		$ -	$ 400	Annual fee for two literacy staff utilizing PAT curriculum as authorized users ($195 x 2)
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 6,852	$ -		$ -	$ 6,852	Current approved county indirect rate for the district is 6.26% 2013/14. Rate is approved and predetermined for each school district at the state/county level.
TOTAL SERVICES & SUPPLIES		$ 45,922	$ -		$ 29,120	$ 16,802	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Chino Valley Unified School District** CONTRACT # **EC022**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	Literacy Educator	$ 40,530			$ 40,530	$ 40,530.00		100.00%
2	0.60	Child Development Instructional Aide	$ 19,000			$ 19,000	$ 19,000.00		100.00%
3	0.14	Literacy Aides (2-3 employees, hourly)	$ 5,000			$ 5,000	$ 5,000.00		100.00%
4	0.40	Grant Support Specialist (clerical)	$ 12,500			$ 12,500	$ 12,500.00		100.00%
5	0.05	Accountant I	$ 3,000	$ 3,000		$ 0			0.00%
	TOTAL SALARIES		$80,030.00	$3,000.00	$0.00	$ 77,030	$77,030.00	$0.00	96.25%
31		TOTAL BENEFITS	$ 27,500			$ 27,500	$ 27,500.00		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$107,530.00**	**$3,000.00**	**$0.00**	**$ 104,530**	**$104,530.00**	**$0.00**	**97.21%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Chino Valley Unified School District** CONTRACT # **EC022**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 2,300			$ 2,300	$ 2,300.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 1,000			$ 1,000	$ 1,000.00		100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500			$ 500	$ 500.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 1,500			$ 1,500	$ 1,500.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 500			$ 500	$ 500.00		100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING	$ 500			$ 500	$ 500.00		100.00%
9	POSTAGE	$ 200			$ 200	$ 200.00		100.00%
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES	$ 750			$ 750	$ 750.00		100.00%
12	OFFICE EQUIPMENT	$ 500			$ 500	$ 500.00		100.00%
13	RENT/LEASE BUILDING	$ 29,120		$ 29,120	$ 0			0.00%
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES	$ 400			$ 400	$ 400.00		100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)	$ 6,190			$ 6,190		$ 6,190	100.00%
	TOTAL SERVICES/SUPPLIES	**$43,460.00**	**$0.00**	**$29,120.00**	**$ 14,340**	**$8,150.00**	**$6,190.00**	**33.00%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Chino Valley Unified School District** CONTRACT # **EC022**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 150,990	$ 3,000	$ 29,120	$ 118,870	$ 112,680	$ 6,190	78.73%
First 5 Funding %	100.00%	1.99%	19.29%	78.73%			
Administrative Cost %				**100.00%**	**94.79%**	**5.21%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Literacy Educator	2080	$ 40,530	$ -		$ -	$ 40,530	Position will be a bilingual, Spanish speaking certificated child development teacher to facilitate literacy workshops and individual sessions at the main center and at school sites.
2	Child Development Instructional Aide	1248	$ 19,000	$ -		$ -	$ 19,000	Position will be a classified bilingual, Spanish Speaking child development instructional aide to assist certificated teacher in the instruction of young children by directing various learning and developmental activities; will assist with pre/post tests and ASQ-3 evaluations.
3	Literacy Aides (2-3 employees, hourly)	290	$ 5,000	$ -		$ -	$ 5,000	2-3 hrly non-contract instructional aides that will assist literacy staff during school based workshops and sessions, as needed. Will assist with pre/post tests and ASQ-3 evaluations.
4	Grant Support Specialist (clerical)	832	$ 12,500	$ -		$ -	$ 12,500	Specialist (3 hrs per day,15 hrs wkly) will provide general program support; enter data into Persimmony, answer calls and in-person inquiries, and assist with purchase orders and monthly reports.
5	Accountant I	104	$ 3,000	$ 3,000	District match, Categorical funds	$ -	$ -	Accountant will prepare and monitor the First 5 San Bernardino Literacy fiscal contract, keep proof of all expenditures and prepare/submit monthly reports as mandated.
TOTAL SALARIES			$ 80,030	$ 3,000		$ -	$ 77,030	

Line	Listing of Covered Benefits	Total	Other	Other	Donated	First 5 Costs	Narrative
31	Certificated-STRS 8.25%,Medicare 1.450%, Health & Welfare $7,144, SUI 1.100%, Wrks Comp 1.1978%= $12,700 (5% rate increase anticipated)	$ 27,500	$ -		$ -	$ 27,500	Classified- PERS 11.417%, FICA 6.200%, Medicare 1.450%, Health & Welfare $6,424, SUI 1.100%, Workers Comp 1.978%, PERS Reduction 0.960% = $14,800 (5% rate increase anticipated)
TOTAL SALARIES & BENEFITS		$ 107,530	$ 3,000		$ -	$ 104,530	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 2,300	$ -		$ -	$ 2,300	Classroom supplies for literacy sessions, paper, notebooks, craft supplies, scissors, crayons, books for portable libraries, games, puzzles, toys, tissues, batteries, dictionaries
2	PARTICIPANT SUPPORT/INCENTIVES	$ 1,000	$ -		$ -	$ 1,000	tote/book bags for literacy particpants
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500	$ -		$ -	$ 500	Snacks for chilldren attending workshops, coffee, tea, snacks for parent participants
5	STAFF DEVELOPMENT/TRAINING	$ 1,500	$ -		$ -	$ 1,500	Strategies training for staff, Culture of Poverty county training, Children's Network and other relevant workshops/training
6	EMPLOYEE MILEAGE/TRAVEL	$ 500	$ -		$ -	$ 500	Staff mileage and travel for training if needed
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 500	$ -		$ -	$ 500	Cost associated for printing business cards, program brochures, flyers, On the Road literacy lessons and lesson plans.
9	POSTAGE	$ 200	$ -		$ -	$ 200	Cost for participant/program mailing
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ 750	$ -		$ -	$ 750	Supplies needed for everyday office use: pens, xerox paper, printer supplies, file folders, etc.
12	OFFICE EQUIPMENT	$ 500	$ -		$ -	$ 500	Xerox copier use; cost per year
13	RENT/LEASE BUILDING	$ 29,120	$ -		$ 29,120	$ -	District donated match for two classroom for Literacy Project at the Adult School. Building cost includes all utilities (lights, water, maintenance, phones, internet). District rate $14 per hr x 8 hrs daily x 260 days
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
16	INSURANCE / TAXES / LICENSES	$ 400	$ -		$ -	$ 400	Annual fee for two literacy staff utilizing PAT curriculum as authorized users ($195 x 2)
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 6,190	$ -		$ -	$ 6,190	Current approved county indirect rate for the district is 6.15% 2012/13. Rate for 14/15 is unkown at the time.
TOTAL SERVICES & SUPPLIES		$ 43,460	$ -		$ 29,120	$ 14,340	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Chino Valley Unified School District

CONTRACT # EC022

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

Family Literacy Development Services

First 5 San Bernardino (F5SB) is committed to increasing family literacy skills by investing in Family Literacy Development services for children ages birth through 5 in San Bernardino County. Through this RFP, F5SB seeks to:

- Educate families with children ages birth through 5 on the importance of literacy development activities at an early age.
- Provide literacy development support to families with children ages birth to 5 through research-based Family Literacy Programs.

Research shows that a child's brain develops the most between birth and age 5, tripling in size during the first year of life, and becoming fully formed by Kindergarten[1]. Children who are read to during this time develop reading skills such as awareness about written letters and phonics, and concepts about print conventions[1]. Children who have oral language proficiency and can process print do better in grades 1 through 3. If a child struggles to read by the third grade, the remaining school years could be a challenge. According to a United States Department of Education study, one-third of children in the United States enter Kindergarten without the literacy skills needed for success[2].

Investment Goals & Objectives

F5SB is seeking proposals with innovative strategies to reach a wide range of cultural, demographic, and income diverse families. The target population is families are have children that have not participated in literacy development activities through established programs, or could benefit from additional activities to enrich literacy competence.

In collaboration with stakeholders, our Advisory Committee(s), and experts in the field, F5SB has established objectives which shape the goals of this RFP as follows:

1. Develop and implement a culturally competent outreach plan for families with children ages birth to 5. Outreach may include, but are not limited to:
    - Organizations that have recreational enrichment programs (YMCA, United Way, Boys and Girls Club, etc.)
    - Local government entities (i.e. Parks and Recreation Departments, County, cities, tribal).
    - WIC Centers
    - Faith-Based Organizations
    - Pediatric health Providers
    - Community Centers
    - Libraries
    - Parent Teacher Association
    - University/College community service programs
    - Child-care planning consortiums or collaborative
2. Implement an early literacy development program that promotes parent/caretaker involvement to ensure that their birth through 5 child is at the appropriate reading level, and/or exposed to appropriate literacy materials. Program components shall include:
    - Education on the importance and benefits of literacy activities
    - Education on age-appropriate literacy levels and activities
3. Include provision of materials to participants, free of charge, to promote literacy/inform parents of California Department of Education Reading Standards for Literature for a child in Kindergarten which include:
    - Implement a researched-based program
    - With prompting and support, ask and answer questions about key details in a text
    - With prompting and support, retell familiar stories, including key details
    - With prompting and support, identify characters, settings, and major events in a story
    - Ask and answer questions about unknown words in a text
    - Recognize common types of texts (e.g., storybooks, poems, fantasy, realistic text)
    - With prompting and support, name the author and illustrator of a story and define the role of each in telling the story[3]
4. Ensure that children are given the opportunity to be literate in English through service to families in a culturally sensitive manner.

[1] Jumpstart. America's Early Childhood Literacy Gap. Web. 2009
[2] Landry, Susan. Effective Early Childhood Learning Programs: Turning Knowledge Into Action. Web. 2005.
[3] California Department of Education. Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects for California Public Schools Kindergarten Through Grade Twelve. Web. 2013.

5. Recognize signs of potential learning disabilities in children and make an appropriate referral if necessary.

While it is the intention of the Commission to maximize the opportunity for children to meet the California Department of Education standards, this initiative is not intended to duplicate or supplant services that are already offered at traditional structured school settings, (i.e. charter/private/ public school districts, preschools, Head-Start, First 5 funded preschool programs).

Strategy: Early Education

GOALS	SERVICE DELIVERY APPROACH	INDICATORS
Children are ready to enter and succeed in school	Home Visitation, Community Based	Increased family literacy skills
Children live in a home environment supportive of learning.	Home visitation, Community Based	Increased family literacy skills

Funding Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements also apply to Family Literacy Development Services applicants:

Family Literacy Program Services Funding Requirements and Expectations
• Must serve children ages birth through 5. • Must have at least two years of experience conducting literacy development activities. • Must demonstrate familiarity with the demographics of the proposed population. • Must use a research-based curriculum that prepares children to meet California Department of Education Common Core Standards. • Provide quantity of sessions consistent with the fidelity of the chosen curriculum. • Must utilize the ASQ-3 to screen for developmental milestones in children ages 0 to 5, and make appropriate referrals as necessary. • Must incorporate the teaching of concepts related to the normal developmental stages of children 0 to 5.
Priority Consideration for Family Literacy Program Services
• Outreach to target population of African-American and Latino/Hispanic families. • Outreach to participants in rural or remote areas with limited access to community services.

Evaluation Requirements and Expectations

The Commission is committed to collecting systematic information that helps strengthen programs, improve outcomes, and documents the collective impact of F5SB efforts throughout the County. The Commission's results-based evaluation defines:

- The specific conditions F5SB seeks to improve for children and families.
- The evidence-based approaches F5SB believes will contribute to achieving results.
- What F5SB will measure to assess progress towards achieving program-level and Commission-level outcomes.

Through this direct service approach, Contractors will be required to track the number of children and families served, as well as demonstrate their ability to describe and document participant outcomes:

- Establish clear and measurable goals (performance targets) that are connected and relevant to Commission Level Outcomes described in Attachment A for each contract year,
- Devote adequate staff time to perform evaluation activities including data collection, data entry, utilization of First 5 database, submission of quarterly reports, trainings and meetings),
- Cooperate with the Commission's evaluation consultants and First 5 staff on evaluation activities, such as survey distribution, focus groups, and case studies,
- Use required First 5 tools and standardized assessments to ensure consistency and enhance the ability to measure collective impact and use updated tools as required
- Use F5SB's web-based data system for reporting within the requirements established by the Commission.

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity: Joshua Tree Recreation and Parks CSA-20

Contract #: EC024

Dept/Division: Special Districts Dept. Joshua Tree

Phone #: (760) 366-8415

Project Name: JT Preschool Literacy Lounge

Fax #: (760) 366-1227

Mailing Address: PO Box 1245
Joshua Tree, CA 92252

Program Address:
6171 Easterly Drive
Joshua Tree, CA 92252

Website:

PROGRAM CONTACT:

Name: Frank Haggard

Phone #: (760) 366-8415

Title: District Services Coordinator

Fax #: (760) 366-1227

Email: fhaggard6@sdd.sbcounty.gov

FISCAL CONTACT:

Name: Frank Haggard

Phone #: (760) 366-8415

Title: District Services Coordinator

Fax #: (760) 366-1227

Email: fhaggard6@sdd.sbcounty.gov

CONTRACT REPRESENTATIVE:

Name: Tim Millington

Phone #: (909) 387-5877

Title: Regional Manager

Fax #: (909) 387-5968

Email: tmillington@sdd.sbcounty.gov

ADDITIONAL CONTACT:

Name: Tammie Moore

Phone #: (760) 366-8415

Title: Recreation Coordinator

Fax #: (760) 366-1227

Email: tammie.moore@sdd.sbcounty.gov

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☒ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☒ Education	☐ Family	☐ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal	☒ Family Literacy		
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic Location to service: Joshua Tree (Mid-Desert Area)

PROGRAM DESCRIPTION & COMMISSION LEVEL OUTCOMES:

Special Districts Area 20 (Joshua Tree) will provided literacy services through the ereadingtogo! Program to children ages birth-5 and their families.

72 Children will enter school ready to learn
72 Children receive early screening and intervention for special needs

INVESTMENT:

Year	Amount
2013 - 2014	$ 32,746
2014 - 2015	$ 20,701
TOTAL	$ **53,447**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

FOR COMMISSION USE ONLY					
X New / Change / Cancel	Vendor Code	S C	Dept. 903	A	Contract Number EC024
Organization: Children and Families Commission	Dept. 903	Orgn. PROG			Contractor's License No.
Commission Representative: Cindy Faulkner, Operations Manager	Telephone 909-386-7706				Total Contract Amount $53,447

Contract Type: ☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	August 1, 2013	June 30, 2015	$53,447	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEELAY14	$32,746

Abbreviated Use	Estimated Payment Total by Fiscal Year FY	Amount	I/D	FY	Amount	I/D
Literacy Services-Mother Read	13-14	32,746				
	14-15	20,701				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)
County of San Bernardino Area 20

Department/Division
Special Districts Joshua Tree

Address
6171 Sunburst Drive
Joshua Tree, CA 92252

Phone
(760) 366-8415

Federal ID No.
95-6002748

Program Address (if different from legal address):
6617 Easterly Drive
Joshua Tree, CA 92252

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will

conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $53,447 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$32,746	August 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$20,701	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing August 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: County of San Bernardino Area 20
Special Districts Joshua Tree
6171 Sunburst Drive
Joshua Tree, CA 92252

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of

the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those

individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	COUNTY OF SAN BERNARDINO AREA 20, SPECIAL DISTRICTS JOSHUA TREE Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Printed Name
Commission Chair Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Joshua Tree Rec. and Parks District Preschool

Program Name: E Reading to Go

Contract #: EC024 **Fiscal Year (FY):** 2013 – 2014

Service Area: Joshua Tree (mid – desert area)

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s)}.*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children will enter school ready to learn	By June 30, 2014, 72 enrolled unduplicated children participants will improve literacy practices within guidelines of California Department of Education reading standards for Literature	Child Literacy Session Center based groups using *ereadingtogo!* application on IPad	Core	72 Children	**Child Intake/Exit** **Pre/Mid/Post First 5 Assessments** Curriculum based assessments* *Not submitted to First 5 but available upon request
Children receive early screening and intervention for special needs	By June 30, 2014, 72 children will receive a developmental screening within 30-45 days of enrollment and referred accordingly	Developmental Screening	Core	72 children	**ASQ-3**

Fiscal Year: 2013-2014

Agency Signature: _____

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **County Service Area 20 - Joshua Tree** CONTRACT # **EC024**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.03	Recreation Coordinator	$ 2,424	$ 1,854		$ 570		$570.00	23.51%
2	0.03	District Services Coordinator	$ 4,183	$ 3,347		$ 836		$836.00	19.99%
3	0.82	Preschool Lead Teacher	$ 55,431	$ 50,747		$ 4,684		$4,684.00	8.45%
4	0.63	Preschool Aid (1)	$ 13,981	$ 12,449		$ 1,532		$1,532.00	10.96%
5	0.68	Preschool Aid (2)	$ 17,258	$ 11,759		$ 5,499	$ 3,762.00	$1,737.00	31.86%
	TOTAL SALARIES		$93,277.00	$80,156.00	$0.00	$ 13,121	$3,762.00	$9,359.00	14.07%
31		TOTAL BENEFITS				$ 0			
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$93,277.00**	**$80,156.00**	**$0.00**	**$ 13,121**	**$3,762.00**	**$9,359.00**	**14.07%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **County Service Area 20 - Joshua Tree** CONTRACT # **EC024**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 11,020			$ 11,020	$ 11,020.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 4,540			$ 4,540	$ 4,540.00		100.00%
3	FURNISHINGS	$ 4,065			$ 4,065	$ 4,065.00		100.00%
4	FOOD EXPENSE FOR CLASSES/MEETINGS				$ 0			
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL				$ 0			
7	ADVERTISEMENTS				$ 0			
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES				$ 0			
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Maintenance/Janitorial Work	*$ 20,500*	*$ 20,500*		$ 0			0.00%
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 20,500	$ 20,500	$	$ 0	$	$	0.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$40,125.00**	**$20,500.00**	**$0.00**	**$ 19,625**	**$19,625.00**	**$0.00**	**48.91%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **County Service Area 20 - Joshua Tree** CONTRACT # **EC024**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractors				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 133,402	$ 100,656	$	$ 32,746	$ 23,387	$ 9,359	24.55%
First 5 Funding %		100.00%	75.45%	0.00%	24.55%			
Administrative Cost %					**100.00%**	**71.42%**	**28.58%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME County Service Area 20 - Joshua Tree

CONTRACT # EC024

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Recreation Coordinator	68	$ 2,424	$ 1,854	CSA 20 - Joshua Tree	$ -	$ 570	Administrative support, substitute teacher at preschool, oversee data entry and reporting, provide customer support at community center
2	District Services Coordinator	80	$ 4,183	$ 3,347	CSA 20 - Joshua Tree	$ -	$ 836	Responsible for staff management including hiring, training; budget development and implementation; accounts payable/receivable; project management; web-site development; represents the district at area meetings and events; oversees plant management and maintenance needs.
3	Preschool Lead Teacher	1704	$ 55,431	$ 50,747	CSA 20 - Joshua Tree	$ -	$ 4,684	Manages the preschool program including development of cirrculum, instruct the preschool class, coordinates preschool tasks for the preshool aides. Manages parent correspondance.
4	Preschool Aid (1)	1314	$ 13,981	$ 12,449	CSA 20 - Joshua Tree	$ -	$ 1,532	Assist the Lead Preschool Teacher in the supplimentation of the preschool circulum.
5	Preschool Aid (2)	1431	$ 17,258	$ 11,759	CSA 20 - Joshua Tree	$ -	$ 5,499	Assist the Lead Preschool Teacher in the supplimentation of the preschool circulum.
TOTAL SALARIES			$ 93,277	$ 80,156		$ -	$ 13,121	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ -	$ -		$ -	$ -	
TOTAL SALARIES & BENEFITS		$ 93,277	$ 80,156		$ -	$ 13,121	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME County Service Area 20 - Joshua Tree

CONTRACT # EC024

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 11,020	$ -		$ -	$ 11,020	iPad tablets, headphones, Educational Apps, Audio books, Hard copy books, family project supplies. Items will be used for literacy education.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 4,540	$ -		$ -	$ 4,540	Various school supplies including backpacks as incentive goals.
3	FURNISHINGS	$ 4,065	$ -		$ -	$ 4,065	Storage units, area rug, tables, and seating. Items will help create an inviting comfortable environment and as teaching tools.
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ -	$ -		$ -	$ -	
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ -	$ -		$ -	$ -	
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ -	$ -		$ -	$ -	
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ -	$ -		$ -	$ -	
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 20,500	$ 20,500	CSA 20 - Joshua Tree	$ -	$ -	Janitorial/Maintenance Service
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 40,125	$ 20,500		$ -	$ 19,625	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME County Service Area 20 - Joshua Tree

CONTRACT # EC024

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractors	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **County Service Area 20 - Joshua Tree** CONTRACT # **EC024**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.03	Recreation Coordinator	$ 1,854	$ 1,854		$ 0			0.00%
2	0.03	District Services Coordinator	$ 3,347	$ 3,347		$ 0			0.00%
3	0.81	Preschool Lead Teacher	$ 54,911	$ 50,747		$ 4,164		$4,164.00	7.58%
4	0.77	Preschool Aid (1)	$ 17,130	$ 12,449		$ 4,681	$ 3,320.00	$1,361.00	27.33%
5	0.68	Preschool Aid (2)	$ 17,065	$ 11,759		$ 5,306	$ 3,762.00	$1,544.00	31.09%
	TOTAL SALARIES		$94,307.00	$80,156.00	$0.00	$ 14,151	$7,082.00	$7,069.00	15.01%
31		TOTAL BENEFITS				$ 0			
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$94,307.00**	**$80,156.00**	**$0.00**	**$ 14,151**	**$7,082.00**	**$7,069.00**	**15.01%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **County Service Area 20 - Joshua Tree** CONTRACT # **EC024**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 200			$ 200	$ 200.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 6,200			$ 6,200	$ 6,200.00		100.00%
3	FURNISHINGS				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS				$ 0			
5	STAFF DEVELOPMENT/TRAINING				$ 0			
6	EMPLOYEE MILEAGE/TRAVEL				$ 0			
7	ADVERTISEMENTS				$ 0			
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES				$ 0			
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING				$ 0			
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
17.1	Maintenance/Janitorial Work	*$ 20,650*	*$ 20,500*		$ 150	*$ 150.00*		0.73%
17.2					$ 0			
17.3					$ 0			
17.4					$ 0			
17.5					$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 20,650	$ 20,500	$	$ 150	$ 150	$	0.73%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$27,050.00**	**$20,500.00**	**$0.00**	**$ 6,550**	**$6,550.00**	**$0.00**	**24.21%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **County Service Area 20 - Joshua Tree** CONTRACT # **EC024**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractors				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 121,357	$ 100,656	$	$ 20,701	$ 13,632	$ 7,069	17.06%
First 5 Funding %		100.00%	82.94%	0.00%	17.06%			
Administrative Cost %					**100.00%**	**65.85%**	**34.15%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME County Service Area 20 - Joshua Tree

CONTRACT # EC024

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Recreation Coordinator	52	$ 1,854	$ 1,854	CSA 20 - Joshua Tree	$ -	$ -	Administrative support, substitute teacher at preschool, oversee data entry and reporting, provide customer support at community center
2	District Services Coordinator	64	$ 3,347	$ 3,347	CSA 20 - Joshua Tree	$ -	$ -	Responsible for staff management including hiring, training; budget development and implementation; accounts payable/receivable; project management; web-site development; represents the district at area meetings and events; oversees plant management and maintenance needs.
3	Preschool Lead Teacher	1688	$ 54,911	$ 50,747	CSA 20 - Joshua Tree	$ -	$ 4,164	Manages the preschool program including development of cirrculum, instruct the preschool class, coordinates preschool tasks for the preshool aides. Manages parent correspondance.
4	Preschool Aid (1)	1610	$ 17,130	$ 12,449	CSA 20 - Joshua Tree	$ -	$ 4,681	Assist the Lead Preschool Teacher in the supplimentation of the preschool circulum.
5	Preschool Aid (2)	1415	$ 17,065	$ 11,759	CSA 20 - Joshua Tree	$ -	$ 5,306	Assist the Lead Preschool Teacher in the supplimentation of the preschool circulum.
TOTAL SALARIES			$ 94,307	$ 80,156		$ -	$ 14,151	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ -	$ -		$ -	$ -	
TOTAL SALARIES & BENEFITS		$ 94,307	$ 80,156		$ -	$ 14,151	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME County Service Area 20 - Joshua Tree

CONTRACT # EC024

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 200	$ -		$ -	$ 200	Educational Applications Updates, Audio books, Hard copy books, family project supplies. Items will be used for continued literacy education.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 6,200	$ -		$ -	$ 6,200	Various school supplies including backpacks as incentive goals.
3	FURNISHINGS	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ -	$ -		$ -	$ -	
5	STAFF DEVELOPMENT/TRAINING	$ -	$ -		$ -	$ -	
6	EMPLOYEE MILEAGE/TRAVEL	$ -	$ -		$ -	$ -	
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ -	$ -		$ -	$ -	
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ -	$ -		$ -	$ -	
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 20,650	$ 20,500	CSA 20 - Joshua Tree	$ -	$ 150	Janitorial/Maintenance Service
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 27,050	$ 20,500		$ -	$ 6,550	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME County Service Area 20 - Joshua Tree

CONTRACT # EC024

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractors	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

Family Literacy Development Services

First 5 San Bernardino (F5SB) is committed to increasing family literacy skills by investing in Family Literacy Development services for children ages birth through 5 in San Bernardino County. Through this RFP, F5SB seeks to:

- Educate families with children ages birth through 5 on the importance of literacy development activities at an early age.
- Provide literacy development support to families with children ages birth to 5 through research-based Family Literacy Programs.

Research shows that a child's brain develops the most between birth and age 5, tripling in size during the first year of life, and becoming fully formed by Kindergarten[1]. Children who are read to during this time develop reading skills such as awareness about written letters and phonics, and concepts about print conventions[1]. Children who have oral language proficiency and can process print do better in grades 1 through 3. If a child struggles to read by the third grade, the remaining school years could be a challenge. According to a United States Department of Education study, one-third of children in the United States enter Kindergarten without the literacy skills needed for success[2].

Investment Goals & Objectives

F5SB is seeking proposals with innovative strategies to reach a wide range of cultural, demographic, and income diverse families. The target population is families are have children that have not participated in literacy development activities through established programs, or could benefit from additional activities to enrich literacy competence.

In collaboration with stakeholders, our Advisory Committee(s), and experts in the field, F5SB has established objectives which shape the goals of this RFP as follows:

1. Develop and implement a culturally competent outreach plan for families with children ages birth to 5. Outreach may include, but are not limited to:
    - Organizations that have recreational enrichment programs (YMCA, United Way, Boys and Girls Club, etc.)
    - Local government entities (i.e. Parks and Recreation Departments, County, cities, tribal).
    - WIC Centers
    - Faith-Based Organizations
    - Pediatric health Providers
    - Community Centers
    - Libraries
    - Parent Teacher Association
    - University/College community service programs
    - Child-care planning consortiums or collaborative
2. Implement an early literacy development program that promotes parent/caretaker involvement to ensure that their birth through 5 child is at the appropriate reading level, and/or exposed to appropriate literacy materials. Program components shall include:
    - Education on the importance and benefits of literacy activities
    - Education on age-appropriate literacy levels and activities
3. Include provision of materials to participants, free of charge, to promote literacy/inform parents of California Department of Education Reading Standards for Literature for a child in Kindergarten which include:
    - Implement a researched-based program
    - With prompting and support, ask and answer questions about key details in a text
    - With prompting and support, retell familiar stories, including key details
    - With prompting and support, identify characters, settings, and major events in a story
    - Ask and answer questions about unknown words in a text
    - Recognize common types of texts (e.g., storybooks, poems, fantasy, realistic text)
    - With prompting and support, name the author and illustrator of a story and define the role of each in telling the story[3]
4. Ensure that children are given the opportunity to be literate in English through service to families in a culturally sensitive manner.

[1] Jumpstart. America's Early Childhood Literacy Gap. Web. 2009
[2] Landry, Susan. Effective Early Childhood Learning Programs: Turning Knowledge Into Action. Web. 2005.
[3] California Department of Education. Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects for California Public Schools Kindergarten Through Grade Twelve. Web. 2013.

5. Recognize signs of potential learning disabilities in children and make an appropriate referral if necessary.

While it is the intention of the Commission to maximize the opportunity for children to meet the California Department of Education standards, this initiative is not intended to duplicate or supplant services that are already offered at traditional structured school settings, (i.e. charter/private/ public school districts, preschools, Head-Start, First 5 funded preschool programs).

Strategy: Early Education

GOALS	SERVICE DELIVERY APPROACH	INDICATORS
Children are ready to enter and succeed in school	Home Visitation, Community Based	Increased family literacy skills
Children live in a home environment supportive of learning.	Home visitation, Community Based	Increased family literacy skills

Funding Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements also apply to Family Literacy Development Services applicants:

Family Literacy Program Services Funding Requirements and Expectations
• Must serve children ages birth through 5. • Must have at least two years of experience conducting literacy development activities. • Must demonstrate familiarity with the demographics of the proposed population. • Must use a research-based curriculum that prepares children to meet California Department of Education Common Core Standards. • Provide quantity of sessions consistent with the fidelity of the chosen curriculum. • Must utilize the ASQ-3 to screen for developmental milestones in children ages 0 to 5, and make appropriate referrals as necessary. • Must incorporate the teaching of concepts related to the normal developmental stages of children 0 to 5.
Priority Consideration for Family Literacy Program Services
• Outreach to target population of African-American and Latino/Hispanic families. • Outreach to participants in rural or remote areas with limited access to community services.

Evaluation Requirements and Expectations

The Commission is committed to collecting systematic information that helps strengthen programs, improve outcomes, and documents the collective impact of F5SB efforts throughout the County. The Commission's results-based evaluation defines:

- The specific conditions F5SB seeks to improve for children and families.
- The evidence-based approaches F5SB believes will contribute to achieving results.
- What F5SB will measure to assess progress towards achieving program-level and Commission-level outcomes.

Through this direct service approach, Contractors will be required to track the number of children and families served, as well as demonstrate their ability to describe and document participant outcomes:

- Establish clear and measurable goals (performance targets) that are connected and relevant to Commission Level Outcomes described in Attachment A for each contract year,
- Devote adequate staff time to perform evaluation activities including data collection, data entry, utilization of First 5 database, submission of quarterly reports, trainings and meetings),
- Cooperate with the Commission's evaluation consultants and First 5 staff on evaluation activities, such as survey distribution, focus groups, and case studies,
- Use required First 5 tools and standardized assessments to ensure consistency and enhance the ability to measure collective impact and use updated tools as required
- Use F5SB's web-based data system for reporting within the requirements established by the Commission.

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity: Rim Family Services, Inc. EC025

Dept/Division: Phone #: (909) 336-1800

Project Name: Parents as Teachers Fax #: (909) 336-0990

Mailing Address: PO Box 578
Skyforest, CA 92385

Program Address:
28545 Hwy 18
Skyforest, CA 92385

Website: www.rimfamilyservices.org

PROGRAM CONTACT:

Name: Elisa Ellis Phone #: (909) 336-1800

Title: PAT Program Director Fax #: (909) 336-0990

Email: eellis@rimfamilyservices.org

FISCAL CONTACT:

Name: Michele Hunt Phone #: (909) 336-1800

Title: Financial Assistant Fax #: (909) 336-0990

Email: mhunt@rimfamilyservices.org

CONTRACT REPRESENTATIVE:

Name: Aaron M. Scullin Phone #: (909) 336-1800

Title: Executive Director Fax #: (909) 336-0990

Email: ascullin@rimfamilyservices.org

ADDITIONAL CONTACT:

Name: Phone #:

Title: Fax #:

Email:

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☒ Private Entity/Institution
  - ☐ For Profit ☒ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☒ Education	☐ Family	☐ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal	☒ Family Literacy		
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic Location to service:
Mountain Communities excluding Big Bear

PROGRAM DESCRIPTION & COMMISSION LEVEL OUTCOMES:

Rim Family Services will be providing literacy services utilizing the Parents as Teachers (PAT) home-visitation model.

- 120 children are ready to enter and succeed in school
- 120 children receive early screening and intervention for special needs

INVESTMENT:

Year	Amount
2013 - 2014	$ 211,122
2014 - 2015	$ 211,122
TOTAL	$ **422,244**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

						FOR COMMISSION USE ONLY
X New Change Cancel	Vendor Code	S C	Dept. 903	A		Contract Number EC025
Organization Children and Families Commission			Dept. 903	Orgn. PROG		Contractor's License No.
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706			Total Contract Amount $422,244
Contract Type ☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200	Contract Start Date July 1, 2013		Contract End Date June 30, 2015		Original Amount $422,244	Amendment Amount
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. EEELAY14	Amount $211,122
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Literacy Services	13-14	211,122				
	14-15	211,122				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Rim Family Services

Department/Division

Address

28545 Hwy 18, P.O. Box 578

Sky Forest, CA 92385

Phone

(909) 336-1800

Federal ID No.

33-0496148

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	**Keyed By**

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

_____
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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will

conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $422,244 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$211,122	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$211,122	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Rim Family Services
28545 Hwy 18 P.O. Box 578
Sky Forest, CA 92385

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov.

Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If

the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	RIM FAMILY SERVICES Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Aaron M. Scullin Printed Name
Commission Chair Title	Executive Director Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Rim Family Services

Program Name: Parents as Teachers

Contract #: EC025 **Fiscal Year (FY):** 2013 – 2014

Service Area: Rim Mountain Communities

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s)}.*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children are ready to enter and succeed in school	By June 30, 2014, 120 enrolled unduplicated children participants will improve literacy practices within guidelines of California Department of Education reading standards for Literature	Child Literacy Session-Lit Home Visitation using Parents as Teachers Curriculum	Core	120 Children	**Child Intake/Exit** **Pre/Mid/Post First 5 assessments** Curriculum based assessments* *Not submitted to First 5 but available upon request
Children receive early screening and intervention for special needs	By June 30, 2014, 120 children will receive a developmental screening within 30-45 days of enrollment and referred accordingly	Developmental Screening	Core	120 Children	**ASQ-3**

Fiscal Year: **2013-2014**

Agency Signature: _____

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Rim Family Services, Inc.** CONTRACT # **EC025**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A. SALARIES & BENEFITS			**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	PAT Program Director / Educator	$ 42,432			$ 42,432	$ 36,080.00	$6,352.00	100.00%
2	1.00	PAT Educator I	$ 46,527			$ 46,527	$ 46,527.00		100.00%
3	0.50	PAT Educator II	$ 16,640			$ 16,640	$ 16,640.00		100.00%
4	0.50	PAT Educator III	$ 16,640			$ 16,640	$ 16,640.00		100.00%
5	1.00	PAT Educator IV	$ 33,280	$ 16,640		$ 16,640	$ 16,640.00		50.00%
6	1.00	Financial Officer / Bookkeeping	$ 59,405	$ 47,524		$ 11,881	$ 350.00	$11,531.00	20.00%
	TOTAL SALARIES		$214,924.00	$64,164.00	$0.00	$ 150,760	$132,877.00	$17,883.00	70.15%
31		TOTAL BENEFITS	$ 38,686	$ 11,550		$ 27,137	$ 23,918	$ 3,219	70.15%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$253,610.32**	**$75,713.52**	**$0.00**	**$ 177,897**	**$156,794.86**	**$21,101.94**	**70.15%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Rim Family Services, Inc.** CONTRACT # **EC025**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000	$ 2,290		$ 2,710	$ 2,710.00		54.20%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 550	$ 250		$ 300	$ 300.00		54.55%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500	$ 350		$ 150	$ 150.00		30.00%
5	STAFF DEVELOPMENT/TRAINING	$ 5,000	$ 1,100		$ 3,900	$ 3,900.00		78.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,300	$ 2,465		$ 4,835	$ 4,835.00		66.23%
7	ADVERTISEMENTS	$ 3,400	$ 2,400		$ 1,000	$ 1,000.00		29.41%
8	PRINTING	$ 2,300	$ 2,100		$ 200	$ 200.00		8.70%
9	POSTAGE	$ 205	$ 100		$ 105	$ 105.00		51.22%
10	SUBSCRIPTIONS	$ 350			$ 350	$ 350.00		100.00%
11	OFFICE SUPPLIES	$ 5,500	$ 3,600		$ 1,900	$ 1,900.00		34.55%
12	OFFICE EQUIPMENT	$ 2,000			$ 2,000	$ 2,000.00		100.00%
13	RENT/LEASE BUILDING	$ 2,000	$ 1,500		$ 500	$ 500.00		25.00%
14	BUILDING/EQUIPMENT MAINTENANCE	$ 12,000	$ 8,200		$ 3,800	$ 3,800.00		31.67%
15	UTILITIES	$ 12,200	$ 10,570		$ 1,630	$ 1,630.00		13.36%
16	INSURANCE / TAXES / LICENSES	$ 12,000	$ 7,455		$ 4,545	$ 4,545.00		37.88%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Accountaint, Computer Assistance, etc.	*$ 19,500*	*$ 14,200*		$ 5,300	*$ 5,300.00*		27.18%
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 19,500	$ 14,200	$	$ 5,300	$ 5,300	$	27.18%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$89,805.00**	**$56,580.00**	**$0.00**	**$ 33,225**	**$33,225.00**	**$0.00**	**37.00%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Rim Family Services, Inc.** CONTRACT # **EC025**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 343,415	$ 132,294	$	$ 211,122	$ 190,020	$ 21,102	61.48%
First 5 Funding %	100.00%	38.52%	0.00%	61.48%			
Administrative Cost %				**100.00%**	**90.00%**	**10.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	PAT Program Director / Educator	2080	$ 42,432	$ -		$ -	$ 42,432	Parent Educator, QAR's and manages PAT program and staff, data entry, liaison with First 5 program staff.
2	PAT Educator I	2080	$ 46,527	$ -		$ -	$ 46,527	Parent Educator for PAT home visitation program.
3	PAT Educator II	1040	$ 16,640	$ -		$ -	$ 16,640	Parent Educator for PAT home visitation program.
4	PAT Educator III	1040	$ 16,640	$ -		$ -	$ 16,640	Parent Educator for PAT home visitation program.
5	PAT Educator IV	2080	$ 33,280	$ 16,640	Department of Behavioral Health	$ -	$ 16,640	Parent Educator for PAT home visitation program.
6	Financial Officer / Bookkeeping	2080	$ 59,405	$ 47,524	Department of Behavioral Health	$ -	$ 11,881	Provides all financial / bookkeeping support. Maintains all financial records and is liasion with First 5 for budgets and auditing purposes.
TOTAL SALARIES			$ 214,924	$ 64,164		$ -	$ 150,760	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Vacation, sick leave, retirement, payroll taxes.	$ 38,686	$ 11,550	Department of Behavioral Health	$ -	$ 27,137	18% of salary. Benefits include all extra costs associated with employee taxes, pension, medical and workers comp.
TOTAL SALARIES & BENEFITS		$ 253,610	$ 75,714		$ -	$ 177,897	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000	$ 2,290	Department of Behavioral Health	$ -	$ 2,710	Training modules, books and materials for child development lessons and exercises, testing and activities.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 550	$ 250	Department of Behavioral Health	$ -	$ 300	Incentive gifts to encourage and sustain participation. Homework notebook for each parent.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500	$ 350	Department of Behavioral Health	$ -	$ 150	Refreshments for parent group meetings.
5	STAFF DEVELOPMENT/TRAINING	$ 5,000	$ 1,100	Department of Behavioral Health	$ -	$ 3,900	Training and certification, continuing education required for certification.
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,300	$ 2,465	Department of Behavioral Health	$ -	$ 4,835	Extensive travel for home visitations throughout the Rim Communities. Mileage reimbursed at the rate of $0.36 per mile. Travel expenses for training.
7	ADVERTISEMENTS	$ 3,400	$ 2,400	Department of Behavioral Health	$ -	$ 1,000	PAT Brochures, newspaper ads, yellow pages, internet advertising.
8	PRINTING	$ 2,300	$ 2,100	Department of Behavioral Health	$ -	$ 200	Printing of program materials for educators and parents.
9	POSTAGE	$ 205	$ 100	Department of Behavioral Health	$ -	$ 105	Postage for mailing payables, group flyers, correspondence with clients and PAT National Center, etc.
10	SUBSCRIPTIONS	$ 350	$ -		$ -	$ 350	Parent Educator required certification fees, PAT periodicals and organizational dues.
11	OFFICE SUPPLIES	$ 5,500	$ 3,600	Department of Behavioral Health	$ -	$ 1,900	Standard consumable office supplies / materials needed to sustain all aspects of the administrative support of the program. Paper, ink cartridges,toner, lightbulbs, pens, etc.
12	OFFICE EQUIPMENT	$ 2,000	$ -		$ -	$ 2,000	Computer and printer for use in PAT program.
13	RENT/LEASE BUILDING	$ 2,000	$ 1,500	Department of Behavioral Health	$ -	$ 500	Rental cost of storage unit for PAT supplies.
14	BUILDING/EQUIPMENT MAINTENANCE	$ 12,000	$ 8,200	Department of Behavioral Health	$ -	$ 3,800	Snow plowing, housekeeping, yard maintenance, trash services, building repairs, etc.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
15	UTILITIES	$ 12,200	$ 10,570	Department of Behavioral Health	$ -	$ 1,630	Basic Utilities including internet monthly charges.
16	INSURANCE / TAXES / LICENSES	$ 12,000	$ 7,455	Department of Behavioral Health	$ -	$ 4,545	Liability and D&O Insurance. Property tax.
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 19,500	$ 14,200	Department of Behavioral Health	$ -	$ 5,300	Auditors, accountaints, payroll providers, computer services, medical director services, copy machine services, etc.
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 89,805	$ 56,580		$ -	$ 33,225	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Rim Family Services, Inc.** CONTRACT # **EC025**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	1.00	PAT Program Director / Educator	$ 42,432			$ 42,432	$ 36,080.00	$6,352.00	100.00%
2	1.00	PAT Educator I	$ 46,527			$ 46,527	$ 46,527.00		100.00%
3	0.50	PAT Educator II	$ 16,640			$ 16,640	$ 16,640.00		100.00%
4	0.50	PAT Educator III	$ 16,640			$ 16,640	$ 16,640.00		100.00%
5	1.00	PAT Educator IV	$ 33,280	$ 16,640		$ 16,640	$ 16,640.00		50.00%
6	1.00	Financial Officer / Bookkeeping	$ 59,405	$ 47,524		$ 11,881	$ 350.00	$11,531.00	20.00%
	TOTAL SALARIES		$ 214,924	$ 64,164	$	$ 150,760	$ 132,877.00	$17,883.00	70.15%
31		TOTAL BENEFITS	$ 38,686	$ 11,550		$ 27,137	$ 23,918	$ 3,219	70.15%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$ 253,610**	**$ 75,714**	**$**	**$ 177,897**	**$ 156,795**	**$ 21,102**	**70.15%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Rim Family Services, Inc.** CONTRACT # **EC025**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000	$ 2,290		$ 2,710	$ 2,710.00		54.20%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 550	$ 250		$ 300	$ 300.00		54.55%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500	$ 350		$ 150	$ 150.00		30.00%
5	STAFF DEVELOPMENT/TRAINING	$ 5,000	$ 1,100		$ 3,900	$ 3,900.00		78.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,300	$ 2,465		$ 4,835	$ 4,835.00		66.23%
7	ADVERTISEMENTS	$ 3,400	$ 2,400		$ 1,000	$ 1,000.00		29.41%
8	PRINTING	$ 2,300	$ 2,100		$ 200	$ 200.00		8.70%
9	POSTAGE	$ 205	$ 100		$ 105	$ 105.00		51.22%
10	SUBSCRIPTIONS	$ 350			$ 350	$ 350.00		100.00%
11	OFFICE SUPPLIES	$ 5,500	$ 3,600		$ 1,900	$ 1,900.00		34.55%
12	OFFICE EQUIPMENT	$ 2,000			$ 2,000	$ 2,000.00		100.00%
13	RENT/LEASE BUILDING	$ 2,000	$ 1,500		$ 500	$ 500.00		25.00%
14	BUILDING/EQUIPMENT MAINTENANCE	$ 12,000	$ 8,200		$ 3,800	$ 3,800.00		31.67%
15	UTILITIES	$ 12,200	$ 10,570		$ 1,630	$ 1,630.00		13.36%
16	INSURANCE / TAXES / LICENSES	$ 12,000	$ 7,455		$ 4,545	$ 4,545.00		37.88%
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Accountaint, Computer Assistance, etc.	*$ 19,500*	*$ 14,200*		$ 5,300	*$ 5,300.00*		27.18%
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 19,500	$ 14,200	$	$ 5,300	$ 5,300	$	27.18%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$ 89,805**	**$ 56,580**	**$**	**$ 33,225**	**$ 33,225**	**$**	**37.00%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Rim Family Services, Inc.** CONTRACT # **EC025**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
6				$ 0			
7				$ 0			
8				$ 0			
9				$ 0			
10				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 343,415	$ 132,294	$	$ 211,122	$ 190,020	$ 21,102	61.48%
First 5 Funding %	100.00%	38.52%	0.00%	61.48%			
Administrative Cost %				**100.00%**	**90.00%**	**10.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	PAT Program Director / Educator	2080	$ 42,432	$ -		$ -	$ 42,432	Parent Educator, QAR's and manages PAT program and staff, data entry, liaison with First 5 program staff.
2	PAT Educator I	2080	$ 46,527	$ -		$ -	$ 46,527	Parent Educator for PAT home visitation program.
3	PAT Educator II	1040	$ 16,640	$ -		$ -	$ 16,640	Parent Educator for PAT home visitation program.
4	PAT Educator III	1040	$ 16,640	$ -		$ -	$ 16,640	Parent Educator for PAT home visitation program.
5	PAT Educator IV	2080	$ 33,280	$ 16,640	Department of Behavioral Health	$ -	$ 16,640	Parent Educator for PAT home visitation program.
6	Financial Officer / Bookkeeping	2080	$ 59,405	$ 47,524	Department of Behavioral Health	$ -	$ 11,881	Provides all financial / bookkeeping support. Maintains all financial records and is liasion with First 5 for budgets and auditing purposes.
TOTAL SALARIES			$ 214,924	$ 64,164		$ -	$ 150,760	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Vacation, sick leave, retirement, payroll taxes.	$ 38,686	$ 11,550	Department of Behavioral Health	$ -	$ 27,137	18% of salary. Benefits include all extra costs associated with employee taxes, pension, medical and workers comp.
TOTAL SALARIES & BENEFITS		$ 253,610	$ 75,714		$ -	$ 177,897	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 5,000	$ 2,290	Department of Behavioral Health	$ -	$ 2,710	Training modules, books and materials for child development lessons and exercises, testing and activities.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 550	$ 250	Department of Behavioral Health	$ -	$ 300	Incentive gifts to encourage and sustain participation. Homework notebook for each parent.
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 500	$ 350	Department of Behavioral Health	$ -	$ 150	Refreshments for parent group meetings.
5	STAFF DEVELOPMENT/TRAINING	$ 5,000	$ 1,100	Department of Behavioral Health	$ -	$ 3,900	Training and certification, continuing education required for certification.
6	EMPLOYEE MILEAGE/TRAVEL	$ 7,300	$ 2,465	Department of Behavioral Health	$ -	$ 4,835	Extensive travel for home visitations throughout the Rim Communities. Mileage reimbursed at the rate of $0.36 per mile. Travel expenses for training.
7	ADVERTISEMENTS	$ 3,400	$ 2,400	Department of Behavioral Health	$ -	$ 1,000	PAT Brochures, newspaper ads, yellow pages, internet advertising.
8	PRINTING	$ 2,300	$ 2,100	Department of Behavioral Health	$ -	$ 200	Printing of program materials for educators and parents.
9	POSTAGE	$ 205	$ 100	Department of Behavioral Health	$ -	$ 105	Postage for mailing payables, group flyers, correspondence with clients and PAT National Center, etc.
10	SUBSCRIPTIONS	$ 350	$ -		$ -	$ 350	Parent Educator required certification fees, PAT periodicals and organizational dues.
11	OFFICE SUPPLIES	$ 5,500	$ 3,600	Department of Behavioral Health	$ -	$ 1,900	Standard consumable office supplies / materials needed to sustain all aspects of the administrative support of the program. Paper, ink cartridges,toner, lightbulbs, pens, etc.
12	OFFICE EQUIPMENT	$ 2,000	$ -		$ -	$ 2,000	Computer and printer for use in PAT program.
13	RENT/LEASE BUILDING	$ 2,000	$ 1,500	Department of Behavioral Health	$ -	$ 500	Rental cost of storage unit for PAT supplies.
14	BUILDING/EQUIPMENT MAINTENANCE	$ 12,000	$ 8,200	Department of Behavioral Health	$ -	$ 3,800	Snow plowing, housekeeping, yard maintenance, trash services, building repairs, etc.
15	UTILITIES	$ 12,200	$ 10,570	Department of Behavioral Health	$ -	$ 1,630	Basic Utilities including internet monthly charges.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
16	INSURANCE / TAXES / LICENSES	$ 12,000	$ 7,455	Department of Behavioral Health	$ -	$ 4,545	Liability and D&O Insurance. Property tax.
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 19,500	$ 14,200	Department of Behavioral Health	$ -	$ 5,300	Auditors, accountaints, payroll providers, computer services, medical director services, copy machine services, etc.
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 89,805	$ 56,580		$ -	$ 33,225	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Rim Family Services, Inc.

CONTRACT # EC025

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

Family Literacy Development Services

First 5 San Bernardino (F5SB) is committed to increasing family literacy skills by investing in Family Literacy Development services for children ages birth through 5 in San Bernardino County. Through this RFP, F5SB seeks to:

- Educate families with children ages birth through 5 on the importance of literacy development activities at an early age.
- Provide literacy development support to families with children ages birth to 5 through research-based Family Literacy Programs.

Research shows that a child's brain develops the most between birth and age 5, tripling in size during the first year of life, and becoming fully formed by Kindergarten[1]. Children who are read to during this time develop reading skills such as awareness about written letters and phonics, and concepts about print conventions[1]. Children who have oral language proficiency and can process print do better in grades 1 through 3. If a child struggles to read by the third grade, the remaining school years could be a challenge. According to a United States Department of Education study, one-third of children in the United States enter Kindergarten without the literacy skills needed for success[2].

Investment Goals & Objectives

F5SB is seeking proposals with innovative strategies to reach a wide range of cultural, demographic, and income diverse families. The target population is families are have children that have not participated in literacy development activities through established programs, or could benefit from additional activities to enrich literacy competence.

In collaboration with stakeholders, our Advisory Committee(s), and experts in the field, F5SB has established objectives which shape the goals of this RFP as follows:

1. Develop and implement a culturally competent outreach plan for families with children ages birth to 5. Outreach may include, but are not limited to:
    - Organizations that have recreational enrichment programs (YMCA, United Way, Boys and Girls Club, etc.)
    - Local government entities (i.e. Parks and Recreation Departments, County, cities, tribal).
    - WIC Centers
    - Faith-Based Organizations
    - Pediatric health Providers
    - Community Centers
    - Libraries
    - Parent Teacher Association
    - University/College community service programs
    - Child-care planning consortiums or collaborative
2. Implement an early literacy development program that promotes parent/caretaker involvement to ensure that their birth through 5 child is at the appropriate reading level, and/or exposed to appropriate literacy materials. Program components shall include:
    - Education on the importance and benefits of literacy activities
    - Education on age-appropriate literacy levels and activities
3. Include provision of materials to participants, free of charge, to promote literacy/inform parents of California Department of Education Reading Standards for Literature for a child in Kindergarten which include:
    - Implement a researched-based program
    - With prompting and support, ask and answer questions about key details in a text
    - With prompting and support, retell familiar stories, including key details
    - With prompting and support, identify characters, settings, and major events in a story
    - Ask and answer questions about unknown words in a text
    - Recognize common types of texts (e.g., storybooks, poems, fantasy, realistic text)
    - With prompting and support, name the author and illustrator of a story and define the role of each in telling the story[3]
4. Ensure that children are given the opportunity to be literate in English through service to families in a culturally sensitive manner.

[1] Jumpstart. America's Early Childhood Literacy Gap. Web. 2009
[2] Landry, Susan. Effective Early Childhood Learning Programs: Turning Knowledge Into Action. Web. 2005.
[3] California Department of Education. Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects for California Public Schools Kindergarten Through Grade Twelve. Web. 2013.

5. Recognize signs of potential learning disabilities in children and make an appropriate referral if necessary.

While it is the intention of the Commission to maximize the opportunity for children to meet the California Department of Education standards, this initiative is not intended to duplicate or supplant services that are already offered at traditional structured school settings, (i.e. charter/private/ public school districts, preschools, Head-Start, First 5 funded preschool programs).

Strategy: Early Education

GOALS	SERVICE DELIVERY APPROACH	INDICATORS
Children are ready to enter and succeed in school	Home Visitation, Community Based	Increased family literacy skills
Children live in a home environment supportive of learning.	Home visitation, Community Based	Increased family literacy skills

Funding Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements also apply to Family Literacy Development Services applicants:

Family Literacy Program Services Funding Requirements and Expectations
• Must serve children ages birth through 5. • Must have at least two years of experience conducting literacy development activities. • Must demonstrate familiarity with the demographics of the proposed population. • Must use a research-based curriculum that prepares children to meet California Department of Education Common Core Standards. • Provide quantity of sessions consistent with the fidelity of the chosen curriculum. • Must utilize the ASQ-3 to screen for developmental milestones in children ages 0 to 5, and make appropriate referrals as necessary. • Must incorporate the teaching of concepts related to the normal developmental stages of children 0 to 5.
Priority Consideration for Family Literacy Program Services
• Outreach to target population of African-American and Latino/Hispanic families. • Outreach to participants in rural or remote areas with limited access to community services.

Evaluation Requirements and Expectations

The Commission is committed to collecting systematic information that helps strengthen programs, improve outcomes, and documents the collective impact of F5SB efforts throughout the County. The Commission's results-based evaluation defines:

- The specific conditions F5SB seeks to improve for children and families.
- The evidence-based approaches F5SB believes will contribute to achieving results.
- What F5SB will measure to assess progress towards achieving program-level and Commission-level outcomes.

Through this direct service approach, Contractors will be required to track the number of children and families served, as well as demonstrate their ability to describe and document participant outcomes:

- Establish clear and measurable goals (performance targets) that are connected and relevant to Commission Level Outcomes described in Attachment A for each contract year,
- Devote adequate staff time to perform evaluation activities including data collection, data entry, utilization of First 5 database, submission of quarterly reports, trainings and meetings),
- Cooperate with the Commission's evaluation consultants and First 5 staff on evaluation activities, such as survey distribution, focus groups, and case studies,
- Use required First 5 tools and standardized assessments to ensure consistency and enhance the ability to measure collective impact and use updated tools as required
- Use F5SB's web-based data system for reporting within the requirements established by the Commission.

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity: Save the Children Federation, Inc.
Contract #: EC027
Dept/Division: U.S. Programs – California
Phone #: 505-803-4465
Project Name: Early Steps to School Success
Fax #: N/A
Mailing Address: 1253 Vivaz Ct.
Merced, CA 95348
Program Address: Varies – Multi site
Website: www.savethechildren.org/usa

PROGRAM CONTACT:

Name: Brenda Blasingame
Phone #: 559-301-9322
Title: Senior Early Childhood Development Specialist
Fax #: N/A
Email: bblasingame@savechildren.org

FISCAL CONTACT:

Name: Josh Madfis
Phone #: 505-803-4465
Title: Deputy Director, Programs
Fax #: N/A
Email: jmadfis@savechildren.org

CONTRACT REPRESENTATIVE:

Name: Josh Madfis
Phone #: 505-803-4465
Title: Deputy Director, Programs
Fax #: N/A
Email: jmadfis@savechildren.org

ADDITIONAL CONTACT:

Name:
Phone #:
Title:
Fax #:
Email:

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit **X Non-Profit**
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☒ Education	☐ Family	☐ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☐ Systems
☐ Oral Health	☒ **Literacy Services**		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic Location to service: 4 Cohort Locations
-County Line Cohort: Ft. Irwin, Baker, Hinkley & Trona
-Mountain Cohort: Big Bear Lake, Big Bear City & Sugarloaf
-Needles Cohort

Program Description and Commission Level Outcomes

Through their Early Steps to School Success program, Save the Children will provide home-based literacy services to children ages birth – 5 and their families to achieve the following outcomes:

150 Children are ready to enter and succeed in school
150 Children receive early screening and intervention for special needs

INVESTMENT:

Year	Amount
2013 - 2014	$ 280,000
2014 - 2015	$ 280,000
TOTAL	$ **560,000**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

							FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A		Contract Number
	Change			903			EC027
	Cancel						
Organization			Dept.	Orgn.			Contractor's License No.
Children and Families Commission			903	PROG			
Commission Representative			Telephone				Total Contract Amount
Cindy Faulkner, Operations Manager			909-386-7706				$560,000

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:_____

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2015	$560,000	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEELAY14	$280,000
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Family Literacy Services- Early Steps to School Success	13-14	280,000				
	14-15	280,000				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Save the Children Federation, Inc.

Department/Division

U.S. Programs- CA Office

Address

2000 L Street NW, Suite 500

Washington, DC 20036

Phone

(202) 640-6600

Federal ID No.

06-0726487

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	Keyed By

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall

procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $560,000 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$280,000	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$280,000	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Save the Children Federation, Inc.

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of

the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those

individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	SAVE THE CHILDREN FEDERATION, INC.
	Legal Entity
►	►
Authorized Signature	Authorized Signature
Linda Haugan	Kathy Spangler
Printed Name	Printed Name
Commission Chair	Vice President, U.S. Programs
Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Save the Children

Program Name: Early Steps to School Success

Contract #: EC027 **Fiscal Year (FY):** 2013 – 2014

Service Area: Desert and Mountain Regions(See below)

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s)}.*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children will enter school ready to learn	By June 30, 2014, 150 enrolled unduplicated children participants will improve literacy practices within guidelines of California Department of Education reading standards for Literature	Home Visitation utilizing the Early Steps to School Success Curriculum	Core	150 Children	**Child Intake/Exit** **Pre/Mid/Post First 5 Assessments** *Curriculum based assessments *Not submitted to First 5 but available upon request
Children will enter school ready to learn	By June 30, 2014, 150 children will receive a developmental screening within 30-45 days of enrollment and referred accordingly	Developmental Screening	Core	150 children	**ASQ-3**

Cohorts to be served:

Area	Community/Cities within Region	Facility Address where Early Steps Home Visitor will be based	Partnering School and/or District
County Line cohort	Ft. Irwin, Baker, Hinkley, Trona,	Crestline Elementary 2020 Monterey Avenue Barstow, CA 92311	Barstow Unified School District
Mountain cohort	Big Bear Lake, Big Bear City, Sugarloaf	Mom & Dad Project 1221 E. Big Bear Blvd. Big Bear City, CA 92314	Community Agency
Needles	Needles	TBD by First 5 Recommendation	Needles Unified School District

Fiscal Year: 2013-2014

Agency Signature: _____

ATTACHMENT B

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Save the Children Federation, Inc** CONTRACT # **EC027**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.11	Senior Specialist, ESSS	$ 6,825		$	$ 6,825	$ 6,825	$0	100.00%
2	1.00	Program Specialist	$ 54,220		$	$ 54,220	$ 54,220	$0	100.00%
3	0.10	Finance Support	$ 4,900		$	$ 4,900	$ 4,900	$0	100.00%
4	3.00	Early Childhood Home Visitors (4)	$ 103,464		$	$ 103,464	$ 103,464	$0	100.00%
	TOTAL SALARIES		$169,408.77	$0.00	$0.00	$ 169,409	$169,409	$0	100.00%
31		TOTAL BENEFITS	$ 42,352		$	$ 42,352	$42,352		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$211,760.96**	**$0.00**	**$0.00**	**$ 211,761**	**$211,761**	**$0**	**100.00%**
B.	**SERVICES & SUPPLIES**		**A**	**B**	**C**	**D**	**D**		**E**
1	PROGRAM MATERIALS/SUPPLIES		$ 3,900			$ 3,900	$ 3,900.00	$	100.00%
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$ 1,440			$ 1,440	$ 1,440.00	$	100.00%
5	STAFF DEVELOPMENT/TRAINING		$ 2,700			$ 2,700	$ 2,700.00	$	100.00%
6	EMPLOYEE MILEAGE/TRAVEL		$ 22,332			$ 22,332	$ 22,331.50	$	100.00%
9	POSTAGE		$ 480			$ 480	$ 480.00	$	100.00%
11	OFFICE SUPPLIES		$ 870			$ 870	$ 870.00	$	100.00%
13	RENT/LEASE BUILDING		$ 4,500			$ 4,500	$ 4,500.00	$	100.00%
15	UTILITIES (TELECOMMUNICATION)		$ 4,020			$ 4,020	$ 4,020.00		100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS								
	17.1		$			$ 0	$		
	PROFESSIONAL SERVICES - SUBTOTAL		$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)		$ 27,997			$ 27,997		$ 27,997	100.00%
	TOTAL SERVICES/SUPPLIES		**$68,238.97**	**$0.00**	**$0.00**	**$ 68,239**	**$40,241.50**	**$27,997.47**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Save the Children Federation, Inc** CONTRACT # **EC027**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 280,000	$	$	$ 280,000	$ 252,002	$ 27,997	100.00%
First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
Administrative Cost %				**100.00%**	**90.00%**	**10.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Save the Children Federation, Inc

CONTRACT # EC027

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Senior Specialist, ESSS	183.75	$ 6,825	$ -		$ -	$ 6,825	She/He will assist the Early Childhood Program Specialists with the overall program design and training related to ESSS project over the contract period. Specifically the Senior Specialist will work to ensure program goals are met by providing guidance, training, troubleshooting, and support to the Program Specialist.
2	Program Specialist	1750	$ 54,220	$ -		$ -	$ 54,220	The Program Specialists will focus on developing coordinators skills for home visitation program. They will provide on job training and TA to schools and coordinators on on-going basis. These are field positions with extensive amount of travel time required.
3	Finance Support	175	$ 4,900	$ -		$ -	$ 4,900	She/He will review and approve reimbursement requests. Process and track payments related to this project. Ensure compliance with sub-contract budget and objectives. Also will review and approve all STC staff reimbursement requests and deal with budget related inquiries.
4	Early Childhood Home Visitor	5250	$ 103,464	$ -		$ -	$ 103,464	The Early Childhood Home Visitors (Early Childhood Coordinators) are 4 on-site personnel who will deliver the program services to children and families in need.
TOTAL SALARIES			$ 169,409	$ -		$ -	$ 169,409	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Save the Children Federation, Inc

CONTRACT # EC027

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
31	Fringe Benefits		$ 42,352	$ -		$ -	$ 42,352	Fringe Benefits are charged at 25% of the total direct salary costs. The breakdown is provided below: FICA- 6.5% Medical – 10.5% 403b – 5% Workers comp – 0.4% TCN savings – 0.9% Accident – 0.6% Life Insurance – 0.3% Unemployment – 0.8%
TOTAL SALARIES & BENEFITS			$ 211,761	$ -		$ -	$ 211,761	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Save the Children Federation, Inc

CONTRACT # EC027

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 3,900	$ -		$ -	$ 3,900	Program materials and supplies costs include Raising A Reader (RAR) replacement books at an estimated $1000 per school for 3 schools for a total of $3,000. This also includes Curriculum replacement materials at $300 per school for 3 Schools for a total of $900.
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 1,440	$ -		$ -	$ 1,440	Food expense for classes/meetings cost include nutrious snacks, refreshments, and serving supplies for monthly Parent/Child Group activities and materials for activities at $40 per month per school for 3 schools. 40*12*3 = $1,440
5	STAFF DEVELOPMENT/TRAINING	$ 2,700	$ -		$ -	$ 2,700	Staff development and Training covers costs of PLG training and Cluster group trainings for 6 staff. 3 ECD coordinators and 3 management staff. Cost for cluster meeting is $25/person 3 times per year = $75/person for meals and supplies. PLG meetings are a cost of $375 per person for meals and travel accommodations (e.g. Staff mileage to and from event, and hotel accomadations).Total for PLG and cluster meetings is $450/person * 6 staff= $2,700. Total cost of training is $2,700.
6	EMPLOYEE MILEAGE/TRAVEL	$ 22,332	$ -		$ -	$ 22,332	Employee mileage/travel covers the following travel costs: an estimated 3 annual visits by Save the Children Senior EC Specialist and one annual visit by the National ECD Director to San Bernardino. This includes 4 RT tickets and associated fees (e.g. baggage fees, airport parking, shuttle fees, etc.) at $500 each for total of $2,000, Lodging and food for 20 days at $110 per day for a total of $2,200, Car Rental for 15 days at $50 per day for a total of $750. Total cost is $4,950. Mileage for ECD specialists / trainers for 6 trips per month is driving an average 75 miles a trip (4500 miles a year) at $0.565 per mile for total of $2,543 for the specialist. Mileage for 3 Early Childhood Coordinators 26,549 total miles per year at $0.565 per mile for a total of $15,000. Mileage for ECC's to attend annual training 600 miles at $0.565 per mile for a total of $339.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Save the Children Federation, Inc

CONTRACT # EC027

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
9	POSTAGE	$ 480	$ -		$ -	$ 480	Postage is budgeted at $50 per month x 12 months for postage and shipping for finance correspondence or program correspondence from remote locactions
11	OFFICE SUPPLIES	$ 870	$ -		$ -	$ 870	Office supply cost include ink cartridges and paper required for printing recruitment materials and program forms, binders and folders for document storage, pens, staples and other miscellaneous office supplies needed to perform required job duties at $290 per school for 3 schools.
13	RENT/LEASE BUILDING	$ 4,500	$ -		$ -	$ 4,500	Desk space for 3 Early Childhood Home Visitors at local school districts, community agencies and/or Head Start offices is calculated at $125/mo per desk for 3 staff. $125*3*12 = $6000.
15	UTILITIES (TELECOMMUNICATION)	$ 4,020	$ -		$ -	$ 4,020	Telecommunication cost covers $95.00 monthly black Barry charges for total of 1 FTE staff. Total of 95*12*1= $1140. Cell phones for 3 Early Childhood Coordinators $50/mo*3*12 months = $1,800. Internet service for 3 Early Childhood Coordinators $30/mo*3*12= $1080.
18	INDIRECT COSTS (AS APPROVED)	$ 27,997	$ -		$ -	$ 27,997	21.09% is non-contractual NICRA agreement indirect rate as approved through USAID for Save the Children. Save the Children is requesting only 10% of total project be covered by F5SB.
TOTAL SERVICES & SUPPLIES		$ 68,239	$ -		$ -	$ 68,239	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Save the Children Federation, Inc

CONTRACT # EC027

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
	TOTAL SUBCONTRACTORS	$ -	$ -		$ -	$ -	

ATTACHMENT B

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Save the Children Federation, Inc** CONTRACT # **EC027**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.11	Senior Specialist, ESSS	$ 6,825		$	$ 6,825	$ 6,825	$0	100.00%
2	1.00	Program Specialist	$ 54,220		$	$ 54,220	$ 54,220	$0	100.00%
3	0.10	Finance Support	$ 4,900		$	$ 4,900	$ 4,900	$0	100.00%
4	3.00	Early Childhood Home Visitors (4)	$ 103,464		$	$ 103,464	$ 103,464	$0	100.00%
	TOTAL SALARIES		$169,408.77	$0.00	$0.00	$ 169,409	$169,409	$0	100.00%
31		TOTAL BENEFITS	$ 42,352		$	$ 42,352	$42,352		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$211,760.96**	**$0.00**	**$0.00**	**$ 211,761**	**$211,761**	**$0**	**100.00%**
B.	**SERVICES & SUPPLIES**		**A**	**B**	**C**	**D**	**D**		**E**
1	PROGRAM MATERIALS/SUPPLIES		$ 3,900			$ 3,900	$ 3,900.00	$	100.00%
4	FOOD EXPENSE FOR CLASSES/MEETINGS		$ 1,440			$ 1,440	$ 1,440.00	$	100.00%
5	STAFF DEVELOPMENT/TRAINING		$ 2,700			$ 2,700	$ 2,700.00	$	100.00%
6	EMPLOYEE MILEAGE/TRAVEL		$ 22,332			$ 22,332	$ 22,331.50	$	100.00%
9	POSTAGE		$ 480			$ 480	$ 480.00	$	100.00%
11	OFFICE SUPPLIES		$ 870			$ 870	$ 870.00	$	100.00%
13	RENT/LEASE BUILDING		$ 4,500			$ 4,500	$ 4,500.00	$	100.00%
15	UTILITIES (TELECOMMUNICATION)		$ 4,020			$ 4,020	$ 4,020.00		100.00%
17	PROFESSIONAL SERVICES/CONSULTANTS								
	17.1		$			$ 0	$		
	PROFESSIONAL SERVICES - SUBTOTAL		$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)		$ 27,997			$ 27,997		$ 27,997	100.00%
	TOTAL SERVICES/SUPPLIES		**$68,238.97**	**$0.00**	**$0.00**	**$ 68,239**	**$40,241.50**	**$27,997.47**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **Save the Children Federation, Inc** CONTRACT # **EC027**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 280,000	$	$	$ 280,000	$ 252,002	$ 27,997	100.00%
First 5 Funding %	100.00%	0.00%	0.00%	100.00%			
Administrative Cost %				**100.00%**	**90.00%**	**10.00%**	

Family Literacy Development Services

First 5 San Bernardino (F5SB) is committed to increasing family literacy skills by investing in Family Literacy Development services for children ages birth through 5 in San Bernardino County. Through this RFP, F5SB seeks to:

- Educate families with children ages birth through 5 on the importance of literacy development activities at an early age.
- Provide literacy development support to families with children ages birth to 5 through research-based Family Literacy Programs.

Research shows that a child's brain develops the most between birth and age 5, tripling in size during the first year of life, and becoming fully formed by Kindergarten[1]. Children who are read to during this time develop reading skills such as awareness about written letters and phonics, and concepts about print conventions[1]. Children who have oral language proficiency and can process print do better in grades 1 through 3. If a child struggles to read by the third grade, the remaining school years could be a challenge. According to a United States Department of Education study, one-third of children in the United States enter Kindergarten without the literacy skills needed for success[2].

Investment Goals & Objectives

F5SB is seeking proposals with innovative strategies to reach a wide range of cultural, demographic, and income diverse families. The target population is families are have children that have not participated in literacy development activities through established programs, or could benefit from additional activities to enrich literacy competence.

In collaboration with stakeholders, our Advisory Committee(s), and experts in the field, F5SB has established objectives which shape the goals of this RFP as follows:

1. Develop and implement a culturally competent outreach plan for families with children ages birth to 5. Outreach may include, but are not limited to:
    - Organizations that have recreational enrichment programs (YMCA, United Way, Boys and Girls Club, etc.)
    - Local government entities (i.e. Parks and Recreation Departments, County, cities, tribal).
    - WIC Centers
    - Faith-Based Organizations
    - Pediatric health Providers
    - Community Centers
    - Libraries
    - Parent Teacher Association
    - University/College community service programs
    - Child-care planning consortiums or collaborative
2. Implement an early literacy development program that promotes parent/caretaker involvement to ensure that their birth through 5 child is at the appropriate reading level, and/or exposed to appropriate literacy materials. Program components shall include:
    - Education on the importance and benefits of literacy activities
    - Education on age-appropriate literacy levels and activities
3. Include provision of materials to participants, free of charge, to promote literacy/inform parents of California Department of Education Reading Standards for Literature for a child in Kindergarten which include:
    - Implement a researched-based program
    - With prompting and support, ask and answer questions about key details in a text
    - With prompting and support, retell familiar stories, including key details
    - With prompting and support, identify characters, settings, and major events in a story
    - Ask and answer questions about unknown words in a text
    - Recognize common types of texts (e.g., storybooks, poems, fantasy, realistic text)
    - With prompting and support, name the author and illustrator of a story and define the role of each in telling the story[3]
4. Ensure that children are given the opportunity to be literate in English through service to families in a culturally sensitive manner.

[1] Jumpstart. America's Early Childhood Literacy Gap. Web. 2009
[2] Landry, Susan. Effective Early Childhood Learning Programs: Turning Knowledge Into Action. Web. 2005.
[3] California Department of Education. Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects for California Public Schools Kindergarten Through Grade Twelve. Web. 2013.

5. Recognize signs of potential learning disabilities in children and make an appropriate referral if necessary.

While it is the intention of the Commission to maximize the opportunity for children to meet the California Department of Education standards, this initiative is not intended to duplicate or supplant services that are already offered at traditional structured school settings, (i.e. charter/private/ public school districts, preschools, Head-Start, First 5 funded preschool programs).

Strategy: Early Education

GOALS	SERVICE DELIVERY APPROACH	INDICATORS
Children are ready to enter and succeed in school	Home Visitation, Community Based	Increased family literacy skills
Children live in a home environment supportive of learning.	Home visitation, Community Based	Increased family literacy skills

Funding Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements also apply to Family Literacy Development Services applicants:

Family Literacy Program Services Funding Requirements and Expectations
• Must serve children ages birth through 5. • Must have at least two years of experience conducting literacy development activities. • Must demonstrate familiarity with the demographics of the proposed population. • Must use a research-based curriculum that prepares children to meet California Department of Education Common Core Standards. • Provide quantity of sessions consistent with the fidelity of the chosen curriculum. • Must utilize the ASQ-3 to screen for developmental milestones in children ages 0 to 5, and make appropriate referrals as necessary. • Must incorporate the teaching of concepts related to the normal developmental stages of children 0 to 5.
Priority Consideration for Family Literacy Program Services
• Outreach to target population of African-American and Latino/Hispanic families. • Outreach to participants in rural or remote areas with limited access to community services.

Evaluation Requirements and Expectations

The Commission is committed to collecting systematic information that helps strengthen programs, improve outcomes, and documents the collective impact of F5SB efforts throughout the County. The Commission's results-based evaluation defines:

- The specific conditions F5SB seeks to improve for children and families.
- The evidence-based approaches F5SB believes will contribute to achieving results.
- What F5SB will measure to assess progress towards achieving program-level and Commission-level outcomes.

Through this direct service approach, Contractors will be required to track the number of children and families served, as well as demonstrate their ability to describe and document participant outcomes:

- Establish clear and measurable goals (performance targets) that are connected and relevant to Commission Level Outcomes described in Attachment A for each contract year,
- Devote adequate staff time to perform evaluation activities including data collection, data entry, utilization of First 5 database, submission of quarterly reports, trainings and meetings),
- Cooperate with the Commission's evaluation consultants and First 5 staff on evaluation activities, such as survey distribution, focus groups, and case studies,
- Use required First 5 tools and standardized assessments to ensure consistency and enhance the ability to measure collective impact and use updated tools as required
- Use F5SB's web-based data system for reporting within the requirements established by the Commission.

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity: University Enterprises Corporation at CSUSB
Contract: EC023

Dept/Division: Watson Literacy Project
Phone #: 909-537-5027

Project Name: CSUSB Family Literacy Project
Fax #: 909-537-7028

Mailing Address: 5500 University Parkway
San Bernardino, CA 92407-2318
Program Address:

Website: http://literacy.csusb.edu/affiliates_watsonhtml

PROGRAM CONTACT:

Name: Catherine Terrell
Phone #: 909-537-5697

Title: Interim Director, Watson Literacy Center
Fax #: 909-537-7028

Email: cterrell@csusb.edu

FISCAL CONTACT:

Name: Diane Trujillo
Phone #: 909-537-5929

Title: Director, Sponsored Programs Admin.
Fax #: 909-537-7028

Email: dianet@csusb.edu

CONTRACT REPRESENTATIVE:

Name: Diane Trujillo
Phone #: 909-537-5929

Title: Director, Sponsored Programs Admin.
Fax #: 909-537-7028

Email: dianet@csusb.edu

ADDITIONAL CONTACT:

Name: Rachel Weiss
Phone #: 909-537-5027

Title: Interim Director, Research & Sponsored Prog.
Fax #: 909-537-7028

Email: rweiss@csusb.edu

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☐ County Government Agency
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☒ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☒ Education	☒ Family	☐ Community
☐ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☒ Parent Education	☐ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal	☒ Family Literacy		
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic Location to service: San Bernardino

Program Description and Commission Level Outcomes:
The CSUSB Family Literacy project will provide the Express Program to children birth-5 and their families.

192 Children are ready to enter and succeed in school
192 Children receive early screening and intervention for special needs

INVESTMENT:

Year	Amount
2013 - 2014	$ 70,361
2014 - 2015	$ 70,277
TOTAL	$ **140,638**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

							FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A	Contract Number	
	Change			903		EC023	
	Cancel						
Organization			Dept.	Orgn.		Contractor's License No.	
Children and Families Commission			903	PROG			
Commission Representative			Telephone			Total Contract Amount	
Cindy Faulkner, Operations Manager			909-386-7706			$140,638	

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2015	$140,638	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	EEELAY14	$70,361
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Literacy Services- Express Program	13-14	$70,361				
	14-15	$70,277				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

University Enterprises Corporation at CSUSB

Department/Division

Sponsored Programs Administration

Address

5500 University Parkway

San Bernardino, CA 92407-2318

Phone

(909) 537-5929

Federal ID No.

95-6067343

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	**Keyed By**

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014, Requirements and Expectations, Attachment C. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended for Fiscal Year 2014-2015 to list the specific quantitative targets for the respective year.

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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and

maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the

investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable

policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will

conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $140,638 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2013-14	$70,361	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	$70,277	July 1, 2014 through June 30, 2015

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2015, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: University Enterprises Corporation at CSUSB
5500 University Parkway
San Bernardino, CA 92407-2318

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432, and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov.

Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If

the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A, B and C inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A, B and C are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	UNIVERSITY ENTERPRISES CORPORATION AT CSUSB Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Printed Name
Commission Chair Title	Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: UEC at CSUSB

Program Name: Express Program

Contract #: EC023 **Fiscal Year (FY):** 2013 – 2014

Service Area: San Bernardino

Commission Level Outcome	Performance Objective	Service Activity *(The services or activities that are provided or conducted as part of achieving the program goal(s))*	Core or Aggregate	Client Target *(Expected # of unduplicated clients receiving service and client type)*	Verification Method *(How you will measure)*
Children are ready to enter and succeed in school	By June 30, 2014, 192 enrolled unduplicated children participants will improve literacy practices within guidelines of California Department of Education reading standards for Literature	Child Literacy Session Center based group instruction using Literacy Express Curriculum Home visits as necessary	Core	192 Children	**Child Intake/Exit** **Pre/Mid/Post First 5 assessments** Curriculum based assessments* Home visit case notes* *Not submitted to First 5 but available upon request
Children receive early screening and intervention for special needs	By June 30, 2014, 192 children will receive a developmental screening within 30-45 days of enrollment and referred accordingly	Developmental Screening	Core	192 Children	**ASQ-3**

Fiscal Year: 2013-2014

Agency Signature: _____

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **University Enterprises Corporation at CSUSB** CONTRACT # **EC023**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	A. SALARIES & BENEFITS		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.24	Project Director	$ 14,000	$	$	$ 14,000	$ 10,500.00	$3,500.00	100.00%
2	0.40	Literacy Tutor (2) (undergrads)	$ 8,400	$	$	$ 8,400	$ 8,400.00	$0.00	100.00%
3	0.24	Family Component Presenter/Liaison	$ 9,000	$	$	$ 9,000	$ 9,000.00	$0.00	100.00%
4	0.28	Clerical (undergraduate)	$ 6,000	$	$	$ 6,000	$	$6,000.00	100.00%
5	0.40	Literacy Tutor (2) (undergrads)	$ 8,400	$ 8,400		$ 0			0.00%
	TOTAL SALARIES		$45,800.00	$8,400.00	$0.00	$ 37,400	$27,900.00	$9,500.00	81.66%
31		TOTAL BENEFITS	$ 2,574	$	$	$ 2,574	$ 2,574.00		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$48,374.00**	**$8,400.00**	**$0.00**	**$ 39,974**	**$30,474.00**	**$9,500.00**	**82.64%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **University Enterprises Corporation at CSUSB** CONTRACT # **EC023**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 8,800	$	$	$ 8,800	$ 8,800.00	$	100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 11,600	$	$	$ 11,600	$ 11,600.00	$	100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS				$ 0			
5	STAFF DEVELOPMENT/TRAINING	$ 900	$	$	$ 900	$ 900.00	$	100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,450	$	$	$ 1,450	$ 1,450.00	$	100.00%
7	ADVERTISEMENTS				$ 0			
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES				$ 0			
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING	$ 150,150	$	$ 150,150	$ 0	$	$	0.00%
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)	$ 7,637	$	$	$ 7,637	$	$ 7,637	100.00%
	TOTAL SERVICES/SUPPLIES	**$180,537.00**	**$0.00**	**$150,150.00**	**$ 30,387**	**$22,750.00**	**$7,637.00**	**16.83%**

PROGRAM BUDGET

FISCAL YEAR 2013-2014

AGENCY NAME **University Enterprises Corporation at CSUSB** CONTRACT # **EC023**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractor				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 228,911	$ 8,400	$ 150,150	$ 70,361	$ 53,224	$ 17,137	30.74%
First 5 Funding %		100.00%	3.67%	65.59%	30.74%			
Administrative Cost %					**107.84%**	**75.64%**	**32.20%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Project Director	500	$ 14,000	$ -		$ -	$ 14,000	Catherine Terrell, Project Director, who has extensive experience working in literacy and education, serves as Interim Director of the CSUSB Watson Literacy Center and will be reponsible for overall project management, data interpretation, and overseeing student tutors (0.25 FTE annual effort in YR1 and YR2; 500 hours x $28/hr).
2	Literacy Tutor (2) (undergrads)	840	$ 8,400	$ -		$ -	$ 8,400	Undergraduate students, Tutors recruited from the Human Development studies program (2 tutors will work approximately 840 hours in YR1 at $10/hour) will assist the Project Director and tutor participants in groups.Please see provided Work-Flow-Plan for more details.
3	Family Component Presenter/Liaison	500	$ 9,000	$ -		$ -	$ 9,000	Parents-as-Teachers trained Family Liaison and Presenter will work with families to provide a series of family literacy sessions concentrating on literacy activities for home use. Sessions will emphasize the importance and benefits of home-based literacy activities. Consistency with literacy lessons presented to the children will be maintained. The family liaison will increase integration of the activities learned during presentations in the Center during home visits. Home visits will emphasize the importance of literacy development activities during the preschool years and provide literacy development support to families. In the context of the home, the family liaison will individualize information provided to families and include age-appropriate literacy levels and additional activities. The liaison will administer the ASQ-3 screening within a home visit. (approximately 10 hours a week at $18/hr in YR1 and YR2).

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
4	Clerical (undergraduate)	600	$ 6,000	$ -		$ -	$ 6,000	Undergraduate student will provide clerical and administrative support to the project (approximately 12 hours a week at $10/hr in project YR1 and YR2).
5	Literacy Tutor (2) (undergrads)	840	$ 8,400	$ 8,400		$ -	$ -	Paid for by Federal Work Study - there are no fringe benefits associated with this position - (2 tutors will work approximately 840 hours in YR1 at $10/hour) will assist the Project Director and tutor participants in groups. Please see provided Work-Flow-Plan for more details.
TOTAL SALARIES			$ 45,800	$ 8,400		$ -	$ 37,400	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	Benefits	$ 2,574	$ -		$ -	$ 2,574	Fringe Benefits are included (for lines 2, 3, 4 above - students and family liaison only) and include the following items: FICA; Retirement; Health, Dental, Vision, and Life Insurance; Unemployment, and Worker's Compensation. The student and non-clerical part-time benefits rate is 11%.
TOTAL SALARIES & BENEFITS		$ 48,374	$ 8,400		$ -	$ 39,974	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 8,800	$ -		$ -	$ 8,800	Materials and Supplies includes costs for Literacy Express Curriculum (2 classes each year at $2660 per class which includes implementation materials; $5320 YR1 and YR2) Additional supplies include the purchase of books, paper, pencils, crayons, paint, construction paper, tissue paper, CDs, CD player, scissors, glue, tissue paper, cups, soil, seeds, magnetic letters, alphabet cards, white board markers and erasers; estimated at approximatelty $15 per child per quarter (4 quarters). 232 participants YR1; approx $3480.
2	PARTICIPANT SUPPORT/INCENTIVES	$ 11,600	$ -		$ -	$ 11,600	Participant Support/Incentives include funds for parking permits at CSUSB campus (estimated at $50 per child per quarter) for children/families participating in the Center. Parking permits are mandatory for all vehicles and families will receive a prking citation without a permit. Parking permits are not needed for community-based program. (10 weeks x $5 parking per quarter)
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ -	$ -		$ -	$ -	
5	STAFF DEVELOPMENT/TRAINING	$ 900	$ -		$ -	$ 900	Staff Development/Training allocates funds for curriculum training presented by the Florida Department of Education for 3 participants per project year (estimated at $900/yr in YR1and YR2).
6	EMPLOYEE MILEAGE/TRAVEL	$ 1,450	$ -		$ -	$ 1,450	It was determined that it was more cost effective to bring the Curriculum teacher from Florida for training to CSUSB than it was to travel to Florida for training.Therefore, employee Mileage/Travel allocates funds for travel for one teacher rfom Florida to come to CSUSB to train our teachers (approx $1450 per participant, estimated at $800 Air, $350 lodging, $300 per diem).

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ -	$ -		$ -	$ -	
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ -	$ -		$ -	$ -	
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ 150,150	$ -		$ 150,150	$ -	Contributed space for the Literacy Center on the CSUSB campus for project utlization including buliding space, maintenance, utilities, and applicable insurances (capital planning estimates the space at 5500 square feet x approximately $9.10/sq. ft. x 12 months x 25% utilization = $150,150 contribued facilities by CSUSB in project YR1 and YR2).
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 7,637	$ -		$ -	$ 7,637	CSUSB has a federally negotiated indirect cost rate of 43% of modified total direct costs but has reduced that rate to 15% (minus participant incentives) for First 5 of San Bernardino.
TOTAL SERVICES & SUPPLIES		$ 180,537	$ -		$ 150,150	$ 30,387	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
6		$ -	$ -		$ -	$ -	
7		$ -	$ -		$ -	$ -	
8		$ -	$ -		$ -	$ -	
9		$ -	$ -		$ -	$ -	
10		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **University Enterprises Corporation at CSUSB** CONTRACT # **EC023**

		DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.		**SALARIES & BENEFITS**	**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.24	Project Director	$ 14,000	$	$	$ 14,000	$ 10,500.00	$3,500.00	100.00%
2	0.46	Literacy Tutor (2) (undergrads)	$ 9,600	$	$	$ 9,600	$ 9,600.00	$0.00	100.00%
3	0.24	Family Component Presenter/Liaison	$ 9,000	$	$	$ 9,000	$ 9,000.00	$0.00	100.00%
4	0.28	Clerical (undergraduate)	$ 6,000	$	$	$ 6,000		$6,000.00	100.00%
5	0.46	Literacy Tutor (2) (undergrads)	$ 9,600	$ 9,600		$ 0			0.00%
	TOTAL SALARIES		$48,200.00	$9,600.00	$0.00	$ 38,600	$29,100.00	$9,500.00	80.08%
31		TOTAL BENEFITS	$ 2,706			$ 2,706	$ 2,706.00		100.00%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$50,906.00**	**$9,600.00**	**$0.00**	**$ 41,306**	**$31,806.00**	**$9,500.00**	**81.14%**

PROGRAM BUDGET

FISCAL YEAR 2014-2015

AGENCY NAME **University Enterprises Corporation at CSUSB** CONTRACT # **EC023**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 8,800	$	$	$ 8,800	$ 8,800.00	$	100.00%
2	PARTICIPANT SUPPORT/INCENTIVES	$ 11,000	$	$	$ 11,000	$ 11,000.00	$	100.00%
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS				$ 0			
5	STAFF DEVELOPMENT/TRAINING	$ 900			$ 900	$ 900.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$ 339	$	$	$ 339	$ 339.00	$	100.00%
7	ADVERTISEMENTS	$ 200			$ 200	$ 200.00		100.00%
8	PRINTING				$ 0			
9	POSTAGE				$ 0			
10	SUBSCRIPTIONS				$ 0			
11	OFFICE SUPPLIES				$ 0			
12	OFFICE EQUIPMENT				$ 0			
13	RENT/LEASE BUILDING	$ 150,150	$	$ 150,150	$ 0	$	$	0.00%
14	BUILDING/EQUIPMENT MAINTENANCE				$ 0			
15	UTILITIES				$ 0			
16	INSURANCE / TAXES / LICENSES				$ 0			
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1				$ 0			
	17.2				$ 0			
	17.3				$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$	$	$	$ 0	$	$	
18	INDIRECT COSTS (AS APPROVED)	$ 7,732	$	$	$ 7,732	$	$ 7,732	100.00%
	TOTAL SERVICES/SUPPLIES	**$179,121.00**	**$0.00**	**$150,150.00**	**$ 28,971**	**$21,239.00**	**$7,732.00**	**16.17%**

PROGRAM BUDGET
FISCAL YEAR 2014-2015

AGENCY NAME **University Enterprises Corporation at CSUSB** CONTRACT # **EC023**

DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS		**A**	**B**	**C**	**D**	**ER**		**E**
	SUBCONTRACTS - AGENCY NAME							
1	No Subcontractor				$ 0			
2					$ 0			
3					$ 0			
4					$ 0			
5					$ 0			
6					$ 0			
7					$ 0			
8					$ 0			
9					$ 0			
10					$ 0			
TOTAL SUBCONTRACTS		**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET		$ 230,027	$ 9,600	$ 150,150	$ 70,277	$ 53,045	$ 17,232	30.55%
First 5 Funding %		100.00%	4.17%	65.27%	30.55%			
Administrative Cost %					**107.97%**	**75.48%**	**32.49%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Project Director	500	$ 14,000	$ -		$ -	$ 14,000	Catherine Terrell, Project Director, who has extensive experience working in literacy and education, serves as Interim Director of the CSUSB Watson Literacy Center and will be reponsible for overall project management, data interpretation, and overseeing student tutors (0.25 FTE annual effort in YR1 and YR2; 500 hours x $28/hr).
2	Literacy Tutor (2) (undergrads)	960	$ 9,600	$ -		$ -	$ 9,600	Undergraduate students, Tutors recruited from the Human Development studies program (2 tutors will work approximately 960 hours in YR2 at $10/hour) will assist the Project Director and tutor participants in groups. Please see provided Work-Flow-Plan for more details.
3	Family Component Presenter/Liaison	500	$ 9,000	$ -		$ -	$ 9,000	Parents-as-Teachers trained Family Liaison and Presenter will work with families to provide a series of family literacy sessions concentrating on literacy activities for home use. Sessions will emphasize the importance and benefits of home-based literacy activities. Consistency with literacy lessons presented to the children will be maintained. The family liaison will increase integration of the activities learned during presentations in the Center during home visits. Home visits will emphasize the importance of literacy development activities during the preschool years and provide literacy development support to families. In the context of the home, the family liaison will individualize information provided to families and include age-appropriate literacy levels and additional activities. The liaison will administer the ASQ-3 screening within a home visit. (approximately 20 hours a week at $18/hr in YR2).

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
4	Clerical (undergraduate)	600	$ 6,000	$ -		$ -	$ 6,000	Undergraduate student will provide clerical and administrative support to the project (approximately 12 hours a week at $10/hr in project YR1 and YR2).
5	Literacy Tutor (2) (undergrads)	960	$ 9,600	$ 9,600		$ -	$ -	Paid for by Federal Work Study - there are no fringe benefits associated with this position - (2 tutors will work approximately 960 hours in YR1 at $10/hour) will assist the Project Director and tutor participants in groups.Please see provided Work-Flow-Plan for more details.
TOTAL SALARIES			$ 48,200	$ 9,600		$ -	$ 38,600	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31		$ 2,706	$ -		$ -	$ 2,706	Fringe Benefits are included (for lines 2, 3, 4 above - students and family liaison only) and include the following items: FICA; Retirement; Health, Dental, Vision, and Life Insurance; Unemployment, and Worker's Compensation. The student and non-clerical part-time benefits rate is 11%.
TOTAL SALARIES & BENEFITS		$ 50,906	$ 9,600		$ -	$ 41,306	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 8,800	$ -		$ -	$ 8,800	Materials and Supplies includes costs for Literacy Express Curriculum (2 classes each year at $2660 per class which includes implementation materials; $5320 YR1 and YR2) Additional supplies include the purchase of books, paper, pencils, crayons, paint, construction paper, tissue paper, CDs, CD player, scissors, glue, tissue paper, cups, soil, seeds, magnetic letters, alphabet cards, white board markers and erasers; estimated at approximatelty $15 per child per quarter (4 quarters). 232 participants YR2; $3480
2	PARTICIPANT SUPPORT/INCENTIVES	$ 11,000	$ -		$ -	$ 11,000	Participant Support/Incentives include funds for parking permits at CSUSB campus (estimated at $50 per child per quarter) for children/families participating in the Center. Parking permits are mandatory for all vehicles and families will receive a prking citation without a permit. Parking permits are not needed for community-based program. (10 weeks x $5 parking per quarter)
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ -	$ -		$ -	$ -	
5	STAFF DEVELOPMENT/TRAINING	$ 900	$ -		$ -	$ 900	Staff Development/Training allocates funds for curriculum training presented by the Florida Department of Education for 3 participants per project year (estimated at $900/yr in YR1and YR2).
6	EMPLOYEE MILEAGE/TRAVEL	$ 339	$ -		$ -	$ 339	Mileage reimbursement costs in project YR2 for project staff travel to establish other literacy sites is estimated at approximately 600 miles x $0.565/mile (state reimbursement mileage rate).
7	ADVERTISEMENTS	$ 200	$ -		$ -	$ 200	Advertisements allocates funds for community outreach, including print media and flyers in project YR2, for reaching/establishing off-site centers and participants.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
8	PRINTING		$ -		$ -	$ -	
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ -	$ -		$ -	$ -	
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ 150,150	$ -		$ 150,150	$ -	Rent/Lease Buliding contributes space for the Literacy Center on the CSUSB campus for project utlization including buliding space, maintenance, utilities, and applicable insurances (capital planning estimates the space at 5500 square feet x approximately $9.10/sq. ft. x 12 months x 25% utilization = $150,150 contribued facilities by CSUSB in project YR1 and YR2).
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ -	$ -		$ -	$ -	
18	INDIRECT COSTS (AS APPROVED)	$ 7,732	$ -		$ -	$ 7,732	Indirect Costs: CSUSB has a federally negotiated indirect cost rate of 43% of modified total direct costs but has reduced that rate to 15% (minus participant incentives) for First 5 of San Bernardino.
TOTAL SERVICES & SUPPLIES		$ 179,121	$ -		$ 150,150	$ 28,971	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME University Enterprises Corporation at CSUSB

CONTRACT # EC023

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2	0	$ -	$ -		$ -	$ -	
3	0	$ -	$ -		$ -	$ -	
4	0	$ -	$ -		$ -	$ -	
5	0	$ -	$ -		$ -	$ -	
6	0	$ -	$ -		$ -	$ -	
7	0	$ -	$ -		$ -	$ -	
8	0	$ -	$ -		$ -	$ -	
9	0	$ -	$ -		$ -	$ -	
10	0	$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	

Family Literacy Development Services

First 5 San Bernardino (F5SB) is committed to increasing family literacy skills by investing in Family Literacy Development services for children ages birth through 5 in San Bernardino County. Through this RFP, F5SB seeks to:

- Educate families with children ages birth through 5 on the importance of literacy development activities at an early age.
- Provide literacy development support to families with children ages birth to 5 through research-based Family Literacy Programs.

Research shows that a child's brain develops the most between birth and age 5, tripling in size during the first year of life, and becoming fully formed by Kindergarten[1]. Children who are read to during this time develop reading skills such as awareness about written letters and phonics, and concepts about print conventions[1]. Children who have oral language proficiency and can process print do better in grades 1 through 3. If a child struggles to read by the third grade, the remaining school years could be a challenge. According to a United States Department of Education study, one-third of children in the United States enter Kindergarten without the literacy skills needed for success[2].

Investment Goals & Objectives

F5SB is seeking proposals with innovative strategies to reach a wide range of cultural, demographic, and income diverse families. The target population is families are have children that have not participated in literacy development activities through established programs, or could benefit from additional activities to enrich literacy competence.

In collaboration with stakeholders, our Advisory Committee(s), and experts in the field, F5SB has established objectives which shape the goals of this RFP as follows:

1. Develop and implement a culturally competent outreach plan for families with children ages birth to 5. Outreach may include, but are not limited to:
    - Organizations that have recreational enrichment programs (YMCA, United Way, Boys and Girls Club, etc.)
    - Local government entities (i.e. Parks and Recreation Departments, County, cities, tribal).
    - WIC Centers
    - Faith-Based Organizations
    - Pediatric health Providers
    - Community Centers
    - Libraries
    - Parent Teacher Association
    - University/College community service programs
    - Child-care planning consortiums or collaborative
2. Implement an early literacy development program that promotes parent/caretaker involvement to ensure that their birth through 5 child is at the appropriate reading level, and/or exposed to appropriate literacy materials. Program components shall include:
    - Education on the importance and benefits of literacy activities
    - Education on age-appropriate literacy levels and activities
3. Include provision of materials to participants, free of charge, to promote literacy/inform parents of California Department of Education Reading Standards for Literature for a child in Kindergarten which include:
    - Implement a researched-based program
    - With prompting and support, ask and answer questions about key details in a text
    - With prompting and support, retell familiar stories, including key details
    - With prompting and support, identify characters, settings, and major events in a story
    - Ask and answer questions about unknown words in a text
    - Recognize common types of texts (e.g., storybooks, poems, fantasy, realistic text)
    - With prompting and support, name the author and illustrator of a story and define the role of each in telling the story[3]
4. Ensure that children are given the opportunity to be literate in English through service to families in a culturally sensitive manner.

[1] Jumpstart. America's Early Childhood Literacy Gap. Web. 2009
[2] Landry, Susan. Effective Early Childhood Learning Programs: Turning Knowledge Into Action. Web. 2005.
[3] California Department of Education. Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects for California Public Schools Kindergarten Through Grade Twelve. Web. 2013.

5. Recognize signs of potential learning disabilities in children and make an appropriate referral if necessary.

While it is the intention of the Commission to maximize the opportunity for children to meet the California Department of Education standards, this initiative is not intended to duplicate or supplant services that are already offered at traditional structured school settings, (i.e. charter/private/ public school districts, preschools, Head-Start, First 5 funded preschool programs).

Strategy: Early Education

GOALS	SERVICE DELIVERY APPROACH	INDICATORS
Children are ready to enter and succeed in school	Home Visitation, Community Based	Increased family literacy skills
Children live in a home environment supportive of learning.	Home visitation, Community Based	Increased family literacy skills

Funding Requirements and Expectations

Proposers meeting the minimum requirements are encouraged to apply. In addition to the minimum requirements outlined in the RFP, these specific and targeted program requirements also apply to Family Literacy Development Services applicants:

Family Literacy Program Services Funding Requirements and Expectations
• Must serve children ages birth through 5. • Must have at least two years of experience conducting literacy development activities. • Must demonstrate familiarity with the demographics of the proposed population. • Must use a research-based curriculum that prepares children to meet California Department of Education Common Core Standards. • Provide quantity of sessions consistent with the fidelity of the chosen curriculum. • Must utilize the ASQ-3 to screen for developmental milestones in children ages 0 to 5, and make appropriate referrals as necessary. • Must incorporate the teaching of concepts related to the normal developmental stages of children 0 to 5.
Priority Consideration for Family Literacy Program Services
• Outreach to target population of African-American and Latino/Hispanic families. • Outreach to participants in rural or remote areas with limited access to community services.

Evaluation Requirements and Expectations

The Commission is committed to collecting systematic information that helps strengthen programs, improve outcomes, and documents the collective impact of F5SB efforts throughout the County. The Commission's results-based evaluation defines:

- The specific conditions F5SB seeks to improve for children and families.
- The evidence-based approaches F5SB believes will contribute to achieving results.
- What F5SB will measure to assess progress towards achieving program-level and Commission-level outcomes.

Through this direct service approach, Contractors will be required to track the number of children and families served, as well as demonstrate their ability to describe and document participant outcomes:

- Establish clear and measurable goals (performance targets) that are connected and relevant to Commission Level Outcomes described in Attachment A for each contract year,
- Devote adequate staff time to perform evaluation activities including data collection, data entry, utilization of First 5 database, submission of quarterly reports, trainings and meetings),
- Cooperate with the Commission's evaluation consultants and First 5 staff on evaluation activities, such as survey distribution, focus groups, and case studies,
- Use required First 5 tools and standardized assessments to ensure consistency and enhance the ability to measure collective impact and use updated tools as required
- Use F5SB's web-based data system for reporting within the requirements established by the Commission.

AGENDA ITEM 11
JUNE 19, 2013 **11**

Subject	Contract with Children's Network for **S**creening, **A**ssessment, **R**eferral and **T**reatment (SART) Coordinator
Recommendations	Approve Contract SI016 with Children's Network in the amount of $170,139 for the provision of services provided by the **S**creening, **A**ssessment, **R**eferral and **T**reatment (SART) Coordinator for Fiscal Year 2013-2014. (Affected Districts: All) (Presenter: Christopher Espinoza, Staff Analyst II, 387-1526)

Background Information

Since 2004, the First 5 San Bernardino Commission has invested in the comprehensive Screening Assessment Referral and Treatment (SART) initiative, a tremendous effort toward changing systems of care for children in San Bernardino County. This year the SART initiative is expanding to include Early Identification & Intervention Services (EIIS). EIIS are services and activities directed toward individuals and families for whom a short-duration, relatively low-intensity intervention is appropriate to measurably improve a mental health problem or concern very early in its manifestation. The contract being recommended for approval as part of this effort has a fully operational coordination system yielding quality outcomes for the six SART/EIIS centers throughout the County to build capacity as well as develop "best practice" policies for this 0-5 Comprehensive Treatment model of care.

This financial collaboration between First 5 San Bernardino and the Department of Behavioral Health (DBH) along with our partners from Children and Family Services (CFS), Department of Public Health (DPH), Children's Network, and Preschool Services Department (PSD) aims at changing systems of care for children in San Bernardino County; making the full development of the SART model of care possible.

Children's Network – SART Coordinator
Children's Network is the Child Policy Council lead for a trans-disciplinary countywide collaborative. As the SART Coordinator this agency promotes the implementation of research based strategy for prevention, intervention, and clinical treatment services for at-risk children ages 0-5 and their families.

As the SART Coordinator this agency will provide continued leadership and support for County and Community system linkages/supports. They will also provide the leadership to facilitate the successful implementation and ongoing operation of SART/EIIS services through the SART contract providers and their supporting partner agencies.

The SART Coordinator's scope of services includes supporting the SART Model of Care. The Coordinator will work closely with DBH and First 5 staff to review, assess and provide feedback on the functionality of the Model of Care; coordinate and participate in scheduled meetings and trainings and assist First 5 San Bernardino staff in general program implementation which may include logistics.

Under the direction of, and in coordination with First 5 San Bernardino staff, the Coordinator possesses the qualities listed below as well as has an understanding and desire to achieve the following deliverables:

- ✓ Works collaboratively with County Government agencies and

Community Based Organizations.

- ✓ Works effectively with individuals and teams with diverse strengths and varying backgrounds.
- ✓ Facilitates conversations with multiple stakeholders.
- ✓ Serves providers with clinical capabilities providing opportunities for "on the job" training and expanding professional development that would support the system of care.
- ✓ Provides continued leadership and support for County and Community systems.
- ✓ Facilitates with the Department of Behavioral Health the successful implementation and ongoing operation of the SART system of care and SART/EIIS contract providers.
- ✓ Establishes supporting structures needed to sustain and enrich the Model of Care.
- ✓ Oversees a group comprised of participating public and private agencies to develop mutual problem-solving, evaluation, and long term planning.
- ✓ Manages and co-facilitates SART Policy/Outcome Committee to address federal, state, and local policies that negatively impact young children and their families.

Pending Commission approval, these services provided by the SART Coordinator will be offered as part of the SART/EIIS 0-5 Comprehensive Treatment collaborative effort.

Financial Impact	Total financial investment of $170,139 for Fiscal Year 2013-2014.
Review	Regina Coleman, Commission Counsel

Report on Action as taken	
Action:	
Moved:	**Second:**
In Favor:	
Opposed:	
Abstained:	
Comments:	
Witnessed:	

PROGRAM OUTLINE DOCUMENT 2013-2014

AGENCY INFORMATION:

Legal Entity:	County of San Bernardino	Contract:	SI016
Dept/Division:	Children's Network	Phone #:	(909) 383 - 9677
Project Name:	Countywide SART	Fax #:	(909) 383 - 9688
Address:	825 E. Hospitality Ln. 2nd Floor San Bernardino, CA 92415		
Website:	http://hsnet/cnet/		

PROGRAM CONTACT:

Name:	Amy Cousineau	Phone #:	(909) 383 - 9696
Title:	Network Officer	Fax #:	(909) 383 - 9688
Email:	acousineau@hss.sbcounty.gov		

FISCAL CONTACT:

Name:	Kathy Turnbull	Phone #:	(909) 383 - 9758
Title:	Associate Network Officer	Fax #:	

CONTRACT REPRESENTATIVE:

Name:		Phone #:	
Title:		Fax #:	
Email:			

ADDITIONAL CONTACT:

Name:		Phone #:	
Title:		Fax #:	
Email:			

TYPE OF AGENCY:

- ☐ School Districts
  - ☐ K-8 ☐ K-12
- ☐ Community Based Organization
- ☒ County Government Agency/Dept.
- ☐ Private Entity/Institution
  - ☐ For Profit ☐ Non-Profit
- ☐ County/State Educational Institution
- ☐ Faith Based Organization
- ☐ Other Government Agency
- ☐ Other - please describe: _____

FIRST 5 FOCUS AREA:

Strategies:

☐ Health	☐ Education	☐ Family	☒ Community
☒ SART	☐ Pre-K Academy	☐ Resource Center and Case Management	☐ Healthy Cities
☐ Health Care Access	☐ Preschool	☐ Parent Education	☒ Systems
☐ Oral Health	☐ Home Visitation		
☐ Primary Care Services	☐ Infant Toddler		
☐ Perinatal			
☐ Asthma/Bronchitis			
☐ Obesity			

Geographic area to serve: Countywide

OBJECTIVES:

Systems sustain progress and services achieve desired results

Performance Target #1 – By June 30th, 2014 the SART Coordinator will organize and educate SART/EIIS stakeholders on the SART/EIIS fidelity model of care and referral process in an effort to strengthen the SART/EIIS system of care.

Performance Target #2 – By June 30th, 2014 the SART Coordinator will organize trainings based on a comprehensive training needs assessment for direct SART/EIIS service providers' professional development and the overall strengthening of the SART/EIIS system of care and the fidelity model of care as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77.

Performance Target #3: By June 30th 2014 the SART Coordinator will conduct quarterly site visits with all SART/ EIIS providers.

Performance Target #4: By June 30th 2014 the SART coordinator will arrange and facilitate SART/EISS provider, funder and stakeholder meetings.

INVESTMENT:

Year	Amount
2013-2014	$ 170,139
TOTAL	$ **170,139**

CHILDREN AND FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

STANDARD CONTRACT

							FOR COMMISSION USE ONLY
X	New	Vendor Code	S	Dept.	A	Contract Number	
	Change			903		SI016	
	Cancel						
Organization			Dept.	Orgn.		Contractor's License No.	
Children and Families Commission			903	PROG			
Commission Representative			Telephone			Total Contract Amount	
Cindy Faulkner, Operations Manager			909-386-7706			$170,139	

Contract Type

☐ Revenue ☒ Encumbered ☐ Unencumbered ☐ Other:

If not encumbered or revenue contract type, provide reason:_____

Commodity Code	Contract Start Date	Contract End Date	Original Amount	Amendment Amount
95200	July 1, 2013	June 30, 2014	$170,139	

Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	SIIPIY14	$170,139
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount

Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Children's SART Coordination Of Systems (SART/EIIS)	13-14	$170,139				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

County of San Bernardino

Department/Division

Children's Network

Address

825 E. Hospitality Lane, 2nd Floor

San Bernardino, CA 92415-0049

Phone

(909) 383-9696

Federal ID No.

95-6002748

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

☐ Contract Database	☐ FAS
Input Date	**Keyed By**

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PROGRAM BUDGET ..... Attachment B

I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete

treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Life Skills Progression (LSP): An outcome measurement instrument designed for use by programs serving low income parents of children aged 0-3 years, but it can extend to age 60 months. There are 43 parent and child scales which describe a spectrum of skills and abilities over six major categories of functioning. The LSP is used to collect outcomes data, to monitor client strengths and needs, to plan clinical interventions, and provide data for research purposes.

Kindergarten Student Entrance Profile (KSEP): A screening tool to measure the developmental readiness of each student upon entering kindergarten for the first time. It serves as a baseline assessment and provides data on student's readiness as they enter kindergarten.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A plan that includes the Performance Targets of a program and serves as a way to manage the program to achieve desired results and measurable outcomes.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan 2013-2014. _____
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B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available on the Commission website at www.first5sanbernardino.org.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section II.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted

Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one working day, in writing <u>and</u> by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within 15 days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;
- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least 10 business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.

4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.

5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.

6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

    Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

    Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

    Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

    a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

        If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

        With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

1) Premises operations, fixed assets and mobile equipment.

2) Products and completed operations.

3) Broad form property damage (including completed operations).

4) Explosion, collapse and underground hazards.

5) Personal injury

6) Contractual liability.

7) $2,000,000 general aggregate limit.

c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

e. Professional Liability – Professional Liability Insurance with limits of not less than one million ($1,000,000) per claim or occurrence and two million ($2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million ($1,000,000) and two million ($2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million ($1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the

term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each Party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within 30 days of Contract effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Attribution Standards.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the

content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

  Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. Program Reports are due the last day of the month following the end of the program reporting period.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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- Fiscal Reports

  For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within 15 calendar days from the end of the reporting period.

  Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

  Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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- Asset Report

  Contractor shall report all assets worth $500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than 30 days prior to the normal conclusion of a contract. If a contract is terminated early under any fiscal provision or due to correction of performance deficiencies, contractor shall submit the Closing Asset report within 10 business days of receiving notice of contract termination.

  Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds $100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the

Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and

4) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.

B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.

C. Commission shall specify all reports and deliverables required from the Contractor.

D. Commission shall provide technical assistance as deemed necessary.

E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within 15 days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $170,139 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof.

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B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

Funds may be advanced for the first month, if requested, for an amount up to, but not exceeding 15% of the Contract payment amount for Fiscal Year 2013-2014 only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing 30 days in advance of travel date and travel must be approved in advance by the Program Manager.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received

from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of $5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of $500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of $500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed $50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor’s Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

A. This Contract is effective commencing July 1, 2013 and expires June 30, 2014, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for one additional one-year period by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2014 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: County of San Bernardino
Children's Network
825 E. Hospitality Lane, 2nd Floor
San Bernardino, CA 92415-0049

Commission: First 5 San Bernardino
330 North D Street, 5th Floor
San Bernardino, CA 92415-0442

B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.

C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.

D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.

E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.

G. This Contract shall be governed by and construes in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

Contractor agrees to comply with: the provisions of the County of San Bernardino Equal Employment Opportunity Program and rules and regulations adopted pursuant thereto; Executive Order 11246 [30 Fed. Reg. 12319 (Sept. 24, 1965)], as amended by Executive Orders 11375, 11625, 12138, 12432,

and 12250; Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000(e), et seq.); Division 21 of the California Department of Social Services Manual of Policies and Procedures; California Welfare and Institutions Code section 10000); the California Fair Employment and Housing Act (Cal. Gov. Code section 12900, et seq.); and other applicable federal, state, County and Commission laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

The Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service recipient on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, political affiliation or disability. Information on the above rules and regulations may be obtained from the Commission.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal

proceedings as defined herein arising directly from the provision of services by the firm or those individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.

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continued on next page

XIII. CONCLUSION

A. This Contract, consisting of 23 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.

B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY	COUNTY OF SAN BERNARDINO Legal Entity
► Authorized Signature	► Authorized Signature
Linda Haugan Printed Name	Amy Cousineau Printed Name
Commission Chair Title	Network Officer Title
Dated	Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
►	►	►
Cindy Faulkner	Regina Coleman	Karen E. Scott
Operations Manager	Commission Counsel	Executive Director
Date	Date	Date

Agency Name: Children's Network

Program Name: Countywide SART: Coordination for SART/EIIS

Contract #: SI016 **Fiscal Year (FY):** 2013 – 2014

Service Area: Countywide

Performance Objective #1 – By June 30, 2014 the SART Coordinator will organize and educate SART/EIIS stakeholders on the SART/EIIS fidelity model of care and referral process in an effort to strengthen the SART/EIIS system of care.

Commission Level Outcomes	Service Activities	Expected Outcomes	Verification Methods
Community-based service providers have the capacity to address diverse community needs	SART 101 training for the following stakeholders, with regards to SART/EIIS: Children and Family Services	Stakeholders are informed of and trained on topics relevant to the high-risk 0-5 population and the fidelity model of care as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77	Trainings will be conducted during the 1st and 2nd quarter with follow-up in the 4th quarter. Training will take place in each CFS region with the director and staff of the SART center taking the lead. This will be between six and eight trainings. Sign-in sheets Satisfaction surveys (Harder -Persimmony) Evaluations will be included in the **Quarterly Reports** with a compilation of data form satisfaction surveys.
	SART 101 training for the following stakeholders, with regards to SART/EIIS: Dependency Court staff Pre-school Services Department Pediatricians	Stakeholders are informed of and trained on topics relevant to the high-risk 0-5 population and the fidelity model of care as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77	Trainings will be conducted during one of their in service quarterly meetings in the 2nd and/or 3rd quarter. Sign-in sheets Satisfaction surveys (Harder -Persimmony) Evaluations will be included in the **Quarterly Reports** with a compilation of data form satisfaction surveys.

<u>Performance Objective #2</u> – By June 30, 2014 the SART Coordinator will organize trainings based on a comprehensive training needs assessment for direct SART/EIIS service providers' professional development and the overall strengthening of the SART/EIIS system of care and the fidelity model of care as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77.

Commission Level Outcomes	Service Activities	Expected Outcomes	Verification Methods
Community-based service providers have the capacity to address diverse community needs	Identify training topics for SART/EIIS direct service providers staff's professional development by conducting a comprehensive training needs assessment.	Direct service provider staff for SART/EIIS are informed of and trained on topics relevant to the high-risk 0-5 population and the fidelity model of care as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77	A preliminary needs assessment report identifying dates and topics will be prepared by the end of the first quarter with the understanding that needs will continue to be addressed through-out the fiscal year and adjustments may be made to the plan. Evaluations will be included in the **Quarterly Reports**
	Coordinate SART/EIIS direct service providers trainings which will be provided by a combination of local, national and international experts in the field of high risk children 0-5.	Strengthening of direct service providers for SART/EIIS professional development and system of care the fidelity model as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77	Sign-in sheets Satisfaction surveys (Harder -Persimmony) Evaluations will be included in the **Quarterly Reports** with a compilation of data form satisfaction surveys.

<u>Performance Objective #3:</u> By June 30 2014 the SART Coordinator will conduct quarterly site visits with all SART/ EIIS providers.

Commission Level Outcomes	Service Activities	Expected Outcomes	Verification Methods
Systems sustain progress and services achieve desired results	Conduct site visits at all SART/EIIS service sites.	Assess needs, gaps, conflict and SART/EIIS program fidelity model of care as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77	Discuss findings and possible resolutions at quarterly SART/EIIS meetings. Each SART/EIIS provider will have one (1) quarterly site visit and a template report will be included in the SART Coordinator's **Quarterly Report**.

<u>Performance Objective #4:</u> By June 30, 2014 the SART coordinator will arrange and facilitate SART/EISS provider, funder and stakeholder meetings.

Commission Level Outcomes	Service Activities	Expected Outcomes	Verification Methods
Service Providers, Funders, and Stakeholders working through a Countywide collaborative effort to initiate, sustain and enrich the SART/EIIS fidelity model of care	Arrange and facilitate SART/EIIS meetings quarterly to include but are not limited to the following • SART/EIIS Service providers • Funders (DBH/First 5) • Stakeholders (Children and Family Services, Pre-School Services, Inland Regional Center, School District, Department of Public Health, Department of Children's Services, Dependency Court staff, and Pediatricians)	Lead discussions on system improvement and service provider's communication. Provide information on available resources and trainings specific to the 0-5 population and the fidelity model of care as referenced in County of San Bernardino Behavioral Health 0-5 Comprehensive Treatment Services: SART and EIIS RFP DBH 12-77 Quarterly meetings by SART Coordinator will include but are not limited to the following: • Summary of meeting attended by SART Coordinator during the quarter. • Site Visit Quarterly Reports and overall critique and analysis • Trainings conducted/planned • Outreach efforts for the quarter • Quarterly objectives met • Challenges if quarterly objectives not met will include action plan with new deadline dates	Facilitate a minimum of one (1) meeting per quarter: Agendas submitted to First 5 prior to meeting dates. Minutes with action items highlighted, and SART/EIIS coordinator's meeting synopsis/analysis submitted to First 5 within 30-days of the meeting Meeting will include SART/EIIS provider training, a 30- minute trainings/presentations on topics specific to the 0-5 population as identified by training needs assessment report as needed.
	Arrange and facilitate SART/EIIS meetings quarterly or more often as necessary for Stakeholders and Funders • Funders (DBH/First 5) • Stakeholders (Children and Family Services, Pre-School Services, Inland Regional Center, School District, Department of Public Health, Department of Children's Services, Dependency Court staff, and Pediatricians)	Stakeholders and Funders check-ins. Report/discuss outcome findings, challenges and successes, and determine course of corrections.	Facilitate a minimum of one (1) meeting per quarter: Agendas submitted to First 5 prior to meeting dates. Minutes with action Items highlighted, and SART/EIIS coordinator's meeting synopsis/analysis submitted to First 5 within 30-days of the meeting

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Children's Network** CONTRACT # **SI016**

	DESCRIPTION		TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
A.	**SALARIES & BENEFITS**		**A**	**B**	**C**	**D**			**E**
	FTE	*POSITION TITLE*							
1	0.50	Program Coordinator	$ 39,505	$	$	$ 39,505	$ 39,505.00		100.00%
2	0.14	Network Officer	$ 13,481	$ 13,481		$ 0			0.00%
3	1.00	SART Office Assistant	$ 38,858	$	$	$ 38,858	$ 38,858.00		100.00%
	TOTAL SALARIES		$ 91,844	$ 13,481	$0.00	$ 78,363	$ 78,363.00	$0.00	85.32%
31		TOTAL BENEFITS	$ 39,776	$ 5,932		$ 33,844	$ 33,844.00	$0.00	85.09%
	TOTAL SALARIES, BENEFITS, PROGRAM & ADMIN		**$ 131,620**	**$ 19,413**	**$0.00**	**$ 112,207**	**$ 112,207**	**$0.00**	**85.25%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Children's Network** CONTRACT # **SI016**

	DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
	B. SERVICES & SUPPLIES	A	B	C	D	D		E
1	PROGRAM MATERIALS/SUPPLIES	$ 8,500	$	$	$ 8,500	$ 8,500.00		100.00%
2	PARTICIPANT SUPPORT/INCENTIVES				$ 0			
3	PARTICIPANT TRANSPORTATION				$ 0			
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 2,500	$	$	$ 2,500	$ 2,500.00		100.00%
5	STAFF DEVELOPMENT/TRAINING	$ 6,932	$	$	$ 6,932	$ 6,932.00		100.00%
6	EMPLOYEE MILEAGE/TRAVEL	$	$		$ 0	$		
7	ADVERTISEMENTS	$	$	$	$ 0	$		
8	PRINTING	$ 1,000	$	$	$ 1,000	$ 1,000.00		100.00%
9	POSTAGE	$	$	$	$ 0	$		
10	SUBSCRIPTIONS	$	$	$	$ 0	$		
11	OFFICE SUPPLIES	$	$	$	$ 0	$		
12	OFFICE EQUIPMENT	$	$	$	$ 0	$		
13	RENT/LEASE BUILDING	$	$	$	$ 0	$		
14	BUILDING/EQUIPMENT MAINTENANCE	$	$	$	$ 0	$		
15	UTILITIES	$	$	$	$ 0	$		
16	INSURANCE / TAXES / LICENSES	$	$	$	$ 0	$		
17	PROFESSIONAL SERVICES/CONSULTANTS							
	17.1 Professional Trainings/Consultations (TBD)	*$ 39,000*			$ 39,000	*$ 39,000.00*		100.00%
	17.2				$ 0			
	17.3		*$*		$ 0			
	17.4				$ 0			
	17.5				$ 0			
	PROFESSIONAL SERVICES - SUBTOTAL	$ 39,000	$	$	$ 39,000	$ 39,000	$	100.00%
18	INDIRECT COSTS (AS APPROVED)				$ 0			
	TOTAL SERVICES/SUPPLIES	**$ 57,932**	**$0.00**	**$**	**$ 57,932**	**$ 57,932**	**$0.00**	**100.00%**

PROGRAM BUDGET
FISCAL YEAR 2013-2014

AGENCY NAME **Children's Network** CONTRACT # **SI016**

DESCRIPTION	TOTAL PROGRAM COSTS	OTHER FUNDING	DONATED RESOURCES	FIRST 5 FUNDED PROJECT COSTS	First 5 Program Related Cost	First 5 Admin Cost	FIRST 5 %
C. SUBCONTRACTS	**A**	**B**	**C**	**D**	**ER**		**E**
SUBCONTRACTS - AGENCY NAME							
1 No Subcontractor				$ 0			
2				$ 0			
3				$ 0			
4				$ 0			
5				$ 0			
TOTAL SUBCONTRACTS	**$**	**$**	**$**	**$**	**$**	**$**	
TOTAL PROJECT BUDGET	$ 189,552	$ 19,413	$	$ 170,139	$ 170,139	$	89.76%
First 5 Funding %	100.00%	10.24%	0.00%	89.76%			
Administrative Cost %				**100.00%**	**100.00%**	**0.00%**	

BUDGET NARRATIVE - SALARIES & BENEFITS

AGENCY NAME Children's Network

CONTRACT # **SI016**

Line	Position	Hours per Fiscal Year	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe position duties)
1	Program Coordinator	1040	$ 39,505	$ -	San Bernardino County, CASE grant	$ -	$ 39,505	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the SART coordinator at an hourly rate of $37.99. Duties of SART Coordinator attached.
2	Network Officer	294	$ 13,481	$ 13,481	San Bernardino County	$ -	$ -	The Network Officer will provide supervision to the SART Coordinator. This position is a County funded position with an hourly rate of $45.82.
3	SART Office Assistant	2080	$ 38,858	$ -	N/A	$ -	$ 38,858	The Children's Network employs a full time OAIII at an hourly rate of $18.68 who also provides support to the SART coordinator and coordination efforts to the SART Program.
TOTAL SALARIES			$ 91,844	$ 13,481		$ -	$ 78,363	

Line	Listing of Covered Benefits	Total	Other	Other Funding	Donated	First 5 Costs	Narrative
31	IMandated benefits (Social Security, Medicare, unemployment/disability and workers comp insurance), vacation/sick leave, and health insurance.	$ 39,776	$ 5,932		$ -	$ 33,844	Calculated at an average of 44% of payroll based on payroll information received from Human Services Administration.
TOTAL SALARIES & BENEFITS		$ 131,620	$ 19,413		$ -	$ 112,207	

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Children's Network

CONTRACT # **SI016**

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
1	PROGRAM MATERIALS/SUPPLIES	$ 8,500	$ -		$ -	$ 8,500	Per the scope of service the money will be used to provide training materials, including books and manuals, therapuetic toys and books for children, assesment tools, educational DVD's, etc. as needed by the SART coordinator, SART partners and SART providers.
2	PARTICIPANT SUPPORT/INCENTIVES	$ -	$ -		$ -	$ -	
3	PARTICIPANT TRANSPORTATION	$ -	$ -		$ -	$ -	
4	FOOD EXPENSE FOR CLASSES/MEETINGS	$ 2,500	$ -		$ -	$ 2,500	To provide light snacks and water for SART meetings and trainings. Aproximately $50 per meeting for 4 quarterly meetings; 4 regional trainings at aproximately $50 per training; 2 sessions of NCAST training at aproximately $100 per session and $950 each for two Countywide trainings anticipating 150-200 attendees. The actual dollar amount may vary depending upon the number of attendees at each event.
5	STAFF DEVELOPMENT/TRAINING	$ 6,932	$ -		$ -	$ 6,932	The SART coordinator will attend 0-5 trainings and conferences. The Network Officer, SART partners and consultants may also attend 0-5 specific trainings and conferences. The expenses associated with these trainings will include: Conference registration, airfare,hotel, and meals.
6	EMPLOYEE MILEAGE/TRAVEL	$ -	$ -		$ -	$ -	
7	ADVERTISEMENTS	$ -	$ -		$ -	$ -	
8	PRINTING	$ 1,000	$ -		$ -	$ 1,000	To cover the expense of printing training materials and SART brochures.

BUDGET NARRATIVE - SERVICES & SUPPLIES

AGENCY NAME Children's Network

CONTRACT # **SI016**

Line	Service/Supply	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for services/supplies)
9	POSTAGE	$ -	$ -		$ -	$ -	
10	SUBSCRIPTIONS	$ -	$ -		$ -	$ -	
11	OFFICE SUPPLIES	$ -	$ -		$ -	$ -	
12	OFFICE EQUIPMENT	$ -	$ -		$ -	$ -	
13	RENT/LEASE BUILDING	$ -	$ -		$ -	$ -	
14	BUILDING/EQUIPMENT MAINTENANCE	$ -	$ -		$ -	$ -	
15	UTILITIES	$ -	$ -		$ -	$ -	
16	INSURANCE / TAXES / LICENSES	$ -	$ -		$ -	$ -	
17	PROFESSIONAL SERVICES - SUBTOTAL	$ 39,000	$ -		$ -	$ 39,000	This amount will be used to support the SART program, providers, and community partners by providing appropriate professional trainings and consultation through-out the year. Trainings may include didactic, NCAST, bonding, attachment, developmental milestones, art and other types of training intended to increase skill and knowledge of SART staff in working with children ages 0-5. These trainings may take place at SART centers or other venues throughout the County. Regional trainings will be arranged by the SART coordinator in conjunction with SART staff and regional leisons in order to promote the SART model to county and community partners. Additionaly, national and inter-national trainings by professionals on high-risk, trauma exposed children age 0-5 may be provide Countywide.
18	INDIRECT COSTS (AS APPROVED)	$ -	$ -		$ -	$ -	
19	0	$ -	$ -		$ -	$ -	
TOTAL SERVICES & SUPPLIES		$ 57,932	$ -		$ -	$ 57,932	

BUDGET NARRATIVE - SUBCONTRACTORS

AGENCY NAME Children's Network

CONTRACT # SI016

Line	Subcontractor	Total Program Costs	Other Funding	Other Funding Sources	Donated Resources	First 5 Costs	Narrative (Please describe need for subcontractors)
1	No Subcontractor	$ -	$ -		$ -	$ -	
2		$ -	$ -		$ -	$ -	
3		$ -	$ -		$ -	$ -	
4		$ -	$ -		$ -	$ -	
5		$ -	$ -		$ -	$ -	
TOTAL SUBCONTRACTORS		$ -	$ -		$ -	$ -	