

Chair
Elliot Weinstein, M.D.

Vice Chair
Diana Alexander

Executive Director
Karen E. Scott



Commissioners

Ted Alejandre
Supervisor Joe Baca, Jr.
Dr. Gwen Dowdy-Rodgers
Joshua Dugas
Gary Ovitt

www.first5sanbernardino.org

Agenda: Children and Families Commission 06-2023

735 East Carnegie Drive, Suite 150, San Bernardino, California 92408

Meeting date, time, location June 7, 2023
3:30 p.m. First 5 San Bernardino Commission Conference Room

Pledge of Allegiance Chair or designee will lead the Pledge of Allegiance.

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.

Advisory Committee Advisory Committee update – Dr. Gwendolyn Dowdy-Rodgers, Chair.

Report Executive Director’s Report by Karen E. Scott

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
1	Approve First 5 San Bernardino Commission Budget and Planning Workshop Minutes from May 10, 2023.
2	Approve First 5 San Bernardino Commission Meeting Minutes from May 10, 2023.
3	Approve Amendment A1 to Contract IC040 with Persimmony International, Inc. extending the contract term an additional two years for data collection and management in the amount of \$405,008 resulting in a cumulative total of \$944,998 for 2020-25. (Presenter: Peter Tawadros, Staff Analyst II, Evaluation/Impact, 252-4264)

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

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.



CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: June 7, 2023

Subject: Information Relative to Possible Conflict of Interest

Instructions: Contractors, subcontractors, principals and agents are listed below for each applicable agenda item. Commissioners are asked to review the items for possible conflicts of interest and to notify the Commission secretary prior to the Commission meeting of conflicts concerning items on the meeting's agenda. This procedure does not relieve the Commissioner of his or her obligations under the Political Reform Act.

Background: The Political Reform Act of 1974 (Government Code section 87100 et. Seq.) prohibits public officials from making, participating in making or in any way attempting to use their official position to influence a governmental decision in which they have reason to know they have a "financial interest." Additionally, Government Code section 1090 et seq. prohibits public officers and employees from being financially interested in any contract made by them in their official capacity or by the board of which they are members. A limited exception is allowed for County Children's and Families Commissions. (See Government Code section 1091.3)

Item No.	Contractor	Principals & Agents	Subcontractors; Principals & Agents	Commissioner Abstentions
1	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A
3	Persimmonny Internationl, Inc.	N/A	N/A	N/A
4	Westbound Communications, Inc.	Christopher Perez Partner	N/A	N/A
5	Children's Fund <i>Community Assessment Center</i>	Cesar Navarrete President and CEO	N/A	N/A
6	Children's Fund <i>Daily Referral Program</i>	Cesar Navarrete President	N/A	N/A
7	N/A	N/A	N/A	N/A
8	Diversity Uplifts, Inc.	Dr. Sayida Peprah-Wilson Executive Director	N/A	N/A
9	N/A	N/A	N/A	N/A



Minutes: Commission Budget and Planning Workshop

Date, time, location May 10, 2023 – First 5 San Bernardino
 1:30 p.m. – Budget Workshop, Tech and Training Room

Special Presentations *Prop 31 Flavorban Overview and Revenue Impact*
 Presented by Executive Director, Karen E. Scott

Proposed Positions / Organization Chart
 Presented by Assistant Director, Cindy Faulkner

Future Communications Plans
 Presented by Communications Officer, Kimberly VandenBosch

Review of 2023 – 24 Proposed Budget
 Presented by Chief Financial Officer, Debora Dickerson-Sims

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Attendees **Commissioners**

- Diana Alexander
- Dr. Gwendolyn Dowdy-Rodgers
- Joshua Dugas
- Elliot Weinstein, M.D.

County Counsel
 Dawn Martin

Staff

- Kim Browder, Business Support Manager
- Debora Dickerson-Sims, Chief Financial Officer
- Cindy Faulkner, Assistant Executive Director
- Alexa Gutierrez, Staff Analyst II
- Wendy Lee, Section Manager, Evaluation and Impact

Minutes: Commission Budget and Planning Workshop
May 10, 2023
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- Scott McGrath, Deputy Director of Systems and Impact
- Ronnie Robinson, Section Manager, Systems and Communication
- Karen Scott, Executive Director
- Marian Fam, Accountant III
- Kimberly VandenBosch, Communications Officer
- Peiyong Yang, Accountant III, Section Manager

Item No.	TOPIC
1	<p>Prop 31 Flavorban Overview and Revenue Impact</p> <ul style="list-style-type: none"> a) Once Flavorban takes effect, a 3.8% decline is expected in cigarette consumption. b) 10% – 15% decrease in cigarette sales expected over the next eight years. c) 1.5% – 5.4% annual decline expected in cigarette sales. (State-wide vs. Local) d) F5 San Bernardino’s collaborative efforts and partnerships will continue developing initiatives and system connections to provide services to children and their families. <p>(Presenter: Karen E. Scott, Executive Director 252-4251)</p>
2	<p>Proposed Positions / Organization Chart</p> <ul style="list-style-type: none"> a) Since 2015 there has been a Sustainability Plan in place to leverage funding, provide GAP Analysis, and ensure collective impact. One goal is to keep cohesiveness together and as we continue to move in the right direction. b) Proposed positions: <ul style="list-style-type: none"> i. One Staff Analyst II for Programs ii. One Staff Analyst II for Evaluations c) Staff Analysts assist with writing grants, providing quarterly reports, building systems differently, attend meetings, conduct research and gather data of legislative work. d) First 5 San Bernardino continues to showcase our work and its importance for children and their families. <p>(Presenter: Cindy Faulkner, Assistant Director, 252-4253)</p>
3	<p>Future Communications Plans</p> <ul style="list-style-type: none"> a) Promote more community engagement, parent education and awareness, children safety programs via radio, tv commercials, website and various facets. b) Collaboration with Community Engagement Specialist, LuCretia Dowdy, childcare providers, resources, liaisons and First 5 branding on how we message to our communities. <p>(Presenter: Kimberly VandenBosch, Communications Officer, 252-4283)</p>
4	<p>Review of 2023-24 Proposed Budget</p> <ul style="list-style-type: none"> a) Reviewed estimated expenditures, program services, community engagement, operations, improvement support, systems, and network building. b) Reviewed 2023 -2024 proposed revenue and budget factors. c) Reviewed proposed program services expenses and contractor expenditure trend. d) Looking at several different factors when capacity building with contractors. Found balance to avoid losses and overpayments. e) Proposed: Sponsorships with First 5 Riverside to conduct Kids Mental Health Conference. f) Proposed 5 Year Long Term Financial Plan with working balance of \$22 million. Continued efforts to ensure funding is providing services to children and their families, while educating parents on resources available in communities. <p>(Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)</p>

Minutes: Commission Budget and Planning Workshop
May 10, 2023
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**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."

**Next
Commission
Meeting and
Adjournment**

May 10, 2023
3:30 p.m. to 5:00 p.m.

Attest

Elliot Weinstein, M.D., Chair

Kim Browder, Business Support Manager



Minutes: Children and Families Commission Meeting

Date, time, location May 10, 2023 – First 5 San Bernardino
 1:30 p.m. – Budget Workshop, Tech and Training Room
 3:30 p.m. – Commission Meeting, Commission Conference Room

Pledge of Allegiance Pledge of Allegiance led by Chair Dr. Weinstein

Changes to the Agenda Commission Clerk Kim Browder announced the following change: Agenda Item 7 The Children and Families Commission Annual Report is for Fiscal Year 2022-2023, not 2021-2022 to May’s Commission meeting.

Special Presentations *Neighborly Adaptable Equitable Care for Black Obstetric Patients with Respect – The NAEBOR Clinic*
 Presented by Dr. Kristy Roloff and Dr. Jasmine Coleman

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

Disclosure 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.

- Attendees**
- Commissioners**
- Diana Alexander
 - Dr. Gwendolyn Dowdy-Rodgers
 - Joshua Dugas
 - Elliot Weinstein, M.D.

County Counsel
 Dawn Martin

Staff

- Kim Browder, Business Support Manager
- Debora Dickerson-Sims, Chief Financial Officer
- Cindy Faulkner, Assistant Executive Director
- Alexa Gutierrez, Staff Analyst II
- Wendy Lee, Section Manager, Evaluation and Impact
- Scott McGrath, Deputy Director of Systems and Impact
- Iffat Quazi, Staff Analyst II
- Ronnie Robinson, Section Manager, Systems and Communication
- Ray Salamat, Staff Analyst II
- Karen Scott, Executive Director
- Peter Tawadros, Staff Analyst II
- Kimberly VandenBosch, Communications Officer
- Erika Willhite, Staff Analyst II
- Peiyong Yang, Accountant III, Section Manager

Item No.	CONSENT
1	<p>Approve Minutes from April 5, 2023 Commission Meeting. (Presenter: Kim Browder, Business Support Manager, 252-4282)</p> <p>Motion by Commissioner Alexander and seconded by Commissioner Dowdy-Rodgers to approve the Consent Items.</p> <p>Without further comment or objection, and no public comments noted, motion carried by unanimous vote.</p>
2	<p>Approve the following Quality Rating Improvement System contract amendments for implementation of Quality Start San Bernardino for 2020-23:</p> <ul style="list-style-type: none"> a) Amendment A1 for Contract EC038 with San Bernardino County Superintendent of Schools to update contract language related to Federal funding with no change to the contract term or amount; and b) Amendment A1 for Contract EC040 with Child Care Resource Center to update contract language related to Federal funding with no change to the contract term or amount. <p>(Presenter: Erika Willhite, Staff Analyst II, 252-4262)</p>
3	<p>Approve Amendment A1 for Contract EC044 with American Academy of Pediatrics, District IX, Chapter 2 for \$231,649 resulting in a cumulative total of \$467,761 for 2023-24 for the Reach Out and Read Inland Empire Program to promote early literacy in pediatric exam rooms regionally. (Presenter: Iffat Quazi, Staff Analyst II, 252-4275)</p>
4	<p>Approve Contract SI040 with Inland Empire Breastfeeding Coalition for \$351,210 to improve breastfeeding rates within San Bernardino County for the period of July 1, 2023 through June 30, 2025. (Presenter: Iffat Quazi, Staff Analyst II, 252-4275)</p>
5	<p>Approve Amendment A3 to Contract IC042 with EVALCORP to continue evaluation infrastructure implementation, evaluation projects and project management tasks for the period of July 1, 2023 through June 30, 2025 in the amount of \$1,242,700, for a cumulative total not to exceed \$2,712,025. (Presenter: Dr. Wendy Lee, Section Manager of Evaluation & Impact, 252-4254)</p>

Minutes: Children and Families Commission 05-2023

May 10, 2023

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6	Approve Amendments A1 for the Family and Community Support Partnerships – Amendment Children and Families-Systems and Networks Contracts for a cumulative total of \$2,193,199 for July 1, 2023 through June 30, 2024 with the following: A. Bear Valley District -The Mom & Dad Project, Contract FS078, in the total amount of \$906,737; and B. El Sol Neighborhood Education Center, Contract FS080, in the total amount of \$595,380; and C. Walden Family Services, Contract FS083, in the total amount of \$691,082. (Presenter: Alexandra Gutierrez, Staff Analyst II, 252-4261)
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Item No.	DISCUSSION
7	Conduct Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2021-22. (Presenter: Scott McGrath, Deputy Director of Systems and Impact, 386-7706)

Special Presentation

Help Me Grow Inland Empire – Updates 2023
Presented by Dr. Marti Baum, HMGIE Physician Lead: Design & Outreach and Megan Daly, MHA, Director of Help Me Grow Inland Empire

Public Comment

Agenda Item #6 – Megan Meadors thanked the Commissioners, First 5 San Bernardino, and everyone for their continued support of The Mom & Dad Project in the Big Bear communities. They were able to sign up forty-five Spanish-speaking families, and want to continue to positively impact children and their families in the future.

Commissioner Roundtable

Commissioners thanked First 5 San Bernardino’s Chief Financial Officer, Debora Dickerson-Sims for a wonderful presentation on the 2023-24 Proposed Budget Report during the Commission Budget and Planning Workshop.

Dr. Weinstein wished everyone a Happy Mother’s Day weekend with their families and thanked everyone for attending.

Next Meeting

Wednesday, June 7, 2023
3:30 p.m. to 5:00 p.m.

Attest

Elliot Weinstein, M.D., Chair

Kim Browder, Business Support Manager



AGENDA ITEM 3
June 7, 2023

Subject	Contract IC040 A1 with Persimmony International, Inc. for evaluation database services.
Recommendations	Approve Amendment A1 to Contract IC040 with Persimmony International, Inc. extending the contract term an additional two years for data collection and management in the amount of \$405,008 resulting in a cumulative total of \$944,998 for 2020-25. (Presenter: Peter Tawadros, Staff Analyst II, Evaluation/Impact, 252-4264)
Financial Impact	\$405,008 for 2023-25.
Background Information	<p>A fundamental concept of First 5 San Bernardino (F5SB) is to effectively evaluate program effectiveness and measure impact outcomes. This principle is reflected in Section 130100(b) of the California Children and Families Act, which states that “the state and county commissions shall use outcome-based accountability to determine future expenditures.”</p> <p>On February 7, 2007, the Commission approved a contract with Persimmony International, Inc. (Persimmony) data system resulting in high quality data results and excellent customer service. The primary features of this database are:</p> <ol style="list-style-type: none">1- It aligns with the State reporting requirements.2- It provides minimal disruptions to our existing contracted agencies.3- It requires minimal customizations.4- It allows for an unlimited number of reports. <p>Persimmony connects directly to the First 5 California data reporting system, a feature not available to most data systems used for local reporting. This seamless connection allows for direct transfer of local aggregated data to First 5 California without impacting data integrity while maintaining local commission impact. Persimmony is also utilized by approximately 20 First 5 Commissions in neighboring counties, allowing opportunities for more effective evaluations at a regional level.</p> <p>Additionally, Persimmony allows seamless integration with the First 5 California data system thus streamlining reporting of program achievements. As such, this ensures reporting across all First 5 San Bernardino’s Strategic Priority Areas are documented and accurately reflected within First 5 California’s reporting structure.</p> <p>Considering the aforementioned, F5SB Staff recommends Persimmony as a sole sourced contractor due to the vitality of uninterrupted and seamless database connection to First 5 State Reporting and the historical data for First 5 San Bernardino. Additionally, maintaining the database will minimize and mitigate service interruption of current contracts. This recommendation is within guideline #8 of the Commission’s Procurement Policy 04-04 A6.</p> <p>On March 4, 2020, the Commission approved a contract with Persimmony for a three year term from July 1, 2020 through June 30, 2023 in the amount of \$589,990. Approval of this two-year contract amendment will allow F5SB to utilize the data</p>

generated by Persimmony to demonstrate outcomes that are in alignment with our strategic plan, and to monitor contracts related to performance measures and fiscal expenditures over time. Persimmony aligns with the current 2020-23 F5SB Strategic Plan, will align with the revised strategic plan currently in development and will align with the duration of our contracted partners. This data system will continue to be the primary evaluation database.

Review

Dawn Martin, Commission Counsel

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

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY**

STANDARD CONTRACT

<i>FOR COMMISSION USE ONLY</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10006458	SC	Dept. 903	A
Contract Number IC040 A1				Contractor's License No.
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$994,998
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				
If not encumbered or revenue contract type, provide reason:				
Commodity Code 95200	Contract Start Date July 1, 2020	Contract End Date June 30, 2025	Original Amount \$589,990	Amendment Amount \$405,008
Cost Center 9033009900	GL Account 52002445	Internal Order No.	Amount \$202,504	
Cost Center	GL Account	Internal Order No.		
Cost Center	GL Account	Internal Order No.	Amount	
Abbreviated Use	FY	Estimated Payment Amount	I/D	Total by Fiscal Year FY Amount I/D
	23-24	\$202,504	I	
	24-25	\$202,504	I	

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)

Persimmony International, Inc.

Department/Division

Address

33 Endless Vista

Aliso Viejo, CA 92656

Phone

949-770-5550

Federal ID No.

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

1. Paragraph A. Contract Amount of Section VI, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 994,998 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:

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2020-21	<u>\$ 190,880</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	<u>\$ 196,606</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	<u>\$ 202,504</u>	July 1, 2022 through June 30, 2023
Fiscal Year 2023-24	<u>\$ 202,504</u>	July 1, 2023 through June 30, 2024
Fiscal Year 2024-25	<u>\$ 202,504</u>	July 1, 2024 through June 30, 2025

Initial Here

2. Paragraph A. of Section IX, TERM, is amended to read as follows:

- A. This Contract is effective as of July 1, 2020 and expires June 30, 2025, but may be terminated earlier in accordance with the provisions of paragraph below or Section VIII of this Contract.

Initial Here

3. Paragraph C. of Section IX. TERM is deleted in its entirety.

Initial Here

XIII. CONCLUSION

4. This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 23-25

Attachment B – Amended Program Budget for FY 23-25

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

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

PERSIMMONY INTERNATIONAL, INC.

Legal Entity



Authorized Signature

Elliot Weinstein M.D.

Printed Name

Commission Chair

Title

Dated



Authorized Signature

Michael Kogus

Printed Name

President

Title

Dated

Official Stamp

Reviewed for Processing



Cindy Faulkner

Assistant Director

Date

Approved as to Legal Form



Dawn Martin

Commission Counsel

Date

Presented to Commission for
Signature



Karen E. Scott

Executive Director

Date

Contractor shall, under the terms and conditions of this Agreement, provide Commission with (A) a limited and non-exclusive license to use Contractor's Software, (B) hosting of the server necessary to run Software, (C) training, software support, and online training videos, and (D) reasonably unlimited customization of Software reports, assessments, and field values as described in this exhibit.

1. PERSIMMONY POINT OF CONTACT AND FACE-TO-FACE MEETINGS

- A. Contractor shall, under the terms and conditions of this Agreement, provide project management services to assist Commission in implementing and using Contractor's Software.

Lead Project Manager: Inez Thomas of Persimmony International, Inc.
Contact Information:

Persimmony International, Inc
Attn: Michael Kogus
18022 Cowan, Suite 103
Irvine, CA 92614
Phone (949) 770-5550
Fax (949) 770-5550

- B. Contractor shall participate in a minimum of 2 Virtual meetings for each fiscal year. These virtual meetings are to be scheduled at times compatible with Commission as well as Contractor staff.

2. PROVIDE SUPPORT TO AUTHORIZED USERS

Contractor shall, under the terms and conditions of this Agreement, provide software support, database access, training, and all other services described in this Agreement solely to "authorized users," which includes the officers, employees, agents, and contractors of Commission and officers, employees, agents, and contractors of programs receiving direct grants through Commission. The initial set-up of new users and/or agencies will be completed by Contractor. After the completion of the initial rollout, the addition of new users and/or agencies and the setup of new users and agencies (assigning passwords and creating shortcuts, etc.) shall be the responsibility of the Commission. Commission bears the sole responsibility of ensuring that only authorized users access Software. All-access and use of Software by the authorized users is subject to the terms of the non-exclusive, non-transferable license for the purposes of processing by internal data related to program and contract planning, development, management, monitoring, and evaluation. Authorized users may not use the Software for any purpose other than those expressly authorized hereunder. The uses that authorized users shall not make of the Software include but are not limited to: (i) using the Software to provide data processing services to any third persons; (ii) making copies of the Software for distribution to third parties; (iii) reverse-engineering or decompiling the Software for the purpose of designing or developing a Software competitive with Contractor's Software.

3. PERSIMMONY SOFTWARE SUPPORT

Contractor shall, under the terms and conditions of this Agreement, provide software support to authorized users and troubleshoot system problems in accordance with the following specifications:

- Online support requests made by authorized Software users ("Requestor" for the purposes of this software support provision) received through online ticket creation at Support.Persimmony.com and will be responded to via three modes of communication: (1) telephone; (2) e-mail; or (3) remote desktop technology, depending on the nature of support request and discretion of Contractor for which support method it deems reasonable. Requestor will be solely responsible for all telephone, Internet, and other communication charges that Requestor incurs from any support-related activities. If Contractor deems remote desktop support necessary, using the remote desktop technology, Requestor will be solely responsible to ensure that Requestor's network does not block access for use of such technology by Contractor.

- Authorized users can access free technical support via Contractors support website, Support.persimmony.com, during Contractor’s regular business hours of 8:00 AM to 5:00 PM, Monday through Friday, excluding national holidays. Response times cannot be guaranteed, however, typical response times to resolve most issues are within four hours of the initial request. Contractor cannot be held liable for extended delays in technical support response times related to acts of God, third-party communication systems failures, and other unforeseeable events which may impact response times. 24-hour call-back emergency assistance is available seven days a week for emergencies covering system failures or other emergency needs.

4. PERSIMMONY DATABASE CUSTOMIZATION

Contractor shall, during the term of this Agreement, provide reasonable customization at no additional fee to all existing database functionality in order to meet the needs of Commission, including customization of the following modules and features within the Software:

- Clients Module
- First 5 Module
- Fiscal/Invoicing Module
- Referral Module
- Insurance module
- Contract Monitoring Tools and Reports
- Site and Client document management
- Unlimited number of customized reports that pull data from any of the modules listed above (reports, charts, graphs, and/or GIS).
- Unlimited number of customized surveys.

5. PERSIMMONY DATA EXPORTS

Contractor shall, during the term of this Agreement, provide data exports of all Commission-owned data within the database at no additional fee. An annual data export will be provided to the Commission so that the Commission can have a backup of all of its data. Data export requests by authorized Commission staff can be requested throughout the term of this Agreement, provided that these requests are made with reasonable notice and time for Contractor to export the data.

6. HOSTING SERVER ACCESSIBILITY AND UPTIME

The contractor agrees to host Software on its server for the term of this contract. Server accessibility is granted only to authorized users pursuant to this Agreement. The Commission agrees to reasonably maintain all client computers which access the Contractor’s server to be free of viruses, worms, or other malicious software. Contractor is not liable for data loss related to malicious software contained within the data of or with any correspondence of Commission. Authorized users must maintain industry minimum host computer specifications to access the Software; Contractor is not responsible for host computer hardware or software failures which restrict the users’ ability to access the Software. Contractor agrees to provide 24-hour access to its server; server access may be unavailable in the event of routine maintenance, unexpected hardware failure, malicious attacks such as denial of service attacks, or other unforeseeable events which restrict outside access to the server. Contractor agrees to perform routine backups of all data and maintain these backups for a reasonable amount of time.

7. SOFTWARE TRAINING

Contractor shall, under the terms and conditions of this Agreement, provide the following training options for authorized users:

- Train-The-Trainer (T3): Comprehensive training will be provided to select individuals who may train all subsequent authorized users of the Commission on Software. This option is most beneficial when the Commission has internal staffing that will be held accountable for specific data and evaluation-related functions for Software.

- **Virtual Classroom Training with One-On-One Follow-Up:** Virtual Classroom training will be provided in a large group format for all new users. This option is best implemented when moving from one data system to another or when a large group of new users needs to be trained quickly. For users who may request or require follow-up training, Contractor will provide virtual one-on-one follow-up sessions.
- **Just-In-Time Video Training:** Contractor will provide all authorized users access to video training 24 hours a day, seven days a week, which provides training “just in time” for any of the data entry screens in the system. The SHOW ME videos provide step-by-step demonstrations on how to enter data, run reports, and set up new fields; all at a pace that is comfortable for the user who can stop, repeat, or get back to any portion of the video training at any time.

8. PERFORMANCE

Contractor shall, under the terms and conditions of this Agreement, configure, support, and allow access to and train users on its Software for the Commission to enter data into the Contractor’s software and allow the Commission to query data, run reports and analyze data using the Software. Completion of the Tasks or Milestones contained within the Project Plan satisfies the Contractor’s performance requirements of this Agreement.



BUDGET

San Bernadino County Children and Families Commission

Attachment B | Contract IC040 A1

Annual Costs		
Description	2023/2024	2024/2025
First5 Database (Site License)	\$202,504	\$202,504
System Maintenance	Included	Included
SaaS Operations	Included	Included
User Licenses	Included	Included
Database Support	Included	Included
Technical Assistance and Support		
Dedicated Data Coaching and Assistance	Included	Included
Technical Support (support.persimmony.com)		
Data Quality Assurance		
All Database Enhancements		
Annual Server Hosting and License	Included	Included
Care Module and Client Data		
Unlimited Assessments and Standard Reports		
Performance Measurement Module		
Fiscal Module, alerts, and Invoicing		
Contract Monitoring Module		
Insurance Module		
Client Alerts and Maintenance		
Standard and Site-Specific Customizations to Reports		
Security and Setup Module		
Agency Contact and Communication Module		
Client Referral		
Annual State Reporting Support		
Evaluator Support		
On-Demand Training Videos		
Sub-Total	\$202,504	\$202,504

Total Of All Costs		
Recurring Costs	\$202,504	\$202,504
One-time Costs		
*Additional Services	\$0	\$0
Grand Total Costs	\$202,504	\$202,504

*County may request additional services from Contractor throughout the term of this agreement. Contractor and County shall agree on the scope of work for additional services, and Contractor shall obtain County’s approval in writing before beginning any additional services at the rate of \$195 per hour or as agreed.

**Additional Modules may be added at any time. There is a per user fee for additional module functionality.





Program Outline Document 2023-2025

AGENCY INFORMATION

Contract #: IC040 A1

Legal Entity: Persimmony International, Inc

Dept./Division: _____

Project Name: N/A

Program Site Address: 33 Endless Vis, Aliso Viejo, CA 92656

Client Referral Phone #: _____

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Michael Kogus **Title:** President

Address: 33 Endless Vis, Aliso Viejo, CA 92656 **Direct Phone #:** (619) 540-5010

E- Mail: Michaelk3@persimmony.com **Fax #:** _____

CONTRACT REPRESENTATIVE

Name: Ruffin Judd **Title:** Director of Customer Success

Address: 33 Endless Vis, Aliso Viejo, CA 92656 **Direct Phone #:** (208) 351-1413

E- Mail: Ruffin.judd@persimmony.com **Fax #:** _____

PROGRAM CONTACT

Name: Inez Thomas **Title:** First 5 Specialist

Address: 33 Endless Vis, Aliso Viejo, CA 92656 **Direct Phone #:** (760) 530-9692

E- Mail: Inez@persimmony.com **Fax #:** _____

FISCAL CONTACT

Name: Michael Kogus **Title:** President

Address: 33 Endless Vis, Aliso Viejo, CA 92656 **Direct Phone #:** (949) 770-5551

E-Mail: Michaelk3@persimmony.com **Fax #:** _____

ADDITIONAL CONTACT (Describe): Choose an item.

Name: _____ **Title:** _____

Address: For Staff Analyst use only. **Direct Phone #:** _____

E-Mail: _____ **Fax #:** _____

PROGRAM INFORMATION

TYPE OF AGENCY Private Entity/Institution **Describe:** Choose an item.

PROGRAM DESCRIPTION

Persimmony International Inc. provides a web-based data system to enhance, centralize and modernize the evaluation efforts for many County Commissions including First 5 San Bernardino (F5SB). Persimmony International, Inc. has been developing software solutions for education, government, and healthcare organizations since 1994. The organization’s core competency is to develop and deploy easy-to-use Internet-based data management solutions that promote outcomes measurement for increased health, human service, education, and government accountability.

REGION
Countywide

STRATEGIC PRIORITY AREA & GOAL Child Health Quality Early Learning Family Support

INVESTMENT AREA Direct Services Systems Level Efforts Supportive Strategies

Defined by the Strategic Plan

ASSIGNED ANALYST: Peter Tawadros

ASSIGNED ACCOUNTANT: Willmar Gultom

ASSIGNED EVALUATOR: N/A

PROCUREMENT TYPE: Competitive Non-Competitive
Choose an item.

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
2020-2021	\$190,880		\$190,880
2021-2022	\$196,606		\$196,606
2022-2023	\$202,504		\$202,504
2023-2024		\$202,504	\$202,504
2024-2025		\$202,504	\$202,504
Total			\$994,998



AGENDA ITEM 4
June 7, 2023

Subject	Contract IC049 A2 with Westbound Communications, Inc.
Recommendations	Approve Amendment A2 to Contract IC049 with Westbound Communications, Inc. for \$813,500 for 2023-24 for a cumulative total of \$1,492,500 for 2021-24 to provide Public Relations, Marketing, Branding, and Social Media Consulting Services. (Presenter: Kimberly VandenBosch, Communications Officer, 252-4283)
Financial Impact	\$813,500 for 2023-24.
Background Information	<p>First 5 San Bernardino (F5SB) continues to facilitate the Commission’s recommendation of elevating communications and marketing within the organization. Specifically, strategic communications, sophisticated marketing, and branding were identified as key areas of opportunity for F5SB due to the growing demand for early care and family support services and the need to leverage additional funding.</p> <p>Founded in March 2003, Westbound is a full-service public relations, marketing, branding, multicultural and social media agency with offices in the cities of Riverside and Anaheim. They use applied behavioral science to create and implement effective social marketing, branding, and public outreach campaigns. Following Commission approval of a contract in the amount of \$95,000 on October 27, 2021, Westbound Communications, Inc. (Westbound) began providing services for F5SB with much success in implementing targeted bilingual campaigns and communications. Subsequently, on June 1, 2022, the Commission approved an amendment to the Westbound contract to extend the term of the contract an additional year through June 30, 2023 for an additional amount of \$584,000.</p> <p>In addition to the Communications Officer, F5SB’s Community Engagement department consists of one other individual who is solely dedicated to facilitating community events. Rather than hiring additional staff, F5SB recommends that the Commission continue contracting with Westbound, leveraging their expertise in support of the organization’s communications objectives. Under this proposed contract amendment of \$813,500, Westbound and F5SB will continue working together to raise awareness and build understanding of the organization’s offerings and services to families within San Bernardino County. Westbound will also continue managing the social media channels of the organization, elevating F5SB’s communication vehicles through the agency’s digital sophistication and expertise.</p> <p>Amendment A2 for Contract IC049 is a shared competitive procurement and is in accordance with the Commission’s Procurement Policy 04-04 A4 based on the following justification:</p> <p>Westbound has been a vendor of San Bernardino County for many years and continues to provide public relations and marketing services to San Bernardino County, including recent engagements for the Registrar of Voters and Public Works/Flood Control District. Westbound has been through San Bernardino</p>

County’s rigorous and equitable Request for Proposal (RFP) vetting process. San Bernardino County’s Purchasing Department has validated these two current contracts that include participation clause language which enables additional San Bernardino County departments to engage the services of Westbound Communications.

Pending Commission approval, Westbound will continue serving as a marketing, communications, and social media consultant for the F5SB Community Engagement team. Proposed services would begin on July 1, 2023 and continue through June 30, 2024.

Approval of this item supports the **Child Health, Quality Early Learning, and Family Support** Strategic Priority Area in the Commission’s 2020-23 Strategic Plan through the following Investment Areas:

- **Systems Level Efforts:**
 Collaboration, Community Capacity Building and Workforce
- **Supportive Strategies:**
 Research & Evaluation, Policy, Advocacy, Countywide Collaboration and Statewide/First 5 Networks Efforts
- **Direct Services:**
 For children prenatal to age 5

Review

Dawn Martin, Commission Counsel

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

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY

STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>					
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10007631	SC	Dept. 903	A	Contract Number IC049 A2
Organization Children and Families Commission				Contractor's License No. N/A	
Commission Representative Cindy Faulkner, Assistant Director			Telephone 909-386-7706		Total Contract Amount \$1,492,500
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:					
If not encumbered or revenue contract type, provide reason:					
Commodity Code 95200	Contract Start Date October 28, 2021	Contract End Date June 30, 2024	Original Amount \$679,000	Amendment Amount \$813,500	
Cost Center 9032009900	GL Account 52002445	Internal Order No.	Amount \$813,500		
Cost Center	GL Account	Internal Order No.			
Cost Center	GL Account	Internal Order No.	Amount		
Abbreviated Use	FY	Estimated Payment Amount	I/D	Total by Fiscal Year FY Amount I/D	
	23-24	\$813,500	I		

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)

Westbound Communications, Inc.

Department/Division

Address

3649 Mission Inn Blvd., Riverside, CA 92501

Program Address (if different from legal address):

Phone

951.462.1106

Federal ID No.

33-0687048

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,492,500 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:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2021-22 \$95,000 October 28, 2021 through June 30, 2022
Fiscal Year 2022-23 \$584,000 July 1, 2022 through June 30, 2023
Fiscal Year 2023-24 \$813,500 July 1, 2023 through June 30, 2024

Initial Here

2. Paragraph A. of Section VIII, TERM, is amended to read as follows:

A. This Contract is effective as of October 28, 2021 and expires June 30, 2024, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

XIII. CONCLUSION

3. This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 23-24

Attachment B – Amended Program Budget for FY 23-24

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

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

WESTBOUND COMMUNICATIONS, INC.

Legal Entity



Authorized Signature

Elliot Weinstein M.D.

Printed Name

Commission Chair

Title

Dated



Authorized Signature

Christopher Perez

Printed Name

Partner/General Manager

Title

Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
 <u>Cindy Faulkner</u> Assistant Director	 <u>Dawn Martin</u> Commission Counsel	 <u>Karen E. Scott</u> Executive Director
<u>Date</u>	<u>Date</u>	<u>Date</u>

Scope of Work for First 5 San Bernardino Strategic Communications and Counsel, FY 2023-2024 Westbound Communications, Inc.

Situation and Overview

First 5 San Bernardino (F5SB) is dedicated to bettering the lives of children under 5 in San Bernardino County. For 25 years, it has helped give a great start to children throughout San Bernardino County, including the High Desert and mountain areas, by facilitating a comprehensive system of care that focuses on child health, quality early learning and family support.

Westbound Communications has been working with F5SB's Communication Officer on robust **communication and branding** initiatives on behalf of the organization since 2021. We look to continue our successful collaboration through this communications scope of work for the 2023-2024 fiscal year.

Communications Goal

Build the reputation and awareness of First 5 San Bernardino as an indispensable organization known and valued by families and partner organizations within San Bernardino County.

Approach

Implement a strategic multiplatform marketing strategy to raise awareness and build understanding of the First 5 San Bernardino brand. Increase understanding of the F5SB mission among families and stakeholders throughout the county through the following topline strategies.

1. **Qualitative research.** Now that a baseline survey of county residents has been completed, continue to engage research through Focus Groups of partners and residents to better understand barriers to our brand awareness and organizational understanding. Continue to apply these learnings to outreach strategies.
2. **Brand elevation.** Create, enhance and elevate the First 5 San Bernardino brand through all owned communication channels, earned media and targeted paid opportunities. Continue to fine-tune brand identity guidelines and provide counsel to implement best practices internally and externally.
3. **Cross-channel marketing campaigns.** Launch a memorable F5SB brand awareness campaign through paid advertising. Continue to promote three "tentpole" campaigns that have been established for the organization: Gift a Kid a Book (literacy), Little Teeth, Big Responsibility (oral health) and Kid Safe Summer (child safety), as well as micro campaigns.
4. **Stakeholder communication.** Engage partners and stakeholders via the Milestones e-newsletter, the annual Local Outcomes Report, Annual Budget and other communication channels (English and Spanish).
5. **Paid, earned and social media.** Raise awareness of campaigns, events and resources with paid media, earned media (publicity) and social media.

6. **Communications counsel.** Provide strategic communications counsel to maximize F5SB resources and position the organization as the leading advocate of children 0-5 years old in San Bernardino County.
7. **Collaboration.** Work with and empower other San Bernardino County child-focused agencies (e.g., Children and Family Services) and partner organizations (e.g., Safe Kids IE, school districts) to promote First 5 San Bernardino among their priority audiences.

Key Strategies and Tactics

Research, Planning & Administration

Strategy/Tactic	Description	Timing
Research	Conduct 1-2 bilingual focus groups with strategic stakeholders who can offer critical insights and perceptions of First 5 San Bernardino and its campaigns and/or services. Participants can represent families receiving services via a funded organization (or not), partner organizations, other County departments and even vendors. Focus group participants may receive incentives for their time.	Fall 2023
Commission and Executive Team presentations	As needed, present results of research and campaigns to F5SB Commissioners and the Executive Team	As directed
Develop 2024/2025 Marketing Communications Plan	Use research and insights gathered to develop comprehensive FY 2024-2025 plan and budget.	March 2024
Measurement, Evaluation & Reporting	Includes real-time workflow tracker with consistent updates on work in-progress, bi-weekly meetings to review deliverables, and monthly Activity Report with invoicing. Additionally, we will identify measurement metrics for those strategies we launch or manage. Initially we expect this to include: <ul style="list-style-type: none"> • Formal reporting/analysis from focus groups • Media Coverage Books (including audio/video from broadcast clips), along with audience reach • Analytics for paid advertising • Analytics for social media 	Ongoing

First 5 San Bernardino Brand Marketing, Campaigns & Stakeholder Communication

Elevate the First 5 San Bernardino brand through all owned communication channels, earned media and targeted paid opportunities. Our target audience for brand and mission communications includes all parents and caregivers in San Bernardino County; our stakeholders include partner organizations, county leadership and other county departments and agencies. Communications are intended to support investments in direct services and systems in the Strategic Priority Areas (SPAs) of the organization, focusing on topics that would potentially have the greatest impact for children and families:

- Child Health (e.g., oral health, developmental screenings, etc.)
- Quality Early Learning (e.g., literacy, kindergarten transition, etc.)
- Family Support (e.g., child safety, available resources, rent assistance, etc.)

Strategy/Tactic	Description	Timing
Campaign Management	In close collaboration with F5SB’s Communication Officer, develop and manage cross-channel marketing communication campaigns.	Ongoing
Creative/Collateral	Westbound’s Video & Digital Production team will develop branded assets in English and Spanish for use on the F5SB website and/or distribution. This might include campaign landing pages, graphics, flyers, banners, workshops, event support elements, radio, television and streaming spots, etc. Provide design and copywriting support for ad development for sponsorship assets. Create a series of branded ads for use in sponsorship purposes.	Ongoing
Content Development	As needed, develop English and Spanish content for F5SB and community partners to share in their newsletters, blogs, social media channels and websites about events and other important program information. This includes the development of website landing pages for our campaigns, and periodic partner “toolkits” which can include articles, posts, graphics, and videos.	Ongoing
Video and Photography	Westbound’s Video & Digital Production team will be used for a variety of assignments related to campaigns and our branding efforts. In FY 2023-2024, we will be scheduling two days to capture photos of County parents, caregivers and children to replace our heavy use of stock photos. We will also continue to use our video production team to capture and produce promotional materials from our campaigns.	Fall 2023 and Ongoing

Message Development	As we build campaigns and flush out the F5SB's overall branding, we are consistently developing supporting messaging, which includes core narratives, talking points and media soundbites.	Ongoing
Advertising	Develop campaign to increase F5SB brand awareness through paid brand advertising. Continue microtargeted digital and traditional advertising campaigns to support F5SB tentpole and micro campaigns, as determined throughout the year.	Ongoing
Media Relations and County Update	Develop press materials, County Update articles and media outreach strategies to secure coverage of F5SB by local (LA-DMA) and regional print, online and broadcast media. A focus in FY 2023-2024 will be to identify and prepare multiple F5SB spokespersons as Subject Matter Experts.	Ongoing
Stakeholder Communications	Collaborate on content generation for quarterly e-newsletter, "Milestones." Using analytics from each distribution, provide specific recommendations for improved performance and apply to ongoing content strategy. Grow and update subscriber base, manage lists on the GovDelivery platform, and design and distribute the newsletter on the platform. Design and assist with content for F5SB stakeholder publications including the Local Outcomes Report and Annual Budget publications.	Quarterly and Annually

Social Media Management

Strategy/Tactic	Description	Timing
Content Generation	Manage ongoing social media calendar to support F5SB brand communications. This includes generation of graphics and all organic content; curating third-party content; engaging partner social pages and a consistently updated 30-day content calendar. Coordinate Sunday Shoutouts bi-monthly feature with partners.	Weekly

Strategy/Tactic	Description	Timing
Engagement and Platform Management	Monitor and management daily engagement across all F5SB social channels. This includes proactive monitoring of select partners to like, comment or share their content.	Ongoing
Analytics	Create analytics dashboard to track performance and fine tune approach.	Monthly

Special Events
of First 5 San Bernardino in 2024.

Strategy/Tactic	Description	Timing
Special Events	Work with F5SB Executive Team in planning and promotion of 25 th anniversary celebration events. Research best practices for other organizations and investigate long-lead priorities (high-profile partnerships, large-scale events, etc.). Assist with event logistics, creative and programming. Video creation as needed.	TBD

Budget for First 5 San Bernardino Strategic Communications and Counsel, FY 2023-24 Westbound Communications, Inc.

Staffing

Westbound will staff this project with the following key roles, and we have the available bandwidth and flexibility to dedicate the time needed. Since working with F5SB, we have seen the need to assign six to eight personnel for this contract, working with an assigned Account Manager. As necessary, we will utilize graphic and video support team members. We can scale as necessary, especially in events associated with our tentpole campaigns.

The Westbound partner-in-charge for First 5 San Bernardino will be Christopher Perez, and the team will include partner Carrie Gilbreth, account director/media specialist Jessica Newton, account executive Allie Brown, media planner Shannon Carlson, multicultural specialist Robert Chevez, social media/content creator Luke Maynard, and Westbound Video & Digital Production specialists Scott Henderson and Brandon James. We also utilize the talents of research specialist Sophia Gomez. Assigned team members may be adjusted.

Scoping and Budget

Element of this communications campaign will be fluid and is expected to use more senior talent. Westbound will maintain its agency billing model of \$170 per hour for FY 2023-2024 toward strategy development, management, creative design, production, and execution. Video, paid media buys, printing and research will be scoped separately and preapproved by First 5 San Bernardino and expected to be covered within the scope of this contract unless designated otherwise.

Westbound and F5SB have established a total fee and expense budget not to exceed \$813,500 for FY 2023-24. This budget is inclusive of all Westbound professional fees, including any third-party sub-contractors that might be utilized to deliver agreed-upon strategies. It also includes all expenses incurred on behalf of First 5 San Bernardino.

Fee and expenses will be billed monthly against the budget and is tracked by the quarter-hour. Westbound clients can take advantage of third-party technology, software and subscriptions and we access a monthly tech charge of \$395/month for these services.

Advertising quoted and billing gross media rates allow for a standard 15% agency fee. Reimbursable costs for third party vendors (above \$200) must be pre-approved by First 5 San Bernardino; these costs will also carry a 15% agency mark-up. Any incentives for research study participants will be agreed upon and preapproved by First 5 San Bernardino.

Hours Fees

Strategy/Tactic	Total
Ongoing Research, Admin & Planning	\$20,500
F5SB Brand Marketing, Campaigns & Stakeholder Communications, including new branded ad campaign	\$191,000
Social Media Management	\$84,000
25 th Anniversary Planning	\$25,000
Sub-total	\$320,500

Expense Fees

Strategy/Tactic	Total
RESEARCH <ul style="list-style-type: none"> Focus Groups plus incentives Campaign related research 	\$25,000
PAID MEDIA/ADVERTISING <ul style="list-style-type: none"> F5SB brand campaign SPA tentpole and micro campaigns 	\$400,000
CREATIVE	\$18,000
TRANSADAPTION	\$6,000
VIDEOGRAPHY/PHOTOGRAPHY	\$28,000
MISCELLANEOUS <ul style="list-style-type: none"> Monthly tech fee Requested small print jobs Additional creative or videography needs Mileage/travel/markup 	\$16,000
Sub-total	\$493,000

Total Budget

Strategy/Tactic	Total
Grand Total (all items)	\$813,500



Program Outline Document 2023-2024

AGENCY INFORMATION

Contract #: ICO49 A2

Legal Entity: Westbound Communications Inc.

Dept./Division: N/A

Project Name: Strategic Communications and Counsel for 2023/2024

Program Site: N/A **Client Referral:** N/A

Address: _____ **Phone #:** _____

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Christopher Perez **Title:** Partner

Address: 3649 Mission Inn Blvd **Direct Phone #:** 951.532.5321
Riverside, CA 92501

E-Mail: cperez@westboundcommunications.com **Fax #:** N/A

CONTRACT REPRESENTATIVE

Name: Christopher Perez **Title:** Partner

Address: 3649 Mission Inn Blvd **Direct Phone #:** 951.532.5321
Riverside, CA 92501

E-Mail: cperez@westboundcommunications.com **Fax #:** N/A

PROGRAM CONTACT

Name: Christopher Perez **Title:** _____

Address: 3649 Mission Inn Blvd **Direct Phone #:** 951.532.5321
Riverside, CA 92501

E-Mail: cperez@westboundcommunications.com **Fax #:** N/A

FISCAL CONTACT

Name: Tami Moran **Title:** Vice President of Business Operations

Address: 3649 Mission Inn Blvd **Direct Phone #:** 951.462.1106
Riverside, CA 92501

E-Mail: tmoran@westboundcommunications.com **Fax #:** N/A

ADDITIONAL CONTACT (Describe): Choose an item.

Name: Carrie Gilbreth **Title:** Managing Partner

Address: 3649 Mission Inn Blvd **Direct Phone #:** 909.567.7391
Riverside, CA 92501

E-Mail: cgilbreth@westboundcommunications.com **Fax #:** N/A

PROGRAM INFORMATION

TYPE OF AGENCY Private Entity/Institution **Describe:** For Profit

PROGRAM DESCRIPTION

Elevate the First 5 San Bernardino brand through all owned communication channels, earned media and targeted paid opportunities. Target audience for brand and mission communications includes parents and caregivers in San Bernardino County; our stakeholders include partner organizations, county leadership and other county departments and agencies. Communications are intended to support investments in direct services and systems in the Strategic Priority Areas (SPAs) of the organization, focusing on topics that would potentially have the greatest impact for children and families.

REGION
Countywide

STRATEGIC PRIORITY AREA & GOAL Child Health Quality Early Learning Family Support

INVESTMENT AREA Direct Services Systems Level Efforts Supportive Strategies

Supportive Strategy of Communications.

First 5 San Bernardino works to improve outcomes for children and families in many ways beyond just programmatic and systems investments. These supportive strategies, such as communications, are foundational to First 5 San Bernardino’s work.

ASSIGNED ANALYST: Kimberly VandenBosch

ASSIGNED ACCOUNTANT: Hope Loewenstein

ASSIGNED SAII-EVAL: Peter Tawadros

PROCUREMENT TYPE: Competitive Non-Competitive
Choose an item.

Westbound has been a vendor of San Bernardino County for many years and continues to provide public relations and marketing services to San Bernardino County, including recent engagements for the Registrar of Voters and Public Works/Flood Control District. Westbound has been through San Bernardino County’s rigorous and equitable Request for Proposal (RFP) vetting process. Further, San Bernardino County’s Purchasing Department has validated these two current contracts include participation clause language which enables additional San Bernardino County departments to engage the services of Westbound Communications.

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
2021-2022	\$95,000	\$0	\$95,000
2022-2023	\$0	\$584,000	\$584,000
2023-2024	\$0	\$813,500	\$813,500
Total			\$1,492,500



AGENDA ITEM 5
June 7, 2023

Subject	Contract SI033 A2 with Children's Fund: Children's Assessment Center
Recommendations	Approve Amendment A2 to Contract SI033 with Children's Fund extending the contract term an additional two years to provide forensic medical evaluations and forensic interviews to further law enforcement and child protective services investigations for suspected child abuse and neglect in the amount of \$1,375,800 resulting in a cumulative total of \$2,731,500. (Presenter: Iffat Quazi, Staff Analyst II, 252-4275)
Financial Impact	\$1,375,800 for 2023-25
Background Information	<p>Established in 1994, the Children's Assessment Center (CAC) serves as a comprehensive, one-stop program where children who have experienced sexual/physical abuse or severe neglect are assessed, examined, and interviewed in one location by a team of specially trained forensic pediatricians. First 5 San Bernardino (F5SB) has contracted with Children's Fund since 2015 to support CAC, the only center of its kind in the county designed to serve victims of abuse through a multi-disciplinary model.</p> <p>The Children's Assessment Center (CAC) is under the umbrella of the 13th Institute of Loma Linda University (LLU), the Resiliency Institute for Childhood Adversity (RICA). RICA provides resources and referrals through a multi-disciplinary team to children aged 0-5 to decrease the effects of child abuse and prevent the potential for future child abuse.</p> <p>Child abuse victims are given the opportunity in a child-friendly environment to disclose their experience one time to simultaneously, to the appropriate child services and law enforcement personnel from Children and Family Services, Sheriff's Department, District Attorney, Behavioral Health, and other applicable agencies. This method of reporting one time is a key strategy to avoid having the child re-live trauma by reporting the experience multiple times.</p> <p>Considering the size of San Bernardino County, the number of children in placement and the number of suspected child abuse and/or neglect referrals received each year, F5SB invested in a forensic pediatrician to support the CAC. The addition of a board-certified forensic pediatrician is a positive, proactive approach to best serve child abuse victims and their families to ensure justice and equity. This strategy is not only an important investment in serving our most vulnerable children, but also timely considering the collaborative work that is being done since the launch of RICA. The center is a collaboration of numerous local agencies to provide forensic interviews and evidentiary medical examinations to evaluate child abuse allegations.</p> <p>The CAC Forensic pediatricians have received extensive training in injury mechanisms, radiology, and orthopedics. These physicians work with outside investigators and attorneys, testify in court, work collaboratively on multi-disciplinary teams, and deliver evidence-based treatments in child psychology. Child abuse program teams integrate the efforts of social workers, psychologists, psychiatrists, nurses, child development specialists, and others to respond to the trauma the child has experienced and work towards helping them be well and live a happy, healthy</p>

life.

On May 6, 2020, the Commission approved a three-year contract with Children’s Fund for \$263,900 per year resulting in a cumulative total of \$791,700 for Fiscal Years 2020-2023.

In June 2021, the Commission approved an amendment to increase the total funding to \$1,355,700, aiming to address the escalating demand for additional support.

Pending Commission approval, the CAC in conjunction with RICA will continue to ensure vulnerable children that are served at the CAC receive more timely treatment and improved quality of services through an additional two year extension to the contract term with Children’s Fund for an additional amount of \$1,375,800. Families will receive therapy, support, and referrals they need to begin the healing process and parents will receive the tools and information to help them keep their children safe from abuse.

Approval of this item supports the **Child Health Strategic Priority Area** in the Commission’s Strategic Plan through the following Investment Area:

- **Direct Services** for children prenatal to age 5 and their families.

Review

Dawn Martin, Commission Counsel

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

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY

STANDARD CONTRACT**

FOR COMMISSION USE ONLY						
<input checked="" type="checkbox"/>	New	Vendor Code 99000006	SC	Dept. 903	A	Contract Number SI033 A2
<input type="checkbox"/>	Change					
<input type="checkbox"/>	Cancel					
Organization Children and Families Commission					Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director				Telephone 909-386-7706		Total Contract Amount \$2,731,500
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200		Contract Start Date July 1, 2020		Contract End Date June 30, 2025		Original Amount \$1,355,700
						Amendment Amount \$1,375,800
Cost Center 9033009900			GL Account 53003357		Internal Order No. 1000734	Amount \$687.900
Cost Center			GL Account		Internal Order No.	
Cost Center			GL Account		Internal Order No.	Amount
Abbreviated Use Children's Assessment Center (CAC)/RICA		FY	Estimated Payment Amount		I/D	Total by Fiscal Year FY
		23-24	\$687,900		I	
		24-25	\$687,900		I	

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)

Children's Fund _____

Department/Division _____

Address _____

348 W. Hospitality Lane, Suite 110

San Bernardino, CA 92408

Phone _____

(909) 379-0000

Federal ID No. _____

33-0193286

Program Address (if different from legal address): _____

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$2,731,500 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:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2020-21	\$ 263,900	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	\$ 545,900	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	\$ 545,900	July 1, 2022 through June 30, 2023
Fiscal Year 2023-24	\$ 687,900	July 1, 2023 through June 30, 2024
Fiscal Year 2024-25	\$ 687,900	July 1, 2024 through June 30, 2025

Initial Here

2. Paragraph A. of Section VIII, TERM, is amended to read as follows:

- A. This Contract is effective as of July 1, 2020 and expires June 30, 2025, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

3. Paragraph C. of Section IX. TERM is deleted in its entirety.

Initial Here

4. This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 23-25

Attachment B – Amended Program Budget for FY 23-24 and FY 24-25

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

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

CHILDREN'S FUND

Legal Entity



Authorized Signature

Elliot Weinstein M.D.

Printed Name

Commission Chair

Title

Dated



Authorized Signature

Cesar Navarrete

Printed Name

President & CEO

Title

Dated

Official Stamp

Reviewed for Processing



Cindy Faulkner

Assistant Director

Date

Approved as to Legal Form



Dawn Martin

Commission Counsel

Date

Presented to Commission for
Signature



Karen E. Scott

Executive Director

Date

Contract #: S1033 A2	Child Health	Attachment A
Strategic Priority Area & Goals:	Direct Services	
Investment Area:		



Agency Name: Children's Fund, Incorporated	Service Area: West valley region, East valley region, Desert Mt. region, and areas in Riverside
Program Name: Children's Assessment Center/Resiliency Institute for Childhood Adversity	Period: July 1, 2023 – June 30, 2025

Expectations	Outcomes	Activity/Description	Activity Dosage/Frequency	Persimmony Verification		
				(Data entry/Report /Upload supporting documents via PDF or Excel)	Quantitative Data	Qualitative Data
		Provide increased effectiveness of the response to child abuse/neglect cases through increased: service locations; additional medical providers; forensic interviewers; and therapists.				
		To serve more child victims of abuse by increasing the number of at-risk children, such as those newly placed into foster care, County Dependents, those with high ACE scores, and those forensic cases under investigation.				
Objective/Goal/Measure				Submission Time Frame	Quantitative Data	Qualitative Data
Serve children aged 0-5 who are at-risk &/or with high ACE scores.	<ul style="list-style-type: none"> Medical provider evaluation to ensure quick placement & decrease wait time dependence on the hospital emergency departments. Child abuse physicians provide informed medical care, & therapists will monitor & provide therapeutic services to stabilize children and caregivers. Medical providers & forensic interviewers gather forensic evidence to further investigations & will provide consultation, forensic medical evaluations, write reports, testify in court, and lead multidisciplinary meetings The social worker engages the caregiver in providing support and resources. 	Ongoing	Quarterly	Aggregated count of children (age 0-5)	A narrative summary of activities, including successes and/or challenges.	
Support & resources to parents	<ul style="list-style-type: none"> The social worker engages the caregiver in providing support and resources. 	Ongoing	Quarterly	Aggregated count of caregivers/parents	A narrative summary of activities, including successes and/or challenges.	
Professional development training & mentoring for providers	Nurse Practitioners work in collaboration with CAC/RICA to provide trainings, TIC, knowledge & experiences in child maltreatment examinations to help Forensic Pediatric Fellows improve their skills.	Ongoing	Quarterly	Unduplicated Aggregated count of providers who received training	A narrative summary of activities, including successes and/or challenges.	
Community awareness about RICA/CAC services	CHW & community outreach coordinator attend community events to share information on RICA services.	Ongoing	Quarterly	N/A	A narrative summary of activities, including successes and/or challenges.	

Agency Rep Name:	Data Type:	Quantitative and Qualitative Data
Agency Signature:	Reporting Period:	Quarterly
Date Signed	Fiscal Year:	2023-2025
		Due: By the 15 th of the following month



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024

ORGANIZATION:		CHILDREN'S FUND, INCORPORATED		DIRECTOR:		CESAR NAVARRETE		PROGRAM YEAR:		2023-2024	
PROGRAM TITLE:		CHILDREN'S ASSESSMENT CENTER/RICA		PROGRAM DIRECTOR:		TAMI LENEZ		TOTAL BUDGET:		687,900	
INITIATIVE:		SYSTEMS SUPPORT		FINANCE OFFICER:		CYNTHIA GONZALEZ		RFP/CONTRACT #:		S1033 AZ	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
1.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name:										
	Position:										
	Operations Manager										
	Children's Fund, Incorporated (CF)	0.17	35.02	353		12,362	-	12,362	72,842	17%	Manages the organizations operations, fiscal and contract compliance related functions
	Total Salaries & Benefits					\$ 12,362	\$ -	\$ 12,362	\$ 72,842		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024**

ORGANIZATION:		Children's Fund, Incorporated	DIRECTOR:		Cesar Navarrete	PROGRAM YEAR:		2023-2024
PROGRAM TITLE:		Children's Assessment Center/RICA	PROGRAM DIRECTOR:		Tami Lenee	TOTAL BUDGET:		687,900
INITIATIVE:		Systems Support	FINANCE OFFICER:		Cynthia Gonzalez	RFP/CONTRACT #:		SI033 A2
II. SERVICES & SUPPLIES								
Expense:			% of Allocation:			TOTAL F5SB BUDGET (\$)		Description/Justification:
1	Program Materials and Supplies		1%		\$ 3,937			Materials for use at CAC/RICA may include art supplies, printed psychoeducational materials/brochures; cleaning and cooking supplies; therapeutic toys and supplies
2	Participant Support and Incentives		0%		\$ 1,500			Tangible goods for children, caregivers, patients
3	Marketing and Promotion		0%		\$ 500			Promotion of CAC/RICA services for at-risk patients/families
4	Printing		0%		\$ 500			information, promotional material such as CAC brochures and resources for coping skill. Prevention and early intervention
5	Subscriptions and Systems/Web Support		0%		\$ 300			Annual fees for web support and yearly subscriptions
6	Office Supplies, Equipment, and IT Support		0%		\$ 1,500			General office supplies, technological equipment, and support necessary to the overall delivery of services
7	Children's fund, Inc. Accounting Services		0%		\$ 2,550			Children's Fund for complex accounting services to strengthen CF internal controls
Total Services & Supplies					\$ 10,787			
III. FOOD								
Event(s):					TOTAL F5SB BUDGET		Description/Justification:	
1	Support on-site snacks for children				1,500			To support child abuse victims and their caregivers while receiving services at CAC/RICA
Total Food					\$ 1,500			
IV. TRAVEL								
Destination:			Purpose:		TOTAL F5SB BUDGET		Description/Justification:	
1								
Total Travel								



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024**

ORGANIZATION:	Children's Fund, Incorporated	DIRECTOR:	Cesar Navarrete	PROGRAM YEAR:	2023-2024
PROGRAM TITLE:	Children's Assessment Center/RIC	PROGRAM DIRECTOR:	Tami Lenee	TOTAL BUDGET:	687,900
INITIATIVE:	Systems Support	FINANCE OFFICER:	Cynthia Gonzalez	RFP/CONTRACT #:	SI033 A2
V. SUBCONTRACTORS					
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:		
1	Loma Linda University Children's Hospital Clinic Manager CAC/RICA	73,351	Supervises CAC/RICA staff & program development		
2	Loma Linda University Children's Hospital Program Specialist CAC/RICA	47,458	Manages medical schedules, equipment, and data		
3	Loma Linda University Medical Center Physician Services and CALL Services	57,292	Physician consulting on cases of suspected child abuse		
4	Loma Linda University Medical Center Physician Services CAP	282,000	Support child abuse physician CAC/RICA		
5	Loma Linda University Medical Center Physician Services Nurse Practitioner	61,150	Work in collaboration with CAC/RICA medical providers		
6	Resiliency Institute Medical Staff Support	142,000	support Trauma-Informed Trained Pediatricians & Nurse Practitioners		
	Total Subcontractors	663,251			
VI. INDIRECT COSTS					
	Percent:				
	Basis:				
	Total Indirect Costs	-			
TOTAL FIRST 5 BUDGET		\$ 687,900			



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025

ORGANIZATION:		CHILDREN'S FUND, INCORPORATED		DIRECTOR:		CESAR NAVARRETE		PROGRAM YEAR:		2024-2025	
PROGRAM TITLE:		CHILDREN'S ASSESSMENT CENTER/RICA		PROGRAM DIRECTOR:		TAMI LENEZ		TOTAL BUDGET:		687,900	
INITIATIVE:		SYSTEMS SUPPORT		FINANCE OFFICER:		CYNTHIA GONZALEZ		RFP/CONTRACT #:		S1033 A2	
BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	First 5 % of TOTAL SALARY	
I. SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
Name:											
Position:											
1 Cynthia Gonzalez	0.17	35.02	353		12,362	-	12,362	72,842	Manages the organizations operations, fiscal	17%	
Total Salaries & Benefits					\$ 12,362	\$ -	\$ 12,362	\$ 72,842			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION:		Children's Fund, Incorporated	DIRECTOR:		Cesar Navarrete	PROGRAM YEAR:		2024-2025
PROGRAM TITLE:		Children's Assessment Center/RICA	PROGRAM DIRECTOR:		Tami Lenee	TOTAL BUDGET:		687,900
INITIATIVE:		Systems Support	FINANCE OFFICER:		Cynthia Gonzalez	RFP/CONTRACT #:		SIO33 A2
II. SERVICES & SUPPLIES								
Expense:			% of Allocation:			TOTAL F5SB BUDGET (\$)		Description/Justification:
1	Program Materials and Supplies		1%	\$	3,937	Materials for use at CAC/RICA may include art supplies, printed psychoeducational materials/brochures; cleaning and cooking supplies; therapeutic toys and supplies		
2	Participant Support and Incentives		0%	\$	1,500	Tangible goods for children, caregivers, patients		
3	Marketing and Promotion		0%	\$	500	Promotion of CAC/RICA services for at-risk patients/families		
4	Printing		0%	\$	500	Printing funds to supply caregivers with psychoeducational information, promotional material such as CAC brochures and		
5	Subscriptions and Systems/Web Support		0%	\$	300	Annual fees for web support and yearly subscriptions		
6	Office Supplies, Equipment, and IT Support		0%	\$	1,500	General office supplies; technological equipment, and support necessary to the overall delivery of services		
7	Children's fund, Inc. Accounting Services		0%	\$	2,550	Children's Fund for complex accounting services to strengthen CF internal controls		
Total Services & Supplies				\$	10,787			
III. FOOD								
Event(s):						TOTAL F5SB BUDGET		Description/Justification:
1	Support on-site snacks for children				1,500	To support child abuse victims and their caregivers while receiving services at CAC/RICA		
Total Food				\$	1,500			
IV. TRAVEL								
Destination:			Purpose:			TOTAL F5SB BUDGET		Description/Justification:
1	Total Travel							
V. SUBCONTRACTORS								



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION: Children's Fund, Incorporated		DIRECTOR: Cesar Navarrete	PROGRAM YEAR: 2024-2025
PROGRAM TITLE: Children's Assessment Center/RIC		PROGRAM DIRECTOR: Tami Lenee	TOTAL BUDGET: 687,900
INITIATIVE: Systems Support		FINANCE OFFICER: Cynthia Gonzalez	RFP/CONTRACT #: S1033 A2
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	Loma Linda University Children's Hospital Clinic Manager CAC/RICA	73,351	Supervises CAC/RICA staff & program development
2	Loma Linda University Children's Hospital Program Specialist CAC/RICA	47,458	Manages medical schedules, equipment, and data
3	Loma Linda University Medical Center Physician Services and CALL Services	57,292	Physician consulting on cases of suspected child abuse
4	Loma Linda University Medical Center Physician Services CAP	282,000	Support child abuse physician CAC/RICA
5	Loma Linda University Medical Center Physician Services Nurse Practitioner	61,150	Work in collaboration with CAC/RICA medical providers
6	Resiliency Institute Medical Staff Support	142,000	support Trauma-Informed Trained Pediatricians & Nurse Practitioners
7			
Total Subcontractors		663,251	
VI. INDIRECT COSTS			
Percent:			
Basis:			
Total Indirect Costs			
TOTAL FIRST 5 BUDGET		\$ 687,900	



Program Outline Document 2023-2025

AGENCY INFORMATION

Contract #: SI033 A2

Legal Entity: Children’s Fund
 Dept./Division: _____
 Project Name: Children’s Assessment Center (CAC) and Resiliency Institute for Childhood Adversity (RICA)

Program Site Address: 700 E. Gilbert Street
 San Bernardino, CA 92415 and
 11374 Mountain View Ave,
 Loma Linda, CA 92354 Client Referral Phone #: 909 379 0000

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Cesar Navarrete Title: President & CEO
 Address: 348 W. Hospitality Lane, Suite 110
 San Bernardino CA 92408-3261 Direct Phone #: 909 379 6021
 E- Mail: cesar@childrensfund.org Fax #: 909 379 0006

CONTRACT REPRESENTATIVE

Name: Tami Lenee Title: Manager CAC/RICA
 Address: 700 E. Gilbert Street
 San Bernardino, CA 92415 and
 11374 Mountain View Ave,
 Loma Linda, CA 92354 Direct Phone #: 909-382-3515
 E- Mail: TLenee@llu.edu Fax #: 909-383-3830

PROGRAM CONTACT

Name: Cynthia Gonzalez Title: Program Specialist
 Address: 348 W. Hospitality Lane, Suite 110
 San Bernardino, CA 92408 Direct Phone #: 909 379 6023
 E- Mail: Cynthia@childrensfund.org Fax #: 909 379 0006

FISCAL CONTACT

Name: Linda Franklin Title: Fiscal Manager
 Address: 348 W. Hospitality Lane, Suite 110
 San Bernardino, CA 92408 Direct Phone #: 909 379 6024
 E-Mail: Linda@childrensfund.org Fax #: 909 379 0006

ADDITIONAL CONTACT (Describe): Choose an item.

Name: _____ Title: _____
 Address: For Staff Analyst use only. Direct Phone #: _____
 E-Mail: _____ Fax #: _____

PROGRAM INFORMATION

TYPE OF AGENCY Community-Based

Describe: Non Profit

PROGRAM DESCRIPTION

The Children’s Assessment Center (CAC) is under the umbrella of the 13th Institute of Loma Linda University (LLU), the Resiliency Institute for Childhood Adversity (RICA). CAC provides forensic medical evaluations and forensic interviews to further law enforcement and child protective services investigations of child abuse and neglect.

REGION

Countywide

Mental health services (County dependents can be referred to CAC for mental health services through a recently signed MOU with the County); victims of crime services; and employs a child life specialist to help mitigate anxiety, depression, and trauma while visiting the center. The medical providers also consult on suspected non-accidental trauma cases at LLU Children’s Hospital.

RICA provides resources and referrals through a multi-disciplinary team to children aged 0-5 to decrease the effects of child abuse and prevent the potential for future child abuse. Additionally, Children’s Fund, in partnership with Loma Linda University, will provide training to San Bernardino County professionals, parents, caregivers, to help them protect children from abuse and ensure professionals are trained to better understand the specialty of child abuse and are well equipped to identify and respond to incidents of abuse.

STRATEGIC PRIORITY AREA & GOAL

Child Health Quality Early Learning Family Support

INVESTMENT AREA

Direct Services Systems Level Efforts Supportive Strategies

Defined by the Strategic Plan

ASSIGNED ANALYST:

Iffat Quazi

ASSIGNED ACCOUNTANT:

Willmar Gultom

ASSIGNED EVALUATOR:

Ray Salamat

PROCUREMENT TYPE:

Competitive Non-Competitive Sole Source

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
2020-2021	\$263,900	\$	\$263,900
2021-2022	\$263,900	\$282,000	\$545,900
2022-2023	\$263,900	\$282,000	\$545,900
2023-2024	\$	\$687,900	\$687,900
2024-2025	\$	\$687,900	\$687,900
Total			\$2,731,500



AGENDA ITEM 6
June 7, 2023

Subject	Amendment A1 for Contract SI034 Children’s Fund – Daily Referral Program
Recommendation	Approve Amendment A1to Contract SI034 with Children’s Fund extending the contract term an additional two years to support the Daily Referral Program and Celebration of Giving campaign in the amount of \$1,700,962 for 2023-25 for a cumulative total of \$3,401,426. (Presenter: Iffat Quazi, Staff Analyst I, 252-4275)
Financial Impact	\$1,700,962 for 2023-25.
Background Information	<p>Children's Fund serves our communities' most vulnerable children by supporting agencies and nonprofits that serve children who are experiencing poverty, abuse, and neglect. Children’s Fund is positioned to leverage donations to help provide essential goods, services and resources such as but not limited to beds, bedding, food, hygiene, clothing, shoes, rental and utility assistance, medical/dental services to our region's most vulnerable children.</p> <p>Emergency funds are dispersed to Children’s Fund’s authorized agencies via an intensive referral process. The referring agencies must provide case management services to recipients of the funds. Families served are not provided with the funds directly but instead case managers purchase the items or pay the bills on behalf of the families in need.</p> <p>Case Managers develop active service plans for families that support the need for the items requested. The plan must demonstrate that it is a one-time expense and that they are working with the family to prevent it from being an on-going need. In addition, an agency must demonstrate that they requested the needed services through three other referral sources and were unsuccessful prior to a referral to Children’s Fund to ensure that First 5 San Bernardino (F5SB) is the “payer of last resort”.</p> <p>In addition to the goods and services, approximately 7,500 children are provided a developmentally appropriate gift through the annual Celebration of Giving campaign, which is included in the contract deliverables for this contract. During the annual giving campaign, Children’s Fund will disburse \$50,000 worth of developmentally appropriate toys to underserved children ages 0-5.</p> <p>In May of 2020, the Commission approved Contract SI034 in the amount of \$1,700,464 that allowed Children’s Fund to continue to provide basic needs to families with children 0-5 and provide developmentally appropriate gifts through the Celebration of Giving campaign with a contract term ending on June 30, 2023.</p> <p>Children’s Fund has been successful in meeting contract obligations and target objectives in improving significant outcomes for children and families over the past five years.</p> <p>Children's Fund would like to expand their current Emergency Needs Program to provide emergency/temporary housing in 7-day increments to over 200 homeless families through the provision of hotel/motel vouchers. This contract represents an</p>

increase of 42% to meet the growing need to support homelessness. Children’s Funds overarching goal is to stabilize San Bernardino County families in crisis experiencing homelessness and housing insecurity by providing emergency goods and services that include tangible items and temporary/emergency housing.

Pending Commission approval, this amended contract will allow Children’s Fund to continue to provide basic needs to families with children 0-5, expand services to include support for homeless families by providing temporary and emergency housing, and continue to provide developmentally appropriate gifts through the Celebration of Giving campaign.

Approval of this item supports the **Family Support** Strategic Priority Areas in the Commission’s 2020-2023 Strategic Plan through the following Investment Areas:

- **Systems Level Efforts:**
 Collaboration, Community Capacity Building and Workforce
- **Supportive Strategies:**
 Research & Evaluation, Policy, Advocacy, Countywide Collaboration and Statewide/First 5 Networks Efforts

Review

Dawn Martin, Commission Counsel

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

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY

STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 99000006	SC	Dept. 903	A
Contract Number SI034 A1				Contractor's License No.
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$3,401,426
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				
If not encumbered or revenue contract type, provide reason:				
Commodity Code 95200	Contract Start Date July 1, 2020	Contract End Date June 30, 2025	Original Amount \$1,700,962	Amendment Amount \$1,700,464
Cost Center 9033009900	GL Account 53003357	Internal Order No. 1000734	Amount \$825,156	
Cost Center	GL Account	Internal Order No.		
Cost Center	GL Account	Internal Order No.	Amount	
Abbreviated Use Daily Referral Program	FY 23-24	Estimated Payment Amount \$825,156	I/D I	Total by Fiscal Year FY Amount
Emergency Needs	24-25	\$875,308	I	

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)

Children's Fund _____

Department/Division _____

Address _____

348 W. Hospitality Land, Suite 110 _____

San Bernardino, CA 92408 _____

Phone _____

909-379-0000 _____

Federal ID No. _____

33-0193286 _____

Program Address (if different from legal address): _____

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 1**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 3,401,426 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:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2020-21	\$ <u>560,610</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	\$ <u>566,917</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	\$ <u>573,435</u>	July 1, 2022 through June 30, 2023
Fiscal Year 2023-24	\$ <u>825,156</u>	July 1, 2023 through June 30, 2024
Fiscal Year 2024-25	\$ <u>875,308</u>	July 1, 2024 through June 30, 2025

Initial Here

2. Paragraph A. of Section VIII, TERM, is amended to read as follows:

- A. This Contract is effective as of July 1, 2020 and expires June 30, 2025, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

3. Paragraph C. of Section VIII. TERM is deleted in its entirety.

Initial Here

XI. CONCLUSION

4. This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 23-25

Attachment B – Amended Program Budget for FY 23-24 & 24-25

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

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

CHILDREN'S FUND

Legal Entity



Authorized Signature

Elliot Weinstein M.D.

Printed Name

Commission Chair

Title

Dated



Authorized Signature

Cesar Navarrete

Printed Name

President and CEO

Title

Dated

Official Stamp

Reviewed for Processing



Cindy Faulkner

Assistant Director

Date

Approved as to Legal Form



Dawn Martin

Commission Counsel

Date

Presented to Commission for
Signature



Karen E. Scott

Executive Director

Date

Contract #: SI034 A1	Attachment A
Strategic Priority Area & Goals:	Family Support
Investment Area:	Systems Level Efforts, Supportive Strategies



Agency Name:	Children's Fund	Service Area:	Countywide
Program Name:	Emergency Needs	Period:	July 2023 – June 2025

Expectations Leverage resources through community partnerships among agencies and across systems to support the needs of children 0-5 and their families.

Outcomes Children 0-5 and their families will have access to basic needs, goods and services.

Objective/Goal/Measure	Activity/Description	Activity Dosage/Frequency	(Data entry/Report /Upload supporting documents via PDF or Excel)	Persimmony Verification	
				Submission Time Frame	Quantitative Data
Basic needs goods and services provision (A minimum of 180 children 0-5)	Partner with approved agencies for the provision of basic needs	Basic needs provision/Ongoing	Quarterly	<ul style="list-style-type: none"> Aggregated data for the number of unduplicated children 0-5 served. Aggregated data for the number of unduplicated caregivers/parents 	Narratives of services delivered and impact.
Holiday Campaign (7,500 Children)	Disperse developmentally appropriate toys to children 0-5 through the Celebration of Giving Campaign.	Campaign/Once per year	Quarterly	<ul style="list-style-type: none"> Aggregated data for the number of unduplicated children 0-5 served 	Narratives of services delivered and impact.
PSD Referrals (300 children)	Provide basic needs services and goods to County Preschool Services Department (PSD) clients	PSD referrals/ongoing	Quarterly	<ul style="list-style-type: none"> Aggregated data for the number of unduplicated caregivers/parents 	Narratives of services delivered and impact.
Partner agency referrals (200 families)	Provide emergency temporary transitional housing to families with children 0-5 through the provision of a hotel/motel.	Ongoing	Quarterly	<ul style="list-style-type: none"> Aggregated data for the number of unduplicated children 0-5 served. Aggregated data for the number of unduplicated caregivers/parents 	Narratives of services delivered and impact.

Agency Rep Name:	Cesar Navarrete	Data Type:	Quantitative and Qualitative Data
Agency Signature:		Reporting Period:	Quarterly
Date Signed		Fiscal Year(s):	July 2023 – June 2025
		Due:	By the 15 th of the following month



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024

ORGANIZATION:		Children's Fund		DIRECTOR:		Cesar Navarrete		PROGRAM YEAR:		2023-2024	
PROGRAM TITLE:		Emergency Needs Program		PROGRAM DIRECTOR:		Betty Chambers		TOTAL BUDGET:		825,156	
INITIATIVE:				FINANCE OFFICER:		Linda Franklin		RFP/CONTRACT #:		S1034 A1	
BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5% of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
Name:			Position:								
1 Betty Chambers	0.50	41.03	1040	10%	42,671	4,267	46,938	93,877	50%	Provides oversight to the emergency needs and voucher programs including approving referrals, managing data platform, coordinating with agency partners, develop community relationships, and is the point person for all program related questions.	
2 Cynthia Gonzalez	0.10	34.00	208	10%	7,072	707	7,779	77,792	10%	Manages the organization's operations, fiscal and contract compliance related functions. Provides direct supervision and resources to fiscal staff.	
3 Amber Nelson-Thornycroft	0.50	30.00	1040	10%	31,200	3,120	34,320	68,640	50%	Provides program support reviewing all emergency needs requests, researching requests. Directly supervises the Program Clerk. Oversees the coordination of the Celebration of Giving Campaign providing toys, books, and clothing to thousands of young children throughout the county during the holidays.	
4 Denise Flanagan	0.50	18.00	1040	10%	18,720	1,872	20,592	41,184	50%	Administration of the Emergency Needs Program, reviewing all requests and connecting with partner agencies to verify information provided and securing emergency needs goods and services needed to stabilize the family. Preparing all Emergency requests for approval by the	



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024

ORGANIZATION:		Children's Fund		DIRECTOR:		Cesar Navarrete		PROGRAM YEAR:		2023-2024	
PROGRAM TITLE:		Emergency Needs Program		PROGRAM DIRECTOR:		Bethy Chambers		TOTAL BUDGET:		825,156	
INITIATIVE:				FINANCE OFFICER:		Linda Franklin		RFP/CONTRACT #:		S1034 A1	
LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I. SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
5	Linda Franklin Fiscal Officer	0.50	27.62	1040	10%	28,725	2,872	31,597	63,195	50%	Provides coordination of all in-house fiscal responsibilities and functions that include: processing all emergency needs requests, cutting checks, reconciling spending, processing invoices and other general fiscal functions. Provides administrative support for reporting requirements pertaining to billing.
6	Paris Nelson Inventory Clerk	0.50	23.00	1040	10%	23,920	2,392	26,312	52,624	50%	Responsible for accepting, inventorying, tracking, locating, and pulling all donated and purchased goods that will be used to fulfill emergency goods requests. Will also provide support for the annual Celebration of Giving Campaign to inventory all gifts and fill partner orders/requests.
7	To be hired Homeless Liaison	1.00	25.00	2080	10%	52,000	5,200	57,200	57,200	100%	Manages the motel/hotel voucher program, connects families with resources provided basic case management, works with partner agencies to transition families to permanent housing, coordinates additional emergency needs good and services for families, prepares requests and monthly report's
Total Salaries & Benefits						\$ 204,308	\$ 20,431	\$ 224,739	\$ 454,511		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024**

ORGANIZATION: Children's Fund		DIRECTOR: Cesar Navarrete	PROGRAM YEAR: 2023-2024	
PROGRAM TITLE: Emergency Needs Program		PROGRAM DIRECTOR: Betty Chambers	TOTAL BUDGET: 825,156	
INITIATIVE: 0		FINANCE OFFICER: Linda Franklin	RFP/CONTRACT #: S1034 A1	
II. SERVICES & SUPPLIES				
Expense:		% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Emergency Needs	58%	\$ 478,000	Provide Emergency needs goods and services to children, not limited to beds, bedding, food, hygiene, clothing, shoes, rental and utility assistance, medical/dental services, and hotel/motel vouchers.
2	Celebration of Giving	6%	\$ 50,000	Providing toys, books, and clothing to young children throughout San Bernardino County during the holidays (% allocation includes in-kind/cash received for campaign)
3	Office Supplies and Materials	0%	\$ 2,000	General office supplies/consumables necessary for the overall administration of program and services
4	Rent/lease Building	6%	\$ 45,892	lease cost based on the proportion of staff dedicated to the contract.
5	Professional Services	3%	\$ 23,525	For more complex accounting services as well as to strengthen internal controls. Web-based platform for processing basic needs requests, required equipment, and overall IT support, payroll processing, and HS admin fees.
6	Office equipment	0%	\$ 1,000	supportive office equipment necessary to the overall function of services such as laptops, computers accessories, and printers.
Total Services & Supplies			\$ 600,417	
III. FOOD				
Event(s):			TOTAL F5SB BUDGET	Description/Justification:
1				
Total Food			\$ -	
IV. TRAVEL				



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024**

ORGANIZATION: Children's Fund		DIRECTOR: Cesar Navarrete		PROGRAM YEAR: 2023-2024	
PROGRAM TITLE: Emergency Needs Program		PROGRAM DIRECTOR: Betty Chambers		TOTAL BUDGET: 825,156	
INITIATIVE: 0		FINANCE OFFICER: Linda Franklin		RFP/CONTRACT #: SIO34 A1	
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:		
1					
Total Travel		-			
V. SUBCONTRACTORS					
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:		
1					
Total Subcontractors		-			
VI. INDIRECT COSTS					
Percent:					
Basis:					
Total Indirect Costs		-			
TOTAL FIRST 5 BUDGET		\$ 825,156			



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025

ORGANIZATION:		Children's Fund		DIRECTOR:		Cesar Navarrete		PROGRAM YEAR:		2024-2025	
PROGRAM TITLE:		Emergency Needs Program		PROGRAM DIRECTOR:		Betty Chambers		TOTAL BUDGET:		875,308	
INITIATIVE:				FINANCE OFFICER:		Linda Franklin		RFP/CONTRACT #:		5034 A1	
BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I. SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
Name:											
Position:											
1 Betty Chambers	0.50	41.03	1040	10%	42,671	4,267	46,938	93,877	50%	Provides oversight to the emergency needs and voucher programs including approving referrals, managing data platform, coordinating with agency partners, develop community relationships, and is the point person for all program related questions.	
2 Cynthia Gonzalez	0.10	34.00	208	10%	7,072	707	7,779	77,792	10%	Manages the organization's operations, fiscal and contract compliance related functions. Provides direct supervision and resources to fiscal staff.	
3 Amber Nelson-Thorneycroft	0.50	30.00	1040	10%	31,200	3,120	34,320	68,640	50%	Provides program support reviewing all emergency needs requests, researching requests. Directly supervises the Program Clerk. Oversees the coordination of the Celebration of Giving Campaign providing toys, books, and clothing to thousands of young children throughout the county during the holidays.	
4 Denise Flanagan	0.50	18.00	1040	10%	18,720	1,872	20,592	41,184	50%	Administration of the Emergency Needs Program, reviewing all requests and connecting with partner agencies to verify information provided and securing emergency needs goods and services needed to stabilize the family. Preparing all emergency requests for approval by the	



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025

ORGANIZATION:		CHILDREN'S FUND		DIRECTOR:		CESAR NAVARRETE		PROGRAM YEAR:		2024-2025	
PROGRAM TITLE:		EMERGENCY NEEDS PROGRAM		PROGRAM DIRECTOR:		BETTY CHAMBERS		TOTAL BUDGET:		875,308	
INITIATIVE:				FINANCE OFFICER:		LINDA FRANKLIN		RFP/CONTRACT #:		S1034 A1	
BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
A	B	C	D	E	F	G	H	I	J	PROVIDES COORDINATION OF ALL PROGRAMS TOTAL	
1. SALARIES & BENEFITS											
5 Linda Franklin	0.50	27.62	1040	10%	28,725	2,872	31,597	63,195	50%	responsibilities and functions that include: processing all emergency needs requests, cutting checks, reconciling spending, processing invoices and other general fiscal functions. Provides administrative support for reporting requirements pertaining to billing.	
6 Paris Nelson	0.50	23.00	1040	10%	23,920	2,392	26,312	52,624	50%	Responsible for accepting, inventorying, tracking, locating, and pulling all donated and purchased goods that will be used to fulfill emergency goods requests. Will also provide support for the annual Celebration of Giving Campaign to inventory all gifts and fill partner orders/requests.	
7 To be hired	1.00	25.00	2080	10%	52,000	5,200	57,200	57,200	100%	Manages the motel/hotel voucher program, connects families with resources provided basic case management, works with partner agencies to transition families to permanent housing, coordinates additional emergency needs good and services for families, prepares requests and monthly report's	
Total Salaries & Benefits					\$ 204,308	\$ 20,431	\$ 224,739	\$ 454,511			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION: Children's Fund		DIRECTOR: Cesar Navarrete	PROGRAM YEAR: 2024-2025	
PROGRAM TITLE: Emergency Needs Program		PROGRAM DIRECTOR: Betty Chambers	TOTAL BUDGET: 875,308	
INITIATIVE: 0		FINANCE OFFICER: Linda Franklin	RFP/CONTRACT #: S1034 A1	
II. SERVICES & SUPPLIES				
Expense:		% of Allocation:	TOTAL F55B BUDGET (\$)	Description/Justification:
1	Emergency Needs	60%	\$ 525,800	Provide Emergency needs goods and services to children: beds, bedding, food, hygiene, clothing, shoes, rental and utility assistance, medical/dental services, and hotel/motel vouchers. A 10% increase from 2023-24.
2	Celebration of Giving	6%	\$ 50,000	Providing toys, books, and clothing to young children throughout San Bernardino County during the holidays (% allocation includes in-kind/cash received for campaign)
3	Office Supplies and Materials	0%	\$ 2,000	General office supplies/consumables necessary for the overall administration of program and services
4	Rent/lease Building	5%	\$ 45,892	lease cost based on the proportion of staff dedicated to the contract.
5	Professional Services	3%	\$ 25,878	For more complex accounting services as well as to strengthen internal controls. Web-based platform for processing basic needs requests, required equipment, and overall IT support, payroll processing, and HS admin fees. A 10% increase from 2023-24.
6	Office equipment	0%	\$ 1,000	supportive office equipment necessary to the overall function of services such as laptops, computers accessories, and printers.
Total Services & Supplies			\$ 650,570	
III. FOOD				
Event(s):			TOTAL F55B BUDGET	Description/Justification:
1				
Total Food			\$ -	
IV. TRAVEL				



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2024-2025**

ORGANIZATION: Children's Fund		DIRECTOR: Cesar Navarrete		PROGRAM YEAR: 2024-2025	
PROGRAM TITLE: Emergency Needs Program		PROGRAM DIRECTOR: Betty Chambers		TOTAL BUDGET: 875,308	
INITIATIVE: 0		FINANCE OFFICER: Linda Franklin		RFP/CONTRACT #: S1034 A1	
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:		
1	Total Travel	-			
V. SUBCONTRACTORS		TOTAL F5SB BUDGET	Description/Justification:		
1	Organization Name:				
	Total Subcontractors	-			
VI. INDIRECT COSTS					
	Percent:				
	Basis:				
	Total Indirect Costs	-			
TOTAL FIRST 5 BUDGET		\$ 875,308			



Program Outline Document 2023-2025

AGENCY INFORMATIONContract #: SI034 A1Legal Entity: Children's Fund Inc.Dept./Division: Programs DepartmentProject Name: Emergency Needs Program (Daily Referral Program)Program Site Address: 348 W. Hospitality Lane, Suite 110
San Bernardino, CA 92408Client Referral Phone #: 909-379-0000**CONTACT INFORMATION****SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE**Name: Cesar Navarrete, MPATitle: President and CEOAddress: 348 W. Hospitality Lane, Suite 110
San Bernardino, CA 92408Direct Phone #: 909-379-6021E- Mail: cesar@childrensfund.orgFax #: 909-379-0006**CONTRACT REPRESENTATIVE**Name: Cesar Navarrete, MPATitle: President and CEOAddress: 348 W. Hospitality Lane, Suite 110
San Bernardino, CA 92408Direct Phone #: 909-379-6021E- Mail: cesar@childrensfund.orgFax #: 909-379-0006**PROGRAM CONTACT**Name: Betty ChambersTitle: Director of ProgramsAddress: 348 W. Hospitality Lane, Suite 110
San Bernardino, CA 92408Direct Phone #: 909-379-6028E- Mail: Betty@childrensfund.orgFax #: 909-379-0006**FISCAL CONTACT**Name: Linda FranklinTitle: Fiscal CoordinatorAddress: 348 W. Hospitality Lane, Suite 110
San Bernardino, CA 92408Direct Phone #: 909-379-6024E-Mail: linda@childrensfund.orgFax #: 909-379-0006**ADDITIONAL CONTACT (Describe):** Choose an item.Name: Amber Nelson-ThorneycroftTitle: Program ManagerAddress: 348 W. Hospitality Lane, Suite 110
San Bernardino, CA 92408Direct Phone #: 909-379-6037E-Mail: amber@childrensfund.org

Fax #: _____

PROGRAM INFORMATION

TYPE OF AGENCY Community-Based **Describe:** Non Profit

PROGRAM DESCRIPTION

Children's Fund serves our communities' most vulnerable children by supporting agencies and nonprofits that serve children who are experiencing poverty, abuse, and neglect. Children's Fund is positioned to leverage donations to help provide essential goods, services and resources such as but not limited to beds, bedding, food, hygiene, clothing, shoes, rental and utility assistance, medical/dental services to our region's most vulnerable children.

REGION
Countywide

The Emergency Needs program expanded to also provide emergency/temporary housing in 7-day increments to over 200 homeless families through the provision of hotel/motel vouchers.

In addition to the goods, homeless support, and services, approximately 7,500 children are provided a developmentally appropriate gift through the annual Celebration of Giving campaign, which is included in the contract deliverables for this contract. During the annual giving campaign, Children's Fund will disburse \$50,000 worth of developmentally appropriate toys to underserved children ages 0-5.

STRATEGIC PRIORITY AREA & GOAL Child Health Quality Early Learning Family Support

INVESTMENT AREA Direct Services Systems Level Efforts Supportive Strategies

Defined by the Strategic Plan

ASSIGNED ANALYST: Iffat Quazi

ASSIGNED ACCOUNTANT: Willmar Gultom

ASSIGNED EVALUATOR: Peter Tawadros

PROCUREMENT TYPE: Competitive Non-Competitive Selected

Special conditions justify the direct selection of the entity.

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
2020-2021	\$ 560,610	\$0	\$560,610
2021-2022	\$ 566,917	\$0	\$566,917
2022-2023	\$ 573,435	\$0	\$573,435
2023-2024	\$0	\$825,156	\$825,156
2024-2025	\$0	\$875,308	\$875,308
Total			\$3,401,426



AGENDA ITEM 7
June 7, 2023

Subject	Quality Counts California Block Grant Renewal Application
Recommendations	Approve acceptance of \$699,962 in funds awarded through the California Department of Social Services for the Quality Counts California Block Grant to support Quality Start San Bernardino and delegate the authority to the Executive Director or her designee to execute any agreements or documents required to effectuate the receipt of such funds. (Presenter: Erika Willhite, Staff Analyst II, 252-4262)
Financial Impact	Revenue of \$699,962 for 2023-24.
Background Information	<p>In July of 2020, First 5 San Bernardino (F5SB) was awarded the Quality Counts California (QCC) Local Consortia and Partnerships Grants which represents a unified application process and funding for First 5 California (F5CA) IMPACT 2020, the California Department of Education (CDE) QCC California State Preschool Program (CSPP), the CDE QCC Block Grant and the federal Preschool Development Grant Birth through Five Renewal (PDG-R). This unified Request for Applications (RFA) supports lead agencies, as part of a local or multi-county consortium, to administer quality improvement supports to early learning and care (ELC) programs under the QCC framework. Applicants were required to develop a single, unified, plan to implement QCC and support a broad spectrum of providers in a mixed delivery system.</p> <p>The California Department of Social Services (CDSS) announced the release of the QCC Block Grant in March of 2023. The QCC Block Grant provides quality improvement funds in support of local QCC consortia to raise the quality of participating sites and providers. Each consortium must implement quality improvement (QI) supports, incentives, and other QI projects intended to support and expand access to quality child care settings that address the needs of the whole child, including health, child development and learning, and family strengthening through the early learning and care system.</p> <p>The QCC funding will allow Quality Start San Bernardino (QSSB) to meet the goals and objectives of this grant including:</p> <ul style="list-style-type: none">• Supporting children who have experienced trauma, by supporting links to screening for adverse childhood experiences (ACEs) and implement trauma informed care.• Strengthening family engagement by integrating and utilizing PDG Parent Cafes as part of the QCC model and a core family engagement strategy.• Strengthening quality improvement for all providers in the ELC system, including implementing observations and individualize instruction, and expanding access to professional development trainings.• Embedding CA's existing Child Care Initiative Project (CCIP) as a foundational component of QCC to build licensed care capacity and increase the quality of care available in their communities. <p>With input from the QSSB Operating Partners and Steering Committee, F5SB submitted the QCC Block Grant Renewal application on May 12, 2023 with the expectation of notification in June with a finalized contract in July 2023.</p>

Commission approval will authorize the receipt of \$699,962 grant funds and provide such additional revenue for Fiscal Year 2023-2024 to support QSSB and the Early Learning and Care system for San Bernardino County.

Approval of this item supports the **Quality Early Learning** Strategic Priority Area in the Commission’s Strategic Plan through the following Investment Areas:

- **Systems Level Efforts:**
 Collaboration, Community Capacity Building and Workforce
- **Supportive Strategies:**
 Research & Evaluation, Policy, Advocacy, Countywide Collaboration and Statewide/First 5 Networks Efforts

Review

Dawn Martin, Commission Counsel

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

Quality Start San Bernardino
Quality Counts California (QCC) Block Grant Renewal Application-
Program Narrative
FY 2023-2024

Page 3: QCC Block Grant Plan –
Section A: Local Needs, Participation and Quality Goals

(8) *Describe current/planned needs assessment for your county(ies) and include all sources of information used. Describe the community’s children who are high-impact including those with high-need, especially infants and toddlers, children living in poverty, dual language learners, foster children, children experiencing homelessness, children with disabilities, and children who are tribal, migrant, and/or live in rural/isolated communities.

Throughout San Bernardino County, there are a significant number of high impact communities with children that are in high need. From children in poverty to dual language learners, there are many young families that can benefit from the support that Quality Start San Bernardino offers.

Access to care is an area of need across the county, with about 86.5% of children in working families for whom child care spaces were not available in 2021 (KidsData.org). San Bernardino County ranks 58th in the state of California for available licensed slots (Children Now Scorecard). In 2021 there were 175,271 children ages 0-5 in San Bernardino County (KidsData.org). Yet, there are only 31,378 licensed early care and education spaces for children in the County of San Bernardino; this amount does not include license-exempt programs. Licensed early care and education programs include, Early Head Start, Head Start, California State Preschool Program, Family Child Care Homes, and Transitional Kindergarten.

Infants and toddlers are another significant population of children that are in need of quality care. Of all requests for child care in San Bernardino County, 25% are for children under 2 years old.

Dual language learners are a large population of the county’s youngest children. One in five (20%) of San Bernardino County residents are foreign-born immigrants. Spanish is the predominant language spoken other than English, followed by Asian and Pacific Island languages. In 2019, the majority of English learners entering kindergarten throughout the county were 88.8% Spanish speaking, followed by Mandarin, Arabic, and Vietnamese. The percentage of kindergartners who enter school speaking a language other than English at home is consistent with the overall Census information, which reports that 42.2% of all individuals over five years old speak a language other than English at home. According to a report from UC Riverside’s Center for Social Innovation, the Inland Empire’s (includes San Bernardino and Riverside Counties)

economic strength and cultural vitality depends on the contributions of immigrants and native born; the economy, in essence, is highly dependent on immigrant labor and dual language learners will likely continue to be a high-impact population.

Poverty and homelessness are another challenge facing many children in San Bernardino County. As of 2019, 16% of San Bernardino County families were living in poverty. In 2020, there were about 37,389 children ages 0-5 who were participating in WIC in the county (kidsdata.org). The San Bernardino County Homeless Partnership conducted the most recent Point-In-Time homeless count on Thursday, February 24, 2022. The count is conducted on an annual basis. According to the published report, the number of adults and children counted as homeless increased by 7% to 3,333 than in 2020, many of whom were unsheltered.

In addition, children in the welfare system and children exposed to trauma and adverse experiences are another population of need in the county. According to the San Bernardino County Children and Family Services (CFS) Department, there were a total of 6,764 children in Foster Care placement in San Bernardino County for the period of 2019. Kidsdata.org shows that there are 2,525 children under five in foster care in San Bernardino County. Children whose families are served by the child welfare system often are developmentally vulnerable due to trauma stemming from early abuse and neglect and from risk factors that commonly co-occur, such as prenatal drug exposure, prematurity, low birth weight, poverty, homelessness, parental depression and other mental health problems.

Children with disabilities and developmental challenges is a group that can be served through Quality Start San Bernardino. There are approximately 3,500 children under 3 years old who have an Individualized Family Services Plan (IFSP).

The 2021-2026 Local Planning Council (LPC) Needs Assessment and Strategic Plan has identified three goals as areas of focus. Based on the Needs Assessment findings the goal areas are:

1. Increase equitable access to high quality early care and education programs for all children in San Bernardino County.
2. Expand and enhance workforce development opportunities to promote inclusive, quality in early care and education programs that will successfully serve all children and families.
3. Increase collaboration in San Bernardino County amongst stakeholders to leverage and maximize (early care) opportunities for children and families.

Overall, the strategy for the San Bernardino County Consortium will be to utilize the Local Needs Assessment and QSSB program data to inform future strategies for outreach and recruitment strategies. Geographic data will be used to better understand which communities have been served through programs participating in QSSB and to identify where there may be gaps in participation and program quality and a need for outreach and recruitment.

*Statistical information was obtained from: 1) San Bernardino County 2021 R&R portfolio 2) Local Needs Assessment 3) San Bernardino County Head Start Community Assessment 4) KidsData.org 5) Children Now Scorecard

(9) *Describe the goals and objectives of the local consortium and the QCC Plan.

Beginning in 2015, First 5 San Bernardino built upon existing partnerships to convene a QRIS Consortium of early learning partners countywide and enter into a strategic planning process for QRIS. Currently, the Consortium includes representatives from First 5 San Bernardino (F5SB), the County Office of Education- San Bernardino County Superintendent of Schools (SBCSS), a Resource & Referral Agency- Child Care Resource Center (CCRC), local institution of higher education- California State University San Bernardino (CSUSB), Preschool Services Department (PSD), the Local Child Care Planning Council (LPC), local school districts, County of San Bernardino departments and many other agencies providing services and care for children 0-5 and their families.

Our local Consortium, also known as Quality Start San Bernardino (QSSB) has a vision that all children, birth through age 5, are in high quality early learning environments and are prepared to achieve their fullest potential in school and in life. Our mission is to build a comprehensive quality improvement (QI) system of services to support early childhood educators, parents, and caregivers to provide high quality early learning environments that will nurture the whole child and promote school readiness for children 0-5 in San Bernardino County. Achieving the vision that all children birth through age 5 will be in high quality early learning environments will require alignment across early childhood systems across the community, additional sustainable resources infused into QSSB, and a unified focus on supporting a strong and valued workforce that can prepare young children for the future.

Through the strategic planning process, the following systems goals were established to make this vision a reality.

QSSB's first goal is to build a *Strong Infrastructure* by continuously assessing and improving the infrastructure and operations of the quality rating and improvement system for effective operation and long-term sustainability. In order to accomplish this goal, the consortium has established the following objectives:

1. Improve the practices and policies that support the success of the QSSB operational partnership.
2. Increase the effectiveness and engagement of community partners in the governance structure.
3. Refine the local QRIS initiative model to be responsive to identified opportunities for increased effectiveness, needs, and new opportunities.
4. Increase the participation of Family Child Care Homes and Family, Friend, and Neighbor providers, in QSSB especially those serving infants and toddlers,

Spanish-speaking providers, and providers in rural, low-income areas in the county.

QSSB's second goal is to develop a *Qualified Workforce* by increasing the number of early childhood educators who have the education and skills to provide high quality early education and care for children. This goal is guided by the following objectives:

1. Increase the coordination of education, training, and professional development resources to support quality improvement among QRIS participants.
2. Increase the percentage of early child care and education providers with advanced formal education and professional development.
3. Cultivate a supportive structure for QSSB early childhood educators that empowers them with the tools to navigate the program.

A third goal is *Systems Alignment*, which means to continuously engage partners and align with systems that impact the education, health and well-being of young children. The consortium defined the following objectives to help accomplish this goal:

1. Increase alignment with existing early childhood services with QSSB programs to better support the education, health and developmental needs of the children they serve.
2. Develop a coordinated strategy to align quality early learning along the cradle to career continuum.

A fourth goal is *Policy, Advocacy & Sustainability*. This involves the local consortium's leadership commitment to work to ensure that QSSB has the necessary levels of support for its continued success and expansion in San Bernardino County. To accomplish this goal, the following objectives have been identified:

1. Increase the public's awareness of the importance of high quality early learning and the link to positive educational, economic, and social outcomes.
2. Advocate for policies that support increased investment in quality improvement systems, and in particular for programs that have a higher need for quality improvement support.
3. Secure dedicated and sustainable funding for the continuation of the quality improvement system.

And finally, goal number five is to be *Results-focused*, meaning QSSB will establish and track clear measures of impact and progress of the QRIS, and communicate results to stakeholders. The objectives that the consortium has established to accomplish this goal are as follows:

1. Utilize data and evaluation process to guide continuous improvement and systems outcomes.

2. Track and share the impact and results of QSSB to influence policy and for sustainability efforts.
3. Track and share the impact and the results of QSSB with early childhood educators and other community stakeholders.

These goals and objectives guide the work of our local consortium, as well as the QCC plan we have put forth.

(10) *Describe how the consortium will build early learning and care (ELC) capacity and quality in high-impact communities, support smooth transitions from ELC to elementary school, and address the needs of children and families that are eligible for but not serviced by existing programs.

One of QSSB's strategic goals is to develop a qualified workforce that can provide high quality early care and education. The Consortium encourages and supports early educators and home visiting programs to engage in ongoing professional development, including attainment of higher levels of education by building upon current capacity. This is done through a number of efforts.

First, all QRIS participants will receive technical assistance and coaching to develop a quality improvement plan (QIP). The quality improvement plans help administrators and providers prioritize their focus areas for growth, and help the technical assistance provider connect providers to resources to advance their goals. Participants have the opportunity to attend trainings such as those held by CPIN and PITC. The quality improvement plans also allow each site to receive tailored supports to meet their specific opportunities and challenges.

In addition to building capacity amongst home visiting and early learning and care providers, the Consortium is also working to ensure children are prepared and able to transition to the K-12 system. A strategic goal of the Consortium is to be aligned with other systems, and a key objective for that goal is to develop a coordinated strategy to align quality early learning along the cradle to career continuum.

To address the needs of children that might not be served by existing QSSB programs, the Consortium partners offer a number of strategies and programs that can reach these eligible families. First, Child Care Resource Center (CCRC), in partnership with other R&R agencies across the state, helps to engage families through Parent Cafés to enhance parents' understanding of their role in their child's development utilizing the Center for Disease Control and Prevention's "Learn the Signs, Act Early." Parent Cafés are an effective parental empowerment strategy used to facilitate meaningful and reflective conversations that promote trusting relationships and parental knowledge, and are conducted in families' preferred language while integrating cultural norms throughout. The Cafés promote social, emotional, physical, and cognitive development of children birth to 5 years old with content including Strengthening Families and "Learn the Signs, Act Early", which include developmental milestones materials that improve

early identification of children with delays by promoting parent-engaged developmental monitoring.

Caregiver Playgroups offered through CCRC provide parents and other caregivers the opportunity to support their children's early learning through everyday activities, and build relationships and network with other participants. The program also supports the parent and child for the transition into a school setting. Another strategy to reach eligible families is to leverage the Consortium's communications tools. The QSSB website and marketing materials help families understand what to look for when choosing child care, what high quality is, and why it matters. The CCRC Communications team curates the website resources and content to serve families and children by offering ways to engage children at home, sharing community information, aid organizations, and events.

CCRC's Resource Library offers multi-faceted resources and support to parents and children. CCRC offers resource boxes to providers. The library provides story time and enrichment activities in a virtual format. Through these various programs and strategies, our Consortium is able to reach eligible families that might not be participating in Quality Start San Bernardino programs, and provide them with supports and information about high-quality early learning environments.

**Page 4: QCC Block Grant Plan –
Section B: Governance, Convening and Strengthening Partnerships**

(11)*Describe the governance and decision-making process for ensuring shared knowledge and agreement with the consortium's QCC plan and budget. Include how ELC providers will be engaged in planning and decision-making processes, including but not limited to school districts, Head Start/Early Head Start, and tribal partners (where relevant). Visual/flow chart that shows the decision-making process suggested but not required.

QSSB has established a governance structure to ensure that there is a process for decision-making, there are feedback loops in place for the system, and there is space for fostering partnerships across the county. With a wide range of partners represented at the table, the governance structure ensures that the perspectives and voices of early learning and care providers are elevated across the governing bodies and incorporated into implementation-level decisions.

The QSSB governance structure is made up of two core bodies that are composed of a diverse group of community stakeholders and champions of quality: the Steering Committee and the Operations Committee.

STEERING COMMITTEE - The Steering Committee is governed by leadership from the following agencies: First 5 San Bernardino, Child Care Resource Center, California State University, San Bernardino, Preschool Services Department of San Bernardino County, and San Bernardino County Superintendent of Schools.

The Steering Committee sets the strategic and policy direction for QSSB, makes fiscal and policy decisions, and takes the lead in advocacy and the sustainability of the system. The Steering Committee includes the required representation for a QRIS Consortium.

OPERATIONS COMMITTEE- The Operations Committee consists of representatives from the operational partner agencies, including coaches, assessors, raters, and other key staff. The Operations Committee coordinates operations, makes implementation-level decisions, and elevates recommendations with policy or fiscal implications to the Steering Committee for decision.

SUBCOMMITTEES & WORKGROUPS - Subcommittees or workgroups can be established under the Steering or Operations Committees, and are focused on advancing the work of specific strategies under the QSSB Strategic Plan. Current subcommittees include the Advocacy Committee and the Workforce Professional Development Committee.

AD-HOC COMMUNITY ADVISORY GROUPS - Ad-hoc community advisory groups are open to any community stakeholders. Advisory groups provide community input and involvement in advancing strategic goals.

QSSB also often hosts community forums focused on a number of different priorities, which creates the opportunity for Early Learning providers and other community stakeholders to actively participate in and inform planning discussions. In the past, this has included forums for QSSB strategic planning, a professional development system, and understanding the provider experience.

(12) Upload your visual/flow chart that shows the decision-making process here (optional) [file upload]



(13) *Please identify all types of agencies within your consortium. [checkboxes]

- a. Lead agency – First 5 San Bernardino
- b. Local Educational Agency (LEA) – San Bernardino County Superintendent of Schools (SBCSS)
- c. First 5 County Commission – San Bernardino
- d. Child Care Resource & Referral Agency(ies) – Child Care Resource Center (CCRC)
- e. Local Planning Council – SBCSS
- f. Alternative Payment Program – CCRC
- g. Institution of Higher Education – California State University San Bernardino (CSUSB)
- h. Tribes
- i. Other – please specify: Preschool Services Department (PSD) San Bernardino County

(14) *Define roles and responsibilities for the [agency type selected in Q13]... Explain how they support (1) families (2) License Family Child Care home providers and centers and Family Friend and Neighbor (3) Community Care licensing.

[This question will repetitively appear for each of the agencies selected in Q13]

First 5 San Bernardino County (F5SB) serves as fiscal lead to support the operation of QSSB. They provide leadership in the development of the QSSB budget and coordination across partners. F5SB serves as lead representative for QSSB Region 9 Hub activities. In addition, they provide coordinated leadership, strengthening linkages with community care licensing and existing systems (example: Help Me Grow Inland Empire and home visitation system collaborative).

San Bernardino County Superintendent of Schools (SBCSS) provides comprehensive coordination of all components of QSSB across partners and participants for the operations of the system. SBCSS provides support for outreach. They also develop and facilitate QSSB Operations meetings and the QSSB Professional Development Workgroup. SBCSS collaborates with the Local Planning Council and provides regular updates at LPC meetings. They also plan and facilitate the Workforce Professional Development committee and oversee the management of the workforce registry.

The Local Planning Council Coordinator is housed at the San Bernardino County Superintendent of Schools (SBCSS). SBCSS provides comprehensive coordination of all components of QSSB across partners and participants for the operations of the system. Along with overseeing the management of the workforce registry they also administer the Workforce Pathways Grant for San Bernardino County.

Child Care Resource Center (CCRC) serves as the Alternative Payment Program and Child Care Resource and Referral agency for San Bernardino County. They serve as operational lead for the quality improvement (QI) component of QSSB. CCRC

implements and oversees the enrollment process and outreach for all non-CSPP sites. In alignment with regional efforts, they assist with creating a holistic system of training, technical assistance, coaching and other supports to guide providers along a career pathway that leads to quality ECE programs. They also build community partnerships with libraries to broaden family engagement and create innovative training for family, friend, and neighbor (FFN) and/or family child care (FCC) providers. CCRC provides resources, referrals, guidance/follow up for quality improvement plans, site incentives, and professional development opportunities. Communications and consumer education for distributing information about the importance of quality in early care and education settings are provided through CCRC. CCRC's research team oversees the QSSB data management system, establishes and tracks clear measures of impact and progress to include submitting required data fields and reports to various funding sources. CCRC leverages their existing programs with library programs targets at serving FFN and FCC providers as well as utilizing connections with other community programs including Child Care Initiative Project and Parent Cafes.

California State University San Bernardino (CSUSB) safeguards the validity and reliability of the Classroom Assessment System (CLASS) assessments conducted by certifying assessors and providing optional informal assessments to participating sites to be used as a tool for the development of Quality Improvement Plans (QIP). CSUSB is responsible for identifying barriers to higher education for the Early Care and Education (ECE) workforce. They are building connections with higher education institutions within the county and region. CSUSB builds access to higher education and other professional development opportunities for the ECE workforce and connections with different institutions, including those in K-12 education, to communicate and support career pathways for the ECE workforce.

Preschool Services Department (PSD) San Bernardino County serves in an advisory capacity as a member of the Steering Committee and EHS-CCP Lead.

(18) *How will the Consortium strengthen and/or expand partnerships within their local consortium?

Quality Start San Bernardino (QSSB) has strived to be partnership-focused, and has embedded strong partnerships throughout the goals and objectives in the QSSB Strategic Plan.

As the lead agency, First 5 San Bernardino will continue to serve as the convener for the QSSB Steering Committee, consortium, and early childhood education forums. SBCSS, as co-lead, will partner with First 5 in the engagement, planning, implementation and evaluation process of QCC grants. Continued engagement of partners will include regular updates through Consortium meetings, email updates and the QSSB website. SBCSS will continue to fulfill the role of QRIS coordinator and will be charged with coordinating the operational partners and workgroups, maintaining engagement of key stakeholders, and providing updates at community meetings.

The Consortium will also leverage existing meetings and networks such as LPC meetings, provider surveys, and other existing channels to engage a broad representation of stakeholders across the county. The Consortium will continue to plan additional convenings to bring together stakeholders in the county and build partnerships that support QSSB.

In addition to ensuring engagement of existing partners, the Consortium and Steering Committee members will work to expand our network of champions for quality early care and education in San Bernardino County. One of the goals of our system is to bring in nontraditional partners to support quality, expand comprehensive support, and align existing resources to address the needs of the whole child. First 5 San Bernardino has worked to connect the QSSB system with Help Me Grow Inland Empire. This partnership will help with the coordination of developmental screening and referrals for children 0-5.

Higher Education partner, CSUSB, will continue to strengthen and expand partnerships within early childhood higher education. The Early Childhood Higher Education Consortium service QSSB will expand meetings to neighboring regions including Los Angeles County and Riverside County. Meetings will be held at least twice a year (fall and spring). These partnerships will help build access and awareness for QSSB participants to access higher education.

Page 5: QCC Block Grant Plan – Section C: Engagement and Recruitment

(16) *Please identify all types of providers within your consortium: [checkboxes]

- ✓ Home-based: Family, Friend and Neighbor Care and Family Child Care
- ✓ Center-based: California Department of Social Services (CDSS) direct contract programs (e.g., CCTR), Head Start, centers receiving subsidized vouchers, and other centers
- ✓ Alternative settings (if applicable), including “stay and play” for families and providers in local libraries

(17) Describe the process the Consortium will use to engage and retain ELC providers with QCC and specific outreach and recruitment strategies for the following provider type: [provider type selected in Q16]

Alternative Settings (if applicable), including “stay and play” for families and providers in local libraries: The Consortium is engaging providers in a variety of ways. QSSB outreach material has been created to support outreach at various community events, existing meetings such as CCIP, Caregiver playgroups, and other similar events. Site visits are conducted at alternative settings to distribute informational packets outlining the benefits of participating in QSSB.

Multiple social media platforms are currently being utilized for targeted ad campaigns to share and promote enrollment, professional development and training opportunities, and advocacy opportunities and other relevant events. The Consortium will continue to invest in various ad campaigns focused on recruitment and enrollment.

We have begun contacting ELC providers that are not enrolled into QSSB to share information about the program and how it supports ELC providers by providing education, Workforce development trainings, and other resources to support their quality improvement. If the site needs additional support, a meeting will be scheduled to continue enrollment.

As part of our outreach campaign, provider fact sheets have been created for each provider type (Home-based, Center-based, and Alternative settings) that provides information for the provider about what can be expected while enrolled in the program. These are shared via hard copies and electronically.

Center-based: California Department of Social Services (CDSS) direct contract programs (e.g., CCTR), Head Start, centers receiving subsidized vouchers, and other centers: The Consortium will continue to engage current ELC providers in QSSB, by continuing in-person site visits to provide early learning coaching and training, share information on the importance of early education and care with children 0-5, offer connection to additional professional development opportunities, while also providing on-site assistance to continue enrollment, if needed. QSSB outreach material has been created to support outreach at various community events and provider trainings to promote Quality Start San Bernardino. Multiple social media platforms are currently being utilized for targeted ad campaigns to share and promote enrollment, professional development and training opportunities, and advocacy opportunities and other relevant events. The Consortium will continue to invest in various ad campaigns focused on recruitment and enrollment. We have begun contacting ELC providers that are not enrolled into QSSB to share information about the program and how it supports ELC providers by providing education, Workforce development trainings, and other resources to support their quality improvement. If the site needs additional support, a meeting will be scheduled to continue enrollment. As part of our outreach campaign, provider fact sheets have been created for each provider type (Home-based, Center-based, and Alternative settings) that provides information for the provider about what can be expected while enrolled in the program. These are shared via hard copies and electronically.

Home-based: Family, Friend and Neighbor Care and Family Child Care: The Consortium will continue to engage current ELC providers in QSSB, by continuing in-person site visits to provide early learning coaching and training, share information on the importance of early education and care with children 0-5, offer connection to additional professional development opportunities, while also providing on-site assistance to continue enrollment, if needed. QSSB outreach material has been created to support outreach at various community events and provider trainings to promote Quality Start San Bernardino. Multiple social media platforms are currently being utilized

for targeted ad campaigns to share and promote enrollment, professional development and training opportunities, and advocacy opportunities and other relevant events. The Consortium will continue to invest in various ad campaigns focused on recruitment and enrollment. We have begun contacting ELC providers that are not enrolled into QSSB to share information about the program and how it supports ELC providers by providing education, Workforce development trainings, and other resources to support their quality improvement. If the site needs additional support, a meeting will be scheduled to continue enrollment. As part of our outreach campaign, provider fact sheets have been created for each provider type (Home-based, Center-based, and Alternative settings) that provides information for the provider about what can be expected while enrolled in the program. These are shared via hard copies and electronically.

**Page 6: QCC Block Grant Plan –
Section D: Ensure Accountability – Participation and Improvement Goals**

Complete the questions below to estimate goals for programs participating in quality improvement (QI) within the grant period. These are estimates only and are meant to inform local planning and resource allocation. Goals should demonstrate how the consortium will ensure steady improvement in participation, quality, and children served across the mixed delivery system.

(19) *Estimated Number of Programs/Sites Currently Participating in QI: [continuous sum]

- Family, Friend and Neighbor- 12
 - Family Child Care- 114
 - Center, non-California State Preschool Program- 71
 - Alternative Sites- 12
- Total: 209

(20) *Estimated Number of Programs/Sites to Participate in QI by June 30, 2024: [continuous sum]

- Family, Friend and Neighbor- 20
 - Family Child Care- 125
 - Center, non-California State Preschool Program- 80
 - Alternative Sites- 16
- Total: 241

(21) *Estimated Number of Children Impacted: [continuous sum]

- Family, Friend and Neighbor- 43
 - Family Child Care- 884
 - Center, non-California State Preschool Program- 3327
 - Alternative Sites- 710
- Total: 4964

(22) * Estimated Number of Providers in the County Participating in Subsidized Programs [continuous sum]

- Family, Friend and Neighbor- 2558
 - Family Child Care- 572
 - Center, non-California State Preschool Program- 223
- Total: 3353

(23) *How the consortium will conduct initial and ongoing self-assessments for the purpose of quality improvement of each of the provider types in QCC service area. Include who will be responsible for carrying out assessments and links to Regional Hubs, CDSS/CDE field monitors, CDSS-CCLD, etc.

CSUSB is prepared to serve as the region 9 assessment lead. In this capacity we are prepared to hire and house assessors and conduct and maintain training. In preparation for the official retirement of the ERS assessment, we are developing an alternative assessment protocol that can be used in conjunction with the CLASS. This informal, add-on will capture elements of the ERS that are useful in creating classroom change as well as information about racism and equity in early childhood classrooms.

(24) *Identify and describe the data system(s) that will be used to: track program/site-level and teacher-specific quality improvement supports and incentives; record participation by program type; and track progress relative to the consortium's local quality improvement targets.

QSSB will use Vertical Change (VC) to collect program-, site-, and individual-level data for all site types. This includes administrative data about programs (site type, funding streams, children served, operational factors, etc.) goal development (at the site- and individual-level), participation in quality improvement supports, informal assessments, goal progress, and incentives received. Information collected in VC will be used to track progress towards program milestones and targets.

(25) *Describe the process to ensure workforce data is uploaded into the California Early Care and Education Workforce Registry (Registry). Include how the consortium will ensure professional development (PD) opportunities are recorded, published, and attendance tracked within the Registry.

QSSB is currently working with Vertical Change (VC) and the Registry to automate a data transfer process between the two data systems. With this automation Registry data from individuals employed at sites participating in QSSB will be available in VC and may be used by the PD coaches to support individuals in their professional development goals. QSSB PD coaches will support participating site administrators and staff at sites in actively using the Registry by providing support to help individuals activate their profile, upload documents such as transcripts, permits, and certificates, and gain the applicable level of access (e.g. administrative access to verify and view their staff profiles). CCRC also has a designated staff person to oversee Professional Development (PD) and support use of the Registry. They offer training in using the Registry, ensure that consortium trainers and coaches have an active profile in the

Registry, and that all QSSB training offered is entered in the Registry. QSSB participants can either search for available training in the Registry or access it through the QSSB website which includes a calendar and links that take participants directly to the Registry to register for training. Attendance sheets will be generated from the trainings to track participation.

**Page 7: QCC Block Grant Plan –
Section E: Quality Improvement Strategies, Quality Investments and Supports**

(26) *Describe the process for creating individualized, locally developed, program/site quality improvement plans for all participating providers.

CCRC Professional Development (PD) coaches will work with sites participating in QSSB to develop quality improvement plans (QIPs), which will be required of all participating sites. The coaches will utilize practice based coaching (PBC) methods to develop collaborative partnerships based on three components: shared goals and action planning, focused observations, and reflections on and shared feedback about teaching practices. PBC is a cyclical process for supporting the use of effective practices that lead to positive outcomes for children and families. During this process coach and coachee will develop a relationship to build trust. The PD coach will develop a collaborative coaching partnership and gather feedback from various sources such as the Self-Reflection/Portfolio Form, the Professional Development Self-Reflection Survey, and informal assessments, when applicable. The Professional Development Self-Reflection Survey is based on the ECE Competencies and asks participants to indicate their level of confidence within each competency area. Coaches will review the data and will work in partnership with participants to develop SMART (Specific, Measured, Attainable, Realistic, and Time Limited) goals and determine QI supports such as coaching, training and technical assistance (T&TA) visits, Communities of Practice (COPs), and access to training. SMART goals will be discussed during coaching and/ or T&TA visits.

(27) *Describe the process for collecting and using data/feedback from each program type to inform continuous improvement in the implementation of quality improvement supports.

CCRC PD Coaches create a collaborative partnership with ELC providers to develop Quality Improvement Plans which include goals and a plan to reach those goals. The PD coach will offer resources, connect providers to training, and conduct observation and feedback sessions to support the obtainment of the goal set. At the consortium level, QSSB also conducts a yearly evaluation that includes an analysis of administrative data on QIPs which includes information on participants' goal focus areas, QI supports, and progress. The findings are presented and discussed at year-end meetings with the Steering and Operations committees.

(28) *Describe the consortium's efforts for increasing the quality of ELC programs and utilize state-funded quality improvement resources to create opportunities for providers to strengthen their skills and build capacity by expanding access to evidence-informed delivery methods, such as coaching; specific training sessions; targeted resources; peer-learning; and partnerships that help them gain the knowledge, skills,

and competences to support young children and their families. Include how the following will be implemented:

- Training and technical assistance to program staff on developmental and behavioral screenings using standardized, validated screening tools:
CCRC has staff that are certified on the Ages and Stages Questionnaires (ASQ-3 and ASQ:SE-2) and Desired Results Developmental Profile (DRDP). CCRC staff will share training information with ELC providers through the ECE Workforce Registry, CCRC Event Calendar and QSSB Website. ELC Providers will learn how to use the ASQ to identify children who are at risk or in need of additional support and will discover strategies to introduce parents to screening tools, as well as conduct conversations around the results. For the DRDP, ELC Providers will be trained on how to utilize the tool for planning the environment, curriculum, and other learning experiences to help children achieve developmental milestones.
- Coaching to improve program quality through nurturing adult-child relationships and safe, healthy learning environments
CCRC PD coaches will support ELC Providers utilizing their knowledge on the Classroom Assessment Scoring System (CLASS) to familiarize how teacher-child interactions impact children learning and practice identifying effective teaching practices through real classroom experiences. Focused observations, reflection and feedback sessions will be used to promote safe and healthy learning environments.
- CDSS CCDF Quality Projects, including, but not limited to, the Child Care Initiative Project (CCIP), the Implicit Bias and Trauma Informed Practice online courses through the California Early Childhood Online and/or trainings operated by the local resource and referral agency (R&R) for consortium members

Consortium member, CCRC, administers the Child Care Initiative Project (CCIP). CCIP is a quality improvement program that delivers training and support for prospective and licensed family child care providers. As a member in this cohort, ELC providers will receive a series of free workshops, assistance in understanding licensing requirements, technical support, mentoring, and you'll get to network with other child care providers. CCRC will design TIC (Trauma Informed Care) provider cafes for child care providers. CCRC will develop culturally responsive café materials in English, Spanish and Mandarin. CCRC will include Provider Café conversation question cards utilizing the Strengthening Families Protective Factors. CCRC also has staff that are certified in Strengthening Families Protective Factors Framework and will offer training to child care providers. The training will assist ECE professionals working with children and families in promoting optimal development of children, identify multiple strategies and everyday actions that help build upon those protective factors, and help in understanding what it means to work with families in a strength-based way as well as learn about the critical role parents play in strengthening families.

- Training and technical assistance for program staff to provide effective and responsive learning environments for children with disabilities, strategies which promote inclusion, and

those who have experienced trauma, including utilizing adverse childhood experiences (ACEs) screenings, infant early childhood mental health consultants, and other supports

CCRC has staff that train on Special Needs and Inclusion and will connect ELC Providers to training utilizing the Workforce Registry, CCRC Training Calendar, and the QSSB Website. CCRC staff are planning to add inclusion training and coaching strategies. Currently, CCRC has staff that are certified on the Ages and Stages Questionnaires (ASQ-3 and ASQ:SE-2) and are offering these screenings for families participating in the Alternative Payment Program. Families are then connected to Help Me Grow Inland Empire for referrals and resources. One of the goals of our system is to bring nontraditional partners to support quality, expand comprehensive support, and align existing resources to address the needs of the whole child.

(29) *Describe the process and incentives available to improve the quality of non-CSPP funded programs. In your description, include the setting type and/or quality level, as well as the rationale for the type of incentive.

Providers receive access to coaching, training, incentives (\$500-\$1500 based on program type) and regular consultation between the Coach and the program representatives. Stipends are \$500 for FFN providers, \$1000 for FCC provider sites, and \$1500 for child care centers and alternative setting sites. A prime factor for this incentive set up, is based on the number of children, each site type, serves.

Page 8: QCC Block Grant Plan – Section F: Family Engagement Strategies

(30) *How will the consortium support ELC providers to promote culturally and linguistically effective strategies to engage families and support children's learning and development? As applicable, include how Strengthening Families is being used and the connections that will be made.

Consortium partner, CCRC Professional Development Team is responsible for engaging families in order support children's learning and development. CCRC has staff that are certified in Dual Language Learner curriculum. CCRC staff will share DLL training information with ELC providers through the ECE Workforce Registry as well as the CCRC Event Calendar. ELC providers will develop a deeper understanding of the benefits of play for Dual Language Learners, including providing a safe space to take risks, share stories, and collaborate with peers to develop vocabulary, understand their responsibility to plan for and create environments that are inclusive of diverse learners and communities, and learn the value of promoting the arts to celebrate cultural and linguistic diversity in the ECE setting.

CCRC will design TIC (Trauma Informed Care) provider cafes for child care providers. CCRC will develop culturally responsive café materials in English, Spanish and Mandarin. CCRC will include Provider Café conversation question cards utilizing the Strengthening Families Protective Factors. CCRC also has staff that are certified in Strengthening Families Protective Factors Framework and will offer training to child care

providers. The training will assist ECE professionals working with children and families in promoting optimal development of children, identify multiple strategies and everyday actions that help build upon those protective factors, and help in understanding what it means to work with families in a strength-based way as well as learn about the critical role parents play in strengthening families.

(31) *Describe the process for identifying and engaging children and families experiencing homelessness in their communities and the ELC programs serving them.

Our consortium partner, San Bernardino County Superintendent of Schools (SBCSS) is responsible for identifying children experiencing homelessness. SBCSS works with a variety of settings that serve families with children 0-5, and the internal Homeless Education Program Unit. Families will often complete a needs assessment form at enrollment that will indicate if a family meets criteria for homelessness. Once families and programs serving children experiencing homelessness have been identified, the ELD specialists at SBCSS will work with providers along with CCRC Professional Development coaches, when appropriate, to identify and address the needs of those children. CCRC R&R staff also offer Story Time and Playgroups at various homeless shelters in San Bernardino County.

**Page 9: QCC Block Grant Plan –
Section G: Outreach and Communication – Public Information Program Quality**

(32) *Describe the Consortium’s process to inform the public and families about its local QIS and the importance of high-quality ELC for children’s learning and development.

The consortium will continue to utilize the [program’s website](#) featuring articles and resources (viewed 37,000 times this fiscal year), ever-expanding email database, bi-monthly newsletters with a current readership of 42,000, bi-lingual collateral materials, targeted advertising and social media platforms to engage all stakeholders and share resources and educational information. Additionally, the consortium will leverage family-oriented community outreach events to communicate the importance of and options for selecting high quality care and education environments.

(33) *How does the Consortium partner with the local CCR&R(s) and others to increase family and public awareness of characteristics of early learning program quality that promote better outcomes for children?

The QSSB Consortium partners with local organizations including CCR&Rs and LPC to increase family and public awareness of the characteristics and importance of high quality early learning environments by cross-sharing information, supports, and parent/provider training opportunities. Information is shared through collateral materials, social media, websites, and outreaches. Some examples include the promotion of

parent cafés and playgroups focused on early learning and care, forums and community events. The consortium also focuses on developing and disseminating information regarding the characteristics of the high quality programs in accessible materials. Current campaign example: [QSSB coloring packet](#), five things to keep in mind when choosing the best care.

Page 10: QCC Block Grant Plan – Section H: Monitoring and Evaluation

(34) *Describe the Consortium’s process for monitoring and evaluating the impact of your quality improvement efforts. Include how the Consortium collects, summarizes, and uses data to continuously improve the Consortium’s approach to governance, quality improvement, outreach and communications, and incentives.

Quality Start San Bernardino (QSSB) strives to make data-informed decisions. QSSB has developed a system for data collection and evaluation to inform continuous quality improvement, evaluate the impact of the program on QSSB participants, and make course corrections as needed. This system involves data collection processes that are implemented across system partners and program types and involves the use of administrative data collected in the process of program implementation and data collected specifically for evaluation purposes.

First, CCRC’s Research Division works with implementation partners to ensure that the data system is programmed to collect important data needed for program implementation, reporting, and evaluation. Second, educator and site level data for all site types are collected and entered into VerticalChange (VC) by technical assistance providers, coaches, and assessors. The data is reviewed regularly by the Research team and all program partners at multiple points during the year and in various ways.

Monthly reports regarding professional development needs, activities, and supports are generated monthly using administrative data collected during program implementation. Additionally, the Research team develops quarterly reports on program activities and progress towards meeting program milestones which are shared and discussed with the Operations and Steering Committee.

An end of the year evaluation which includes the analysis of administrative data and data collected directly from QSSB program participants is also conducted. This includes a participant survey to measure the participant experience in QSSB including barriers and successes in the program, their experience with professional development supports and outreach and communication. To gain more in-depth insight into the participant experience interviews or focus groups with participants are also conducted. The consortium meets at the end of the year to learn about the findings and develop action plans to implement necessary changes as a result of the evaluation.



AGENDA ITEM 8
June 7, 2023

Subject	Budget for 2023-2024 and Five-Year Financial Plan.
Recommendations	Approve Budget for 2023-2024 and updates to the Five-Year Financial Plan. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)
Financial Impact	Anticipated revenue of \$18,134,773 and allocations of \$25,928,578 for budget year 2023-2024.

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 ages 0-5 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.

Under the Strategic Plan, investment areas are defined as Strategic Priority Areas (SPAs) and funding goals will be directed to each SPA:

- Child Health
- Quality Early Learning
- Family Supports

The budget amount for contracted programs in the program Strategic Priority Areas is \$17,600,000.

The budget supporting Program Services in the amount of \$1,614,861 will continue to enhance participant services and reporting. Resources are allocated for the integration of the supporting database, as well as technical assistance, evaluation, training and other resources for contracted service providers.

Community Engagement Support promotes outreach, community education and media support. Resources are allocated for marketing items, educational materials, media campaign, and training for community events. An investment of \$1,357,511 for Community Engagement Support is included in the budget.

The overall Operations category for this year's budget of \$2,751,690 results in an administrative cost of 11.87 percent.

F5SB has been awarded \$842,033 from First 5 California and \$699,962 from Quality Counts California for 2023-2024 for the Quality Rating Improvement Systems (QRIS) program. The total budget under the QRIS category which includes a F5SB match is \$2,604,516.

Pending Commission approval, the proposed budget for budget year 2023–2024

with expenditures in the amount of \$25,928,578 and anticipated revenue of \$18,134,773 will become effective July 1, 2023.

Lastly, the proposed and legislatively mandated Five Year Financial Plan is updated to reflect revised amounts. This plan is to be adopted and utilized as a long-term guide to allow Commissioners to determine what type of funds are available to support sustainable levels of multi-year contracts as well as ongoing annual community investments. A fund balance in the amount of \$22 million was set aside in Fiscal Year 2016-2017 and remains in place with a policy outlining parameters on use of these funds. The Commission approved this policy on November 2, 2016.

Review

Dawn Martin, Commission Counsel

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



FY 2023-2024 PROPOSED BUDGET

BUDGET CATEGORY/ DESCRIPTION	FY 2021-2022 ACTUALS	FY 2022-2023 APPROVED BUDGET	FY 2022-2023 ESTIMATED ACTUAL	FY 2023-2024 PROPOSED BUDGET
I. Beginning Fund Balance	\$ 101,785,895	\$ 103,896,584	\$ 103,548,331	\$ 104,137,967
II. Revenue				
Annual Disbursement	\$ 19,789,132	\$ 18,089,654	\$ 17,694,203	\$ 16,039,849
Interest	\$ (2,028,704)	\$ 400,000	\$ 400,000	\$ 400,000
IMPACT (QRIS) State	\$ 585,608	\$ 935,582	\$ 935,582	\$ 842,033
Quality Count CA (QRIS)	\$ 588,366	\$ 699,962	\$ 699,962	\$ 699,962
Home Visiting (CA)	\$ 26,614	\$ 108,000	\$ 100,000	\$ 142,929
CA Dept. of Education (PDG-R)	\$ 336,914	\$ 151,992	\$ 119,543	
Other revenues (SMIF, etc)	\$ 782,743	\$ 529,045	\$ 459,043	\$ 10,000
Total Revenue	\$ 20,080,673	\$ 20,914,235	\$ 20,408,333	\$ 18,134,773
III. Expenses				
Program Strategic Priority Area (SPA) Systems, Network Building & Community Collaboration	\$ 12,127,998	\$ 16,917,513	\$ 12,640,596	\$ 17,100,000
Subtotal for Direct Services	\$ 12,127,998	\$ 17,417,513	\$ 12,682,242	\$ 17,600,000
Program Services Support	\$ 604,749	\$ 1,348,669	\$ 1,343,245	\$ 1,614,861
Community Engagement Services Support	\$ 448,793	\$ 1,091,469	\$ 952,229	\$ 1,357,511
Operations	\$ 2,512,700	\$ 2,904,189	\$ 2,358,494	\$ 2,751,690
QRIS (IMPT)	\$ 2,623,997	\$ 2,745,425	\$ 2,482,487	\$ 2,604,516
Total Expenses	\$ 18,318,237	\$ 25,507,265	\$ 19,818,697	\$ 25,928,578
Excess of Revenues over (under) Expenses	\$ 1,762,436	\$ (4,593,030)	\$ 589,636	\$ (7,793,805)
IV. Ending Fund Balance	\$ 103,548,331	\$ 99,303,554	\$ 104,137,967	\$ 96,344,162

Updated 05/08/2023



AGENDA ITEM 9
June 7, 2023

Subject	Contract IC052 Diversity Uplifts, Inc.
Recommendation	Approve Contract IC052 with Diversity Uplifts, Inc. in the amount of \$748,849 for 2023-2024 to lead the Maternal Health Network as the local backbone entity. (Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 252-4255)
Financial Impact	\$748,849 for 2023-24.
Background Information	<p>The Commission through a competitive procurement in 2018 approved Contract IC040 with the Consultants Social Entrepreneurs, Inc. (SEI) to bring together various stakeholders and establish an independent initiative in the maternal health system to support pregnant women and families in San Bernardino County. The Maternal Health Network (MHN) was established to develop infrastructure that would support a multi-disciplinary network with a shared understanding of assets and gaps within the maternal health system in San Bernardino County.</p> <p>The MHN provides a variety of tools and resources that providers and families can access to support a healthy pregnancy and delivery. The MHN developed a website where information such as funding opportunities and event announcements are collected and disseminated to support families before, during, and after pregnancy.</p> <p>In May 2020, the Commission approved Contract IC041 with SEI to continue the support and implement the strategic plan developed by the MHN as a guide for best practices, tool kits, and community events for the MHN. SEI has supported the MHN expanding to 300 providers from multiple sectors in an effort to continue the work to ensure San Bernardino County has a successful maternal health system.</p> <p>In June 2021, the Commission approved Amendment IC041 A1 with SEI to transition the implementation of the strategic plan, facilitate direct system coordination, and seek a local organization to lead as a backbone entity to continue the work of providing support to the network.</p> <p>In June 2022, the Commission approved Amendment IC041 A2 with SEI to work with the MHN to identify a backbone entity and transition leadership to a local entity that would continue to implement the MHN Strategic Plan. SEI provided training, technical assistance, and coordination allowing for a successful transition from SEI as the lead Consultant to the local backbone entity identified. This also allowed MHN the time needed to conduct long-term fund development efforts that supported sustainability planning as well as build some of the tools and infrastructure needed to position MHN for success.</p> <p>In December 2022, the Commission approved Amendment IC041 A3 with SEI after the MHN through a competitive process identified Diversity Uplifts, Inc. (DU) as the backbone entity to promote system level efforts that seek to reduce infant mortality, prevent disease, support positive maternal mental health, and reduce disparities in health outcomes.</p>

DU is a direct service non-profit organization designed to improve the well-being of women, birthing people, children and families. DU has supported MHN to provide consulting and guidance on policy work groups, community committees, and think-tanks focused on reducing maternal mortality, improving maternal mental health, creating culturally safe environments, and uplifting underserved and historically oppressed communities.

DU is now positioned to transition into the lead of the MHN to conduct long-term fund development efforts for sustainability and meet long-term and short-term strategic goals that position MHN for success. Pending Commission approval of Contract IC052, DU will continue the work to lead the MHN and align systems that support mothers and their families.

This item supports the **Child Health** and the **Family Support** Strategic Priority Area in the Commission’s 2020-2023 Strategic Plan through the following investment areas:

- **System Level Efforts:**
 Collaboration, Community Capacity Building and Workforce.

- **Supportive Strategies:**
 Research and Evaluation, Policy, Advocacy, Countywide Collaboration, and Statewide/First 5 Network Efforts.

Review

Dawn Martin, Commission Counsel

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

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY**

STANDARD CONTRACT

<i>FOR COMMISSION USE ONLY</i>					
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10012449	SC	Dept. 903	A	Contract Number IC052
Organization Children and Families Commission				Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director			Telephone 909-386-7706		Total Contract Amount \$748,849
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:					
If not encumbered or revenue contract type, provide reason:					
Commodity Code 95200	Contract Start Date July 1, 2023	Contract End Date June 30, 2024	Original Amount	Amendment Amount	
Cost Center 9033009900	GL Account 53003357	Internal Order No. 1000734	Amount \$748,849		
Cost Center	GL Account	Internal Order No.			
Cost Center	GL Account	Internal Order No.	Amount		
Abbreviated Use Maternal Health Network	FY 23-24	Estimated Payment Amount \$748,849	I/D I	Total by Fiscal Year FY	Amount I/D

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)

Diversity Uplifts, Inc.

Department/Division

Address

6371 Haven Avenue, Suite 3 Box 265
Rancho Cucamonga, CA 91737

Phone
(626) 502-6717

Federal ID No.
83-3215066

Program Address (if different from legal address):

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 San Bernardino County Code under Sections 12.2901 – 12.2907 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	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

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I. DEFINITIONS

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.

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.

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.

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.

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.

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.

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 document containing program expectations and deliverables as agreed upon by First 5 San Bernardino and program contractors. The work plan includes information on the individual components of the program in addition to structure including dosage, activities, outcome expectations and verification methods. This document is signed by the contractor leadership and is approved by the First 5 San Bernardino Commission.

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.

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.

Unduplicated Clients: Clients who are counted as receiving service for the first time.

Uninsured: Individuals not covered by health insurance.

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

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

- A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan and Attachment B – Program Budget. Pursuant to Section II, paragraph E, and Section III, paragraph AA, and Section VIII, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year.
- B. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize use of California Children and Families Trust Fund monies available. _____
Initial Here
- C. 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.
- D. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.
- E. 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 VIII.

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 (5) 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. 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.

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.

The Commission shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

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 (5) 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 beyond thirty (30) days 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 (1) working day, in writing and 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 fifteen (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 (2) 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 (5) 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 ensure that all staff, volunteers and/or Subcontractors performing Services under this Contract comply with the Commission's Policy 18-01 Non-public Personally Identifiable Information specified at <https://www.sbcounty.gov/uploads/First5/CommissionPolicies/CURRENT-CFC18-01Non-PublicPersonallyIdentifiableInformation.pdf> prior to providing any Services. Contractor shall immediately notify the Commission of any suspected or actual breach of confidential information as further detailed in the requirements. These requirements specified at <https://www.sbcounty.gov/uploads/First5/CommissionPolicies/CURRENT-CFC18-01Non-PublicPersonallyIdentifiableInformation.pdf> are hereby incorporated by this reference.
- Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- 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.

Initial Here

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 ten (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.
- f. Cyber Liability Insurance - Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.
- g. Abuse/Molestation Insurance – Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.

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 shall ensure that it has all necessary licenses, permits and/or certifications required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations and agrees to pay all fees and other charges required thereby. The Contractor shall maintain these licenses, permits and/or certifications in effect for the duration 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 to safety and health ordinances and statutes, 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. Attorney's Fees and Costs

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.

X. 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. All such materials developed under the terms of this Contract shall acknowledge the Commission as the funding agency and Contractor as the creator of the publication.

Y. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines

https://www.sbcounty.gov/uploads/First5/docs/main/media_guidelines.pdf.

Z. 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.

AA. 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. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the 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 fifteen (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 thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (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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BB. 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.](#)).

CC. 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 neither it, its principals, nor 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 (3)-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 (3)-year period preceding 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.

EE. Environmental Requirements

The Commission has adopted a recycled product purchasing standards policy (San Bernardino County Policy 11-08), 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 fifteen (15) days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$748,849 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 2023-24 \$ 748,849 July 1, 2023 through June 30, 2024

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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.

If requested in writing, a one-time advance of funds in an amount not to exceed 15% of the annual contract amount may be issued the first month of the contract only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports, projected costs and cash on hand collectively.

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 thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

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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 from finds another revenue source 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 (2) Budget Revision Requests per fiscal year.

The Contractor must submit any Budget Revision Requests to the Commission no later than **February 28th** of the fiscal year. Budget Revision Requests may be submitted in hard copy form with original signatures or electronically in a PDF format. Postmarked envelopes received after **February 28th** will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Variances to the individual line items of Section A: Salaries and Benefits may be allowed if deemed reasonable and does not increase the total budgeted amount of Section A: Salaries and Benefits.

Annual variances of up to 10% of individual line items within Section B: Services and Supplies are allowable provided that the variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Annual variances in excess of 10% of line item cannot be made by the Contractor without prior approval of a Budget Revision Request by the Commission in accordance with Section V, Paragraph G of this Contract.

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 monitor 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 (5) 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).

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: Diversity Uplifts, Inc.
6371 Haven Ave., Suite 3 Box #265
Rancho Cucamonga, CA 91737

Commission: First 5 San Bernardino
735 E. Carnegie Drive, Suite 150
San Bernardino, CA 92408

- 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. Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Contractor and Commission.
- 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. The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, San Bernardino County, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.
- 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. NONDISCRIMINATION

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in providing services, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

B. Americans with Disabilities Act/Individuals with Disabilities

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission Staff if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

C. Employment and Civil Rights

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

1. Equal Employment Opportunity Program

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of San Bernardino County and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

2. Civil Rights Compliance

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

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. 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 firm's 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.

continued on next page

XIII. CONCLUSION

- A. This Contract, consisting of 21 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.
- C. This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

CHILDREN AND FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY

DIVERSITY UPLIFTS, INC.
Legal Entity

▶ _____
Authorized Signature

Elliot Weinstein M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Dr. Sayida Peprah-Wilson
Printed Name

Executive Director
Title

Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Assistant Director</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ Dawn Martin Commission Counsel</p> <p>_____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ Karen E. Scott Executive Director</p> <p>_____ Date</p>
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Contract #: IC052	Child Health & Family Support	Attachment A
Strategic Priority Area & Goals:	Systems Level Efforts & Supportive Strategies	
Investment Area:		



Agency Name:	Diversity Uplifts, Inc.	Service Area:	San Bernardino County
Program Name:	Maternal Health Network	Period:	July 1, 2023 – June 30, 2024

Expectations	<p>Implementation efforts over the next 12 months will be aimed at achieving the following objectives:</p> <ul style="list-style-type: none"> Continued implementation & support for the MHN Strategic Plan Provide backbone support for the Maternal Health Network initiative. Continued evaluation of the efforts associated with the Maternal Health Network Ongoing project management and communications 		
Outcomes	<p>The Maternal Health Network will utilize available data metrics to measure implementation efforts. Metrics are aligned with the strategic plan & have been approved by MHN Leadership.</p>		
Objective/Goal/Measure	Activity/Description	Activity Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)
Perinatal Health Equity; Criminal Justice Policy & Practice; Community Education	<ul style="list-style-type: none"> Perinatal Health Equity: Sustain & support the Perinatal Equity Initiative (PEI) to address maternal health disparities related to the goals of the Maternal Health Network. Criminal Justice Policy & Practice: Work with the criminal justice system to track, monitor & support continued implementation of the protocol for connecting pregnant women to care upon release. Community Education: Expand & support continued implementation of community education campaigns to support healthy pregnancy & delivery. Topics include healthy habits, the benefits of breastfeeding, caring for yourself & your baby directly following birth, & maternal mental health. 	<p>Activities are to occur throughout the contract term & are dependent upon the specific strategy being implemented. Activities may shift according to environmental changes, with collective impact in mind.</p> <p>At least once a month</p>	<p>Refer to the MHN Strategic Plan short-term Key Performance Indicators document for detail regarding quantitative data collected for tracking & accountability purposes.</p>
Guiding Vision & Strategy	Facilitation of Leadership Team meetings & other MHN Subcommittees/Workgroups to support the implementation of the MHN Strategic Plan	Monthly	<p>Upload MHN Strategic Plan short-term Key Performance Indicators document for detail regarding quantitative data collected for tracking & accountability purposes.</p> <p>Meeting minutes & agenda</p>

Contract #: IC052	Attachment A
Strategic Priority Area & Goals: Child Health & Family Support	
Investment Area: Systems Level Efforts & Supportive Strategies	

Support for Mission-Aligned Efforts	Participation in mission-aligned meetings that occur monthly, quarterly, semi-annually, & annually with member organizations.	Varies based on the occurrence level of mission-aligned meetings	Monthly	Number & mission-aligned meetings MHN participated in	Narrative description of meetings attended
Community Engagement	Regular & ongoing communication efforts with membership through daily social media postings, weekly newsletters, monthly resource blasts, annual membership renewal, & ongoing updates to the MHN website.	Varies based on the type of activity	Monthly	Refer to the narrative report for the number/frequency/volume of notable communication efforts, including but not limited to: <ul style="list-style-type: none"> • Social Media Messages/Tiles Developed • Newsletters Published • Resource Blast Emails Distributed • New Members Enrolled in Network • Visitors to the Website per month • Engagements to social media posts per month 	Narrative description of notable communication efforts, including but not limited to: <ul style="list-style-type: none"> • Social Media Messages/Tiles Developed • Newsletters Published • Resource Blast Emails Distributed • New Members Enrolled in Network • Visitors to the Website per month • Engagements to social media posts per month
Mobilizing Resources	Continued to identify grant opportunities for network members aligned with MHN strategic plan priorities.	Varies based on what is available	Monthly	N/A	Narrative report of (New) Grant Opportunities posted & provided to members.
Monthly Monitoring	MHN will collect monthly metrics associated with products established, social media reach, & utilization of tools & resources available through the MHN website. This information will be used to help guide continuous quality improvement efforts.	Once a Month	Monthly	Refer to Monthly Status Report template for detail regarding quantitative data collected for tracking & accountability purposes.	Upload a monthly Status Report template for detail regarding qualitative data collected for tracking & accountability purposes.
Establishing Shared Measurement Practice	Implementation of data collection efforts throughout the Network	Minimum of 1 meeting held during a quarter	Quarterly	Number of Data Subcommittee Meetings held	Narrative description of directives provided by the data subcommittee or efforts taken to support data collection & utilization

Contract #: IC052	Child Health & Family Support	Attachment A
Strategic Priority Area & Goals:	Systems Level Efforts & Supportive Strategies	
Investment Area:		

<p>Universal Screenings; Workforce Capacity Building; Annual Status Report</p>	<ul style="list-style-type: none"> • Universal Screenings: Sustain support for proactive screening & education efforts with pregnant families. • Workforce Capacity Building: Increase provider capacity through targeted training to include implicit bias, culturally competent service delivery, & social determinants of health. • Annual Status Report: MHN will collect key performance indicators associated with the strategies implemented within the MHN strategic plan, analyzing the data for effectiveness. The report will be published & provided to stakeholders & the community to build trust & increase understanding of the need for the MHN. 	<p>Activities are to occur throughout the contract term & are dependent upon the specific strategy being implemented. Activities may shift according to environmental changes, with collective impact in mind.</p>	<p>Annual</p>	<p>Refer to the MHN Annual Reporting as contained in MHN Annual Status Report</p>	<p>Upload an Annual Status Report detailing the progress or effectiveness of the program, analyzing Key Performance Indicators in association with the MHN Strategic Plan.</p>
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Agency Rep Name: Dr. Sayida Peprah-Wilson	Data Type: Quantitative & Qualitative Data Reports
Agency Signature:	Reporting Period: Monthly, Quarterly, & Annually
Date Signed	Fiscal Year: FY23-24
	Due: By the 15 th of the following month



FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024

ORGANIZATION:		Diversity Uplifts, Inc.		Dr. Sayida Peprah-Wilson		PROGRAM YEAR:		2023-2024	
PROGRAM TITLE:		Maternal Health Network of San Bernardino		PROGRAM DIRECTOR:		TOTAL BUDGET:		748,849	
INITIATIVE:				FINANCE OFFICER:		REP/CONTRACT #:		IC052	
BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F55B SALARY	F55B BENEFITS	F55B BUDGET	TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I. SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I
Name:	Position:								
1 Dr. Sayida Peprah-Wilson	0.50	84.13	1040	30%	87,500	26,250	113,750	227,500	Program Director, providing MHN and mission-aligned programmatic and strategic oversight.
2 Tamikka E Claybrook	0.50	60.10	1040	30%	62,500	18,750	81,250	162,500	Finance Manager, providing fiscal oversight and reporting for MHN contracts and projects.
3 Rene-Marie Wilson	0.50	60.10	1040	30%	62,500	18,750	81,250	162,500	Quality Control Officer, providing organizational oversight, supporting tracking and reviewing project deliverables, invoices and status reports to ensure accuracy and quality.
4 Priscilla Valenzuela-Pabst	1.00	36.06	2080	30%	75,000	22,500	97,500	97,500	Program Coordinator, providing MHN and mission-aligned programmatic facilitation and logistical coordination.
5 Javia Griffin	1.00	25.00	2080	30%	52,000	15,600	67,600	67,600	Program Administrator, MHN and mission-aligned providing programmatic administration and membership support.
6 Joshua Thomas	0.75	40.87	1560	30%	63,750	19,125	82,875	110,500	Graphic and Technical Support Specialist, managing MHN website, social media and providing technical support with allowances for program management and MHN staff support.
7 Kia Hines	1.00	25.00	2080	30%	52,000	15,600	67,600	67,600	Data and Research administrator, providing facilitation of MHN Data Subcommittee and support to communication and analysis of data and research relevant to the MHN with allowances for programmatic administrative support.
Total Salaries & Benefits					\$ 455,250	\$ 136,575	\$ 591,825	\$ 895,700	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2023-2024**

ORGANIZATION: Diversity Uplifts, Inc.		DIRECTOR: Dr. Sayida Peparah-Wilson		PROGRAM YEAR: 2023-2024	
PROGRAM TITLE: Maternal Health Network of San Bernardino		PROGRAM DIRECTOR: 0		TOTAL BUDGET: 748,849	
INITIATIVE: 0		FINANCE OFFICER: Tamikka E Claybrook		REP/CONTRACT #: IC052	
II. SERVICES & SUPPLIES					
Expense:		% of Allocation:	TOTAL F55B BUDGET (\$)	Description/Justification:	
1 Website Maintenance	\$ 1,304	0%	\$ 1,304	Cost for Wix subscription and Go Daddy to host MHN Website.	
2 Training Speaker Fees	\$ 14,000	2%	\$ 14,000	Fees for MHN sponsored trainings and convenings to include Motivational Interviewing, (1) Annual Summit, Networking events and support for Learning Community convenings.	
3 Video Developer/Editor	\$ 5,000	1%	\$ 5,000	SEI, former Backbone provider, established what the Health Equity Learning Community would involve. MHN identified Diversity Uplifts (as the preferred provider of DEI workforce training supports) it was noted that expert insights would benefit the network. As such, we would like to continue to engage experts in the field of OB/GYN, maternal fetal medicine and high risk pregnancies, maternal mental health and perinatal substance use. We will continue to record short video's with these experts and distribute them to network members that have joined the Health Equity Learning Community.	
4 Copies/Printing	\$ 2,500	0%	\$ 2,500	Funds are being requested to support copies and printing associated with MHN trainings (motivational interviewing and annual summits). Printing for outreach materials associated with bright by text and pregnancy packet flyers is also included in this line item.	
5 Promotional Materials	\$ 2,500	0%	\$ 2,500	Funds are being requested to purchase promotional items for Bright by Text as well as outreach materials to promote the MHN to include pens, note pads and other items that will be used in outreach and engagement efforts for the network.	
6 Training Venues	\$ 5,000	1%	\$ 5,000	Annual Summit and Networking events	
7 Office Equipment	\$ 15,000	2%	\$ 15,000	Hardware and software for DU employees assigned to MHN; ergonomic hardware accessories; laptops; MS Office Suite (all purchased utilizing 501c3 discount programs)	
8 Office Supplies	\$ 3,600	0%	\$ 3,600	General supplies for the administration of the program (paper, staples, filing supplies etc)	
9 Staff Development/Training	\$ 7,000	1%	\$ 7,000	Collective Impact and subject matter Continued Education for MHN assigned team members	
10 Rent/Lease Building	\$ 6,000	1%	\$ 6,000	DU team internal meeting space - administration cost (DU meetings)	
11 Rent/Lease Building	\$ 3,000	0%	\$ 3,000	DU team internal meeting space - program cost (community engagement)	
12 Insurance	\$ 3,000	0%	\$ 3,000	Insurance including Cyber Insurance	
13 Software	\$ 15,000	2%	\$ 15,000	Mavenlink - Project Management Software (Used by previous backbone organization and has been identified as essential to optimal management of the administrative and reporting needs of this contract).	
14 Communication Software	\$ 720	0%	\$ 720	Mailchimp; Slido (summit tool)	
Total Services & Supplies	\$ 85,624		\$ 85,624		
III. FOOD					
				BUDGET	
Event(s):					
1 Community Summits	5,000		5,000	2 Community Summits at \$2,500 each (Estimated attendance of 100 people at each summit with a cost of \$25/person for continental breakfast and lunch)	
2 MHN Sponsored Trainings	2,500		2,500	Motivational Interviewing training expected to be no more than 50 people (\$25/person for continental breakfast and lunch) over the course of two days.	
Total Food	\$ 7,500		\$ 7,500		
IV. TRAVEL					

Destination:	Purpose:	BUDGET	Description/Justification:
1 San Bernardino County	Reimbursement for engagement and meetings with the MHN community; including BI-Annual Summits	10,000	Travel includes mileage (lisa rate \$0.655 per mile), parking, & meals
Total Travel		10,000	
V. SUBCONTRACTORS			
Organization Name:			
1 Pat Spier		17,500	Pat Spier, as a trusted member of the maternal health system throughout the Inland Empire will be subcontracted to support outreach and engagement efforts on behalf of the Network.
2 MHN Consultant Fees		19,200	Consultant fees required to finalize the transition from the previous Backbone provider SEI, to Diversity Uplifts, Inc. (12) months of SEI support at \$160/hour (10) hours per month.
3 Grant Researcher Consultant Fees		19,200	Inland Empire Community Collaborative (IECC) provides an extensive list of new grant opportunities to benefit nonprofits in the Inland Empire. They have agreed to partner with DU to include grants focused on all priority areas of the Maternal Health Network.
Total Subcontractors		55,900	
VI. INDIRECT COSTS			
Percent:			
Basis:			
Total Indirect Costs			
TOTAL FIRST 5 BUDGET		\$ 748,849	



Program Outline Document 2023-2024

AGENCY INFORMATION

Contract #: IC052

Legal Entity: Diversity Uplifts, Inc.

Dept./Division: _____

Project Name: Maternal Health Network of San Bernardino County

Program Site Address: 6371 Haven Ave, Suite 3, Box #265
Rancho Cucamonga, CA 91737

Client Referral Phone #: 626-502-6717

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Dr. Sayida Peprah-Wilson **Title:** Executive Director

Address: 6371 Haven Ave, Suite 3, Box #265
Rancho Cucamonga, CA 91737 **Direct Phone #:** 626-233-6548

E- Mail: drsayida@diversityuplifts.org **Fax #:** N/A

CONTRACT REPRESENTATIVE

Name: Tamikka Claybrook **Title:** Chief Financial Officer

Address: 6371 Haven Ave, Suite 3, Box #265
Rancho Cucamonga, CA 91737 **Direct Phone #:** 310-462-0784

E- Mail: tclaybrook@diversityuplifts.org **Fax #:** N/A

PROGRAM CONTACT

Name: Dr. Sayida Peprah-Wilson **Title:** Executive Director

Address: 6371 Haven Ave, Suite 3, Box #265
Rancho Cucamonga, CA 91737 **Direct Phone #:** 626-233-6548

E- Mail: drsayida@diversityuplifts.org **Fax #:** N/A

FISCAL CONTACT

Name: Tamikka Claybrook **Title:** Chief Financial Officer

Address: 6371 Haven Ave, Suite 3, Box #265
Rancho Cucamonga, CA 91737 **Direct Phone #:** 310-462-0784

E-Mail: tclaybrook@diversityuplifts.org **Fax #:** N/A

ADDITIONAL CONTACT (Describe): Choose an item.

Name: _____ **Title:** _____

Address: For Staff Analyst use only. **Direct Phone #:** _____

E-Mail: _____ **Fax #:** _____

PROGRAM INFORMATION

TYPE OF AGENCY Community-Based **Describe:** Non Profit

PROGRAM DESCRIPTION

Diversity Uplifts, Inc. (DU) serves as the backbone entity for the Maternal Health Network of San Bernardino (MHN). MHN aims to improve the well-being of women, birthing people, children, families, individuals, and wider communities.

REGION
Countywide

DU provides consulting and guidance on policy work groups, community committees, and think-tanks focused on reducing maternal mortality, improving maternal mental health, creating culturally safe environments, and uplifting underserved and historically oppressed communities.

STRATEGIC PRIORITY AREA & GOAL Child Health Quality Early Learning Family Support

INVESTMENT AREA Direct Services Systems Level Efforts Supportive Strategies

Defined by the Strategic Plan

ASSIGNED ANALYST: Ronnie Robinson

ASSIGNED ACCOUNTANT: Hope Loewenstein

ASSIGNED EVALUATOR: Ray Salamat

PROCUREMENT TYPE: Competitive Non-Competitive
Choose an item.

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
FY 2023-2024	\$ 748,849	\$0	\$748,849
Total	\$748,849		