www.first5sanbernardino.org

Agenda: Children and Families Commission 06-2020

| Meeting date, time, and place | COMMISSION MEETING
June 3, 2020
3:30 p.m. to 5:00 p.m. |
---|---|

*This meeting will utilize the “ZOOM” conferencing platform pursuant to the provisions of the Governor’s Executive Order N-29-20 dated March 17, 2020, which suspends certain requirements of the Ralph M. Brown Act.*

Join Zoom Meeting
https://zoom.us/j/91524687409?pwd=UHIKYzZ5cFZrdU1JaDFFa0pjUVRlZz09
Meeting ID: 915 2468 7409
Password: 048675

One tap mobile *(if using mobile app)*
+16699006833,,91524687409# US (San Jose)
+13462487799,,91524687409# US (Houston)

Dial by your location *(using call in only)*
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
Meeting ID: 915 2468 7409

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

SPECIAL PRESENTATION
Footsteps to Brilliance – presented by Dr. Gregory Spencer, Vice President

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 and abstain or recuse from that item, as appropriate. A Commission

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.
member may not participate in or influence the decision on a contract for which their abstention or recusal has been recorded. For conflicts requiring recusal, the Commissioner must log out of the Zoom meeting and then log back in after the discussion and vote has taken place on the item for which there is a conflict. For conflicts requiring abstention, a Commissioner should not participate in the vote or discussion but may remain logged into the Zoom meeting.

### Report

Executive Director’s Report by Karen E. Scott

### Consent Items

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.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>CONSENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approve Minutes of May 6, 2020 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No.</th>
<th>DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Approve Amendment A2 for Contract EC033 with Child Care Resource Center increasing the amount for Fiscal Year 2019-20 by $40,000 to $2,108,827 for Fiscal Year 2019-2020, resulting in a cumulative total of $3,910,644 for Fiscal Years 2018-2020 for coordination of quality improvement services. (Presenter: Tania Offerrall, Staff Analyst II, 252-4262)</td>
</tr>
<tr>
<td>3</td>
<td>Conduct Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2018-2019. (Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)</td>
</tr>
</tbody>
</table>
B. Approve Strategic Plan 2020-2023 for Children and Families Commission for San Bernardino County. (Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259) |
| 5        | Approve the Family and Community Support Partnerships – Expansion Children and Families-Systems and Networks Contracts for a cumulative total of $11,508,506 for Fiscal Years 2020-2023 with the following:  
A. Bear Valley Community Hospital District, Contract FS078 for $2,306,569  
B. Chino Valley Unified School District, Contract FS079 for $611,546  
C. El Sol Neighborhood Education Center, Contract FS080 for $1,540,922  
D. Moses House Ministry, Contract FS081 for $2,606,076  
E. Reach Out, Contract FS082 for $2,447,010  
F. Walden Family Services, Contract FS083 for $1,996,383 (Presenter: Wendy Lee, Psy.D. Staff Analyst II, 252-4254) |
| 6        | Discuss and authorize development of an Emergency Response Plan to address unique unmet needs for children and families in a declared emergency such as the COVID-19 crisis. (Presenter: Karen E. Scott, Executive Director, 252-4252) |
| 7        | Approve investment in, and authorize financial agreement for, the Comprehensive Footsteps2Brilliance® Early Literacy Programs’ perpetual license and program expansion, |

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with the San Bernardino County Superintendent of Schools, under the San Bernardino Countywide Vision2Read literacy initiative, in an amount not to exceed $308,292, as continued support of the program to improve literacy rates throughout the County.
(Presenter: Karen E. Scott, Executive Director, 252-4252)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Receive Help Me Grow Inland Empire Progress Update.</td>
</tr>
<tr>
<td></td>
<td>(Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255)</td>
</tr>
</tbody>
</table>

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

Commissioner Roundtable
Open to comments by the Commissioners.

Next Meeting at First 5 San Bernardino
Wednesday, July 1, 2020
3:30 p.m. to 5:00 p.m.
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)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Contractor</th>
<th>Principals &amp; Agents</th>
<th>Subcontractors; Principals &amp; Agents</th>
<th>Commissioner Abstentions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
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<tr>
<td>2</td>
<td>Child Care Resource Center</td>
<td>Michael Olenick, President and CEO</td>
<td>N/A</td>
<td>N/A</td>
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<td>3</td>
<td>N/A</td>
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<td>5A</td>
<td>Bear Valley Community Hospital</td>
<td>John Friel, Chief Operating Officer Megan Meadors, Executive Director</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5B</td>
<td>Chino Valley Unified School District</td>
<td>Norm Enfield, Ed.D Superintendent Sherri Johnson, Psy.D Director</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5C</td>
<td>El Sol Neighborhood Educational Center</td>
<td>Alexander Fajardo, Executive Director</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5D</td>
<td>Moses House Ministries</td>
<td>Matthew Coughlin, Executive Director</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5E</td>
<td>Reach Out</td>
<td>Diana Fox, Executive Director</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5F</td>
<td>Walden Environment DBA Walden Family Services</td>
<td>Sue Evans, Chief Operation Officer</td>
<td>N/A</td>
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<td>N/A</td>
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</table>
Minutes: Children and Families Commission Meeting

Meeting Date and Location
May 6, 2020
3:30 p.m. to 5:00 p.m.

This meeting utilized the “ZOOM” conferencing platform pursuant to the provisions of the Governor’s Executive Order N-29-20 dated March 17, 2020, which suspends certain requirements of the Ralph M. Brown Act.

Zoom Meeting
https://zoom.us/j/760038562
Meeting ID: 760 038 562

Pledge of Allegiance
The Pledge of Allegiance was led by Chair Thomas.

SPECIAL PRESENTATION
“Maternal Health Network System Building Project”
Lisa Watson, Client Services Manager, Social Entrepreneurs, Inc.

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.

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Attendees
Commissioners Present
- Jorge E. Escalante
- Josie Gonzales
- Margaret Hill
- Gary Ovitt
- CaSonya Thomas
- Elliot Weinstein, M.D.

Staff Present
- Karen Scott, Executive Director
- Traci Homan, Business Support Manager
- Sophie Akins, Commission Counsel
Changes to the Agenda

Agenda Item 3 Children’s Fund Contract SI033, should read in the first line ..."for $263,900 per year" for “Fiscal Years 2020-2023.”

Agenda Item 4 Children’s Fund Contract SI034 should read “Fiscal Years” instead of “Fiscal Year” in the first line.

Agenda Item 7 Contract Amendment SI031 A1 with Loma Linda University Children’s Hospital will follow Item #5 the Cooperative Agreement with First 5 Riverside and Loma Linda Children’s Hospital.

Report – Executive Director, Karen Scott

Message to First 5 Contractors

A letter was sent to all First 5 Contractors on March 25, 2020 which provided guidance through April 30, 2020. It stated, in part, that contracted agencies will continue to be supported with funding for their budgeted administrative and operation costs if they remain in line with the approved fiscal year budget, verification requirements and reporting responsibilities. This continued funding is predicated on the business remaining open for service to children and families as described in the scope of work however now, that service can be delivered by alternative methods such as telephone, virtual/remote, teleconferencing, etc. and/or otherwise serving children and families in a collaborative approach.

The guidance specifically pointed out that:

- If staff positions and subcontractor positions that are funded by First 5 San Bernardino are not able to perform their work/contracted duties, their salaries and benefits cannot be reimbursed for hours not worked. This would be considered a prohibited gift of public funds. The fiscal reporting requirement to provide payroll register, time cards, payment slips, etc. as verification remains the same.

- Typically, First 5 funded organizations are limited to two budget revisions per fiscal year and those requests must be submitted by March 31. In this emergency event, the deadline for a 2nd budget revision was extended to April 30, 2020. In addition, agencies were allowed a third budget revision if needed, which must also have been submitted by April 30, 2020. Budget Revisions must adhere to all other restrictions normally applicable to such budget revision requests.

- Supporting documentation for administrative and operation costs remains the same for reimbursement. Paid receipts or invoices and proof of delivery are still required.
The First 5 San Bernardino Commission all expects that:

- No agency will have Out of State Travel during this period. Please consider that conferences will most likely be cancelled/postponed through at least late spring and funds budgeted in that line became unavailable to your operation.
- No agency should incur or bill for food expenses for classes and meetings that require participant sign-in sheets and agendas.
- Mileage costs will be reduced for staff working at home/remotely and the request for reimbursement process remains unchanged.
- Participant Transportation costs should be reduced or eliminated with the “stay at home” order. Verification process for reimbursement of these costs remains unchanged.
- No agency will make purchases of furniture and office equipment and/or supplies that cannot be justified for use in the remainder of this fiscal year. (See Narrative Reporting).

And finally, F5SB is requiring expanded reporting through our database system (Persimmony), to memorialize the actions taken by the agency, provide qualitative data and the impacts on contract deliverables.

A second very similar guidance was shared with the agencies on May 1st with direction through May 30th.

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Consent

Approve Minutes of April 1, 2020 Commission Meeting.
(Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Motion by Commissioner Hill and seconded by Commissioner Weinstein to approve the Consent Items.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:
Commissioner Escalante: Aye
Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Weinstein: Aye

Without further comment or objection, motion carried by unanimous vote.

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<thead>
<tr>
<th>Item No.</th>
<th>CONSENT</th>
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<tbody>
<tr>
<td>1</td>
<td>Approve Minutes of April 1, 2020 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant 252-4252)</td>
</tr>
</tbody>
</table>
Item No. | DISCUSSION
---|---
2 | Approve Contract IC040 with Social Entrepreneurs, Inc., for $238,531 for Fiscal Years 2019-2021 for the implementation of a Maternal Health Network Strategic Plan specific to San Bernardino County. (Presenter: Renee Jones, Staff Analyst II, 252-4273)

Discussion
Chair Thomas inquired about the funding history with SEI. Attached is a timeline and narrative of this contract to date.

Public Comment
None

Motion made by Commissioner Gonzales and seconded by Commissioner Ovitt to approve Item 2.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Commissioner Escalante: Aye
Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Weinstein: Aye

Without further comment or objection, motion carried by unanimous vote.

3 | Approve Contract S1033 with Children’s Fund for $263,900 for Fiscal Year 2020-2023 resulting in a cumulative total of $791,700 to provide assessment center services to abused and neglected children. (Presenter: Merceides Logans, Staff Analyst II, 252-4261)

Discussion
None

Public Comment
None

Motion made by Commissioner Weinstein and seconded by Commissioner Hill to approve Item 3. Commissioner Ovitt abstained from this item due to his position on the Children’s Fund Board.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Commissioner Escalante: Aye
Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Weinstein: Aye
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| 4 | Approve Contract SI034 with Children’s Fund for $1,700,962 for Fiscal Year 2020-2023 to support the Daily Referral Program and Celebration of Giving campaign.  
(Presenter: Merceides Logans, Staff Analyst II (252-4261))  
**Discussion**  
None  
**Public Comment**  
None  
Motion made by Commissioner Escalante and seconded by Commissioner Hill to approve Item 3. Commissioner Ovitt abstained from this item due to his position on the Children’s Fund Board.  
Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:  
Commissioner Escalante: Aye  
Commissioner Gonzales: Aye  
Commissioner Hill: Aye  
Commissioner Weinstein: Aye  
With the abstention noted and without further comment or objection, motion carried. |
| 5 | A. Approve Cooperative Agreement No. SA-20-03 with First 5 Riverside and authorize the receipt of up to $1,490,971 representing 50% of the total three-year contract amount ($2,981,943) for reimbursement from First 5 Riverside to share in the expenses associated with the implementation of Help Me Grow Inland Empire with Loma Linda University Children’s Hospital for Fiscal Years 2020-2023.  
B. Authorize the Executive Director or delegatee to execute such agreement and take such actions as may be necessary to allow for the receipt of such reimbursement funds.  
(Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 252-4255)  
**Discussion**  
None  
**Public Comment**  
None  
Motion made by Commissioner Weinstein and seconded by Commissioner Hill to approve Item 5.  
Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:  
Commissioner Escalante: Aye  
Commissioner Gonzales: Aye  
Commissioner Hill: Aye  
Commissioner Ovitt: Aye  
Commissioner Weinstein: Aye  
With the abstention noted and without further comment or objection, motion carried. |
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<tr>
<th>6</th>
<th>Without further comment or objection, motion carried by unanimous vote.</th>
</tr>
</thead>
</table>
| A. Approve Cooperative Agreement No. SA-20-04 with First 5 Riverside and authorize the receipt of up to $165,000 representing 50% of total contract amount ($330,000) in reimbursement from First 5 Riverside to share in the expenses associated with consultant services identified in the Contract IC038A1 with VIVA.  
B. Authorize the Executive Director or delegatee to execute Cooperative Agreement No. SA-20-04 and take such actions as may be necessary to allow for the receipt of such reimbursement funds. |
| (Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255) |

**Discussion**
None

**Public Comment**
None

Motion made by Commissioner Hill and seconded by Commissioner Gonzales to approve Item 6.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

- Commissioner Escalante: Aye
- Commissioner Gonzales: Aye
- Commissioner Hill: Aye
- Commissioner Ovitt: Aye
- Commissioner Weinstein: Aye

Without further comment or objection, motion carried by unanimous vote.

<table>
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<tr>
<th>7</th>
<th>Approve Amendment A1 for Contract SI031 for $983,258 for Fiscal Year 2020-2021, $999,231 for Fiscal Year 2021-2022 and $999,454 for Fiscal Year 2022-2023 for a cumulative total of $2,981,943 with Loma Linda University Children’s Hospital for the Help Me Grow Inland Empire initiative with shared financial responsibility with First 5 Riverside.</th>
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<tbody>
<tr>
<td>(Presenter: Renee Jones, Staff Analyst II, 252-4273)</td>
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**Discussion**
In order to further understanding the concepts and program, Commissioner Hill requested additional information regarding the Help Me Grow program be presented to the Commission. Staff will schedule a presentation from the Help Me Grow team for the next Commission meeting.

**Public Comment**
None

Motion made by Commissioner Hill and seconded by Commissioner Gonzales to approve Item 7.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

- Commissioner Escalante: Aye
- Commissioner Gonzales: Aye
Item 9
Receive information on approval of employment contract entered into by the County of San Bernardino upon request by the Children and Families Commission Executive Director for Hon Sum Lai to provide services to the Children and Families Commission as an Accountant III, effective April 25, 2020 through April 24, 2023.
(Presenter: Karen E. Scott, Executive Director, 252-425)

Discussion
None

Public Comment
None

Motion made by Commissioner Hill and seconded by Commissioner Weinstein to approve Item 8.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Commissioner Escalante: Aye
Commissioner Gonzales: Aye
Commissioner Hill: Aye
Commissioner Ovitt: Aye
Commissioner Weinstein: Aye

Without further comment or objection, motion carried by unanimous vote.

Item No. | INFORMATION
--- | ---
9 | Receive information on approval of employment contract entered into by the County of San Bernardino upon request by the Children and Families Commission Executive Director for Hon Sum Lai to provide services to the Children and Families Commission as an Accountant III, effective April 25, 2020 through April 24, 2023.
(Presenter: Karen E. Scott, Executive Director, 252-425)

10 | Receive information on First 5 San Bernardino’s COVID-19 efforts
(Presenter: Karen E. Scott, Executive Director, 252-425)

Public Comment
None

Commissioner Roundtable
No other comments received at this time.

Adjournment
Chair Thomas adjourned the meeting at 5:24 p.m.
Next meeting

*Wednesday, June 3, 2020 - 3:30 p.m. to 5:00 p.m.*

Attest

______________________________
CaSonya Thomas, Chair

______________________________
Ann M. Calkins, Commission Secretary
AGENDA ITEM 2  
June 3, 2020

Subject  
Amendment A2 for Contract EC033 with Child Care Resource Center

Recommendations  
Approve Amendment A2 for Contract EC033 with Child Care Resource Center increasing the amount for Fiscal Year 2019-20 by $40,000 to $2,108,827 for Fiscal Year 2019-2020, resulting in a cumulative total of $3,910,644 for Fiscal Years 2018-2020 for coordination of quality improvement services.

(Presenter: Tania Offerrall, Staff Analyst II, 252-4262)

Financial Impact  
An increase of $40,000 for Fiscal Years 2018-2020.

Background Information  
In April of 2015, the Commission selected a Quality Rating Improvement System (QRIS) called Quality Start San Bernardino (QSSB) as a strategy to support the organization’s mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to five years of age in San Bernardino County. QRIS is a system that defines quality standards for early care and education programs; measures programs against these standards; offers and connects educators to training and professional development opportunities; and helps parents and caregivers find quality programs for their children.

On July 11, 2018, the Commission approved contracts with the following organizations to continue to support QSSB services for Fiscal Years 2018-2019 and 2019-2020:

- **San Bernardino County Superintendent of Schools (SBCSS) to** continue outreach and oversee the enrollment and rating of early care and education sites according to the California QRIS implementation guide.

- **Child Care Resource Center (CCRC) to** continue to play the lead role of coordinating the quality improvement and professional development efforts to move providers through the QRIS system. CCRC will also support data entry management and the program evaluation of the QRIS system as well as oversee the QRIS marketing and communications efforts.

- **University Enterprise Corporation/California State University, San Bernardino (CSUSB) to** continue to enhance higher education opportunities for the early care and education workforce and will support the coordination and administration of site assessments in accordance with the California QRIS implementation guide.

To support QSSB, the Commission has been the recipient of First 5 California Improve and Maximize Programs so All Children Thrive (IMPACT) funds and IMPACT Regional Hub funds. QSSB Regional Hub funds are dispersed through Agreement No. 45723 with Orange County Department of Education (OCDE) in the amount of $45,150 for fiscal years 2018-2020. OCDE is designated as the lead organization for IMPACT Region 9 Hub funds. As the Hub lead, OCDE is responsible for providing regional coordination of training and technical assistance to support the state wide First 5 California IMPACT and QRIS initiatives and must allocate a portion of the Hub funds to Region 9 Hub counties. Region 9 counties include Orange, Imperial, Riverside and San Bernardino.
In April 2020, in partnership with the county’s consortium, First 5 San Bernardino was notified by OCDE that the Region 9 Hub had unspent funds available to be allocated to Region 9 Counties, however, those funds had to be expended by June 30, 2020. Due to COVID-19, funds can be used to support open child care sites through stipends or other allowable expenses such as educational materials and supplies approved by First 5 CA IMPACT requirements. F5SB’s allocation of IMPACT Region 9 Hub unspent funds is $40,000.

First 5 staff recommends allocating the additional Hub funds to CCRC by amending their Contract EC033 A1 to provide a minimum of one hundred early learning educational/literacy kits and program materials for QSSB providers that are open during COVID-19.

Pending Commission approval, this amendment will result in QSSB Providers receiving additional resources to support and provide quality within early care and educational settings. The additional funds will be applied for related expenses incurred in Fiscal Year 2019-2020.

Approval of this item supports the Commission’s Strategic Plan:

SPA 1: Children and Families
Goal: 1.2: Early Learning
Objective: 1.2a Families have access to quality early childhood care and education

SPA 2: Systems and Network
Goal 2.1: Leadership as a Convener and Partner
Objective 2.1b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

Review
Sophie Atkins, County Counsel

Report on Action as taken

Action:

Moved: Second:

In Favor:

Opposed:

Abstained:

Comments:

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

Legal Name (hereinafter called the Contractor)
Child Care Resource Center Inc.

Department/Division
Communication: Resource & Referral; Research

Address
Chatsworth, CA, 91311

Phone
818-717-1000

Federal ID No.
95-3081695

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2

1. Paragraph M. Governing Board of Section III, CONTRACTOR'S GENERAL RESPONSIBILITIES, is amended to read as follows:

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

Program Address (if different from legal address):
1111 Mill Street, Suite 100
San Bernardino, CA, 92408
submitted following approval of the minutes. Contractor’s governing board must meet not less than four times per year. No board member may be an employee of the organization and no paid staff member may serve as a voting member of the governing board. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

2. Paragraph N. of Section III, CONTRACTOR’S GENERAL RESPONSIBILITIES is amended to read as follows:

   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 http://first5sanbernardino.org/CommissionPolicies.aspx 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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.

3. Subsection 11 of Paragraph S. Indemnification and Insurance Requirements, of Section III GENERAL CONTRACTOR RESPONSIBILITIES, is amended to read as follows:

   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 “dropout” 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
4. 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 $3,910,644 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 2018-19** $1,801,817 July 1, 2018 through June 30, 2019
- **Fiscal Year 2019-20** $2,108,827 July 1, 2019 through June 30, 2020

5. Paragraphs G. and H. of Section V, FISCAL PROVISIONS, are amended to read as follows:

**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.

6. Paragraph G. of Section IX GENERAL PROVISIONS is amended to read as follows:

**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, County of San Bernardino, 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, County of San Bernardino, San Bernardino District.

Paragraph C Section XIII, CONCLUSION is amended to read as follows:

XIII. CONCLUSION

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.

continued on next page
All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

CaSonya Thomas
Printed Name
Commission Chair
Title
Dated

Official Stamp

CHILD CARE RESOURCE CENTER INC.

Legal Entity

Michael Olenick
Printed Name
President and CEO
Title
Dated

Reviewed for Processing

Cindy Faulkner
Assistant Director
Date

Approved as to Legal Form

Sophie Akins
Commission Counsel
Date

Presented to Commission for Signature

Karen E. Scott
Executive Director
Date
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of total salary</th>
<th>DESCRIPTION / JUSTIFICATION</th>
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<td>Susan Savage</td>
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<td>208</td>
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<td>Tina Lopez</td>
<td>Manager, Family Engagement</td>
<td>0.25</td>
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<td>520</td>
<td>33.48%</td>
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<td>Christina Aranda</td>
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<td>25.96%</td>
<td>46,342</td>
<td>12,030</td>
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<td>58,372</td>
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<td>Angelica Preciado</td>
<td>Professional Development Coach</td>
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<td>25.96%</td>
<td>46,342</td>
<td>12,030</td>
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<td>58,372</td>
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<td>Rae-Lyn Calderon</td>
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<td>25.96%</td>
<td>46,342</td>
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<td>58,372</td>
<td>58,372</td>
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<td>Professional Development Coach</td>
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<td>25.96%</td>
<td>46,342</td>
<td>12,030</td>
<td>58,372</td>
<td>58,372</td>
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<tr>
<td>15</td>
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<td>1.00</td>
<td>22.28</td>
<td>2,080</td>
<td>25.96%</td>
<td>46,342</td>
<td>12,030</td>
<td>58,372</td>
<td>58,372</td>
<td>100%</td>
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</table>
### FIRST 5 SAN BERNARDINO

#### PROGRAM BUDGET

**FISCAL YEAR:** 2019-20

**ORGANIZATION:** Child Care Resource Center

**DIRECTOR:** Ellen Cervantes, Michael Olenick, PhD.

**PROGRAM TITLE:** QRIS

**PROGRAM DIRECTOR:** James Moses, Susan Savage, Eileen Friscia

**FINANCE OFFICER:** Jennifer Patricio, Reporting & Analysis Manager

**INITIATIVE:** San Bernardino QRIS

**RFP/Contract #:** EC033 A2

**TOTAL BUDGET:** $2,108,827

---

<table>
<thead>
<tr>
<th>LINE</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of total salary</th>
<th>DESCRIPTION / JUSTIFICATION</th>
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<td>16</td>
<td>TBH Professional Development Coach</td>
<td>1.00</td>
<td>22.28</td>
<td>2,080</td>
<td>25.96%</td>
<td>46,342</td>
<td>12,030</td>
<td>58,372</td>
<td>58,372</td>
<td>100%</td>
<td>To conduct visits with parents and their children in their home in compliance with PAT.</td>
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<tr>
<td>17</td>
<td>TBH Professional Development Coach</td>
<td>1.00</td>
<td>22.28</td>
<td>2,080</td>
<td>25.96%</td>
<td>46,342</td>
<td>12,030</td>
<td>58,372</td>
<td>58,372</td>
<td>100%</td>
<td>To conduct visits with parents and their children in their home in compliance with PAT.</td>
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<td>18</td>
<td>Claudia Castillo Specialist, Resource &amp; Referral</td>
<td>0.50</td>
<td>20.89</td>
<td>1,040</td>
<td>27.71%</td>
<td>21,726</td>
<td>6,020</td>
<td>27,746</td>
<td>55,492</td>
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<td>To coordinate professional development and the workforce registry.</td>
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<td>19</td>
<td>Susan Montalvo Director, Communications</td>
<td>0.15</td>
<td>62.72</td>
<td>312</td>
<td>29.87%</td>
<td>19,568</td>
<td>5,845</td>
<td>25,413</td>
<td>169,416</td>
<td>15%</td>
<td>Lead development and execution of key actions; manage timeline and budgets.</td>
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<td>20</td>
<td>Cristen Sayegh Advertising &amp; Marketing Specialist</td>
<td>0.25</td>
<td>29.72</td>
<td>520</td>
<td>24.12%</td>
<td>15,452</td>
<td>3,727</td>
<td>19,179</td>
<td>76,716</td>
<td>25%</td>
<td>Lead social media and website content development; press and media relations; marketing and outreach materials development.</td>
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<td>21</td>
<td>Mercedes Williams ECE Facilitator</td>
<td>0.25</td>
<td>23.00</td>
<td>520</td>
<td>30.00%</td>
<td>4,186</td>
<td>1,256</td>
<td>5,442</td>
<td>23</td>
<td>15%</td>
<td>For early Learning, adult child interactions, and child development projects.</td>
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<td>22</td>
<td>Dominique Metoyer ECE Community Trainer</td>
<td>0.25</td>
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<td>520</td>
<td>30.00%</td>
<td>3,767</td>
<td>1,130</td>
<td>4,897</td>
<td>23</td>
<td>15%</td>
<td>For early Learning, adult child interactions, and child development projects.</td>
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<td>23</td>
<td>Susan Baltz Child Development Specialist</td>
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<td>658</td>
<td>2,850</td>
<td>23</td>
<td>15%</td>
<td>For early Learning, adult child interactions, and child development projects.</td>
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<td>24</td>
<td>Felix Bada Graphic Designer and Developer</td>
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<td>35.32</td>
<td>520</td>
<td>31.05%</td>
<td>18,366</td>
<td>5,703</td>
<td>24,069</td>
<td>96,273</td>
<td>25%</td>
<td>Website design and development; website maintenance and technical support; graphic design.</td>
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<td>25</td>
<td>Megan Sack Media &amp; Communications Specialist</td>
<td>0.75</td>
<td>24.33</td>
<td>1,560</td>
<td>25.05%</td>
<td>37,953</td>
<td>9,507</td>
<td>47,460</td>
<td>63,280</td>
<td>75%</td>
<td>Social media and website content development; press and media relations; marketing and outreach materials development.</td>
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</table>

**Total Salaries & Benefits:** $747,097 $194,319 $941,216 $1,859,622
AGENCY INFORMATION

Legal Entity: Child Care Resource Center, Inc.

Dept./Division: Communications; Resource & Referral; Research

Project Name: Quality Rating Improvement System-QRIS

Address: 20001 Prairie Street
          Chatsworth, CA 91311

Website: www.ccrcca.org

Phone #: 818-717-1000

Fax #: 1-866-674-5437

CONTACT INFORMATION

SIGNING AUTHORITY

Name: Dr. Michael Olenick

Title: President and CEO

Address: 20001 Prairie Street
          Chatsworth, CA 91311

Direct Phone #: 818-717-1010

Fax #: 818-717-9161

E-Mail: MOlenick@ccrcca.org

CONTRACT REPRESENTATIVE

Name: James Moses

Title: Regional Director

Address: 1111 E. Mill Street, Suite 100
          San Bernardino, CA 92408

Direct Phone #: 909-384-8031

Fax #: 909-890-0032

E-Mail: JMoses@ccrcca.org

PROGRAM CONTACT

Name: Christina Aranda

Title: Workforce Development Manager

Address: 1111 E. Mill Street, Suite 100
          San Bernardino, CA 92408

Direct Phone #: 760-245-0770 x3110

Fax #: 760-245-1072

E-Mail: caranda@ccrcca.org

FISCAL CONTACT

EC033 A2 CCRC QRIS POD FY18-19
Name: Jennifer Patricio  
Address: 20001 Prairie Street  
Chatsworth, CA 91311  
E-Mail: jpatricio@ccrcca.org  
Title: Reporting and Analysis Manager  
Direct Phone #: 818-717-1024  
Fax #: 818-717-9172

ADDITIONAL CONTACT (Describe): Program  
Name: Susan Savage  
Address: 20001 Prairie Street  
Chatsworth, CA 91311  
E-Mail: SSavage@ccrcca.org  
Title: Research Director  
Direct Phone #: 818-717-1000 X 8100  
Fax #: 818-717-9161

PROGRAM INFORMATION

TYPE OF AGENCY
☐ Educational Institution  Describe: Choose an item.
☐ Government Agency  Describe: Choose an item.
☐ Private Entity/Institution  Describe: Choose an item.
☒ Community-Based  Describe: Non Profit

FIRST 5 FOCUS AREA  STRATEGY
☐ Health  ☐ Early Screening and Intervention  ☐ Health & Safety Education  ☐ Other:
☐ Health Care Access  ☐ Oral Health  
☐ Other:
☐ Education  ☒ Early Education Programs  ☒ Quality Provider Programs  ☐ Other:
☐ Access to Quality Child Care  ☐ Other:
☐ Parent Education  ☐ Resource Center & Case Management  
☐ Other:
☐ Systems  ☐ Integrated Systems Planning & Implementation  ☐ Community Outreach  ☐ Other:
☐ Countywide Information Referral Systems  ☐ Other:
☐ Organizational Capacity Building

PROGRAM DESCRIPTION

SERVICE AREA (LOCATIONS)
Countywide
In executing the communications, quality improvement, and evaluation components of the QRIS, as outlined in our scope of work, CCRC will conduct activities meeting the following Commission Level Outcomes:

- Support capacity building and quality improvements in child care and early education settings
- Support increased availability of resources and access to quality child care and early education
- Identify and align resources county-wide; create and support opportunities for collective impact
- Support ongoing learning and professional development
- Support organizational development

These activities will align with First 5 San Bernardino’s strategic plan and contribute to a positive, measurable, and collective impact for children 0-5 and their families.

**COMMISSION LEVEL OUTCOMES**

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<th>SPA 1:</th>
<th>Children and Families</th>
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<tbody>
<tr>
<td>Goal: 1.2:</td>
<td>Early Learning</td>
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<tr>
<td>Objective: 1.2a</td>
<td>Families have access to quality early childhood care and education</td>
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<th>SPA 2:</th>
<th>Systems and Network</th>
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<td>Objective 2.1b:</td>
<td>Families, providers and stakeholders collaborate effectively to improve the well-being of the child</td>
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<td>Objective 2.2.2b:</td>
<td>Workforce is developed to effectively serve children and families</td>
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Expectation(s): See attachment A of contract EC033

Outcome(s): See attachment A of contract EC033

**ASSIGNED ANALYST:** Tania Offerrall

**CONTRACT AMOUNT**

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<td>2019-2020</td>
<td>$ 2,108,827</td>
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<td>2020-2021</td>
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<td><strong>Total</strong></td>
<td><strong>$ 3,910,644</strong></td>
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AGENDA ITEM 3  
June 3, 2020

Subject  

Recommendations  
(Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)

Financial Impact  
None.

Background Information  
As required by California Health and Safety Code Section 130125(G), the California Children and Families Commission (CCFC) develops an Annual Report to reflect the annual achievements and expenditures of the First 5 California program. This report offers a summary of the State Commission's history, mission, vision as well as some 2018-2019 highlights as a summarization of the data submitted by the County Commissions.

County Commissions are required, in accordance with Section 130140(a)(1)(H) of the Health and Safety Code, to conduct a public hearing of the State annual report. Any comments made by the public or Commissions will be provided to the State Commission.

A copy of the Annual Report can be found in the State Commission’s website:  

Review  
Sophie Akins, Commission Counsel

Report on Action as taken

Action:  
Moved:  
Second:  
In Favor:  
Opposed:  
Abstained:  
Comments:  
Witnessed:  
27
In accordance with the Health and Safety Code Sections related to Prop 10, First 5 California collects and reviews each county commission’s annual report and includes this county-level data in this First 5 CA annual report.

While Prop 10 statutes direct the State and county commissions to achieve common goals and outcomes for children ages 0 to 5, it empowers each individual commission to develop its own strategic plan and programs to accomplish those goals according to the needs of local children and families. At the same time, as this report illustrates, First 5 California and the county commissions work as partners to implement the statewide Signature Programs and identify common policy goals.

For nearly two decades, the California Children and Families Commission (First 5 California) has established standards of quality child care and invested in the development of programs and services emphasizing improvement in early education, child care, social services, health care, research, and community awareness.

The State Board of Equalization collects an excise tax levied on all tobacco products and deposits the revenue into the California Children and Families Trust Fund, allocating 20 percent to First 5 California and 80 percent to county commissions.

In FY 2018-2019, First 5 California received $68.1 million and County Commissions received $272.5 million.

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

1. Improved Child Development
2. Improved Child Health
3. Improved Family Functioning
4. Improved Systems of Care

These result areas comprise a framework for reporting and assessing early childhood outcome data. Appendix A and B (pages 53-54) include descriptions of the result areas and services for First 5 California and the 58 county commissions.

This data reporting framework provides a statewide overview of the number, type, and costs of services provided to children and adults for a particular year. Stakeholders can use this information as one source to determine impact and resource allocation from First 5 statewide.
The entire report is available for reviewing:


**New Legislation:** First 5 California continued to garner awareness of the importance of First 5-funded programs and significant state-level support for its Children’s Policy Agenda goals from policymakers, advocacy partners, and other stakeholders during the 2019 state legislative and budget session.

The year 2019 was an active year for policies impacting young child children and First 5 California once again sponsored legislation. Several bills were sponsored in the 2019 legislative and budget session:

- AB125 (McCary) and SB 174 (Leyva) with the Child Care Resource Center (CCRC) and EveryChild California to establish a single regionalized state reimbursement rate system of child care, preschool and early learning services
- AB 324 (Aguilar-Curry) The Dion Aroner Child Care Workforce Act with CCRC and the service employees international Union (SEIU) to create streamlined standards for professional support stipends provided under the AB 212 program based on the early care and education field’s best practices to support teacher professional development and higher education attainments, and expand these stipends to more providers.
- SB 135 (Jackson) with Legal Aid at Work and the California Employment Lawyers Association which would further expand state family leave job protections and create parity between bonding and sick leave eligibility in California

(Additional information on Page 10-11 of the Annual Report).

**First 5 IMPACT:** First 5 California completed the fourth year of First 5 IMPACT (Improve and Maximize Programs so All Children Thrive), a five year, $190 million investment that provides funding for the implementation of local quality rating and improvement systems (QRIS). Specifically, First 5 IMPACT supports the improvement of quality early learning and care settings across the entire continuum—from alternative settings and family, friends and neighbor care, to family child care homes, centers and preschools. First 5 IMPACT supports a network of local quality improvement efforts, forges partnerships with all 58 counties via 48 consortia, builds on past First 5 California programs, and aligns with and leverages federal, state and local investments.

For FY 2018-2019, local consortia participating in First 5 IMPACT reported over 6,000 sites or approximately 79 percent of all sites participating in QRIS were supported in full or in part with First 5 IMPACT funding. More information can be found on page 19.

**Tobacco Cessation:** the California Smokers’ Helpline has been funded by First 5 California since the enactment of proposition 10 to help parents and caregivers of young children quit smoking, educate the public about the harms of tobacco use, and reduce the likelihood babies and young children will develop tobacco related health problems. With the advent of e-cigarettes, First 5 California has expanded the scope of services provided by the Helpline to include cessation and education on e-cigarette dangers to young children.
The Helpline provides one-on-one telephone counseling through their toll-free Helpline (1-800-NO-BUTTS for smokers and at 1-844-8-NO-VAPE for vape users). Chat counseling support is available through www.nobutts.org. Helpline provided services to a total of 3,050 participants in FY 2018-2019. Nicotine patches were sent to 2,549 participants. More information and outcomes can be found on page 26.

**Funded Research:**

**California Health Interview Survey**—The First 5 California Commission approved $1.7 million to continue funding the California Health Interview Survey (CHIS), conducted by the UCLA Center for Health Policy Research for Fiscal years 2019-2020 and 2020-2021. First 5 California is the primary funder of the CHIS Child Questionnaire that collects information from parents on topics including childcare and preschool participation and perception, positive parenting activities (parents or caregivers reading, singing, going out to play with their children, knowledge of the Talk Read Sing campaign), breastfeeding practices, health status and conditions, child oral health, developmental screening and referrals, languages spoken at home and English Proficiency of parent, and receipt and use of First 5 California’s Kit for New Parents. This funding also supports online public access to CHIS via the AskCHIS data query tool (ask.chisne.ucla.edu) AskCHIS Neighborhood Edition mapping (askchisne.ucla.edu) and published research reports (healthpolicy.ucla.edu/chis)

In June 2019, UCLA published the policy brief, *Parental Reading and Singing to California’s Young Children-Trends, Predictors, and Association with the Talk, Read, Sing Campaign.* Researchers employed multiple statistical methods to analyze CHIS data, 2005 through 2016. More information and key findings can be found on page 22.

**Dual Language Learner Pilot**—First 5 California’s Dual Language Learner (DLL) Pilot Study is examining culturally and linguistically responsive and effective intentional teaching, family engagement, and professional development strategies for DLL’s. First 5 California’s investment in the study is approximately $20 million to support counties and regions to participate in the evaluation and expand effective practices. More information can be found on page 23.

**FIRST 5 CALIFORNIA COMMISSION MEMBERS FY 2018-2019**

<table>
<thead>
<tr>
<th>Commission Member</th>
<th>Appointing Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Halvorson, Chair</td>
<td>Governor</td>
</tr>
<tr>
<td>Molly Munger, Vice Chair</td>
<td>Speaker of the Assembly</td>
</tr>
<tr>
<td>Jackie Majors</td>
<td>Speaker of the Assembly</td>
</tr>
<tr>
<td>Mayra Alvarez</td>
<td>Governor</td>
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<tr>
<td>Muntu Davis</td>
<td>Governor</td>
</tr>
<tr>
<td>Monica Fitzgerald</td>
<td>Senate Rules Committee</td>
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<tr>
<td>Shana Hazan</td>
<td>Senate Rules Committee</td>
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</tbody>
</table>

**Ex Officio Members**

<table>
<thead>
<tr>
<th>Mark Ghaly</th>
<th>Secretary of the California Health and Human Services Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kris Perry, Designee</td>
<td>Secretary of the California Health and Human Services Agency</td>
</tr>
</tbody>
</table>
Our Mission
Convene, partner in, support, and help lead the movement to create and implement a comprehensive, integrated, and coordinated system for California’s children prenatal through 5 and their families. Promote, support, and optimize early childhood development.
Our Kids Our Future: Investing for 20 Years in California’s Children

2018–19 | First 5 California Annual Report

FIRST 5 CALIFORNIA COMMISSION MEMBERS

George Halvorson, Chair
Appointed by the Governor

Lupe Jaime-Mileham, Vice Chair (Member until September 2019)
Appointed by the Governor

Molly Munger, Vice Chair
Appointed by the Speaker of the Assembly

Alejandra Campoverdi (Member until December 2018)
Appointed by the Senate Rules Committee

Jackie Majors
Appointed by the Speaker of the Assembly

Mayra Alvarez
Appointed by the Governor

Muntu Davis
Appointed by the Governor

Monica Fitzgerald
Appointed by the Senate Rules Committee

Shana Hazan
Appointed by the Senate Rules Committee

Ex-Officio Member:

Mark Ghaly
Secretary of the California Health and Human Services Agency

Kris Perry, Designee
Secretary of the California Health and Human Services Agency

Michael Wilkening (Member until March 2019)
Secretary of the California Health and Human Services Agency

Jim Suennen, Designee (Member until January 2019)
Secretary of the California Health and Human Services Agency
Message from the Executive Director

The 2018–19 Annual Report highlights the breadth of First 5 California’s mission, our shared work with First 5 counties, and our laser focus on children. The report demonstrates First 5 California’s commitment to improving outcomes for children through investments in the following key areas: 1) informing and supporting families on the early brain science demonstrating the power of talking, reading, and singing to their children; 2) advocating at the local, state, and federal levels for policies and funding to support the state’s youngest children and their families; and 3) developing a system of quality early childhood education and care. The report also outlines our county partner investments in the key areas of First 5’s mission: improving child development, child health, and family functioning.

As we enter a new decade, First 5 California is excited to move forward with implementing its new strategic plan, which was adopted by the Commission in 2019. The 2019–24 Strategic Plan provides a road map for investments, partnership strategies, and advocacy to achieve First 5 California’s vision, mission, and goals. First 5 California’s mission is to “convene, partner in, support, and help lead the movement to create and implement a comprehensive, integrated, and coordinated system for California’s children prenatal through 5 and their families.” Each child deserves a strong start in life, and accomplishing this mission is only possible through the hard work of our dedicated staff, partners, and First 5 county commissions operating to bring valuable services and effective systems to children and their families.

Highlighted throughout this report are the accomplishments and collaborative efforts at both the state and local levels. They include:

- The continued success of the Talk. Read. Sing ® (TRS) public education campaign to inform parents and the public about the importance of early brain development through positive verbal engagement with young children. The most recent California Health Interview Survey indicates nearly 90 percent of California parents recognize the campaign and its message. Parents who have seen the TRS campaign messages are 2.9 times as likely to read to their children at least three times per week.

- First 5 IMPACT funding has increased quality improvement support to approximately 7,558 early learning and care programs serving 426,635 children statewide and represents a 96 percent increase over the last three years for sites participating in Quality Counts California, the state’s quality rating and improvement system.

- Last year, First 5’s stepped up to support communities devastated by wild fires, supporting families as they got back on their feet. Below are two examples of this good work:
  - First 5 Butte County was heavily involved in relief efforts both during and after the Camp Fire disaster. Within months of the fire, they convened a childcare taskforce to restore child care services and ensure a focus on trauma responsiveness.
  - First 5 Shasta County provided tens of thousands of dollars in Wildfire Recovery Grants to help child care providers rebuild, and help children and families recover from the trauma of the fires in their community.

- Together, First 5 California and our advocacy partners continue to work toward enhancing paid family leave both to provide new parents the opportunity to bond with their children, and for all Californians to care for family members in times of crisis. Guaranteed job protections, adequate wage replacement, and increased leave availability are all necessary enhancements to make Paid Family Leave accessible to all of California’s working families.

With 2019 as a key transition year across California leadership, we have renewed our commitment to the principles that have guided our service to the youngest Californians over the last 20 years. Our partnerships with the Governor, Legislature, First 5 county commissions, and all those who passionately advocate for kids and families provide a constant source of renewed optimism that California will lead the way to ensuring all children have the opportunity to thrive. I am grateful to be part of the early learning and care community who are dedicated to improving the lives of young children.

Camille Maben
EXECUTIVE DIRECTOR, FIRST 5 CALIFORNIA
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Ensuring California’s Children Receive the Best Start in Life and Thrive

PROPOSITION 10 AND THE LEGACY OF FIRST 5 CALIFORNIA

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

STRATEGIC PLAN

In April 2019, First 5 California adopted its new Strategic Plan 2019–2024, providing a blueprint for the State Commission’s investments and the agency’s primary programs, partnerships, services, outreach efforts, and advocacy. The Plan builds on the strengths of First 5 California’s 2014 Strategic Plan, while reflecting current direction from the Commission. It also incorporates in-depth input and feedback from First 5 county commissions, numerous stakeholder groups in early childhood education and health, partner state agencies, and California families.

First 5 California’s administrative resources and declining revenues are key challenges for the Commission’s future work. Despite these challenges, however, its efforts and investments strive to be the most impactful and achievable. The Commission continues to support and advocate for the strong start young children deserve to optimize early childhood health and education.

A fundamental objective of First 5 California remains to ensure all parents of newborns in this state, and particularly those living in poverty, receive critical information about early brain development in their babies’ first months and years of life, along with comprehensive information about what they can do to shape and enhance their children’s physical, emotional, and educational well-being and future.

The vision of First 5 California is for all of the state’s children to receive the best possible start in life and thrive. The agency seeks to realize this vision by working on behalf of California’s children, prenatal through age 5, and their families to create a comprehensive, integrated, culturally competent, and equitable system that optimizes early childhood development. First 5 California’s mission is to serve as a convener and partner that both supports and leads the movement to create and implement this system.

The agency’s work is driven by its values, including a commitment to equity, collaboration, civic engagement, accountability, and sustainability. The agency’s efforts are focused within the Plan on three strategic priority areas derived from the Act: Child Health, Child Development, and Family Functioning. The Plan also outlines three supportive strategies that represent the primary work and key activities that will be developed and implemented by First 5 California: Children and Families, Community Partners, and Policy and Systems.

For more information about the Strategic Plan, please go to First 5 California’s website at http://www.ccfc.ca.gov/pdf/about/budget_perf/F5CA_StrategicPlan_2019-24.pdf.
BUILDING PUBLIC WILL AND INVESTMENT

First 5 California’s Children’s State Policy Agenda guides the agency’s efforts to advocate for the strong start all children deserve, with an emphasis on optimizing early childhood development and reducing childhood poverty for children prenatal through age 5 and their families. The Commission’s 2019–20 Policy Agenda reflects First 5 California’s commitment in its Strategic Plan to participate and lead in the area of civic engagement, and the recognition of the Commission’s responsibility to the people of California to ensure the wise and effective use of public funds.

In its 2019–2024 Strategic Plan, First 5 California continues its commitment to engage and lead in building public will and investment to support the optimal wellbeing and development of children prenatal through age 5, their families, and communities. The Strategic Plan also recognizes First 5 California must engage in partnerships with First 5 county commissions, stakeholders, and other allies from local to federal levels in order to be successful in institutionalizing efforts to advance child-centered policies and increase these crucial investments.

First 5 California serves as a convener and partner in state policy conversations, collaborating with First 5 county commissions, state agencies, stakeholders, and other advocates to convene, align, support, and strengthen statewide advocacy efforts to realize shared goals. First 5 California continued to expand its policy and advocacy engagement in 2019, guided by its Policy Agenda. The Policy Agenda is focused on the following four areas the Commission identified as its top state policy priorities, including targeted goals within each priority area to achieve a seamless statewide system of integrated and comprehensive programs for children and families:

Resilient Families and Communities

- Support effective parent education and engagement, including parent engagement on child brain development and Talk. Read. Sing.*
- Support sustainability of Family Resource Centers and other comprehensive community hubs for integrated services for children and families
- Increase supports for breastfeeding, paid family leave, and baby-friendly policies for all families in all settings
- Expand voluntary home visiting programs

Child Health

- Protect children and families’ access to health care, and support coordination across the health care system to ensure affordable and comprehensive health insurance coverage and services for every child and mother, prenatal through age 5
• Support and promote universal developmental screenings, assessment, referral, and treatment

**Early Learning**
• Expand access to quality early care and education programs for children ages 0 to 3
• Support implementation of high-quality universal preschool access for all low-income four-year-old children, and high-quality transitional kindergarten and kindergarten statewide
• Define, measure, and achieve learning readiness for all California children prior to kindergarten
• Support a high-quality early learning workforce through strengthened qualifications, compensation, stability, diversity, and robust professional development systems
• Promote statewide access to and participation in successful quality improvement systems

**First 5 Revenue**
• Promote inclusion of funding for children ages 0 to 5 and their families in existing and new revenue policy discussions
• Promote regulation of tobacco-related products, including electronic cigarettes, and sustainability of licensing and enforcement programs
• Promote inclusion of funding for prenatal and 0 to 3 two-generation prevention strategies in Proposition 64 Memorandum of Understanding for prevention dollars

**ACCOUNTABILITY: FUNDING AND AUDIT RESULTS**

Under the Act, the California Department of Tax and Fee Administration collects an excise tax levied on all tobacco products and deposits the revenue into the California Children and Families Trust Fund, allocating 20 percent to First 5 California and 80 percent to county commissions. In FY 2018–19, First 5 California received $68.1 million and county commissions received $272.5 million.

The amount of funding allocated annually to each county commission is based on the annual number of births in the county relative to the total number in the state. Each county must prepare an annual independent audit subject to guidelines prepared by the State Controller’s Office. The counties invest their dollars in locally designed programs, as well as in First 5 California’s statewide programs as match funding. First 5 county commissions use their funds to support local programs in four result areas:
• Improved Family Functioning
• Improved Child Development
• Improved Child Health
• Improved Systems of Care

First 5 California’s Program Management Division and Administrative Services, Evaluation, Executive, Communications, External and Governmental Affairs, Fiscal Services, Contracts and Procurement, and Information Technology Offices provide staff support for the following functions, operations, and systems:
• Fiscal management of the California Children and Families Trust Fund
• Tax revenue disbursements to county commissions
• Audits and annual fiscal reports
• Local agreement and program disbursement management
• Public education and outreach
• Evaluation of First 5 California programs
• Procurement and contract management
• Workforce recruitment and development
• Information technology
• Business services
• Legislative advocacy efforts

The administration of these and other programs is consistent with all applicable State and Federal laws, rules, and regulations. The State Controller’s Office conducts an annual review of the 58 county commissions’ independent audits. In October 2018, the Controller published its review of the counties’ audits for FY 2016–17, summarizing several findings contained in the local audits, but did not deem any of them significant enough to withhold funding. Audits can be viewed on First 5 California’s website.
LEGISLATIVE AND BUDGET ENGAGEMENT

First 5 California continued to garner awareness of the importance of First 5-funded programs and significant state-level support for its Children’s Policy Agenda goals from policymakers, advocacy partners, and other stakeholders during the 2019 state legislative and budget session. By expanding the reach of First 5 California’s policy education efforts, deepening its advocacy partnerships, and continuing its commitment to shared priorities with its partners and leaders in the Legislature and the Administration, significant gains were made in each priority area.

The year 2019 marked the first year of Governor Gavin Newsom’s Administration, and with the new Administration came significant budget wins for the state’s youngest children and their families. Through shared advocacy efforts between First 5 California and its early childhood education and care partners and leaders in the Legislature, over $2 billion in early childhood investments were included in Governor Newsom’s inaugural Budget Act for the 2019–20 year. First 5 California and the Early Care and Education (ECE) Coalition were successful in advocating for an expansion in child care access, crucial facilities and workforce development infrastructure, and a new early childhood funding stream derived from Proposition 64 marijuana revenues.

In addition to putting forth a robust Parents Agenda that prioritizes strategic investments in California’s child care and early learning system, paid family leave, home visiting, developmental and trauma screenings, cash assistance to families with children, and child savings accounts, Governor Newsom reaffirmed in his first Budget his long-term commitment to children’s issues by establishing key infrastructures to ensure a comprehensive, sequenced, and thoughtful policy approach. This infrastructure includes the call for a Master Plan for Early Learning and Care to guide the state’s investments in early childhood education and family strengthening supports; the establishment of an Early Childhood Policy Council to advise the Governor, Legislature, and Superintendent of Public Instruction on statewide early learning and care policy; and the formation of a Paid Family Leave Task Force to develop recommendations for how to expand Paid Family Leave to allow all California babies to be cared for by a parent or close relative for up to six months by 2021–22.

The year 2019 was an active year for policies supporting young children and families, and First 5 California once again sponsored legislation. After facilitating an 18-month stakeholder workgroup process to develop policy recommendations, First 5 California co-sponsored AB 125 (McCarty) and SB 174 (Leyva) with the Child Care Resource Center (CCRC) and EveryChild California to establish a single regionalized state reimbursement rate system—called the Child Care Stabilization Formula—for child care, preschool, and early learning services. Together, the

bills would adopt a policy for a sequenced approach that takes steps toward ensuring all child care providers and teachers are fairly and competitively compensated. AB 125 and SB 174 remain alive as two-year bills to allow time for the Administration to review the policy recommendations proposed by the legislation and determine how they fit into the Master Plan for Early Learning and Care.

First 5 California also co-sponsored AB 324 (Aguiar-Curry), the Dion Aroner Child Care Workforce Act of 2019, with CCRC and the Service Employees International Union (SEIU), to create streamlined standards for professional support stipends provided under the AB 212 program, based on the early care and education field’s best practices to support teacher professional development and higher education attainment, and expand these stipends to more providers. First 5 California staff were pleased to see the 2019–20 Budget Act adopt part of the policies of AB 324, designating $195 million for the Early Learning and Care Workforce Development Grants Program and developing guidelines for the use of funds. Unfortunately, the remaining goal of requiring the California Department of Education to create guidelines for the use of AB 212 funds that align to the standards governing the new Workforce Development Grants was not included as part of the Budget Act, and AB 324 was held in the Senate. First 5 California and the California Department of Education have committed to work together in the coming year to achieve this goal administratively.

In follow-up to First 5 California’s 2017 sponsor bill, SB 63 (Jackson), which expanded paid family leave job protections, this year First 5 California co-sponsored SB 135 (Jackson) with Legal Aid at Work and the California Employment Lawyers Association which would further expand state family leave job protections and create parity between bonding and sick leave eligibility in California. SB 135 also would expand the definition of family members for the purpose of caregiving to include a grandparent, grandchild, sibling, parent-in-law, child-in-law, or “designated person,” to allow for diverse caregiving needs and multigenerational families. This legislation would ensure more California workers who have been paying into the Paid Family Leave insurance program are able to take leave without risk of losing their jobs or their health insurance. SB 135 remains alive as a two-year bill to allow time for the Governor’s Paid Family Leave Task Force to develop their recommendations on the future and sequencing of California’s family leave policies. The Task Force is slated to release their recommendations in January 2020 which will cover a variety of issues, including job protections.

First 5 California is committed to building on its 2019 advocacy achievements by continuing to strengthen its partnerships with stakeholders, and its efforts to build policymakers’ knowledge base and investment in shared priorities. Capitalizing on the momentum and commitment to early childhood education and care from the Administration and the Legislature, First 5 California staff and partners pledge to work with the Administration, State Superintendent of Public Instruction, Master Plan for Early Learning and Care and Early Childhood Policy Council teams, and the Legislative Women’s Caucus as these entities work together to develop a road map for building a stronger, more comprehensive, high-quality early learning system for all California’s children, and determine how best to invest scarce resources in this crucial foundation for lifelong success. In doing so, the agency will continue to build on this year’s successes and continue working toward the underlying Strategic Plan goal to ensure all children prenatal through age 5 have the resources, foundation, and systems of support they need to thrive.
FOUR RESULT AREAS

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

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

These result areas comprise a framework for reporting early childhood investments. This reporting framework provides a statewide overview of the number, type, and costs of services provided to children and adults for a particular fiscal year. Stakeholders can use this information as one source to determine impact and resource allocation from First 5 county commissions statewide.

Exhibit 1 contains the total numbers of services provided to children ages birth to 5 and adults (including primary caregivers and providers) in FY 2018–19 for Improved Family Functioning, Improved Child Development, and Improved Child Health. First 5 county commissions provided a total of 779,068 child services and 688,723 adult services. The distribution of expenditures in these three result areas totals $322 million (Exhibit 2).

The result area, Improved Systems of Care, with expenditures of $83 million, differs from the others. It consists of programs and initiatives that support program providers in the other three result areas. The four result areas combined have total expenditures of $405 million.
First 5 County Commission Program Result Areas

First 5 county commissions are required to report to First 5 California their annual expenditure and service data on their programs. In collaboration with the First 5 Association, First 5 California developed and adopted guidelines to standardize data collection. Counties report program service data under the four result areas. These data have been aggregated to the State level. Data reported are from programs funded by both county and state First 5 commission dollars (Appendix A) using specific definitions for each result area (Appendix B).

**IMPROVED FAMILY FUNCTIONING**

Family Functioning includes the categories General Family Support and Targeted Intensive Family Support. Services include instruction on general parenting topics, support for basic family needs and case management, parent education and literacy, referrals to community resources, and assistance for parents and families; and support to schools and educational institutions, nonprofit community-based agencies, government agencies, and private institutions.

In FY 2018–19, First 5 county commissions provided a total of 219,537 services to improve family functioning for children ages 0 to 5, with 196,418 child services in General Family Support and 23,119 child services in Targeted Intensive Family Support.

First 5 county commissions provided a total of 345,092 services to adults (parents, guardians, primary caregivers, relatives, and providers), with 317,378 adult services in General Family Support and 27,714 adult services in Targeted Intensive Family Support. Exhibit 3 displays the numbers of services provided.

First 5 county commissions expended $80 million to improve Family Functioning, with 53 percent of expenditures in General Family Support and 47 percent of expenditures in Targeted Intensive Family Support. Exhibit 4 shows the distribution of expenditures by service category.

**IMPROVED CHILD DEVELOPMENT**

Child Development includes the categories Quality Early Learning Supports and Early Learning Programs. Programs include professional development for educators, high-quality preschool, services for diverse populations, and school readiness.

In FY 2018–19, First 5 county commissions delivered 232,120 child development services to children ages 0 to 5, with 186,913 child services in Quality Early
Learning Supports and 45,207 child services in Early Learning Programs.

First 5 county commissions provided 124,464 services to adults (parents, guardians, primary caregivers, relatives, and providers), with 64,209 adult services in Quality Early Learning Supports and 60,255 adult services in Early Learning Programs. Exhibit 5 displays the numbers of services provided.

**Exhibit 5: Child Development—Total Number of Services Provided to Children Ages 0 to 5 and Adults in FY 2018–19 By Service**

<table>
<thead>
<tr>
<th>Service</th>
<th>Adults</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Early Learning Supports</td>
<td>64,209</td>
<td>186,913</td>
</tr>
<tr>
<td>Early Learning Programs</td>
<td>60,255</td>
<td>45,207</td>
</tr>
</tbody>
</table>

*Totals for Adults include both Primary Caregiver and Provider counts

In FY 2018–19, county commissions expended $117 million to improve Child Development, with 66 percent of expenditures in Quality Early Learning Supports and 34 percent of expenditures in Early Learning Programs. Exhibit 6 shows the distribution of expenditures by service category.

**Exhibit 6: Child Development—Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2018–19 By Service**

- Early Learning Programs: 34%
- Quality Early Learning Supports: 66%

*Adults include both Primary Caregivers and Providers
Source: County Revenue and Expenditure Summary, November 2019

**IMPROVED CHILD HEALTH**

First 5 county commissions fund a variety of Child Health services that promote identification, treatment, and elimination of risks that threaten health and cause developmental delays and disabilities. First 5 Child Health services are far-ranging and include the categories General Health Education and Promotion, Perinatal and Early Childhood Home Visiting, Prenatal and Infant/Toddler Pediatric Support, Oral Health Education and Treatment, and Early Intervention.

In FY 2018–19, First 5 county commissions provided a total of 327,411 child services designed to improve Child Health to children ages 0 to 5, with 31,880 child services in General Health Education and Promotion, 40,947 in Perinatal and Early Childhood Home Visiting, 3,675 in Prenatal and Infant/Toddler Pediatric Support, 116,800 in Oral Health Education and Treatment, and 134,109 in Early Intervention.

First 5 county commissions provided 219,167 services to adults (parents, guardians, primary caregivers, relatives, and providers), with 64,308 adult services in General Health Education and Promotion, 57,748 in Perinatal and Early Childhood Home Visiting, 2,790 in Prenatal and Infant/Toddler Pediatric Support, 35,364 in Oral Health Education and Treatment, and 58,957 in Early Intervention. Exhibit 7 displays the numbers of services provided.

**Exhibit 7: Child Health—Total Number of Services Provided to Children Ages 0 to 5 and Adults in FY 2018–19 By Service**

<table>
<thead>
<tr>
<th>Service</th>
<th>Adults</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Intervention</td>
<td>58,957</td>
<td>134,109</td>
</tr>
<tr>
<td>Oral Health Education and Treatment</td>
<td>35,364</td>
<td>116,800</td>
</tr>
<tr>
<td>Perinatal and Early Childhood Home Visiting</td>
<td>57,748</td>
<td>40,947</td>
</tr>
<tr>
<td>Prenatal and Infant/Toddler Pediatric Support</td>
<td>2,790</td>
<td>3,675</td>
</tr>
<tr>
<td>General Health Education and Promotion</td>
<td>31,880</td>
<td>64,308</td>
</tr>
</tbody>
</table>

*Totals for Adults include both Primary Caregiver and Provider counts

*Adults include both Primary Caregivers and Providers
Source: County Revenue and Expenditure Summary, November 2019
In FY 2018–19, county commissions expended $126 million to improve Child Health, with 7 percent of adult services in General Health Education and Promotion, 48 percent in Perinatal and Early Childhood Home Visiting, 2 percent in Prenatal and Infant/Toddler Pediatric Support, 11 percent in Oral Health Education and Treatment, and 32 percent in Early Intervention. Exhibit 8 shows the distribution of expenditures by service category.

Exhibit 8: Child Health—Distribution of Expenditures for Children Ages 0 to 5 and Adults in FY 2018–19 By Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Health Education and Treatment</td>
<td>11%</td>
</tr>
<tr>
<td>General Health Education and Promotion</td>
<td>7%</td>
</tr>
<tr>
<td>Perinatal and Early Childhood Home Visiting</td>
<td>48%</td>
</tr>
<tr>
<td>Prenatal and Infant/Toddler Pediatric Support</td>
<td>2%</td>
</tr>
<tr>
<td>Early Intervention</td>
<td>32%</td>
</tr>
</tbody>
</table>

*Adults include both Primary Caregivers and Providers.
Source: County Revenue and Expenditure Summary, November 2019

IMPROVED SYSTEMS OF CARE

Systems of Care addresses system-wide structural supports as county commissions effectively work toward achievement in the result areas of Family Functioning, Child Health, and Child Development. For example, interagency collaboration allows coordinated wrap-around efforts from multiple organizations providing targeted services. Since this result area is at a systems level, counties do not report numbers of children and adults served. Expenditure data indicate that for FY 2018–19, county commissions expended $83 million to improve Systems of Care (Exhibit 9), with 40 percent toward Policy and Public Advocacy, and 60 percent of expenditures toward Program and Systems Improvement Efforts.

Exhibit 9: Systems of Care—Distribution of Expenditures in FY 2018–19 by Service

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program and Systems Improvement Efforts</td>
<td>60%</td>
</tr>
<tr>
<td>Policy and Public Advocacy</td>
<td>40%</td>
</tr>
</tbody>
</table>

Source: County Revenue and Expenditure Summary, November 2019

POPULATIONS SERVED

Statewide, 30 percent of children served were under 3 years old, 45 percent were ages 3 to 5 years old, and 25 percent were ages unknown. Adults included Primary Caregivers such as parents and other family members (93 percent), and Providers (7 percent). With respect to primary language of children served, services were provided to English speakers 62 percent of the time and to Spanish speakers 32 percent of the time. While children and adults from all race/ethnic groups received services, for those with a reported race/ethnicity, Latinos were the largest recipient group (55 percent), followed by Whites (18 percent).
Child Development Focus

FIRST 5 IMPACT

First 5 California completed the fourth year of First 5 IMPACT (Improve and Maximize Programs so All Children Thrive), a five-year, $190 million investment that provides funding for the implementation of local quality rating and improvement systems (QRIS). Specifically, First 5 IMPACT supports the improvement of quality early learning and care settings across the entire continuum—from alternative settings and family, friend, and neighbor care, to family child care homes, centers, and preschools. Building on the previous success of California’s Race to the Top–Early Learning Challenge grant, First 5 IMPACT supports a network of local quality improvement efforts, forges partnerships with all 58 counties via 48 consortia, builds on past First 5 California programs, and aligns with and leverages federal, state, and local investments.

For FY 2018–19, local consortia participating in First 5 IMPACT reported over 6,000 sites, or approximately 79 percent of all sites participating in QRIS, were supported in full or in part with First 5 IMPACT funding.

Regional Coordination and Training and Technical Assistance Hubs (Hubs) continue to be a central source of support for consortia. Funded through First 5 IMPACT, Hubs support efficiencies in data collection and data systems, assessor management for rating and assessment tools, and provide assistance with local and regional training needs.

In addition to regional Hubs and First 5 California staff, ongoing support for the implementation of First 5 IMPACT is provided through a contract with the WestEd Center for Child and Family Studies. In FY 2018–19, contract work continued to focus on systems building and alignment, support for the work of the Hubs, developing a QRIS website and communications plan, and supporting the Quality Counts California system in informing the Governor’s direction and prioritization of early learning and care.

In July 2019, the First 5 California Commission approved $103 million over three fiscal years (2020–21 through 2022–23) to continue First 5 California’s efforts to expand statewide participation in Quality Counts California through IMPACT 2020. IMPACT 2020 will focus on underserved and high need populations by prioritizing settings that do not receive other state or federal funding such as family child care provider; family, friend, and neighbor care; and other private market settings serving vulnerable populations such as infants and toddlers, and families who receive vouchers.

QUALITY COUNTS CALIFORNIA

Quality Counts California (QCC) is a statewide system of locally-implemented Quality Rating and Improvement Systems (QRISs) that provide resources and support to early learning and care providers so they can create engaging and effective experiences that help children grow and thrive. California’s statewide QRIS, QCC, is funded in large part by First 5 IMPACT, in addition to state and federal funding administered by the California Department of Education (CDE). QCC has created partnerships between state and local entities through the QCC Consortium. The QCC Consortium includes local lead agencies, representatives of First 5 California and the CDE. Through this partnership, state and local leaders are able to come together to discuss topics and issues related to local and state level QRIS implementation.

All early learning sites participating in QCC, report using the statewide common data file, which is inclusive of all of the state’s QRIS funding streams. This data provides First 5 California and the CDE an efficient and collaborative method for receiving information about each county participating in QRIS. As of June 30, 2018, there were over 7,500 participating QRIS sites across the state, an 11 percent increase from the previous fiscal year. Of the total, 54 percent were centers, 36 percent were family child care homes, and 10 percent were alternative sites such as libraries, home visiting programs, family resource centers, and family, friend, and neighbor providers.

Local consortia reported QCC has provided a statewide common effort and unified vision for improving the quality of early learning sites in the state, and most identified great success in the areas of provider participation in training and professional development, maintaining strong collaborative
partnerships, and programs and providers valuing participation in quality improvement efforts. Local consortia also identified the regional Training and Technical Assistance Hubs as very effective in facilitating communication across consortia, offering high-quality trainings that meet the needs of local consortia, and supporting the use of data to guide continuous quality improvement decisions.

In addition to First 5 IMPACT and CDE Block Grant funding, consortia continue to report new or leveraged funding sources identified to support QCC. Those include county sales tax ballot measures, city/county funds, higher education partners, private foundations/philanthropy organizations, and other federal funding sources (Head Start, Early Head Start–Child Care Partnership Grant, and more).

Throughout FY 2018–19, the QCC website has continued to expand, adding audience specific webpages, a calendar of events, county specific profile pages, and an expanded format for formal messaging around the importance of quality early learning. The QCC website continues to add information regarding local QRIS efforts to support early learning providers, and connections to local resource and referral agencies for parents and families looking for quality child care. In addition to website expansion, the QCC Digital Development and Communication Team convened a group of stakeholders to develop a statewide definition of quality, “Quality early learning and care means learning environments, relationships, interactions, and activities that support all children’s growth and development to prepare them for success in school and life.”

In the upcoming fiscal year, the QCC Consortium will continue to increase their implementation capacity to include additional local providers in QRIS, increase efforts to message locally and statewide about the importance of high-quality early learning and care programs, and refine other aspects of the system to maximize available funding and create efficiencies statewide.

For more information on QCC, visit the website at https://qualitycountsca.net/.

SMALL COUNTY AUGMENTATION

In the Small Population County Funding Augmentation (SPCFA) program, First 5 California provides supplemental funding above the legislated allocation of annual tax revenues to First 5 commissions in 20 counties with the smallest proportion of statewide births.

Initiated in FY 1999–2000, the First 5 California Commission provided funding of up to $200,000 to small population counties to help ensure the implementation of the California Children and Families Act (Proposition 10) as a statewide effort. On January 26, 2017, the State Commission approved an annual investment of up to $8.625 million in additional funding over four years (July 1, 2017–June 30, 2021) for 20 small population county commissions to ensure
core operations and services for children and families in these communities. For FY 2018–19, small counties expended approximately $4.5 million.

In order to participate in SPCFA, counties agree to terms outlined in a Local Assistance Agreement framework to implement successful local systems, measure outcomes, monitor progress, and demonstrate quality improvement in at least one of three focused investment areas of Child Health, Family Support and Strengthening, and Early Learning and Development.

During FY 2018–19, approximately 15,235 children and 10,943 adults received services from SPCFA-funded programs across the 20 SPCFA counties. From most to least common, the percent of counties with programs in each focused investment area was Family Support and Strengthening (44 percent), Early Learning and Development (33 percent), and Child Health (23 percent).

Of the 80 programs implemented with SPCFA funds, 33 percent were evidence-based, 45 percent were evidence-informed, 6 percent were health-focused, and 16 percent were described as “other.” All SPCFA counties funded at least one evidence-based or evidence-informed program.

Key evidence-based programs continued to include the Nurturing Parents Home Visiting Program, Parents as Teachers Home Visiting Program, Raising a Reader, and Positive Parenting Program (Triple P).

**EDUCARE**

The Educare Quality Early Learning Model provides comprehensive early learning services beginning at birth through preschool. Early brain science demonstrates how early learning services are necessary to narrow the achievement gap for at-risk children so they have the foundation they need to thrive in school and beyond. Research on early brain development demonstrates poverty and toxic stress can negatively impact a child’s cognitive development and ability to learn.

California children from low-income families typically enter kindergarten 12 to 14 months behind the national average in pre-reading and language skills. A study conducted by the Frank Porter Graham Child Development Institute at the University of North Carolina at Chapel Hill found that low-income children (including children who are dual language learners) who enroll in Educare as infants or toddlers enter kindergarten with the same skills as their middle-income peers. The Educare model also supports intensive family engagement to foster strong parent-child relationships, family well-being, and ongoing learning and development for both parents and children.

In 2010, the First 5 California Commission voted to become an inaugural funder in bringing the public-private Educare Quality Early Learning Model to California. The Commission dedicated $6 million to support the launch, operation, and evaluation of the first California Educare centers in Santa Clara and Los Angeles counties. First 5 California’s investment in California’s two Educare sites funds high-quality classroom elements, which have proven to increase the quality of early learning programs through improved teacher-child interactions.

Through funding from First 5 California and other national, state, and local public and private partners, Educare California at Silicon Valley opened its doors in the 2015–16 school year and serves 168 Santa Clara County-area children and families. The center is co-located with Santee Elementary School, and operates in partnership with First 5 Santa Clara, the Santa Clara County Office of Education Early/Head Start and State Preschool programs, and the East Side Union High School Child Development Program.

Educare of Los Angeles at Long Beach, a public-private partnership lead by Long Beach Unified School District and the Los Angeles Chamber of Commerce, opened its stand-alone facility located on the Barton...
Elementary School campus in the Long Beach Unified School District in 2018, after a soft-launch during the 2017–18 school year in its temporary facility. With the opening of Educare of Los Angeles at Long Beach’s permanent campus in July 2018, the school now serves 182 students and parents.

FUNDDED RESEARCH

California Health Interview Survey

The First 5 California Commission approved $1.7 million to continue funding the California Health Interview Survey (CHIS), conducted by the UCLA Center for Health Policy Research for Fiscal Years 2019–20 and 2020–21. First 5 California is the primary funder of the CHIS Child Questionnaire that collects information from parents on topics, including childcare and preschool participation and perception, positive parenting activities (parents or caregivers reading, singing, going out to play with their children, knowledge of the Talk. Read. Sing.® campaign), breastfeeding practices, health status and conditions, child oral health, developmental screening and referrals, languages spoken at home and English proficiency of parent, and receipt and use of First 5 California’s Kit for New Parents. This funding also supports online public access to CHIS via the AskCHIS data query tool (ask.chis.ucla.edu), AskCHIS Neighborhood Edition mapping (askchisne.ucla.edu), and published research reports (healthpolicy.ucla.edu/chis).

In June 2019, UCLA published the policy brief, Parental Reading and Singing to California’s Young Children—Trends, Predictors, and Association with the Talk. Read. Sing.® Campaign. Researchers employed multiple statistical methods to analyze CHIS data, 2005 through 2016. Key findings of the study included:

- Nearly 90 percent of parents read and sing to their children three times or more per week.
- A high proportion (87 percent) of parents with children birth through 5 years of age recognize Talk. Read. Sing.® campaign messages.
- Parents who had seen Talk. Read. Sing.®
campaign messages were 2.9 times more likely to read to their child three days a week or more and 2.3 times more likely to sing to their child three days a week or more, compared to parents who had not seen the messages.

- Parents who are foreign-born or who speak Spanish at home are less likely to read or sing to their young children than both their U.S.-born counterparts and those who do not speak Spanish at home. The Talk. Read. Sing.® message remains especially important for these groups.

**DUAL LANGUAGE LEARNER PILOT**

First 5 California’s Dual Language Learner (DLL) Pilot Study is examining culturally and linguistically responsive and effective intentional teaching, family engagement, and professional development strategies for DLLs. First 5 California’s investment in the study is approximately $20 million—$7.5 million for the evaluation and $12.5 million to support counties and regions to participate in the evaluation and expand effective practices. The Pilot study is led by a research team at the American Institutes for Research (AIR) and will continue through June 2021.

AIR identified 16 counties in which to conduct the Pilot study, including Butte, Calaveras, Contra Costa, Fresno, Los Angeles, Monterey, Orange, Riverside, Sacramento, San Diego, San Francisco, Santa Barbara, Santa Clara, Sonoma, Stanislaus, and Yolo. The counties were chosen scientifically to ensure diversity of language and age groups across different early learning and care setting type. In 2018–19, AIR interviewed leaders in the 16 study counties and created a brief describing the landscape of policies, practices, and experiences related to serving DLLs in ECE settings through the county-level perspectives. AIR also surveyed site directors from early learning settings, some of which were recommended by the county agencies and others that were randomly selected, to explore policies and practices at the site level and identify study settings. First 5 California initiated contracts with lead agencies in the 16 counties to support engagement of early learning settings and disseminate incentives to educators and parents participating in the second phase of the study.

The second phase of the study (began summer 2019) looks at how specific instructional and family engagement strategies support child outcomes, with attention to differences in age (infants and toddlers, preschoolers), setting type (family child care, center-based programs, and unlicensed community settings), and language groups (home languages beyond Spanish).

The study will provide information, fill gaps in research, and inform policy about effective and scalable strategies, and the conditions under which they are effective. The findings also inform outreach and education strategies to increase early educators’, families’, and the public’s awareness about the benefits of bilingualism and home language.
Parent Support Focus

**PARENT WEBSITE**

While first5california.com has historically served as First 5 California’s main portal for parent engagement on child health, education, literacy, child development, and smoking cessation, in recent years, it has expanded to incorporate more information about early brain development, including activities, downloadable resources, and links to organizations that support families. In early 2017, new content was integrated into the site to support the launch of the “Smarter Birds” campaign, including tips, information, *Talk. Read. Sing.* and an array of new brain building activities for babies, toddlers, and preschoolers. In FY 2018–19, the parent site had 216,317 unique visits and 536,230 page views. Building upon the momentum of this campaign, the parent website will be transforming its look and usability in early 2020. It will contain even more information for parents and caregivers.

**SOCIAL MEDIA**

The parent website also links to multiple social media channels, including Facebook, Instagram, Pinterest, and YouTube. Across most platforms, followers receive regular posts that highlight simple, actionable tips and ideas surrounding early brain development and beyond—everything from activities to words of encouragement. As of June 30, 2019, First 5 California’s Facebook audience was at 214,507 followers. Instagram was at 6,433 followers, and Pinterest was at 1,404 followers.

**KIT FOR NEW PARENTS**

The award-winning Kit for New Parents targets hard-to-reach and low-income families, providing key information and resources for first-time parents, grandparents, and caregivers. Handed out at birth, the Kit is one foundational resource to support parents with the most important job anyone can succeed at—parenting. The Kit is intended to put crucial materials at a parent or caregiver’s fingertips on day one.

Since 2001, First 5 California has distributed the Kit free-of-charge to local hospitals, physicians, and community groups to reach new parents. The Kits are available in English, Spanish, Chinese, Korean, and Vietnamese.

The Kit is a colorful, reusable bag containing a health handbook, a baby board book, a WIC mobile website flyer, a poison control brochure and magnet, and other important information on paid family leave, and literacy and learning. It also features the Parent Guide, a resource written in collaboration with UC Berkeley’s Health Research for Action. The Guide includes tips for parents on keeping their children healthy and safe, developmental milestones, handling emotional and behavioral challenges, finding quality childcare, and much more.

First 5 county commissions are encouraged to add local references and resources to the Kit to help inform parents about services in their own communities.

To date, over 5 million Kits have been distributed throughout California since 2001, with 177,000 distributed this fiscal year alone.

**FIRST 5 EXPRESS**

Since 2006, First 5 California’s mobile outreach tour, First 5 Express, has traveled to every corner of the state, reaching out to families and caregivers of children ages 0 to 5 in all 58 counties. This interactive exhibit features “Edutainers” who educate parents and caregivers, and entertain children. The Express teaches families about a wide variety of topics, including nutrition, physical activity, oral health, literacy, and most recently, early brain development. In FY 2018–19, the exhibit traveled to 188 schools, libraries, resource centers, community festivals, county fairs, and other family-oriented events. The Edutainers directly engaged with more than 45,518 people who walked away with helpful First 5 resources, including a
branded hand puppet to give parents and caregivers a tool to spark conversation with their young children, bilingual storybooks to help make reading a regular routine, a healthy portions plate to encourage a balanced diet, and age-appropriate musical instruments to bring out the joy of song. Together with the already established Kit for New Parents; “Fast, Fresh, and Fun Food from First 5” cookbooks; brain development information; and the First 5 California branded bilingual book, Three Brainy Birds, families were provided resources to reinforce the healthy behaviors they experienced.

**TALK. READ. SING.® SUCCESS**

First 5 California’s Talk. Read. Sing.® campaign, prompting parents statewide to take active roles in increasing their children’s early brain development, is one of the most successful public health awareness efforts in the nation. A 2019 study and health policy brief from the UCLA Center for Health Policy Research shows 87% of parents of children aged 0 to 5 recognize the messages of this campaign, understanding that engaging with their children in these simple, cost-efficient ways will increase their brain capacity and better prepare them for school and life. Parents who have seen the Talk. Read. Sing.® messages are nearly three times more likely to read to their children three or more times per week, and twice as likely to sing to their children three or more times per week. Per this survey, nearly 90 percent of parents read and sing to their children 3 times or more per week.

**TOBACCO CESSATION**

First 5 California strives to promote the health of children 0 to 5 by targeting practices that pose serious risks to children. A major health risk to young children is exposure to nicotine, tobacco smoke, and e-cigarette liquid and vapor. The California Smokers’ Helpline (Helpline) has been funded by First 5 California since the enactment of Proposition 10 to help parents and caregivers of young children quit smoking, educate the public about the harms of tobacco use, and reduce the likelihood babies and young children will develop tobacco related health problems. With the advent of e-cigarettes, First 5 California has expanded the scope of services provided by the Helpline to include cessation and education on e-cigarette dangers to young children.

Parental smoking and exposure to secondhand smoke can cause a multitude of health problems in babies and young children. Smoking and/or vaping during pregnancy exposes the developing baby to nicotine which increases the risk of health problems that can include preterm birth, low birth weight, and birth defects, and can damage a developing baby’s brain and lungs. Similarly, exposure to secondhand smoke is particularly dangerous for babies and young children whose lungs are still developing. Health problems that can result in children exposed to secondhand smoke include weakening of their lungs, making them more likely to have ear infections, and breathing problems. Additionally, newborns exposed to secondhand smoke are at an elevated risk for Sudden Infant Death Syndrome (SIDS).

The Helpline provides one-on-one telephone counseling through their toll-free Helpline (1-800-NO-BUTTS for smokers and at 1-844-8-NO-VAPE for vape users). Helpline counselors utilize scientifically validated protocols that have been shown to double the odds of callers quitting smoking successfully. Chat counseling support is available through [www.nobutts.org](http://www.nobutts.org). Participants also are provided self-help materials, referrals to local resources, and free nicotine patches, sent directly to their homes. Nicotine patches were sent to 2,549 participants in Fiscal Year (FY) 2018–19. Services through the Helpline are available in English, Spanish, Mandarin, Cantonese, Korean, and Vietnamese.

In FY 2018–19, the Helpline provided services to a total of 3,050 participants. With the completion of the Helpline’s development and piloting of the counseling protocol for callers who want to quit vaping, 91 callers enrolled and received counseling to quit vaping. Fact sheets that explain the health consequences of exposing young children to e-liquid and e-cigarette vapor were disseminated and are available as a resource on the Helpline website. The charts below provide a breakdown by education and race/ethnicity of participants.
Exhibit 10 represents the educational levels of participants. The total number of participants was 3,050, of whom 52 did not report their educational level. Of the total, 26 percent had not received a high school diploma, 29 percent had received a high school diploma, 36 percent had some college, and 9 percent had completed a college degree or higher.

Exhibit 10: California’s Smokers’ Helpline—
Education Level of Participants in FY 2018–19

Exhibit 11 represents the race/ethnicity of participants. The total number of participants was 3,050, of whom 31 did not report their race/ethnicity. Of the total, 2% were American Indian/Alaska Native, 8% were Asian American/Pacific Islanders, 16% were Black/African American, 27% were Hispanic/Latino, 37% were White/Caucasian, 8% were Multi-Ethnic, and 2% were other race/ethnicities.

Exhibit 11: California’s Smokers’ Helpline—
Race/Ethnicity of Participants in FY 2018–19

Nationally, there has been a steady decrease in the number of smokers calling state quitlines, a trend that has been true for the Helpline as well. Expanding the range of services to include vaping and new modalities, such as text and chat, allows tobacco users to access services using the modality that suits them best.

First 5 California funding also supports training of child care providers, preschool teachers, and other classroom staff about the importance of quitting smoking and protecting children from exposure to secondhand smoke. The online tobacco training module, Kids and Smoke Don’t Mix, is available on the Helpline website and continues to be used by clients and providers. For the year, a total of 178 individuals completed the online training.

In FY 2018–19, First 5 California continued to support the Clinical Effort Against Secondhand Smoke Exposure (CEASE). CEASE trains pediatric practices to screen patients for secondhand smoke exposure and to help smoking parents quit. CEASE has champions at each of four University of California Medical Centers (UC San Diego, UC Davis, UC Los Angeles, and UC San Francisco’s Benioff Children’s Hospital). These champions oversee ongoing training for pediatric residents to identify and intervene with parents and caregivers who smoke, prescribing quitting aids, and making referrals to the Helpline. During FY 2018–19, the CEASE project generated 337 proactive referrals to the Helpline. During the year, CEASE champions also recruited nine additional outpatient clinics, conducted four webinars or lectures, presented two research abstracts to the American Academy of Pediatrics, and published one article based on this work.
Teacher Effectiveness Focus

TRAINING AND TECHNICAL ASSISTANCE INFRASTRUCTURE DEVELOPMENT

High-quality early childhood education depends on the effectiveness of its workforce. To ensure every educator has access to well-qualified coaches and trainers, First 5 California awarded a $12 million contract (March 2017 through June 2020) to WestEd to partner with state and national experts to promote evidence-based training and continuous quality improvement practices and ensure sustainability within the long-term vision of California’s early learning system. In 2018–19, this funding enabled:

- Zero to Three, I3 Institute, and University of Florida to train and provide ongoing support to 69 local, regional, and state leaders on how to facilitate Communities of Practice (CoP) protocols and processes. CoPs are designed to strengthen integrated systems of communication, promote collaborative partnerships, and advance the implementation of innovative practices to support and sustain equitable child and family outcomes.
- University of Florida, University of Washington, and WestEd to draft a rubric for coaching competencies based on the Early Childhood Educator Competencies for coaching, as well as input from 78 coaches statewide. The rubric and certification process will be piloted in 2020 along with training to support coaches’ capacity to meet the standards and improve educators’ practice.
- WestEd and First 5 California Environment Rating Scales (ERS) Master Anchors to certify 57 regional Anchors on the ERS family of tools, and facilitated an ongoing virtual peer-to-peer learning community.
- Brazelton Touchpoints Center to develop the first of several storyboards, simulations, and modules for a family engagement toolkit. By early 2020, F5CA expects to launch all five modules of this multi-media, online, research-based professional development toolkit designed to promote caregiver-parent relationships that improve child and family outcomes, and help educators build support for families’ protective factors into their everyday practice.

SUPPORT FOR EFFECTIVE INTERACTIONS

Research consistently shows children have positive social-emotional and academic outcomes when they are cared for by educators with specialized training to provide higher quality interactions. First 5 California continued its partnership with Teachstone to help regions build local capacity to offer training on the Classroom Assessment Scoring System® (CLASS®) tool. In 2018–19, 77 trainers became CLASS-certified to support stronger interactions in infant, toddler, and/or PreK early childhood classrooms and nearly 290 observers were certified or recertified to observe interactions using the CLASS tool. In addition, the CLASS-Based Coaching (CBC) program entered its final year and engaged 17 new coaches from across the state to focus on effective adult-child interactions, using CLASS as their coaching lens and language. As a result of this three-year investment, a total of 69 coaches increased their competency to support center-based teachers and administrators, family child care providers, and other coaches. The CBC uses a cohort model where coaches can learn from the wisdom of their peers and Teachstone Specialists provide specific, actionable, and practice-embedded feedback and support using research-based competencies that parallel the CLASS Secondary tool. The program continued to receive accolades from coaches: more than 90 percent reported the CBC program helped increase their confidence and competency as a coach.
First 5 County Commission Highlights

Alameda

First 5 Alameda County uses Results-Based Accountability to measure our contribution to two population-level results, namely, children enter kindergarten ready to learn, and children are free from abuse and neglect. To achieve these results, we focus on creating a more user-friendly early childhood system that addresses structural inequality and socio-economic challenges for families, leverages parent leadership, and supports capacity building for family service providers. Likewise, our strategies recognize the interplay between equity, place, adult health, and child well-being, and our investments represent a whole-family approach to improving outcomes for children, families, and neighborhoods.

- Neighborhoods Ready for School served more than 2,610 children and caregivers, added or improved more than 9,880 square feet in family-friendly spaces, and added or enhanced nearly 40 early childhood programs or services.
- Help Me Grow helped facilitate nearly 34,000 developmental screenings in pediatric practices, early childhood education (ECE) settings, and community-based organizations, nearly a 60% increase from 2017 to 2018.
- 230 Quality Counts ECE sites served over 10,500 children. 100% of the nearly 140 State Preschool Program sites participated in Quality Counts.

- The Developmental Understanding and Legal Collaboration for Everyone (DULCE) project, a collaboration with the Center for the Study of Social Policy, served nearly 610 children, parents, and other family members.
- To help address families’ basic needs, a diaper pilot at two sites distributed 1,350 diaper kits to the families of 230 children. Of children who experienced at least one diaper rash before enrolling in the pilot, nearly 70% had no or less frequent diaper rashes after enrollment.
- More than 600 people attended the Fatherhood Summit at Merritt College.
- Nearly 70 trainings were attended by 1,040 unique providers from the early childhood workforce. Nearly 80% of respondents reported implementing best or promising practices.
- A longitudinal study found that Kindergarten Readiness scores are important predictors of 3rd grade achievement.

Alpine

The First 5 Alpine County Children and Families Commission invests in a variety of services aimed at supporting children prenatal through age five and their families. Primary investments include: Alpine Early Learning Center: The Alpine Early Learning Center (AELC) is the only licensed childcare center serving Alpine families. It provides early care and education to children as young as 8 weeks old, and continues to serve them until they enter transitional or traditional kindergarten.

- In FY 18-19, the program served 28 children ages 0 through 5, and 22 primary caregivers. Busy Bears Playschool: The Busy Bears Playschool is a non-licensed early care and education program serving children as young as 3 months old, all the way through kindergarten. The program offers childcare to working families as well as preschool education to young children to prepare them for successful kindergarten entry. The program operates year-round, and partners with other community service providers to support parent/child craft activity nights, and field trips for the families it serves.
- In FY 18-19, the program served 13 children ages 0 through 5. Choices for Children Parent Education Project: The Choices for Children Parent Education Project provides learner-centered education to parents and caregivers. Workshops center on increasing the knowledge amongst parents and caregivers about research-based children rearing and child development practices, establishing a connection between parents and caregivers within the community, and increased understanding of available community resources.
- In FY 18-19, the program served 28 children ages 0 through 5, and 18 primary caregivers, 5 other family members, and 2 early care and education providers.

Amador

First 5 Amador supports parents as their child’s first teacher, investing in early literacy, developmental screening, and overall well-being (dental, physical and mental health). As a result of First 5 Amador’s investments in 2018-19, many families of newborns received effective support through a home visit, perinatal mood and anxiety disorder screening and services, and a home literacy program that served more than 60% of age-eligible children in the county. In order to sustain lasting improvements in the lives of the county’s youngest, First 5 Amador partners with community organizations, private and public agencies, and caregivers to promote the importance of the first five years,
expand services, and mobilize support for children and their families.

- Bringing back a local collaborative (Kids in Common) to align goals and share lessons learned has re-energized and engaged educators from the pre-K and K-12 systems.
- Amador’s family resource centers, located in the unincorporated areas of the county, provide opportunities such as home visiting / case management, food security programs, early learning programs including playgroups and support groups such as the Hispanic Women’s Group.
- First 5 Amador continues to spearhead the Amador / Calaveras Perinatal Wellness Coalition, Dental Transformation Grant, and is an active member of the Mental Health Services Act (MHSA) teams, Family Violence Reduction - Child Abuse Prevention and Domestic Violence.
- First 5 Amador’s Dad and Me program continues to be a favorite of the community engaging dads, grandfathers, etc. in early learning activities and experiences.
- First 5 Amador manages MHSA funding that supports services for children, ECE providers and families; perinatal wellness screening and clinical services; and community education to address stigma.

As First 5 Amador looks to the future, work will continue to be done in partnership with local organizations and community leaders as we all work to improve the health and development of Amador’s young children.

Butte

On November 8, 2018 the deadly and catastrophic Camp Fire began raging through Butte County, consuming the communities of Paradise, Magalia, Concow and Butte Creek Canyon. The fire burned more than 153,000 acres, destroyed nearly 19,000 buildings, and stole 85 lives. The devastation of this tragedy, and the fortitude of the people who survived, will be passed down in storytelling for generations to come. First 5 Butte County is proud of the role it played in helping to support and begin to heal the communities it serves.

While the fire was still raging, First 5 staff brought all available grantees together around a kitchen table at a home in Chico to mobilize efforts to reach out to families with young children. Grantees were provided with a standardized assessment tool to track and record the location and needs of all families on any program roster. First 5 Butte staff quickly revised all grantee scopes of work temporarily, so that program staff would be reassured of continuity of funding, and encouraged partners to work off-scope in the interest of reaching out, and providing crisis support services, to any affected family with young children, regardless of program model or enrollment. First 5 Butte County staff then fanned out across the community to provide support wherever possible. Staff assisted partners and community by:

- Updating the 211 database
- Working at the Local Assistance Center
- Providing logistics support for Public Health in emergency shelters
- Partnering with American Red Cross to fund and coordinate 10 Community Resilience Model workshops
- Attending the Long-Term Recovery Group to coordinate disaster case management
- Convening a child care task force

In the first few months following the disaster, First 5 Butte contributed over $150,000 in program and staff time. The impact of this event has and will alter the funding and programmatic priorities of First 5 Butte, solidifying the focus on trauma responsive and healing centered systems integration.

Calaveras

First 5 Calaveras continues to partner with local and state agencies to strengthen the systems that serve young children. Local Strengthening Families efforts based on the Five Protective Factors continued through partnerships with Prevent Child Abuse Calaveras and Behavioral Health Services (MHSA- Prop G3 funding). Ages & Stages Questionnaire (ASQ)

developmental screenings were provided for children in the child welfare system and staff participated in Child Family Team Meetings. First 5 Calaveras stood strong as the voice for young children in the initial conversations/meetings that were held focused on prevention services collaboration with Child Welfare Services and other key community partners.

- First 5 joined the newly formed Calaveras Care Team and the Prevention Steering Committee.
- 70 no-cost training sessions for 378 adults were provided for parents, educators, and service professionals on topics centered on resilient and healthy families and trauma-informed practices.
- 164 hours of no-cost counseling was provided to 23 at-risk parents with insurance barriers to assist with their child’s emotional/behavioral development.
- First 5 led the efforts to secure the Cal Works Home Visiting Initiative which awarded funds for a Home Visitor to join the home visiting network of Early Head Start and the First 5 funded Raising A Reader Home Visiting Program (which expands access to quality early education and provides developmental assessments for 30 children that had preschool enrollment barriers).
- Talk Read Sing Calaveras shares messaging through home visitors, library leaders, and early learning providers.
- 1,840 quality books were distributed through Little Free
Colusa

In FY 2018–2019, First 5 Colusa Children & Families Commission co-facilitated a series of prevention forums with the Colusa County CAPC program. More than fifty participants, representing county agencies, civic leaders, law enforcement, school district leaders and parents, converged together to address the issues facing children and families in Colusa County. Together, they developed a sustainable and viable action plan to address the issues identified. As part of the action plan, First 5 Colusa was identified as a viable source for implementation of the Strengthening Families Framework. First 5 Colusa provided county-wide training on the framework, as well as provided support to twenty-six individuals that became certified as Parent Café Leaders. Parent Cafés will be launched county-wide in FY 2019–2020.

Contra Costa

Following on the previous year’s development of a trauma curriculum for providers serving young children, First 5 Contra Costa continued to support a “community of practice” for the cohort of 14 Trauma Fellows representing 12 agencies who completed the training module in the previous year. The Trauma Fellows now practice their new skills through staff development in their agencies, and through local and regional presentations.

• First 5 Contra Costa’s Community Engagement program continues to advocate for healthy, safe and equitable communities, particularly in the City of Richmond, where West County Regional Group (WCRG) members in one day assessed 25 Richmond parks on safety, play equipment, maintenance, innovation, and accessibility. The City used the WCRG’s assessment results to solicit Prop 68 funds, and to guide the city council and staff in ongoing park improvement priorities. In the City of Concord, the Central County Regional Group joined a broad coalition of community advocates to promote housing security for families with young children.

• The Quality Matters program continues to elevate the quality of early learning programs in the county and welcomed 48 additional sites during this program year.

• First 5 Contra Costa held its second annual Coffee and Kids Policy Breakfast in May with special guest Kris Perry, California Health and Human Services Agency Deputy Secretary and special advisor to the Governor. Over 100 agency and business leaders convened to hear about the new Governor’s priorities for early childhood and families in his first proposed budget. Congressman Mark DeSaulnier also updated the gathering on advancements at the federal level.

• First 5 Contra Costa completed extensive renovations on the site of the new East County First 5 Center in Pittsburg. The new Center, one of six locations across the county, will provide developmental playgroups, parent education, literacy promotion, and other activities for over 500 families each year.

Del Norte

First 5 Del Norte had an exciting year across multiple program areas in our efforts to promote and enhance the health, development, and wellness of children and families.

• We were able to bring Teaching Pyramid training to Del Norte early childhood care and education providers. Multiple sites, representing over 150 students, participated in this social and emotional learning training. The training-coaching cycle was appreciated by providers and we are continuing to increase capacity for this program.

• First 5 Del Norte transferred ownership of the Wonder Bus, a long-term mobile early learning program, to a community partner last year. The Wonder Bus is much-loved, but not evidence-based. First 5 Del Norte remains a minor funding partner for the program. To replace this valuable early literacy programming, First 5 Del Norte became an affiliate of Dolly Parton’s Imagination Library in late May. In just the last two months of the fiscal year, we enrolled 183 children (over 10% of our 0 to 5 population) in the evidence-based program. Enrollment continues to increase and early feedback from families has been positive.

• In 2019-20, First 5 Del Norte received our first of three years of funding from Mental Health Services Act Innovation fund to develop a parent-support texting program. Working with ParentPowered, we are adapting their existing texting program, Ready4K, to provide connections to local programs and resources; encourage community connections; and boost mental
El Dorado

The First 5 El Dorado Children and Families Commission has invested in areas of practice that support parents as their children’s first teacher. These investments include:

• Ready to Read at Your Library, an early literacy program operated by local libraries,
• Together We Grow, a program directed at providing families with structured activities to support their child’s optimal development,
• High 5 for Quality, a program focused on ensuring early care and education providers have the support needed to increase their quality of care, and
• Children's Health, a program that utilizes health advocates to support access to health and dental care for children and families.

Each of these programs are required to operate within the structure of Community Hubs and to provide services which are aligned with the Strengthening Families Protective Factors framework.

During 2018-2019, a total of 6,445 (duplicated across programs) individuals were provided with First 5 funded services, resulting in the following accomplishments:

• Children from birth through age 5 are read to on a daily basis. Seventy-four percent (74%) of parents served who completed a family survey reported that they or another family member reads with their child each day.
• Children are receiving preventive health care. Ninety-five percent (95%) of parents served who completed a family survey reported that their children ages 0 through 5 had received timely well child visits.
• Children are being screened for developmental delays. A total of 654 children received either an ASQ or ASQ:SE developmental screening.
• Providers are focused on quality early care and education service provision. The High 5 for Quality program supported more early care and education providers this year than last, and of those that participated, 16 sites realized an improvement in their Quality Rating and Improvement System rankings.

Fresno

At First 5 Fresno County we believe that children thrive when their families thrive. This past fiscal year we invested in a number of crucial efforts to support young children and their families including:

Blue Ribbon Equity Panel: In response to the long-standing inequities facing Fresno County African American families, we partnered with the community to create a cross-system, multi-sector Blue Ribbon Equity Panel (BREP) to address larger societal issues that historically have led to African American infant mortality.

• The BREP convened to formulate a plan of action to influence policy and practice changes at multiple layers within families, neighborhoods, larger institutions and social structures which impact the wellbeing of African American families.
• The work and commitments of the BREP shape our underlying approach to community investments, as we seek to lift up and address the challenges unique to African American families, while applying what we learn toward the way we serve all families.
preventative and supportive services designed to increase the skills of parents, and increase healthy social interaction of families. The program has multiple service components, including parenting instruction, supervised visitation, playgroups, oral health services and education, case management for families with complex needs, developmental assessments using the Deveraux Early Childhood Assessment (DECA), referrals to community resources, and trainings for county teachers and professional caregivers.

First 5 Glenn County joined heroic measures in rescuing families from Butte County during the CAMP fire of 2018. Materials and services for displaced families consisted of: vehicles and help in evacuating, housing, tents and setup, phones, gas and transport, meals, formula, bottles, toiletries, clothes, diapers, shoes, blankets, beds, and child activities. Support measures consisted of parent support group; grief, trauma, and loss counseling; child playgroups; grandparents/parenting coffee meetings, increased Adult Education/Parenting During Crisis groups, dental screenings/referrals, medical referrals for injuries suffered in fire and in effort to keep children current on vaccinations and medication replacements. First 5 Glenn also assisted in assessing/recommending schools for children in need of new schools and education. Partnering with other local agencies created a nurturing and supportive environment of which families were able to find comfort and healing. A year later, many have stayed and continue services with First 5 or other Glenn County agencies and some have moved on.

Glenn established the Pilot Diaper Program=Success!

Humboldt
First 5 Humboldt continued to focus on Adverse Childhood Experiences (ACEs) and resilience promotion work. In 2018, the Humboldt County Board of Supervisors agreed to fund the First 5 Humboldt and Humboldt County Department of Health and Human Services (DHHS) ACEs Collaborative Partnership through the County General Fund on an ongoing basis. The Partnership consists of:

- First 5 Humboldt projects focused on strengthening the county’s ability to address and prevent ACEs and promote resilience among children ages 0-5 and their families including the co-ordination of the Humboldt County Counting on Community Symposium.
- DHHS grantee projects focused on serving pregnant women and youth ages 0-8 and their families to help prevent, increase the awareness of and mitigate the impacts of ACEs in the county.

Project evaluations showed that local young children, families, and service providers did benefit from the efforts funded by the Partnership. First 5 Humboldt Early Childhood Mental Health Specialists provide direct support to families at First 5 Humboldt Playgroups in part as a way to help prevent ACEs and promote resilience. At Playgroup, Specialists answer questions caregivers have about their child’s development and behavior, conduct informal screenings of children’s behavior, provide resources and referrals, and conduct assessments at the request of parents or caregivers. More intensive family support is provided on an as-needed basis via office and/or home visits. The support can include providing assessments, infant massage, addressing sleep issues, and more individualized support. 2018 Playgroup Survey data show that parents who talked with a Specialist at Playgroup had, among other things: learned more about behaviors typical for their child’s age, dealt better with parenting issues, felt more supported as a parent, and felt less stress than parents who hadn’t talked with a Specialist. Results were statistically significant—results range from $p=3.59 \times 10^{-11}$ to $p=1.69 \times 10^{-34}$.

Imperial
First 5 Imperial funded programs to support the well-being and development of children. Programs ranged from lactation education to advocacy support for children under the custody of the juvenile court.

One investment related to strengthening families was the Early Asthma Education Project. A trained nurse provided case management for 86 families that have a child with asthma/asthma-like symptoms.

- Of families participating in asthma case management, 87% of parents expressed feeling confident about their ability to manage their child’s symptoms.
- Services included environmental assessments for all enrolled families, of which 78% were able to implement strategies that could
help reduce, avoid or eliminate at least two triggers identified in the assessment.

- Staff reported that success was primarily due to the individualized asthma plan and one-on-one education provided to the child and their family.

Another accomplishment was the extensive child literacy activities achieved by the Literacy and Mobile Book Services Project; a mobile library that completed 728 storytime events with 3,337 children through multiple visits in over 50 preschool centers.

- During storytime events library staff used a talk, read and sing model to support child literacy, in addition to engaging in arts and crafts, assigning a take-home activity, and realizing a book give away estimated to have provided over 12,000 books to contribute to each child’s home library.

One program addressed the issue of overweight/obesity by targeting children from 10 early care and education sites with cooking classes, gardening, training for providers and parents.

- Taste-testing activities on 11 vegetables and herbs before and after implementing activities showed meaningful gains. For example, there was an overall increase of 35% in the proportion of children stating that they “liked” the taste of all items at the post-intervention, and the proportion that were not willing to try vegetables decreased by 67%.

**Inyo**

Fiscal Year 2018-19 was a year of building the early childhood systems and supports needed to ensure Inyo County’s young children are healthy, safe and ready to succeed.

- The First 5 Inyo Commission adopted a new Strategic Plan in June 2019, guiding investments for the next five years. The plan identified access to maternal mental health and substance use services as one of the challenges facing new parents. In response, First 5 Inyo convened the Inyo County Perinatal Taskforce, to strengthen the perinatal infrastructure through systems-level impacts leading to better collaboration among agencies and services to families. The Taskforce has seen initial success with 19 staff from 10 agencies participating.

- First 5 Inyo supports the NEST (Newborn Evaluation Support and Teaching) program at Northern Inyo Hospital (NIH) to provide breastfeeding support, childbirth classes, and a weekly moms group. As part of these activities, NIH was designated a Baby Friendly Hospital in September 2018. Seen as the golden standard for maternity practices worldwide, Baby Friendly designation signifies that NIH has joined a network of healthcare facilities striving to promote, protect, and support breastfeeding.

- Lastly, First 5 Inyo strengthened families through the Inyo County Triple P Network. The Triple P Positive Parenting Program is a multi-tiered system of evidence-based supports for parents and caregivers of children. In Level 1, Positive Parenting Awareness Month was celebrated in January 2019. Media strategies included a proclamation from the Board of Supervisors, workshops and classes, and a Summit to re-engage local leadership and practitioners. In Level 2, staff trained in Seminars, offering workshops reaching an additional 64 parents. In Level 3, First 5 Inyo hosted a Primary Care training for 20 staff in June 2019.

These collective efforts resulted in a stronger, engaged network, improving parenting practices and children’s well-being.

**Kern**

Through its funding strategies and collaborative efforts, First 5 Kern strives to promote and accomplish its vision that “all Kern County children will be born into and thrive in a supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn”. In the Fiscal Year 2018-19, the fourth year of a five year funding cycle, First 5 Kern:

- Funded 43 programs across three focus areas, Health and Wellness, Parent Education and Support Services, and Early Childcare and Education. The funded programs provided valuable services to 19,328 children and 10,271 primary caregivers.

- With continued commitment of systems change efforts, First 5 Kern continued to support Trauma-Informed Care trainings through a second cohort, which included 17 agencies and 94 providers from across the county. The trainings included the support of previous participants returning as coaches to share successes and lessons learned of adopting a Trauma-Informed lens within their programs and agencies.

- Began a new partnership with Kern Behavioral Health and Recovery Services to expand the Help Me Grow program. With the help of community partners, Ages and Stages Questionnaire screenings will be made available to more Kern County children through a coordinated county effort allowing families to request screenings through a centralized system. Families will be supported by a telephone access point, text messaging platform and an online database system. The goal of the...
Kings

During this past fiscal year, one of the most significant accomplishments of First 5 Kings County was the First 5 Kings County Family Resource Centers. The Kings County Family Resource Centers provided Early Childhood Education, Home Visitation, Developmental Screening, Parent Education and Referral services to 1,641 children 0-5 and 1,532 parents, with a total number of 27,306 services delivered. First 5 Kings County also supported a variety of quality childcare programs, as well as a Spanish-translation of the 211 database, to further inform the community of the services available in their native language. Below are some examples of First 5 Kings County- supported success areas:

- Parent and me programs serving children at risk for developmental delays filled a critical gap, providing developmental screenings to 233 unduplicated children and serving an increasing proportion of children 0-3 years of age.
- School readiness programs implemented at 16 public elementary schools provided kindergarten transition services across 60 classrooms reaching a potential pool of 1,320 enrolled kindergarten children. All schools reached were Title 1 schools serving a high proportion of socio-economically disadvantaged children and families.
- Family resource centers reached 2,040 children and their parents or caregivers offering an array of health, education, childcare, and family support services in community-based settings. Participants served by FRCs were diverse and representative of the communities and programs targeted for services.
- Kings County CARES About Quality (KCCAQ) enrolled 54 active agencies, including 80 center-based or Family Child Care Home (FCCH) sites, and 162 classrooms or ECE sessions. Children served through participating programs represent approximately one-third of the county population, or 4,465 children 0 to 5 years of age.

Lake

In 2018-19, First 5 Lake completed a new strategic plan with input from the community. The plan, which can be found at www.firstfivelake.org, highlights some of Lake County’s many unique assets (e.g., an involved tribal community, collaborative spirit, close knit community of families, etc.) as well as its challenges (e.g., natural disasters, social isolation, child abuse and neglect, etc.). The Commission drew on past evaluation findings as well as external data, such as the California County Health Rankings the plan. First 5 Lake will focus on equity to ensure that parents and children, particularly those in crisis or in isolating circumstances, have what they need to be successful.
- In addition to developing the strategic plan and selecting new grantees based on the plan, First 5 Lake was very active in envisioning and facilitating the development of two collaborative projects. Together with the “Smart Start Collective,” a group of early childhood advocates and service providers, the First 5 Lake executive director worked with a volunteer to create a birth-to-five resource website (www.smartstartlakecounty.org) to help families with young children learn about and access needed services in the community.

Lassen

The First 5 Lassen County Children and Families Commission’s primary strategy in realizing its vision and fulfilling its mission is through the Pathways Home Visiting Program. During Fiscal Year 2018-2019, First 5 Lassen County investments in home visiting resulted in the following accomplishments:

- Families are receiving the services and support they need through home visiting services.
- A total of 92 families, many of which are high-risk, were provided with intensive home visiting services.
- A total of 1,595 home visits were conducted by home visitors in which the bulk of the services they provided were centered on supporting a families basic needs.
- Additionally, 64 referrals were made to community resources and 48 children were screened for developmental delays using the Ages and Stages Questionnaire (ASQ).
- Families are stronger as a result of home visiting services.
- Families participating in the
program experienced gains (as measured by the Life Skills Progression tool) related to their relationships, their education and employment, their access to health and medical care, as well as the ability to meet their family's basic needs.

- Additionally, children experienced growth in the areas of communication, gross motor and fine motor skills, problem solving, social-emotional development, self-regulation, and breastfeeding.

Families are satisfied with the content and quality of home visiting services. The overwhelming majority of parents who completed the participant satisfaction surveys were very satisfied with the content and quality of the services they received. 100% of program participants either agreed or strongly agreed that their home visitor explains things to them about the program, arrives on time to visits, and responds professionally to questions and concerns. 100% of program participants either agreed or strongly agreed that they feel more confident in their role as a parent as a result of what they learned they feel more confident in their role as a parent as a result of what they learned.

100% of program participants either agreed or strongly agreed that their home visitor explains things to them about the program, arrives on time to visits, and responds professionally to questions and concerns. 100% of program participants either agreed or strongly agreed that they feel more confident in their role as a parent as a result of what they learned.

**Los Angeles**

First 5 Los Angeles had more than 100 success stories from investments during the 2018-19 Fiscal Year!

First 5’s funding of 211 at Children’s Court helped ensure that a family was able to connect to resources that allowed them to secure a safe and stable living environment. A mother and her 4-month-old son came into the Children's Court 211 office after just filing a restraining order against her husband due to domestic violence. She needed to get into a shelter as soon as possible to prevent her 4-month-old from being detained and removed from her custody. The Community Resource Advisor (CRA) obtained permission to contact domestic violence shelters on her behalf. They were able to locate placement for the mother and her 4-month-old. Navigating the court process can be overwhelming for families especially when they are at risk of having their children detained. Being able to act quickly to meet the court’s requirements is of the essence so that families can remain together or ultimately reunite.

Another success story comes from the Kindergarten Readiness Assessment Initiative Grant. There was a 99% Early Development Instrument (EDI) completion rate for teachers who opted-in to participate in the grant. This represents 81% of kindergarten teachers at EDI schools. The EDI helped teachers to recognize the need for the shift to provide instruction that addresses the needs of the whole child. School’s teams expressed eagerness to be part of a system that supports prevention at multiple levels (within the community, at the early centers, and in elementary).

EDI completion was significant due to the climate within LA Unified in the spring semester of 2019. Teachers had just returned from a strike in LA Unified, and among concerns expressed by the union was the amount of time spent on assessments. Schools opted-in to participate in the kindergarten readiness data collection because they wanted to better support the needs of their youngest students and their families.

**Madera**

During the 2018-2019 fiscal year, prompted by the changing landscape of First 5 Madera County and related funding, the Commission published its 2020-2024 Strategic Plan. The Strategic Plan reflects First 5 Madera County’s commitment to investing into mission-driven direct services through innovative pilot projects, employing strategic partnerships, and sustainability. The Strategic Plan was developed over several months and reflects feedback from Commissioners, Commission staff, local agencies, and a variety of stakeholders and parent groups. A two-pronged approach to assessing local needs was implemented: 1) data-set reviews, and 2) community focus groups.

- Data sets were used from local strategic partners. First 5 Madera County also facilitated focus groups throughout Madera County to collect parental voices from major geographic areas and subcultures of the county. The parental perspective was used to develop Focus Group Findings. The result is the 2020 Strategic Plan that captures a refreshed vision and direction for First 5 Madera County.

- During the fiscal year, First 5 Madera County also dedicated efforts towards refining the data evaluation processes for the First 5 Family Resource Centers (FRC) towards capturing its impact in the areas of family strengthening opportunities, improving and monitoring parental knowledge growth, and enhancing quality of early education. For example, 72% of parents surveyed suggested that attending FRC activities and/or accessing the services available resulted in learning experiences for both parent and child. Parents also indicated increased feelings of comfort and acceptance in the community.

- Finally, during the 2018-2019 fiscal year, in partnership with Fresno and Merced First 5s and Valley Children's Hospital, First 5 Madera County initiated the Tri-County Cannabis Convening. Moving forward, First 5 Madera County intends on raising awareness around the harmful effects of cannabis use on pregnant and nursing mothers.
Marin

First 5 Marin convenes community partners each month with public policy discussions in a series we call the “Marin Communications Forum.”

- Hunger Action Month—this forum brought together all the public and private agencies who work to feed families in need, improve childhood nutrition, and better coordinate the food systems throughout our county. Often named as the “wealthiest county in California,” there is a misperception that there is no one in need. In reality, about 35% of families in Marin can’t afford to make ends meet without public or private assistance.

- Children’s Health and Well-Being—this event was a “live-action dashboard” of data and statistics about young children and their families throughout Marin County. Often named as the “wealthiest county in California,” there is a misperception that there is no one in need. In reality, about 35% of families in Marin can’t afford to make ends meet without public or private assistance.

- All About Autism—this forum brought a new set of parents, educators, non-profits and government agency together. The presentations were extremely informative and captivating. This event had a particularly robust question and answer session, and the guests were particularly thankful for the wealth of information, ideas and resources shared.

- Education Equity—this event was the most well-attended to date, with over 450 guests. We had excellent presentations about real-life experiences from local students, and we were also pleased to welcome Tony Thurmond, the California State Superintendent of Public Instruction, as our keynote speaker. Our guests appreciated a place to openly discuss issues related to race and ethnicity and inequities in Marin. The Forum continues monthly; free to attend.

Mariposa

During this past year, one of the most significant accomplishments of First 5 was the School Readiness Program, funded for $190,471. The School Readiness Program serves two preschools (Catheys Valley and Lake Don Pedro) located in Mariposa County. The two preschools provide an outstanding play based program that prepares the children for kindergarten. The facilities, curriculum and activities are creative, educational and focus on developmentally appropriate activities using Science, Engineering, Technology and Math (STEM curriculum).

Another funded program that was highly successful was the Children’s Dental Health Program. The program was funded for $25,000 for 2018-2019. This program provided dental education by the Dental Hygienist, dental services for children with severe dental problems, and dental screenings. Two local dentists provided reduced cost dental services.

Another funded program that was highly successful was the instructional aide hired to work in the Mariposa Elementary School Transitional Kindergarten classroom. The program was funded for $18,481 for 2018-2019. The instructional aide worked with the reading program/assessments, and she provided extra assistance to children who were having difficulty. Having the aide in the classroom also provided time for the teacher to work with the children individually. The class had 22 TK students who ranged in age from 4 through 6 years and having an aide made it possible for the students to work on enrichment projects and technology.

Mendocino

During the past fiscal year, First 5 Mendocino continued to support 8 geographically dispersed Family Resource Centers (FRCs) to promote 0-5 resources and services, including providing Triple P groups, bilingual playgroups, and First 5 Mendocino resources.

- First 5 Mendocino offered nearly double the amount of Triple P groups throughout the county, including Transitions a parenting group most utilized by the courts.
Additionally, the County of Mendocino recognized January as Positive Parenting Awareness Month for the second consecutive year.

In November, First 5 Mendocino held its first annual State of the Child, utilizing First 5’s 20th Anniversary as a kickoff point. This event brought together local businesses, policy makers, and community-based organizations to talk about the effects that family-friendly business policies on the community. Guest speaker, Kelly Hardy, from Children Now presented on the 2018 County Score Card data. Two community members were presented with the Child Champion Award: Anne Molgaard the founding Executive Director; and Dr. Jeremy Mann a founding commissioner. Ukiah City Councilwoman Maureen Mulheren closed the event by issuing a call to action, asking her fellow business owners to join in supporting families with family-friendly workplace policies.

First 5 Mendocino geared up to celebrate Imagination Library’s 10 year anniversary in Mendocino County. This program provides high quality, age-appropriate books to children under the age of 5, free to the family. First 5 Mendocino is grateful to First 5 California for support of this program through a special one-time funding, as the local commission was forced to make funding cuts to this program due to declining revenue. Currently, Imagination Library has saturated the community with books in roughly 73% of the homes with young children. The program continues to grow and flourish with the positive word-of-mouth from parents throughout the county, and the participation and support of local organizations such as the Special Supplemental Nutrition Program for Women, Infants, and Children, local hospitals, libraries and family resource centers.

**Merced**

First 5 Merced County spent approximately $1.4 million to support services for more than 7,000 children, caregivers, and providers to build and enhance the 5 protective factors that promote optimal development, and enhance the system of effective family support/strengthening programs.

- The funded family-strengthening direct services include parent classes and support (Adverse Childhood Experiences Overcomers, Parents Helping Parents, and Be Strong Families), intensive family screening, home visiting, and mental health services (Sierra Vista Child and Family Services), cultural connection for families (Hmong Culture Camp), and in-school services (Deaf and Hard of Hearing Services Center).

First 5 Merced County supported innovative, quality systems-level interventions for family support that result in long-term change to an organization’s culture, professional norms, policies, or procedures, or increase systems efficiencies that impact young children and their families. These funded initiatives include Afya Maternal/Child Church-based Health Network, Nurturing Hmong Families, and Caring for Our Black Children. First 5 Merced County coordinated convenings focused on Help Me Grow (early screening and intervention) and cannabis, as part of its policy and advocacy work.

- Efforts to improve the quality of early care environments include funds for First 5 IMPACT, Early Educator’s Institute, and stipends for a Child Development and Care Certificate program at UC Merced. Broader activities, including the Children’s Summit, the Week of the Young Child event, local program/event sponsorships, and Hands on Heroes, aim to increase awareness and advocacy for early childhood, while also increasing access to high-quality environments for families.

**Modoc**

First 5 Modoc continues to support a comprehensive system of early intervention services to ensure the optimal health, development, and well-being of children age 0 through 5 and their families. It is important to First 5 Modoc to closely collaborate with local agencies to provide our rural population with sustainable, systemic investments. During Fiscal Year 2018-19, a total of 564 individuals were provided services through grant-funded programs. Fiscal Year 2018-19 highlights included:

- Modoc County Office of Education Special Education Local Plan Area (SELP A) “Early Mental Health Services” provided 12 families access to home-based psychotherapy using a modified Cognitive Behavioral Therapy evidence-informed model. Families successfully completed a total of 86 family-focused therapy sessions, meeting individual treatment goals and objectives. 4 Families were connected and referred to additional mental health resources through local agencies (e.g. Early Head Start, Public Health, Behavioral Health, school districts). Families concluded therapy sessions with an overall average of 77% positive self, close relationships/family, work/social/ friendships, and overall well-being. This program increased
collaborative systems change efforts by increasing mental health access to families prior to school-age entry, the program benefited 21 children and 28 adults.

- Two programs, TEACH, Inc. “Budding Tree—School Readiness Preschool Program” and Surprise Valley Joint Unified School District “SVCDC—Strong Start for Children and Families” offered high-quality early education and care environments to families not eligible for State subsidized programs; 20 children were served. The program facilitated parent meetings stressed family engagement, school readiness, health/hygiene, reading at home (Talk. Read. Sing.), and tobacco-use prevention. Both programs assessed students using the Desired Results Developmental Profile (DRDP) tool; 100% of students showed increased aptitude. Results were shared with parents and transitioning teachers to facilitate school readiness.

**Mono**

First 5 Mono programs served the following number and percent of the 0-5 population (numbers for each program are unduplicated, but across programs numbers include duplicates):

- Improved Family Functioning: 148, 21%
- Improved Child Development: 12, 2%
- CDBG Preschools: 102, 16%
- Childcare Quality System: 465, 65%

- Footsteps2brilliance: 505, 70%
- Peapod Playgroups: 192, 27%
- Raising A Reader: 237, 33%
- Summer Bridge: 73, 10%
- Improved Child Health: 102, 18%
- Oral Health: 119, 17%
- Safe Kids: 229, 30%
- Family Area of Residence: 10
- Benton, Chalfant, Paradise: 4
- Mammoth Lakes, Crowley Lake, Sunny Slopes: 102
- June Lake, Lee Vining, Mono City: 10
- Bridgeport, Walker, Coleville, Walker, Topaz: 9

**Key Findings:**

- Home Visiting: Participating families have improved parental knowledge, understanding, and engagement in promoting their children’s development and physical and mental health; most enrolled children received developmental screenings; 54% mothers participating in First 5 Mono Home Visiting have increased breastfeeding rates compared to California mothers.
- Oral Health: Children at kindergarten entry have a high percentage of untreated carries, 30%.
- Peapod Playgroups: Participating families are receiving child-development and parenting education.

Due to the data, findings, and conclusions herein, First 5 Mono County will continue to fund its currently funded programs while implementing measures to improve quality. First 5 Mono will also continue to work with community partners to leverage supports around investment areas and the well-being of children birth to five and their families. The Commission will consider implementing changes to funding allocations with this data during the 2018-19 Strategic Planning process.

**Monterey**

First 5 Monterey County invested $6.14 million in Fiscal Year 2018-19, providing services to more than 36,000 young children, parents, and providers.

- First 5 Monterey County deepened work in mental health, by adding an Infant Family and Early Childhood Mental Health training solely in Spanish to the existing English cohorts. The Spanish-language cohort supports providers whose first language is Spanish and who are providing services in Spanish. Approximately, 170 providers participated in the trainings. Evaluations show participants connect to valuable information about early relationships, social emotional development and early mental health.

- First 5 Monterey County partnered with the Monterey County Department of Social Services to expand home visiting services to CalWORKs families. First 5 Monterey County was seen as a natural partner for the project. Over 100 CalWORKs families will be receiving visits each year.

- In Fiscal Year 2017-18, surveys and in-person meetings identified early childhood development and mental health as priorities for the use of cannabis revenue. During the Fiscal Year 2018-19 county budget process, First 5 Monterey County worked with stakeholders to support funding. One of those partners was Bright Beginnings, an early childhood development collective impact initiative of the Monterey County Children’s Council. First 5 Monterey County serves as the fiscal agent and one of the lead partners. As a result of the collaborative advocacy efforts, The Monterey County Board of Supervisors unanimously approved the use of $340,000 from cannabis funds to support the work of Bright Beginnings, including the local maternal mental health task force.

- First 5 Monterey County celebrated 20 years of championing childhood by partnering with organizations to create MY Town, a free, hands-on children’s museum for the whole county hosted at the National Steinbeck Center. Close to 6,000 children and adults visited the exhibit which emphasized the importance of playing with children. It was designed to be a traveling exhibit and several
communities are interested in continuing the learning through play.

**Napa**

In Fiscal Year 2018-19, First 5 Napa invested in systems-level change by forming the First 5 Napa Network, a network of leaders committed to moving the needle on the most intractable problems facing Napa County’s children 0-5 and families.

- The inaugural First 5 Napa Network cohort—comprised of 17 cross-sector leaders—was convened over a 6 month period to build leadership skills, increase collaboration and connectivity, and utilize human-centered design and systems thinking strategies to identify the challenges that face Napa County children 0-5 and families. The design challenge highlighted here was “creating ways for parents and caregivers of young children to better access, engage in and benefit from services available to them.” Through empathic interviews, First 5 Napa Network members found that many parents feel alone in their experiences and do not receive respectful or appropriate care when accessing services in Napa County. The design team then hosted a session with 6 LGBT family members that revealed the following themes about what Napa County LGBT families need: to feel visible and supported by the community; safety; and connection with other LGBT families and allies.
- First 5 Napa Network members were given design challenges with an overall lens of “moving towards an equitable, socially just and inclusive community for children and families.” The design challenge highlighted here was “creating ways for parents and caregivers of young children to better access, engage in and benefit from services available to them.” Through empathic interviews, First 5 Napa Network members found that many parents feel alone in their experiences and do not receive respectful or appropriate care when accessing services in Napa County. The design team then hosted a session with 6 LGBT family members that revealed the following themes about what Napa County LGBT families need: to feel visible and supported by the community; safety; and connection with other LGBT families and allies.
- Within two months, these LGBT parents led civic action that resulted in the Rainbow Flag flying for the first time at 4 city halls and 2 Napa County offices. 5 flag policies were adopted. To build connections, LGBT parents hosted a Rainbow Play Date for Pride Month. 120 people (including 41 children 0-5 and 61 parents) attended. Rainbow Play Dates now continue monthly. Parents felt more connected to LGBT families and more supported by their community after attending the Play Dates. The momentum of these efforts led to the creation of the Rainbow Action Network to continue system level efforts to support the LGBTQ community.

**Nevada**

Evaluation findings reported in Fiscal Year 2018-19 pertained to Fiscal Year 2017-18. Highlights from that year include: Four Family Resource Centers (FRCs) served 926 parents and 1,013 children 0–5 years. The FRCs delivered many services that helped families increase their Five Protective Factors including: 441 in structured play groups for parents and children, 1,044 referral contacts were made to community resources, and parent information was shared with 106 parents. Foothill Truckee Healthy Babies Home Visiting Program provided intensive support as an accredited, evidence-based Healthy Families America program to 273 parents of 139 children, delivering a total of 2,151 home visits in Fiscal Year 2017-18. Home visitors:
- Screened all eligible mothers with the Edinburgh Postnatal Depression Scale, identified 28% of these mothers who screened positive for depression and successfully connected 100% of these mothers to services for their depression
- Screened 97% of target children with the Ages & Stages Questionnaire (ASQ) and ASQ - Social-Emotional health (ASQ-SE) developmental screenings, identified 11% of children who had suspected developmental delays and connected 100% of these children to further assessment and services for their delays. Moving Beyond Depression Program provided evidenced-based delivery of in-home therapy to mothers in home visiting programs who were diagnosed with depression. Therapists delivered 200 therapy sessions to 21 clients.
- 86% of clients showed a reduction in their Edinburgh Postpartum Depression Scores over the course of the program
- 100% of clients had coordinated care provided by their therapist and home visitor. The Step Up to Kindergarten Summer Program served 96 5-year-olds with the enrolled children showing growth in an average of 2.3 out of 10 measured school readiness skills over the course of the 3-week program. The number of children showing mastery of more than half of the items (6 or more) increased by 26% from entry to end of program.
Orange

Strategic Plan—First 5 Orange County updated its strategic plan, holding meetings with Commission members and stakeholders and conducting targeted community outreach and public study sessions to develop measurable objectives in three areas that align with statewide early childhood goals: Resilient Families, Quality Early Learning, and Comprehensive Health and Development. Adopted in April 2019, the 2019-2024 Strategic Plan acknowledges a shift of priorities from the creation of new services to better integration and coordination of services and agencies that support young children and families. It also includes the new branding of First 5 Orange County which now aligns with the network of First 5 Commissions throughout the state.

- Prenatal to Three—First 5 Orange County received Pritzker Children’s Initiative funding to work on shaping early childhood systems that will lead to increased investments in core services for infants and toddlers. A Pritzker fellow began work in August 2018, convening partners to strategize how to increase access to high quality services for children from birth to age 3 and their families, with the ultimate goal of improving kindergarten readiness. As a participating county in the National Collaborative of Infants and Toddlers, First 5 Orange County is contributing to the national effort to strengthen early childhood systems and drive policies toward investment in core services for infants and toddlers.
- Home Visiting – The newly created California Work Opportunity & Responsibility for Kids (CalWORKs) Home Visiting Initiative set aside funding to expand access to home visitation services throughout the state. First 5 Orange County’s Bridges Maternal Child Health Network provided the platform for implementation of CalWORKs-funded expansion of home visiting services, leveraging several Bridges program assets including comprehensive screenings for women and babies, the established and evaluated local home visitation programs, and subject-matter expertise for the targeted local families in need.

Placer

First 5 Placer is committed to investing in the county’s youngest children. In Fiscal Year 2018-19, over $2.9 million were spent focused on child abuse and neglect; oral health; maternal and child health; and early literacy reaching nearly 8,000 children, parents, family members, and providers through its funded programs. Nearly 40% of children and parents were Latino; 36% spoke a primary language other than English; and 58% of children were enrolled in Medi-Cal.

Two key accomplishments in 2018-2019 by First 5 Placer include efforts to 1) increase children’s access to oral health and 2) increase maternal and child health.

- Oral Health: More First 5 Placer children had been to the dentist or dental hygienist in the past year, compared to previous years. (68% in 2018-2019 compared to 48% in 2016/17 and 59% in 2017/18). The Placer County Oral Health program provided the following services to children and families receiving WIC:
  - 474 children received an oral health assessment and tooth brushing demonstration
  - 342 children received a fluoride varnish to prevent cavities
  - 77 children who were identified as not having a dental home or needing further dental services received follow-up information and support
- The Placer County Oral Health Alliance convened 11 times and continues to expand its partner network.

- Maternal and Child Health: More women engaged in services through First 5 Placer received prenatal care in the first trimester in 2018-2019, compared to previous years (79% in 2018-2019 compared to 66% in 2016/17 and 63% in 2017/18). With support of First 5 Placer:
  - 52 women received support from promotores to access prenatal and postnatal care (Latino Leadership Council)
  - 61 mothers received counseling for perinatal or postpartum depression (Insights Counseling)
  - 163 children and caregivers received weekly home visits using Parents as Teachers (KidsFirst)
  - 97 mothers received substance abuse treatment and child development support (Granite Wellness)

Plumas

The First 5 Plumas County Children and Families Commission’s primary strategy in realizing its vision and fulfilling its mission is through the support of home visiting services. Currently, the Commission funds
four direct service grants that provide home visiting services to families (including foster parents) who have children ages 0–5. All programs utilize the Strengthening Families™ Protective Factors framework to support and measure success. During Fiscal Year 2018-19, First 5 Plumas County investments in home visiting resulted in the following accomplishments:

- Families are engaged in home visiting services.
- A total of 98 families were provided with home visiting services.
- A total of 717 service contacts were made by home visitors in which 4,391 services were provided.
- 64 children were screened using the Ages and Stages Questionnaire (ASQ), while 5 were screened using the Social-Emotional (ASQ:SE) version of this tool.

Families are stronger as a result of home visiting services. All of the home visiting programs identify outcomes achievement related to each of the five Strengthening Families™ Protective Factors. In each of the protective factors, there was an increase in parental perception of skills, supports, and knowledge after having received home visiting services.

- 93% of parents agreed that the program has helped them improve their parenting skills.
- 92% of parents agreed that the program has helped them reduce the stress in their life.

Families accessing services report a high level of satisfaction. The overwhelming majority of parents who completed the questions related to client satisfaction at the end of the Protective Factors survey were very satisfied with the home visiting program.

- 96% of parents agreed that their overall satisfaction with services was very good, while 100% indicated that their ideas and opinions are welcomed and included in the program.

Riverside

First 5 Riverside continued to focus on strategies and planning framework to align with the First 5 California system. Much of the work supported systems and capacity building through the development of strategic partnerships with local and state organizations and private/public agencies. A focus on sustainability of First 5 has led to increased leveraging of outside grant opportunities including CalWORKs Home Visiting Program, Dental Transformation Initiative (DTI) and match funding with Nurse Family Partnership and LENA Start. Additionally, First 5 Riverside has endeavored to sustain strategic and regional partnerships such as Help Me Grow—Inland Empire and DTI to build strong and aligned systems to support children and families. Much work has been dedicated through QSRC to increase access to quality early learning settings and foster professional development for ECE providers.

HealthySteps, an evidence-based pediatric primary care model, was implemented at 5 Federally Qualified Health Centers and 3 pediatric clinic sites changing the structure of pediatric care through an integrated seamless system of care comprised of universal services, short-term supports, and comprehensive services. HealthySteps Specialists ensure families have access to expertise and personalized support to better navigate the health care system.

First 5 Riverside increased its focus on building resilient communities to strengthen protective factors with an expansion of home visitation using a variety of models. Increasing families’ access to services and resources to support family resilience, build provider capacity to support families in caring for their children, and educate parents to have the skills and tools to help their children achieve their fullest potential, are the main tenants of this initiative. First 5 Riverside consistently explores mechanisms for further expansion through strategic partnerships and funding opportunities.

Sacramento

First 5 Sacramento funded an evaluation of developmental playgroups to gather formative data about the programmatic elements in use across First 5 Sacramento’s nine partner school districts.

- Nearly half of 9 sites received scores that indicated their practices were exemplary.
- Curriculum: Playgroup sites that scored highest on curriculum offered playgroup curricula that were engaging, thematic, culturally responsive through language, and provided take-home supplemental activities for families.
- Classroom Environment: The most effective classroom environments utilized shared resources to benefit both classroom environment and coordination/accessibility of resources and referrals to participating families. The location of playgroups on preschool or elementary school sites provided a pipeline toward school readiness. Next-best classroom environments created safe, warm spaces with curriculum-driven stations, regardless of whether the location was mobile or in a shared space setting.
- Schedule: Overall, schedule satisfaction correlated with classroom location. Sites that were less satisfied with their schedule desired to expand sites with an ideal location that offered a successful classroom environment while reducing sites with less ideal locations that offered more challenging classroom environments. While playgroup communities face multiple barriers, the two most common barriers were: 1) lack of awareness of program offering/program value, and 2) transportation.
- Staffing/Infrastructure: Staffing provides the frontline assurance of playgroup quality and connection,
while infrastructure provides the baseline strategy for overall family support. District sites with enthusiastic, intentional staff that practice engaged parent support, employ Multi-Disciplinary Teams, and administer the Ages and Stages Questionnaire tool to all registered families, reflect preventive, as opposed to reactive, approaches to participation and engagement, and overall family support.

San Benito

First 5 San Benito provided services, supports, and resources to children, families, and providers that addressed the First 5 California four result areas. Outcome highlights related to these results are summarized below.

- According to pre-post survey results, parents participating in Family Wellness Court parenting classes demonstrated significant improvement in family functioning, particularly in family members’ ability to express their needs and feelings to one another listen and communicate clearly and positively, make decisions together, and handle changes well as a family.
- Parents as Teachers home visiting participants said that the program greatly improved their knowledge of child development and how to meet children’s social and emotional needs.
- Participants in Raising a Reader reported a significant increase over time in their child’s reading engagement, and 99% of participants in Story Time said this program gave them ideas about how to make reading fun at home.
- To address Improved Child Development, First 5 San Benito enrolled 33 Early Childhood Education (ECE) providers in the Quality Counts program and provided professional development and coaching, and 12 ECE providers attended California Preschool Instruction Network classes in the county. Additionally, the Pre-Kindergarten Observation Form (P-KOF) was administered to children in Quality Counts programs help ECE providers better understand and support their students’ readiness for kindergarten.
- Child health was addressed through the inspection of 30 car seats for safe and appropriate installation and the distribution of 25 new car seats.
- Finally, to contribute to Improved Systems of Care, First 5 San Benito organized and facilitated a multisection collaborative of local leaders to guide the development of a Family Impact Center to integrate service systems in the county and it helped form the Tri-County Central Coast Early Childhood Advocacy Network to advocate for policies and systems that benefit young children and their families.

San Bernardino

One of the most significant investments by First 5 San Bernardino was the continued building and implementation of a Quality Rating Improvement System (QRIS).

- For Fiscal Year 2018-2019 reporting, there were 234 early care and education sites participating which resulted in 10,087 children served. Since launching Quality Start San Bernardino (QSSB) in Fiscal Year 2015-2016, QSSB participants have made progress in increasing the quality of their programs.
- Fiscal Year 2018-2019 was the program’s first year with sites receiving a re-rating. Out of the 60 sites that were re-rated, 42 had an increase in their total rating points and 24 had an increase in their overall tier rating.

A QSSB participant success story worth noting is that of a Family Child Care (FCC) provider. This provider signed up to participate in 2017. Upon enrollment, the provider had recently obtained a valid Family Child Care license and attended Early Childhood Education classes through Child Care Resource Center (CCRC). The assigned QSSB Coach explained the rating process and by June 2017, the provider received a tier rating of 2-Rising Quality. The provider was determined to work with her coach to increase the quality of her center for the benefit of the children in her care. During the first two years of participation in QSSB the provider completed her Bachelor’s Degree in Child Development, completed 21+ annual hours of Professional development, and set up requirements for physician’s reports and/or doctor’s exams for children ages 5 and under. The provider became a certified Early Head Start Provider and set up the center environment in compliance with Family Child Care Environment Rating Scale (FCCRS). She also attended ASQ and DRDP training and began to implement the use of these tools successfully. In 2019, the site was rated for a second time and increased from a tier rating of 2-Rising Quality to a tier rating of 4-Emerging Quality.

San Diego

This year, a total of 49,359 San Diegans received supportive services via First 5 San Diego initiatives. These include health and dental services, quality preschool, targeted home visiting, parent education workshops and much more. Thousands of additional young children and their parents benefited from communitywide services such as the Kit for New Parents, the NEW First 5 San Diego mobile app,
the First 5 Warmline, community health screenings and ongoing community outreach and parent education campaigns.

- This year, Oral Health providers screened 22,818 children and pregnant women and treated 16,481 for oral health needs. Several First 5 San Diego initiatives offer developmental screenings, assessments and treatment services to address the needs of young children. It is First 5 San Diego’s goal to expand screenings across multiple settings, such as pediatrician offices and preschools, to ensure that all children in San Diego County have regular developmental checkups before entering Kindergarten.

- First 5 San Diego providers screened 12,731 children, identified 1,497 children with behavioral concerns and provided treatment for 3,191 children, which includes those who were referred from outside of our network. Drawing on recommendations from early education research and emerging best practices, First 5 San Diego funds two early learning initiatives: Quality Preschool Initiative and Mi Escuelita Therapeutic Preschool. In total, 12,138 children in San Diego County received high-quality early education and targeted services through these initiatives. We are excited to announce that we adopted a 5-year Strategic Plan for Fiscal Years 2020-25! As we look to our emerging future, our declining revenue calls for us to consider a greater focus on our investments. This provides us with a unique opportunity to function as a convener, as an expert leader and thought partner to continue improving the overall system of care for children from birth to 5 years old throughout San Diego.

**San Francisco**

First 5 San Francisco advances systems of support for early childhood education, family well-being, and early intervention to ensure that all young children thrive in supportive, nurturing, and loving families and communities. Investments in the Quality Connections Quality Rating and Improvement System now reach a total of 8,452 children in 429 participating early education programs and family support centers. More than 2,600 providers received Quality Connections professional development, including more than 14,000 hours of in-depth coaching instruction. As a result, percentages of programs meeting quality benchmarks continue to rise in the areas of instructional support (63% meeting quality cut-off scores) and environments (94% meeting quality cut-off scores).

San Francisco’s network of 26 Family Resource Centers (FRCs) are in their 10th year of implementation. In Fiscal Year 2018-19 they supported just under 14,000 parents and children through an array of services intended not only to prevent child abuse and neglect, but to also provide parents with the tools and resources they need to give their children the best start toward school and life success. Across services, pre- and post-surveys indicate that after three to four months of participation, FRC parents are:

- More knowledgeable in child development
- More confident in parenting
- Increasing use of positive parenting practices
- Perceiving child’s behavior as more manageable
- More frequently interacting with their children
- More frequently interacting with others in their communities.

San Francisco’s Help Me Grow (HMG) Initiative continued to expand early identification and intervention efforts in Fiscal Year 2018-19 with approximately 6,000 children receiving a developmental screen. The HMG team also provided intensive supports within the classroom setting to over 300 parents and preschool children with low to moderate developmental risk, to ensure a more positive early learning experience in preparation for kindergarten.

**San Joaquin**

First 5 San Joaquin continues to focus on leveraging additional resources and partnerships in order to bring services to the community. Two programs are highlighted here:

- IMPACT served 51 Family Child Care Homes and 62 Centers in 2018-19. The most successful strategies included a marketing campaign to raise awareness about Raising Quality! (RQ!) and encourage enrollment in preschool, and printed guides to help parents find quality care and parent-friendly toolkits about Infant/Toddler/Preschooler development and resources.
- The newest component of IMPACT is the Peer Mentor Program that equips mentor providers to assist their peers in creating developmental screening systems within childcare settings. Other successes included the Provider Appreciation event held in March 2019 to honor over 100 early care and education providers, with Camille Maben as motivational keynote speaker. And in July 2019 family child care provider José Chavez gave compelling testimony at the First 5 California meeting at which IMPACT funding was subsequently approved for the next three years.

- First 5 San Joaquin also implemented the CalWORKs (CW) Home Visitation Program locally known as FamilyWORKs. By June 2019, 118 families were served in FamilyWORKs. The acceptance of state funding tripled the local home visitation budget and supported training to over 700 CW employees on local resources for children under the age of five. FamilyWORKs includes an early childhood consultant service through the San Joaquin County Child Abuse Prevention Council for behavioral health case consultation. Partnerships with the Family Resource & Referral Center Help Me Grow Call Center and SJ TEETH oral health care coordination services leverage community-based services designed for very young children to strengthen systems for families participating in the CW programs.
San Luis Obispo

Our early-literacy arm extended its reach even further, with more than 30 Raising A Reader sites serving upwards of 500 children across the county.

• Community collaboration brought the family-engagement program to vulnerable populations at ECHO (El Camino Homeless Organization) and 40 Prado, two local centers that provide shelter and support services for individuals in crisis, many of whom are young parents and children.

• Raising A Reader is also brightening days and boosting minds at the Sierra Vista Hospital Pediatric Unit, where young patients and their parents receive book bags for precious story and bonding time together!

• As San Luis Obispo County prepared for the launch of the Help Me Grow system, we engaged local pediatricians in conversations on Developmental Screenings. First 5 San Luis Obispo hosted the “Pediatric Town Hall: Strengthening Our Developmental Screening & Referral Practices” in November 2018. It offered Continuing Medical Education (CMEs), which contributed to the amazing turnout of 23 local physicians from across the county. The event featured a number of speakers, including Dr. Edward Curry, AAP-Chapter 2 Immediate Past President, as well as a provider panel and resource fair.

• In early 2019, a group of local stakeholders began laying the groundwork for a town hall focused on addressing childcare challenges in San Luis Obispo County.

• May 2019’s “Where’s the Care?” convening received tremendous community support, with over 140 attendees. The event hosted speakers from all over the state, including Camille Maben (First 5 California Executive Director), Rene Mendez (City of Gonzales City Manager), and Sheryl Shushman (Patagonia Director of Global Family Services), representing the private sector and government side of addressing childcare needs. There was equal time to explore the challenges and begin problem solving through breakout sessions and brainstorming. The event created public awareness, government attention and business engagement that still continues.

San Mateo

During Fiscal Year 2018-19, First 5 San Mateo County maintained its multi-faceted investments in programs supporting all aspects of a child’s early years, including Early Learning; Child Health & Development; Family Engagement; and Policy, Advocacy, and Communications. Supported by $6.1 million in community investments, our funded partners served over 10,000 children, parents, and providers, and distributed 2,802 Kits for New Parents. First 5 San Mateo County has also engaged diverse stakeholders in many areas critical to the health and well-being of young children. Examples include:

• Build Up for San Mateo County’s Children: First 5 San Mateo County is leading a cross-sector, public-private partnership to expand awareness of the child care gap, mobilize advocates, increase the number of child care spaces, and generate funding. Build Up has secured three years of operational funding, hired full-time staff, and received donations of over $300,000 to seed the Build Up Capital Fund. Thus far the partnership has saved 610 spaces from closure, supported the creation of 550 new spaces through repurposing existing structures, and ensured that more than 1,000 new spaces are included in upcoming development projects.

• Help Me Grow: In bringing Help Me Grow to San Mateo County, F5SMC has committed to enhance sustainability through expanded funding partnerships. In addition to our own contributions, this year Help Me Grow was supported by nearly $500,000 from other funders, including private foundations and public agencies. These resources went towards the full continuum of services for children with or at risk for special needs and their families and communities, such as outreach, the HMG call center and website, screening and assessments, referrals and service linkage, care coordination, and health provider engagement.

Santa Barbara

In Fiscal Year 2018-2019 First 5 Santa Barbara County invested $2,864,685 in programs and services for 2,446 children and 2,604 families. Investment strategies included Family Resource Centers, Quality Counts, Early Care
and Education spaces and Systems Improvement. First 5 Santa Barbara County achieved several noteworthy results that improved the quality of child care setting for children which include the development of twilight preschool classrooms across six school district campuses. This First 5 Santa Barbara County funding partnership with school district funding increased access to quality preschool for 96 children and is an exemplary model of innovation and the power of leveraged funding. A total of 139 sites participating in Quality Counts and of those sites 64 centers and 24 Family Child Homes also maintaining nationally accredited. The development of a strong cadre of Quality Counts center based and family child care coaches that are certified or highly trained in Classroom Assessment Scoring System (CLASS), Center on the Social and Emotional Foundations for Early Learning (CSEFEL), Trauma Informed Care, Dual Language Learners, Family Child Care Environment Rating Scale (FCCERS), Ages & Stages Questionnaire (ASQ) and National Association for the Education of Young Children (NAEYC) and National Association for Family Child Care (NAFCC) accreditation. First 5 Santa Barbara County provided first time funding to St. Vincent’s Family Strengthening Program (FSP), a drug and alcohol-free, transitional housing program (up to 27 months), designed to assist homeless single mothers with one or two children birth to 5 years old. FSP offered a supportive, communal environment where young women and their children were able to access the life-tools and services they need to become self-sufficient and thrive. FSP is funded in part by First 5 Santa Barbara County, which provided the following services to 28 mothers and 29 children, with 24,455 transitional housing days:

- Ongoing case management using the Family Development Matrix tool
- Weekly evidence-based parenting classes
- Early childhood education and assessments
- Weekly counseling with Marriage and Family Therapists (MFT) and behavioral health support
- 92% of mothers in stable housing post FSP
- 58% of mothers obtain higher paying jobs
- 57% of mothers received free legal assistance.

**Santa Clara**

As part of our commitment to sustainable systems of quality early education, First 5 Santa Clara County finds creative pathways to increase teachers’ professional development, educational goal attainment, retention and leadership development in the field. In working towards assisting educators with achieving their educational goals First 5 offered 15 full scholarships to earn a master’s degree from Pacific Oaks College in Human Development with a concentration in Leadership in Education & Human Services. Participants focused their thesis on improvements to the ECE field, such as the benefit of intergenerational programs for children and elders, impacts of quality teamwork on educators, barriers and facilitating factors to Latino parent engagement, and the impact of inclusive childcare sites. The participants also shared what they learned with the Quality Matters communities of practice. In focus groups throughout the program, participants reported that the master’s program was a major life undertaking as they balanced the programs’ demands with those of their full-time jobs and families, but it was a transformative experience for them. They learned more about the early learning field, as well as a deeper understanding of social inequities, privilege and oppression, and inclusion practices. They also gained the building blocks of leadership, including presentation skills, listening skills, ability to voice their opinions, and to make decisions. Indeed, the master’s cohort participants said they felt a sense of responsibility to improve the quality of early childhood education in their communities, and some had already begun this by hosting Family Childcare Network meetings, discussing QRIS ratings with other teachers, mentoring co-teachers, and advocating for funding for a pilot co-op program. Ultimately, all 15 educators supported by FIRST 5 were awarded their master’s degree.

**Santa Cruz**

First 5 Santa Cruz County is helping preschool children get critical early vision screenings through its VisionFirst Program. Following the completion of First 5’s successful pilot program in 2015, VisionFirst has now been integrated into First 5’s Santa Cruz Reading Corps program, which has increased the program’s reach into a total of 69 classrooms. VisionFirst provides children as young as 6 months old with a simple and efficient vision screening using the Spot Vision Camera that quickly detects common vision problems. Parents of children found to have possible vision issues are assisted in getting a full vision exam for their child with a local optometrist. Of the 1,115 children screened in 2018-19, 171 (15%) had possible vision problems identified, and to date 127 of those children have received a full vision exam. Of these children, 114 (90%) have been prescribed eye glasses or are being monitored. Due to this success, some local partners purchased their own Spot Vision cameras to provide on-going screenings.

First 5 Santa Cruz County is connecting newborns to medical care through the Baby Gateway Newborn Enrollment Program. The goals of First 5’s Baby Gateway Program are to visit mothers who have given birth in local hospitals and provide: health insurance enrollment assistance, First 5’s Kit for New Parents, and information on using primary care appropriately. In 2018-19, this program reached 90% of all mothers while in the hospital. Baby Gateway also assisted 98% of all mothers who had Medi-Cal births to complete a Medi-Cal application for their newborns, and 99% of these mothers identified a preferred primary care provider or clinic for their child before discharge from the hospital. This program may also be having an effect on the use of the Emergency Department (ED) for very young infants, and particularly those who are covered by Medi-Cal. Since the launch of this program, the number of infants (under age 1) on Medi-Cal who visited the ED at Santa Cruz County achieved several noteworthy results that improved the quality of child care setting for children which include the development of twilight preschool classrooms across six school district campuses. This First 5 Santa Barbara County funding partnership with school district funding increased access to quality preschool for 96 children and is an exemplary model of innovation and the power of leveraged funding. A total of 139 sites participating in Quality Counts and of those sites 64 centers and 24 Family Child Homes also maintaining nationally accredited. The development of a strong cadre of Quality Counts center based and family child care coaches that are certified or highly trained in Classroom Assessment Scoring System (CLASS), Center on the Social and Emotional Foundations for Early Learning (CSEFEL), Trauma Informed Care, Dual Language Learners, Family Child Care Environment Rating Scale (FCCERS), Ages & Stages Questionnaire (ASQ) and National Association for the Education of Young Children (NAEYC) and National Association for Family Child Care (NAFCC) accreditation. First 5 Santa Barbara County provided first time funding to St. Vincent’s Family Strengthening Program (FSP), a drug and alcohol-free, transitional housing program (up to 27 months), designed to assist homeless single mothers with one or two children birth to 5 years old. FSP offered a supportive, communal environment where young women and their children were able to access the life-tools and services they need to become self-sufficient and thrive. FSP is funded in part by First 5 Santa Barbara County, which provided the following services to 28 mothers and 29 children, with 24,455 transitional housing days:

- Ongoing case management using the Family Development Matrix tool
- Weekly evidence-based parenting classes
- Early childhood education and assessments
- Weekly counseling with Marriage and Family Therapists (MFT) and behavioral health support
- 92% of mothers in stable housing post FSP
- 58% of mothers obtain higher paying jobs
- 57% of mothers received free legal assistance.

**Santa Clara**

As part of our commitment to sustainable systems of quality early education, First 5 Santa Clara County finds creative pathways to increase teachers’ professional development, educational goal attainment, retention and leadership development in the field. In working towards assisting educators with achieving their educational goals First 5 offered 15 full scholarships to earn a master’s degree from Pacific Oaks College in Human Development with a concentration in Leadership in Education & Human Services. Participants focused their thesis on improvements to the ECE field, such as the benefit of intergenerational programs for children and elders, impacts of quality teamwork on educators, barriers and facilitating factors to Latino parent engagement, and the impact of inclusive childcare sites. The participants also shared what they learned with the Quality Matters communities of practice. In focus groups throughout the program, participants reported that the master’s program was a major life undertaking as they balanced the programs’ demands with those of their full-time jobs and families, but it was a transformative experience for them. They learned more about the early learning field, as well as a deeper understanding of social inequities, privilege and oppression, and inclusion practices. They also gained the building blocks of leadership, including presentation skills, listening skills, ability to voice their opinions, and to make decisions. Indeed, the master’s cohort participants said they felt a sense of responsibility to improve the quality of early childhood education in their communities, and some had already begun this by hosting Family Childcare Network meetings, discussing QRIS ratings with other teachers, mentoring co-teachers, and advocating for funding for a pilot co-op program. Ultimately, all 15 educators supported by FIRST 5 were awarded their master’s degree.

**Santa Cruz**

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**Shasta**

First 5 Shasta’s 2018-19 highlights include:

- Established a new 5-year strategic plan with the following goals: Adverse Childhood Experiences (ACES) are reduced and prevented in the Shasta County 0-5 population; All children 0-3 in Shasta County have healthy beginnings and optimal development; All children in Shasta County will be prepared for and enter school ready to learn.
- Launched Help Me Grow Shasta (HMG) with community services, in collaboration with the Shasta County Office of Education and the United Way, HMG leverages local resources to increase public awareness of the need for developmental screenings, offers screenings, and provides referrals and care-coordination for early intervention services.
- Provided $21,000 for Wildfire Recovery Grants to help childcare providers rebuild and children/families recover from trauma after the devastating wildfires of 2018.
- Continued work with community partners around ACEs education, prevention and intervention.
- Provided NICU and families of newborns with books to read to their infants, which provides exposure to language and opportunities for attachment in a stressful environment.
- The Bridges to School Success program provided evidence-based mental health services and behavior supports to 137 children at risk of preschool/daycare expulsion and 261 parents/caregivers.
- Supported the Healthy Babies Program, which provides mental health services for 87 pregnant women and mothers of children age 0-2 experiencing depression or anxiety brought on or exacerbated by pregnancy or during the postpartum period.
- First 5 Institute delivered training and educational activities for 624 children, 425 parents/caregivers via activities including professional development, library story times, and professional training.
- Summer Safety projects focused on outdoor safety and drowning prevention served 1,492 children and more than 2,000 family members.
- Coordinated 22 Week of the Young Child Events.
- Distributed more than 18,000 children’s books.

**Sierra**

The vision of First 5 Sierra is to ensure a continuum of appropriate and integrated health, education and recreational support services from prenatal to old age for a balanced and sustainable Sierra County community. First 5 Sierra’s strongest and most successful achievement continues to be its preschool tuition subsidy program. This program supports working families, most of whom would not be able to send their children to preschool without tuition assistance. In 2018-19 First 5 Sierra continued to achieve an amazing 90% rate of children attending preschool prior to entering kindergarten.

Investing in a program where all local children can attend preschool ensures that all Sierra County children will start kindergarten with the most optimal preparation and with the least disparity in readiness possible.

First 5 Sierra continues to seek innovative ways to support the resilience of our families. First 5 piloted a Back to Preschool Night which introduced parents to service providers from the schools, Community-Based Organizations and county Health and Human Services, and included a fascinating presentation on positive parenting from an expert behavior specialist. The event was well attended and received overwhelmingly positive feedback from parents, with high interest in future events. In our remote, rural community there are few to no opportunities or spaces for parents of babies and very young children to connect, socialize and support each other—there are no community centers, no recreation programs and only two very small coffee shops in the entire county. First 5 Sierra sponsored a family-friendly summer Music in the Park series to provide parents with a venue for social connections and program outreach. The events were well received in the community, resulting in parents meeting other parents, distribution of our favorite Potter the Otter materials, as well as increased program registration and visibility for the needs of young children and their families.

**Siskiyou**

In Fiscal Year 2018-19, First 5 Siskiyou provided unique breadth, scale, and quality of programs that enabled successful reach to community members, including the following:

- Seventeen communities served 8 Family Resource Centers (FRCs) throughout Siskiyou County.
- Over 10,000 hours of drop-in help are available at FRCs.
- Playgroups are conducted once per week for 48 weeks, across 288 sessions, reaching over 700 children.
- First 5 family literacy efforts included book distributions from C/FRCs, Dolly Parton’s Imagination Library, Red Scarf Society, Reach Out and Read, Fairchild Medical Center, and Read Across Siskiyou Starts at Pregnancy. Over 22,000 books were distributed to children ages birth to 5.
- Evidence based parenting education classes and workshops reached caregivers across the 5000 square miles, and out of 128 caregivers surveyed, 43% reported experiencing abuse by a person inside their family, while 34% reported experiencing abuse by a person outside of their family.
- First 5 launched its 2018-19 kindergarten readiness assessment in 25 classrooms across the county. Teachers used the Kindergarten Observation Form to assess the readiness skills of 420 children, and 227 of their parents completed a Parent Information Form, providing rich detail about family demographics, access to early education, basic health, and social services, as well as family protective factors.
- First 5 ensured quality of services by training all grantees on the
Strengthening Families framework, and completing the Strengthening Families provider self-assessments. Rich menu of high quality PD Trainings were provided. Agency-wide, First 5 created a strategic evaluation framework which identified priority indicators for each goal area and related programs, as well as evaluation tools and reporting procedures. An Annual Strategic Plan was also created in Spring 2019 which summarized strategies through which First 5 seeks to impact and measure the indicators outlined in its strategic framework.

**Solano**


- The launch of an Annual Grants program to provide a regular opportunity for the Commission to fill community gaps, pilot new or innovative ideas, and address time sensitive community needs. Through the first year of funding, seven grantees provided services to close to 700 children and families. Several agencies were able to sustain their project beyond the initial funding, seedling important work in our community.
- With blended funding from the First 5 Solano and Mental Health Services Act, the evidence-based Triple P Positive Parenting Program was implemented as a parenting education strategy. A total of 38 practitioners, representing eight local agency providers participated in extensive Triple P training across four levels of intervention and received accreditation. Providers began offering parenting education services to parents in Fall 2018 with over 1,000 parents receiving services in the first year.
- In early 2018, the Commission made a decision to establish a First 5 Center in the City of Vallejo due to the high-risk factors in that city. During Fiscal Year 2018-19, First 5 Solano identified a location within a census tract with 58% child poverty, and close to neighborhoods with even higher rates of poverty. Construction began with an estimated timeline for opening the Center in December 2019.
- The First 5 Center will be a one-stop location to provide a full range of dual-generation services to support healthy behavior, social and emotional development, and school readiness of children, as well as provide parents the tools they need to develop positive parent-child relationships and connect to other families. All services will be family-centered and trauma-informed to build resilience and strengthen families.

**Sonoma**

In Fiscal Year 2018-19, the First 5 Sonoma County Commission’s top priorities included increasing equitable access to quality early care and evolving the Commission’s organizational structure to promote the sustainability of its mission and stewardship of public funds.

It is no longer the case that one parent works and one stays home. Childcare is essential to support parents’ ability to work and further their skills through education. Affording childcare is difficult in Sonoma County and is a barrier for employers to attract and retain workers. Locally, a family earning the median household income spends 20% on childcare, and the cost is over 60% for a parent earning minimum wage.

In the 2017 wildfires 15 licensed childcare programs were lost, displacing 444 children and leaving many parents unable to work. First 5 Sonoma County launched the Employer-Supported Child Care initiative, partnering with the Santa Rosa Metro Chamber, Sonoma County Office of Education, employers, childcare operators, the Child Care Planning Council, and the Community Child Care Council to leverage private sector resources to make child care more affordable.

The Commission partnered with elected officials and County of Sonoma and City of Santa Rosa planning and economic development departments to set up a soft pipeline of housing development projects over the next five years to co-locate childcare facilities within affordable housing.

**Stanislaus**

2018 was a pivotal year for First 5 Stanislaus. The organization completed a name change from the Stanislaus County Children & Families Commission to First 5 Stanislaus. We adopted a new logo and new website to reflect our energy and progressive nature. We also created a new digital report to the community to replace its previous print newspaper version. This report featured video testimonials that highlighted the impact of First 5 work in the lives of community members. Probably the most significant accomplishment in 2018-2019 was the completion of a major community-based, strategic direction and planning process involving multiple stakeholders. The result of the work included a new mission statement, values, priorities and strategies to move forward.

**Improved Family Functioning:**

- The parents of 9,328 children received family support services through countywide Family Resource Centers or other programs.
- 1,660 received more intensive services focused on improving child abuse risk factors.
- The parents of 1,469 children attended parenting classes to increase parenting skills and knowledge.
- Of the 1,427 children 0-5 whose caregivers were screened for depression, 353 children 0-5 had a caregiver referred for mental health services as a result.

**Improved Child Development:**

- The families of 782 children 0-5 increased the time spent reading with their children at home after receiving literacy services.
- 1,048 children 0-5 were screened for educational developmental issues and 73 were reported as being referred for further assessments or services.
• 119 children participated in the Kindergarten Readiness Program at school sites across the county that helped prepare them for kindergarten.
• Improved Health:
  • 130 infants were born term after their mothers participated in a healthy birth program.
  • 92% of the mothers initiated breastfeeding.
• Improved Systems of Care:
  • Families of 5,839 children have increased knowledge and use of community resources.

Sutter
In partnership with the Sutter County Maternal, Child and Adolescent Health (MCAH) program and with the assistance from the Yolo County Perinatal Mental Health Collaborative, Sutter County Children & Families Commission implemented the universal symbol for Maternal Mental Health into a live Traveling Blue Dot in celebration of Maternal Mental Health Month (May 2019). The live Blue Dot travelled to multiple agencies throughout Sutter County during the month of May to actively engage both traditional and nontraditional colleagues in a social media campaign. Photos of agencies were taken with the Blue Dot and were featured on the Commission’s Facebook page. The purpose of the photos taken was to promote awareness about maternal mental health and the need for developing a system of care. The Blue Dot Campaign successfully engaged agencies to initiate conversations about their critical role in addressing maternal mental health. The social media photos made a statement in the community that they care about mothers and baby’s health. The campaign started necessary conversations, established relationships and began to decrease stigmas around perinatal mood and anxiety disorders.

Some of the stakeholders included urgent care, family resource centers, the Sutter County Sherriff and Yuba City Police Department, Sutter County Public Health, Adventist Health, Children’s Museum, Yuba-Sutter-Colusa United Way, Sutter County Library and the Yuba-Sutter Chamber of Commerce. The project also received proclamations from both the Yuba City Council and the Sutter County Board of Supervisors, along with the policymakers taking a photo with the Blue Dot.

Sutter County Children & Families Commission continues to work with partners to strengthen resources to link mothers to the care required when experiencing mental health disorders and develop a comprehensive resource guide that will support healthcare providers, Help Me Grow staff, WIC and the community-at-large.

Tehama
First 5 Tehama continued to be a visionary leader in the county for building sustainable systems to support families with young children. At the countywide level, First 5 Tehama supported the Pregnancy to Preschool Partnership (P2P), a collaboration of publicly-funded agencies to streamline referral and data sharing processes, and ensure that every child that comes to the attention of partner agencies has access to a high quality early learning opportunity. In Fiscal Year 2018-19, 216 families were given referrals from 21 agencies through the P2P network. First 5 Tehama also funded the School Readiness Initiative, a program that serves families from pregnancy to age 5, without income eligibility or medical necessity. Upon referral, resource visits were conducted with 304 families to understand needs, conduct developmental screenings, and refer to home visitation, playgroups, parent cafés and any other early learning and parent supports needed. Evidence-based home visitation (Parents as Teachers) was provided to 358 families to help them learn more about child development, positive parent-child interactions and to help children meet health and developmental milestones. Parents praised the home visiting program, with 88% of parents reporting an increase in knowledge of their child(ren)’s development. At the end of program, 99% of children had medical and dental health coverage, and 86% of children were up-to-date on medical visits, 63% on dental visits, and 88% on immunizations. Parents felt that parent cafés were extremely valuable for social networking and building protective factors; 98% were satisfied or very satisfied with their experience.

In Fiscal Year 2018-19, one hundred playgroups provided developmentally appropriate activities for 915 children without prior early learning experience. In post surveys, nearly all parents reported increases in knowledge of child development (96%), social-emotional competence of children (93%), and access to community resources (96%).

Trinity
The First 5 Trinity County Children and Families Commission invests in a variety of services aimed at supporting children prenatal through age five and their families. Primary investments include:

• School Readiness Playgroups: First 5 Trinity partners with the Trinity County Office of Education (TCOE) to provide pre-K programs at various locations throughout the county. The pre-K school readiness program offers structured playgroups aimed at preparing kids for kindergarten. In Fiscal Year 2018-19, the program served 62 children ages 0 through 5, and 41 primary caregivers.

• Parent Nursery School Program: The Parent Nursery School program partners with parents to provide engaging enrichment activities. In Fiscal Year 2018-19, the program served 17 children ages 3 through 5, and 30 primary caregivers.

• Welcome Baby Program: The Welcome Baby Program offers new parents a lifecycle to support, information and community resources. New parents are visited in their home by a family advocate that provides information about what to expect as a new parent, coaching about creating a safe home environment, and information about resources. In Fiscal Year 2018-19, the program served 12 infants, and 26 primary caregivers.

• Children’s Garden: The Children’s Garden Project aims to teach young children the fundamentals of gardening as well as to provide basic guidance on healthy
nutrition. In Fiscal Year 2018-19, the program served 93 children ages 0 through 5, and 94 primary caregivers.

- Trinity Smiles: Trinity Smiles is a program that provides mobile and dental services at various school sites, with a focus on providing care to underserved children in the county. Services include oral evaluations, extractions, cleanings, oral hygiene instruction, x-rays and fillings. In Fiscal Year 2018-19, the program served 58 children ages 0 through 5, and 79 other family members.

In addition to the primary investments described above, First 5 Trinity supports smaller community projects.

Tulare

First 5 Tulare County’s vision is that all Tulare County children will thrive in supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn. This was the first year of implementing the new Strategic Plan.

In 2018-2019, funded programs served 30,345 parents and children. Each of First 5 Tulare County programs are unique. This year First 5 Tulare would like to highlight two programs: Save the Children Early Steps to School Success and Altura Centers for Health Breastfeeding Friendly Clinics.

First 5 Tulare County’s partnership with Save the Children Federation Inc. Early Steps to School Success has been crucial to reaching hard-to-reach populations. The program partners with six of the counties rural school districts to ensure children and their parents have access to high quality literacy education via home visitation to expectant families, families with infants and toddlers, and families with 3 to 5 year olds. The families of expectant mothers focuses on prenatal health care and baby’s developmental progress. Families with infants and toddlers are provided with services to build strong, loving relationships with their children and create supportive environments. Parent education is offered to cover topics such as communication, child safety, and children’s health and development. Books are brought to each visit to help families build their home libraries. Growing up in a house full of books has been strongly linked to academic achievement. Families that participated in the program demonstrated an increase in books in their home and on average read together 10 times per month. 100% of the children 0-3 that were identified as having a concern via the Ages and Stages Questionnaire received referrals for treatment.

First 5 Tulare has expanded their partnership with Altura Center for Health Breastfeeding Friendly Clinics. Through this first year of implementation they served 236 women that were seen by the International Board of Lactation Consultant Examiners.

Tuolumne

First 5 Tuolumne provides leadership and support for programs to achieve the vision that all children are healthy and ready to learn. First 5 Tuolumne County invested $726,982 in Fiscal Year 2018-19, providing services to over 2,822 young children, parents, and providers. Of those receiving services, most were served by Health programs (80 percent) such as the Smile Keepers dental program, Public Health Outreach, and developmental screenings. Our main focus areas are:

- Improved Family Functioning: Primary Caregivers obtained the supports and resources they need to be their child’s first and best teacher. 254 parents, caregivers, and providers participated in programs for improving family functioning such as in-home support, group parenting classes, as well as training to improve their ability to provide for their families such as GED and ELL classes.
- Improved Child Health: Our Smile Keepers Oral Health program provided oral health screening, fluoride varnish, and education to 1,028 children and 569 parents. This was the first year First 5 Tuolumne offered the Ages and Stages Questionnaire for Social-Emotional Development (ASQ-SE) at all our county kindergarten registrations.
- Improved Child Development: Tuolumne County invested $259,259 to improve the quality of our early care and education sites. This was done by investing in professional development stipends for providers who participate in continuing education and/or coaching as well as investing in training to provide the ASQ-SE to parents. This was the first year First 5 Tuolumne has invested in the Imagination Library. Since 90% of a child’s brain develops before the age of 5, we know it is vital to invest in families and encourage them to talk, read, and sing to their children every day. We are confident the Imagination Library will help.

Ventura

In Fiscal Year 2018-19, First 5 Ventura County implemented the third funding year of its five-year strategic plan that was adopted in June 2015. For funding years one through three, investments largely remained the same as the Commission utilized its Sustainability Fund to maintain funding levels. With the depletion of the Sustainability Fund in June 2019, First 5 Ventura County prepared to shift its strategic investments for years four and five towards advocacy, capacity building and system change efforts, that promote parent engagement, build best practices and quality standards, engage partners in cross system governance and increase the alignment of resources for improved outcomes for young children. Significant modifications to implementation models for First 5 Ventura County’s investments in quality preschool, Help Me Grow, and Neighborhoods for Learning (NFL) initiative, a nationally recognized, community-based service delivery model were finalized and contractor selections occurred so that services were ready to begin on July 1, 2019.

During Fiscal Year 2018-19, the NFLs brought together early learning, health and family support resources for families in their neighborhoods and piloted a standardized approach for delivering Parent and Child Together (PACT) classes. Programs funded under Countywide Specialized Strategies delivered regional-based family
strengthening, early intervention, and health-focused programming, such as oral health services and Triple P. Help Me Grow streamlined the process of accessing support for families of young children with developmental and behavioral concerns. Quality early learning opportunities continued through the funding of preschool spaces and quality improvement activities. First 5 Ventura County championed the Take 5 and Read To Kids campaign to raise awareness about the importance of early childhood literacy and launched a new parent engagement strategy built upon a national model, in collaboration with the Center for the Study of Social Policy’s Early Childhood Learning and Innovation Network for Communities (EC-LINC).

**Yolo**

As the first year of a new Strategic Plan, Fiscal Year 2018-19 was a year of significant movement in First 5 Yolo’s direction to focus on prevention and deeper investments in systems transformation efforts. Funded program highlights include:

- Helping families avoid the need for entry into CWS and supporting positive parenting
- Increasing access to early mental health screens and supports
- Engaging families in early learning
- Piloting a systems transformation effort, The CHILD Project.

Starting in Fiscal Year 2018-19, First 5 Yolo acted as co-founder and lead agency for city cannabis-related revenue invested in a pilot project for higher-risk families, prenatal-3 yrs. This pilot set the foundation for an innovative and expansive project in support of pregnant women and mothers of infants.

All programs are increasingly coordinated and targeted to systems transformation. The Commission anticipates substantial strides in this regard in Fiscal Year 2019-20 with the launch of a large initiative, The CHILD Project: Road to Resilience (R2R), co-funded with California Department of Social Services Office of Child Abuse Prevention and built on the foundation of the earlier pilot project. R2R is a systems improvement designed to prevent conditions that contribute to child maltreatment, prevent or mitigate adverse childhood experiences, and provide a system for improved health, safety, and early experiences. The Project identifies high-risk mothers and infants and provides intensive, evidence-based home visiting to substantially mitigate the risk for child maltreatment and future trauma.

In the support of these efforts, First 5 Yolo invested time and attention in its local “Thrive by Five” strategy, advocating for the dedication of new revenues to early childhood prevention and intervention efforts. This has catalyzed leading edge policies in cities and at the County, resulting in the inclusion of early childhood in a County cannabis tax expected to help fund First 5 activities in Fiscal Year 2019-20, and dedicated funding from cites.

**Yuba**

In Fiscal Year 2018-19, First 5 Yuba awarded nearly $60,000 in mini-grant funds to fourteen different community based organizations, public entities, and private agencies that addressed all First 5 California result areas. Mini-grants supporting Improved Child Health, included continuing education for medical professionals related to breastfeeding. A gas card program supported families traveling out of the area for pediatric specialty care, and local kids’ yoga classes totaling over 103 children 0-5 and their families.

In relation to Improved Child Development; both center and home based day cares received support in curriculum development and sustainable facility improvements. Notable was the establishment of a school readiness preschool program at a remote charter school in the rural areas of Yuba County. Modeling a nearby existing First 5 funded school readiness program, the charter school currently serves 12 children 0-5 and their families. Overall, seven agencies were funded, reaching 114 children.

Mini-grants linked to Improved Family Functioning included an emergency homeless shelter supporting 11 children 0-5 and their families during the winter months. A child’s bereavement program engaged 37 children through therapeutic art expression on local school campuses. Lastly, an Air Force Base managed family resource center provided opportunities for military families to participate in a variety of social groups and activities to connect families on base and to their community. In less than a year attendance at play groups, field trips, and engagement in social programs tripled. While mini-grants are respectively smaller awards in relationship to our major funded partners, the impact and reach of these programs and services is monumental. By investing in small agencies, providers, and community based organizations, mini-grants help to build local capacity by providing a variety of services to a large geographical area in non-traditional settings.
## Appendix A: Number of Services and Expenditures by Result Area and Service Type, FY 2018-19

### IMPROVED FAMILY FUNCTIONING

<table>
<thead>
<tr>
<th>Result Area and Service Type</th>
<th>Children</th>
<th>Primary Caregivers</th>
<th>Providers</th>
<th>Total Primary Caregivers and Providers</th>
<th>Total Number of Services</th>
<th>Percent of Services in Result Area</th>
<th>Percent of Total Number of Services</th>
<th>Total Expenditures for Services</th>
<th>Percent of Service Expenditures in Result Area</th>
<th>Percent of Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Family Support</td>
<td>196,418</td>
<td>313,282</td>
<td>4,096</td>
<td>317,378</td>
<td>531,796</td>
<td>91%</td>
<td>7%</td>
<td>$42,544,136</td>
<td>53%</td>
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<tr>
<td>Targeted Intensive Family Support</td>
<td>23,119</td>
<td>26,472</td>
<td>1,242</td>
<td>27,714</td>
<td>50,833</td>
<td>9%</td>
<td>30%</td>
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<td><strong>Total Improved Family Functioning</strong></td>
<td>219,537</td>
<td>339,754</td>
<td>5,338</td>
<td>345,092</td>
<td>564,629</td>
<td>100%</td>
<td>32%</td>
<td>$79,568,130</td>
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### IMPROVED CHILD DEVELOPMENT

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<th>Result Area and Service Type</th>
<th>Children</th>
<th>Primary Caregivers</th>
<th>Providers</th>
<th>Total Primary Caregivers and Providers</th>
<th>Total Number of Services</th>
<th>Percent of Services in Result Area</th>
<th>Percent of Total Number of Services</th>
<th>Total Expenditures for Services</th>
<th>Percent of Service Expenditures in Result Area</th>
<th>Percent of Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Early Learning Supports</td>
<td>186,913</td>
<td>34,748</td>
<td>29,461</td>
<td>64,209</td>
<td>251,122</td>
<td>70%</td>
<td>32%</td>
<td>$77,032,351</td>
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<tr>
<td>Early Learning Programs</td>
<td>45,207</td>
<td>57,925</td>
<td>2,330</td>
<td>60,255</td>
<td>105,462</td>
<td>30%</td>
<td>32%</td>
<td>$39,658,966</td>
<td>34%</td>
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<tr>
<td><strong>Total Improved Child Development</strong></td>
<td>232,120</td>
<td>92,673</td>
<td>31,791</td>
<td>124,464</td>
<td>356,584</td>
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<td>63%</td>
<td>$116,691,317</td>
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### IMPROVED CHILD HEALTH

<table>
<thead>
<tr>
<th>Result Area and Service Type</th>
<th>Children</th>
<th>Primary Caregivers</th>
<th>Providers</th>
<th>Total Primary Caregivers and Providers</th>
<th>Total Number of Services</th>
<th>Percent of Services in Result Area</th>
<th>Percent of Total Number of Services</th>
<th>Total Expenditures for Services</th>
<th>Percent of Service Expenditures in Result Area</th>
<th>Percent of Total Expenditures</th>
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<tbody>
<tr>
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<td>59,793</td>
<td>4,515</td>
<td>64,308</td>
<td>96,188</td>
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<td>6%</td>
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<td>Prenatal and Infant/Toddler Pediatric Support</td>
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<td>2,674</td>
<td>116</td>
<td>2,790</td>
<td>6,465</td>
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<td>13,025</td>
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### IMPROVED SYSTEMS OF CARE

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### GRAND TOTAL

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<th>Total Primary Caregivers and Providers</th>
<th>Total Number of Services</th>
<th>Percent of Services in Result Area</th>
<th>Percent of Total Number of Services</th>
<th>Total Expenditures for Services</th>
<th>Percent of Service Expenditures in Result Area</th>
<th>Percent of Total Expenditures</th>
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<tbody>
<tr>
<td><strong>GRAND TOTAL</strong></td>
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<td>633,088</td>
<td>55,635</td>
<td>688,723</td>
<td>1,467,791</td>
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<td>100%</td>
<td>$405,214,083</td>
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1 Colusa and Kings counties are not included.

2 Totals may not equal 100 percent due to rounding.
Appendix B: First 5 California Result Areas and Services

Result Area: Improved Family Functioning
Providing parents, families, and communities with relevant, timely, and culturally appropriate information, education, services, and support.

General Family Support
Programs providing shorter-term, non-intensive instruction on general parenting topics, and/or support for basic family needs and related case management (e.g., meals, groceries, clothing, emergency funding or household goods acquisition assistance, and temporary or permanent housing acquisition assistance). Supports may include referrals to family services such as Family Resource Centers (FRCs) and other community resources, adult and family literacy, and fatherhood programs. In general, these programs are designed to provide less intense and shorter term support services and classes for families by paraprofessional staff. Program models or initiatives may include Abriendo Puertas, Avance, family resource core support, and the Positive Parenting Program (Triple P).

Targeted Intensive Family Support Services
Programs providing intensive and/or clinical services by a paraprofessional and/or professional, as well as one-to-one services in family support settings. Programs are generally evidence-based and designed to support at-risk parents and families prenatally or with young children to increase knowledge and skills related to parenting and improved family functioning (e.g., counseling, family therapy, parent-child interaction approaches, and long-term classes or groups). This also is the category for reporting comprehensive and/or intensive services to special populations (i.e., homeless, teen parents, foster children, special needs). Program models or initiatives may include Incredible Years, Nurturing Parenting Program, and Triple P.

Result Area: Improved Child Development
Increasing the quality of and access to early learning and education for young children.

Quality Early Learning Supports
Programs designed to enhance early learning programs such as professional development for early educators, or implementation and integration of services. This service category may include quality rating and improvement system investments as part of First 5 Improve and Maximize Programs so All Children Thrive and Quality Counts California. This service category covers Early Childhood Education (ECE) settings efforts, most commonly by licensed care providers, and may include interagency collaboration, facility grants and supply grants to providers, support services to diverse populations, and database management and development. Non-ECE settings work is included under General Family Support. Program models or initiatives include Quality Counts California.

Early Learning Programs
Early learning programs for children 0 to 5 years old may include preschool programs, kindergarten transition services, and early learning programs for all ages. Early learning programs for primary caregivers and their children together may include playgroups primarily focusing on 0 to 3 year-olds. Programs may include child-related early literacy and Science, Technology, Engineering, and Math programs. Programs may include extra supports in early learning settings for homeless children, Federal Migrant or Tribal Child Care programs, and children receiving Alternative Payment vouchers for childcare. Program models or initiatives include facility grants, playgroups, preschool/childcare reimbursement, and summer programs.

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

General Health Education and Promotion
Programs promoting children's healthy development, including nutrition, fitness, and access to health/dental/vision insurance and health services. Programs also may focus on increased awareness of information about child safety seats, fire, safe sleep, and drug/alcohol/tobacco education. Program models or initiatives include nutrition/breastfeeding, safe sleep, safety education, smoking or tobacco cessation.
Perinatal and Early Childhood Home Visiting
Home visiting is a primary service delivery strategy for inter-generational family-centered supports. Home visiting services are provided by qualified professionals with parents, prenatally and/or with children birth to age three. These voluntary programs are tailored to meet the needs of individual families and offer information, guidance, and support directly in the home environment. While home visiting programs vary in goals and content of services, in general, they combine parenting and health care education, early intervention, and early learning supports for young children and their families. Home visits focus on linking pregnant women with prenatal care, promoting strong parent-child attachment, coaching parents on learning activities that foster their child’s development, and supporting families during the pivotal window of pregnancy through early childhood.

Program models or initiatives include Early Head Start, Healthy Families America, Nurse Family Partnership, Parents as Teachers, Home Instruction Program for Preschool Youngsters, Maternal, Infant and Early Childhood Home Visiting, and local models.

Prenatal and Infant/Toddler Pediatric Support
Out-of-home programs that may include prenatal care and follow-up for healthy development-related services during the first three years of a child’s life. These programs are designed to improve the health and well-being of women during and after pregnancy, and the infant or young child by a paraprofessional and/or professional outside of the family home, including, but not limited, to pediatric or clinical environments. Programs may provide comprehensive support, including parenting education, health information, developmental assessments, providing referrals, and promoting early learning.

Program Models or initiatives include Developmental Understanding and Legal Collaboration for Everyone, Healthy Steps, and local models.

Oral Health Education and Treatment
Programs providing an array of services that can include dental screening, assessment, cleaning and preventive care, treatment, fluoride varnish, and parent education on the importance of oral health care. This may include provider training and care coordination of services.

Early Intervention
Programs providing screening, assessment, and diagnostic services, including referrals or follow-up to needed services. Programs including early intervention or intensive services to children with disabilities and other special needs, or at-risk for special needs. May include strategies targeting language and communication skills, social and emotional development, developmental delays, related parent education, and Mental Health Consultations in ECE settings. Program models or initiatives include care coordination and mild-to-moderate supports.

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

Policy and Public Advocacy
Policy and Public Advocacy includes community awareness, public outreach and education on issues related to children 0 to 5 and their families. This also may include work focused on policy change, work with local and statewide stakeholders, policy development, related efforts, and Town Halls.

Initiatives include resilient families and communities, child health, early learning, and revenue.

Program and Systems Improvement Efforts
Efforts to improve service quality, connections between programs, infrastructure support, and professional development. This also may include activities such as strategic planning, business planning, grant writing workshops, sustainability workshops, and assistance in planning and promoting large community conferences or forums. These improvement efforts should result in improved outcomes for children ages 0 to 5 years of age. Improvements could be geared toward creating a well-trained workforce with shared professional standards and competencies, creating strong and effective linkages across particular system components, or leveraging funding to sustain the system of care. This also may include database management and other cross-agency systems evaluation support. Initiatives include early identification and intervention, health systems, family strengthening, Talk. Read. Sing.®, and Trauma Informed Care/Adverse Childhood Experiences.
References

1 Educare https://www.educare.org/


5 Educare California at Silicon Valley. http://educaresv.org/

6 Educare Los Angeles at Long Beach. https://www.educare.org/schools/los-angeles-long-beach/
Our Vision

California’s children receive the best possible start in life and thrive.
AGENDA ITEM 4
June 3, 2020

Subject
Strategic Plan for 2020-2023

Recommendations
B. Approve Strategic Plan 2020-2023 for Children and Families Commission for San Bernardino County.

(Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)

Financial Impact
None

Background Information
The California Children and Families Act of 1998 (“Act”) was passed as Proposition 10 by California voters in November 1998 and enacted by the State Legislature through California Health and Safety Code Sections 130100 - 130155 and Revenue and Taxation Code Section 30131.

Section 130140 (a)(1)(D), (E)&(F) requires the County Commission to “review and/or adopt a new or revised county strategic plan, conduct the required public hearing and submit the adopted plan and any revisions to the State Commission” by July 1st of each year.

In the prior, 2015-2020 Strategic Plan, two Strategic Priority Areas (SPA) were identified:

• SPA 1: Children and Families
  Goals: (1) Child Health, (2) Early Learning and (3) Family Support

• SPA 2: Systems and Network
  Goals: (1) Leadership as a Convener and Partner, (2) Capacity Building

For the 2020-2023 Strategic Plan, three Strategic Priority Areas have been identified:

• Child Health
• Quality Early Learning
• Family Support

These priority areas are all supported and encompassed by three areas of investment with subsets as follows:

• Direct Services
  o Investments in programs and services for families and children 0-5

• Systems Level Efforts
  o Collaboration
  o Community Capacity Building
  o Workforce

• Supportive Strategies
  o Research and Evaluation
  o Policy
  o Communications
  o Advocacy
Countywide Collaboration
Statewide/First 5 Network efforts

For many reasons, including being positioned to optimize leveraging and matching opportunities with State and Federal funding, avoiding duplication in efforts by several entities, allowing for innovation, having a greater responsiveness to need, and ensuring adaptability to the County's changing environment and emerging leadership, the Commission's approach will not restrict funding amounts by percentages and focus areas. Instead, the funding goal is allocated to the Fiscal Year. Funding will be directed to the SPA and/or area of investment wherever there is the most need and the potential for the greatest outcomes. This allows the Commission the flexibility to determine funding based on data, research and needs assessments, to the goals that will yield the greatest benefit to children.

Upon Commission approval, this plan will be implemented at the beginning of Fiscal Year 2020-2021.

Review
Sophie Akins, Commission Counsel

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Report on Action as taken

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<th>Action:</th>
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Witnessed:
AGENDA ITEM 5
June 3, 2020

Subject
Family and Community Support Partnerships – Expansion Contracts for Fiscal Years 2020-2023

Recommendation
Approve the Family and Community Support Partnerships – Expansion Children and Families-Systems and Networks Contracts for a cumulative total of $11,508,506 for Fiscal Years 2020-2023 with the following:

A. Bear Valley Community Hospital District, Contract FS078, in the total amount of $2,306,569
B. Chino Valley Unified School District, Contract FS079, in the total amount of $611,546
C. El Sol Neighborhood Education Center, Contract FS080, in the total amount of $1,540,922
D. Moses House Ministry, Contract FS081, in the total amount of $2,606,076
E. Reach Out, Contract FS082, in the total amount of $2,447,010
F. Walden Family Services, Contract FS083, in the total amount of $1,996,383

(Presenter: Wendy Lee, Psy.D. Staff Analyst II, 252-4254)

Financial Impact
$11,508,506.00 for Fiscal Years 2020-2023.

Background Information
The Family and Community Support Partnerships (FCSP) is the Commission’s cornerstone priority on Child Abuse Prevention service to parents and caregivers of children 0-5.

FCSP initiative began in the spring of 2015 with a competitive procurement process (RFP 14-2) and a contract amendment for two additional years for a total of five (5) years FY15-2020. The FCSP Model utilized the evidence-based Nurturing Parenting Program (NPP) parenting education curriculum coupled with the structured Case Management (CM) using the Matrix Outcomes Model (MOM) Family Development Matrix (FDM) tool. The multi-year FCSP outcome data set that demonstrates the potential impact to decrease the child abuse/neglect rate by increasing positive parenting practices and family self-sufficiency. This model can now be adapted and replicated Countywide as a consistent prevention practice. FCSP providers can move forward in developing an expansion and sustainability plan.

In August 2019, the Commission approved the Inland Empire Community Collaborate (IECC) to assist with the sustainability and expansion of the FCSP model. This expansion is consistent with the SPA (Strategic Priority Area) of our strategic plan for System and Network Capacity Building. The effort for FCSP contractors includes developing a sustainability plan to further the collective impact of FCSP. FCSP agencies volunteered in the Building Capacity for Children and Families and System and Network collectively collaborating for FCSP.

In October 2019, the Commission approved the FCSP Expansion (FCSP-E) Request for Proposal (RFP 19-02), an intentional system component designed to bridge, support, and expand the FCSP model in a manner that aligns with First 5 San Bernardino’s (F5SB) Strategic Plan and system approach. Under this procurement, with return on investment in mind, FCSP agencies delivering the
FCSP model would enter into the advanced stage of mandatory participation in the expansion plan focused on partnership, working together collectively on a sustainability plan for FCSP-E.

The FCSP-E (RFP 19-02) released on October 31, 2019, with a Mandatory Proposal Conference held on November 20, 2019. The deadline for submission of all proposals was February 7, 2020. Ten proposals requesting more than $19 Million total for the funding period received in response to RFP 19-02.

All submissions to RFP 19-02 met the minimum requirements at the Administrative Review and Competitive procurement review process (per F5SB’s Procurement Policy 04-04 A5).

The Fiscal Capacity review, completed by an expert panel of accountants to establish a threshold for fiscal capacity review: measure the agency’s current ratio on short-term debt obligations, debt ratio, and assets to debt threshold.

The Program Evaluation review, conducted by both the internal and external review teams, generated and established a threshold baseline, indicating which proposed agency programs to move forward for the recommendation. With the objective of best being able to provide what the Commission seeks under this RFP, other factors considered in this phase include geography, demographics (specialized populations), duplication/saturation, delivery of service method and costs, past performance and agency capacity.

At the Program Evaluation phase:

- Six agencies were evaluated and recommended to move forward in the competitive procurement to the negotiation phase.
- Four agencies were not selected based on the established baseline in a competitive procurement considering all factors per F5SB’s Procurement Policy.

The appeal deadline for the procurement process was April 10, 2020. No appeals were received.

The remaining six proposing agencies named in this agenda item have successfully completed the competitive procurement evaluation process. These six agencies are recommended for funding to provide FCSP-E services inclusive of building their capacity and sustainability. The six agencies will ensure comprehensive coverage of the FCSP-E model throughout the County of San Bernardino, with the NPP as the primary service delivery, utilizing the MOM with the FDM tool and the system building and sustainability expansion participation with the IECC.

Pending Commission approval of the FCSP-E contracts, the six contracted agencies will continue to support the Commission’s cornerstone priority on Child Abuse Prevention and Building Capacity for Children and Families and Systems and Networks to serve parents and caregivers of children 0-5 residing in the County of San Bernardino.
Approval of this item supports the Commission's Strategic Plan:

**SPA 1: Children and Families**

- **Goal 1.3: (a)** Children are free from abuse and neglect;
- **Goal 1.3: (b)** Parents provide developmentally appropriate care; and
- **Goal 1.3: (c)** Families are resilient.

**SPA2: Systems and Networks**

- **Goal 2.2:** Capacity Building

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**Report on Action as taken**

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**Review**

Sophie Akins, Commission Counsel
## STANDARD CONTRACT

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

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

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

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

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

Adult-Adolescent Parent Inventory (AAPI): An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

Adverse Childhood Experiences (ACEs): Describes all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. (CDC).

Affordable Care Act (ACA): Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

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

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

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

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

California Evidence-Based Clearinghouse (CEBC) for Child Welfare: Advances the effective implementation of evidence-based practices for children and families involved with the child welfare system.

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

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

Caries: A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

Carryover Clients: A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

Case Management: Collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual’s and family’s comprehensive health needs through communication and available resources to promote patient safety, quality of care, and cost effective outcomes.
**Collaborative:** Agencies demonstrates ability working jointly with others, building coalition together.

**Common Indicators:** Common Indicators are a shared set of metrics among affiliates that are heavily influenced by local variations in HMG systems and inform local continuous quality improvement and system enhancements.

**Connected:** Child or family is receiving a service.

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

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

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

**Demonstrated Outcomes:** Data supported evidence that indicators addressed through the program demonstrate marked improvement.

**Dental Home:** Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

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

**Dental Treatment:** Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child’s mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

**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.

**Dosage:** The frequency and level of exposure to services offered to the participant.

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

**Family Community Support Partnership (FCSP) Model:** A prevention model with the objective to reduce risk of child abuse/neglect that can be replicated in San Bernardino County. The model component includes parent education curriculum (Nurturing Parenting Program) and structured case management (Family Development Matrix: Matrix Outcome Model).

**Family Community Support Partnership – Expansion (FCSP-E):** An intentional system designed to bridge, support and expand the FCSP model in a manner that aligns with F5SB Strategic Plan and systems approach.

**Family Development Matrix (FDM):** Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

**Family Empowerment Plan:** A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s needs in a limited time frame based on a service plan and appropriately aligned with the FDM. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.
Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

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

Help Me Grow (HMG): Help Me Grow is a system of coordination used nationally to connect children to early screening and community services. The system builds collaboration across sectors, including child health care, early care and education, and family support. Through comprehensive physician and community outreach and centralized information and referral centers, families are linked with needed programs and services.

Help Me Grow Evaluation Advisory Board (HMG-EAB): Shared measurement platform reflects diverse organizations tackling complex issues, targeting slightly different groups and employing different strategies and activities agreed on a set of common and impact indicators that are shared and adequately reflect the important nuances of this work.

HMG Indicators: Enables HMG affiliates to monitor progress, share lessons learned, advocate for change, and consult with other affiliates.

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.

Inland Empire Autism Assessment Center of Excellence (AACE): AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.


Maternal Health Network: A collective of service providers that support the maternal health system throughout San Bernardino County and engage in a collaborative process to identifying gaps to address in maternal health services.

Matrix Outcomes Model (MOM): A model that provides a set of complimentary assessment, case management and evaluation tools.

Mental Health Promotion: Related to improving the quality of life and potential for health rather than amelioration of symptoms and deficits.
Notable Outcomes: Worthy of note to promote a shared countywide data bank of evidenced based child abuse risk prevention and early intervention best practices

Nurturing Parenting Program (NPP) for Parents and their Infants, Toddlers and Preschoolers: A family-centered program designed for the prevention and treatment of child abuse and neglect. Both parents and their children birth to five years participate in home-based, group-based, or combination group-based and home-based program model. Lessons are competency-based ensuring parental learning and mastery of skills.

Optimal Development: A child is most likely to reach his/her full potential if he/she experiences consistent, predictable, enriched, and stimulating interactions in a context of attentive and nurturing relationships.

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.

Parent-Child Enrichment Activities: Activities for parents and children to do together depending on child’s stages of development and individual interest.

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

Parent-Peer: Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

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

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

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

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

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

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

Post-Assessment (AAPI-2.1 Form A): Taken after completion of NPP sessions to measure effectiveness of NPP based on the risk identified in Pre-Assessment AAPI.

Pre-Assessment (AAPI-2.1 Form B): Take before NPP sessions begins to identify risk areas/constructs as a process to select NPP curriculum topics to target.

Prevention: Services that mitigate effects of risk and stress and address potential early relationship challenges or vulnerabilities that impact early development.

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

**Quality Improvement:** A systematic, formal approach to the analysis of practice and performance efforts to improve performance.

**Quality Start San Bernardino (QSSB):** Local Quality Rating and Improvement System (QRIS). QSSB is a collaborative efforts charged with strengthening the quality of the early childhood education system county wide.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**Relationship Based Practice/Relational Informed Practice:** When you engage with a family, you help strengthen the partnership with them. There are six Relationships-Based Practices that can help promote family engagement. 1. Observe and describe the child's behavior to open community with the family; 2. Reflect on the family's perspective; 3. Support competence; 4. Focus on the family-child relationship; 5. Value a family's passion; 6. Reflect on your own perspective.

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

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

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

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

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

**Scalable Service:** Agencies is capable of expanded or upgraded on demand to meet increase service needs.

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

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

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

**Sten Scores:** The data are plotted on the profile using sten scores as the unit of measurement. Sten scores are "standard ten scores" that are built for a normal distribution. Responses to the AAPI-2.1 for each of the subscales are categorized as Low Risk, Moderate Risk or High Risk for Child Maltreatment.

**Strengthening Families Framework:** The Strengthening Families framework is a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors. 1.) Parental resilience; 2.) Social connections; 3.) Knowledge of parenting and child development; 4.) Concrete support in times of need; 5.) Social and emotional competence of children.

**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.
Trauma Informed Practice: Strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasis physical, psychological and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.

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.

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

II. CONTRACTOR’S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan, and Attachment B – Program Budget. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, 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 provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

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

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

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

F. Contractor’s Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission’s web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor’s Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor’s performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section 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. Contractor’s governing board must meet not less than four times per year. No board member may be an employee of the organization and no paid staff member may serve as a voting member of the governing board. 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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.

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.

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

Y. 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.

Z. Attribution
Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines http://first5sanbernardino.org/Portals/39/pdf/media_guidelines.pdf.
AA. 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.

BB. 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.

- **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.

- **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.
CC. 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.).

DD. 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 $2,306,569 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 2020-21** $642,281 July 1, 2020 through June 30, 2021
- **Fiscal Year 2021-22** $772,798 July 1, 2021 through June 30, 2022
- **Fiscal Year 2022-23** $891,490 July 1, 2022 through June 30, 2023

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.

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 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.

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.

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission’s rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.
VIII. TERM

A. This Contract is effective commencing July 1, 2020, and expires June 30, 2023, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for two (2) additional one (1)-year periods by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2023 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Bear Valley Community Healthcare District
P.O. Box 1649
Big Bear Lake, CA 92315

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.
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, County of San Bernardino, 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 a 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, County of San Bernardino, 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 the County of San Bernardino 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.
XIII. CONCLUSION

A. This Contract, consisting of 26 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.
**Strategic Priority Area (SPA):** Family Support  
Families and communities are engaged, supported, and strengthened through resources and opportunities that assist them in nurturing, caring, and providing for their children’s success and well-being

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**Expectation**
Increase parenting competencies and family self-sufficiency through a dual immersion of parenting classes and structured case management

**Outcome**
Parents provide developmentally appropriate care, have the capacity and resources to thrive, and ensure children are free from abuse and neglect

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| Utilize Nurturing Parenting Program (NPP) curriculum to build upon parenting skills to reduce incidence of child abuse and neglect | Parent Education | Minimum one lesson per week | AAPI  
- Form A at program enrollment  
- Form B at program completion  
Family Demographic |
| Utilize the Matrix Outcomes Model (MOM) to assess and address families strengths and issues of concern as identified on the Family Development Matrix (FDM) | Case Management | Minimum one session per month | FDM Assessment at intake and thereafter every 90 days |
| Screen children for early developmental delays and refer accordingly per ASQ-3 Interval fidelity | Developmental Screening | At set intervals | ASQ-3 Completed within 30-45 calendar days of enrollment and follow ASQ-3 Interval Fidelity  
Developmental Referral Assessment when applicable |
| Provide developmentally appropriate activities for children in accordance with selected Nurturing Parenting Program (NPP) Curriculum | Child Enrichment | Per Child | Aggregate data entered in Persimmony |

**Program Description:**
This Group-based program utilizes Nurturing Parenting curriculum as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in San Bernardino’s County Mountain Region. Mountain Counseling & Training, Inc. plans to model the successful BVCHD Mom & Dad Project’s program, in the Western region of the San Bernardino Mountains. 166+ participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

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**Agency Name:** BVCHD Mom & Dad Project  
**Contract #:** FS5078  
**Contract Period:** July 2020 – June 2023  
**Outcome Goal Per Year:** 166/185/205 Participants

**Agency Rep Name:** ______________________  
**Agency Rep Signature:** ______________________  
**Date Signed:** ______________________

**Reporting Period:** Monthly and Quarterly  
**Data Type:** Core and Aggregate  
**Due:** By the 15th of the following month

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**FIRST 5 SAN BERNARDINO**  
**PROGRAM BUDGET**  
**FISCAL YEAR:** 2020-2021

| ORGANIZATION: Bear Valley Community Healthcare District | DIRECTOR: Megan Meadors |
| PROGRAM TITLE: Mom & Dad Project | PROGRAM DIRECTOR: Jeff Tunnell |
| TOTAL BUDGET: 642,283 |

| INITIATIVE: FCPF Nursing Parenting Programs | FINANCE OFFICER: Kelly Beale |
| WFP/CONTRACT #: PFSB19 |

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<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSB SALARY</th>
<th>FSB BENEFITS</th>
<th>FSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
</tbody>
</table>

1. **Megan Meadors**  
Position: Executive Director  
FTE: 0.50  
Pay Rate: 63.29  
# of Hours: 1040  
Benefit Rate: 25%  
FSB Salary: 65,822  
FSB Benefits: 16,455  
FSB Budget: 82,277  
Total Salary: 164,554  
First 5 % of Total Salary: 50%  
**OVERVIEW:** 
Oversees and coordinates all aspects of the program. Responsible for all reporting to First 5, and attends all applicable First 5 Functions. Acts as liaison between B/CHD Business Board/Foundation Board and Staff, as well as between First 5 and the Board(s). Responsible for implementation/planning and coordinating all classes, workshops, etc. Responsible for oversight of staff. Responsible for all marketing and outreach efforts. Responsible for training and goal setting aspects for staff. Responsible for overseeing subcontract in the Western Region of the San Bernardino Mountains.

2. **Jeff Tunnell**  
Position: Father Engagement Coordinator  
FTE: 0.90  
Pay Rate: 27.34  
# of Hours: 1872  
Benefit Rate: 25%  
FSB Salary: 51,180  
FSB Benefits: 12,795  
FSB Budget: 63,976  
Total Salary: 71,084  
First 5 % of Total Salary: 90%  
**DESCRIPTION/ JUSTIFICATION:** 
Parenting Program: Responsible for facilitating the Nurturing Prenatal Program and as well as a Nurturing Skills Program. Responsible for recruitment and retention of participants. Responsible for working with the family health clinic and prenatal women that are seen in the facility. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients’ FDM’s and Case Management activities. Responsible for help oversee and implement NPP programs at Mountain Counseling and Training Inc. 

3. **Nikole McGinrey**  
Position: Maternal Health Coordinator  
FTE: 0.65  
Pay Rate: 22.83  
# of Hours: 1152  
Benefit Rate: 25%  
FSB Salary: 30,886  
FSB Benefits: 7,727  
FSB Budget: 38,613  
Total Salary: 50,408  
First 5 % of Total Salary: 80%  
**DESCRIPTION/ JUSTIFICATION:** 
Responsible for facilitating the Nurturing Parenting Programs in Spanish. Responsible for recruitment and retention of participants. Responsible for working with the Spanish Speaking community to provide education in a manner that is culturally appropriate for the Spanish Speaking Community in the Bear. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients’ FDM’s and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc.

4. **Tania Vara**  
Position: Latino Outreach Coordinator  
FTE: 0.50  
Pay Rate: 18.44  
# of Hours: 1040  
Benefit Rate: 25%  
FSB Salary: 10,178  
FSB Benefits: 4,794  
FSB Budget: 14,972  
Total Salary: 24,464  
First 5 % of Total Salary: 50%  
**DESCRIPTION/ JUSTIFICATION:** 
Responsible for all financial/program reporting to First 5, as an overseer by the Director. Responsible to ensure that all record keeping is accurate, both fiscal and programmatic. Responsible for all ordering or program materials, curriculum, office supplies, etc. Responsible for day-to-day functioning of the office. Responsible for timely reporting to Community Educators and Case Managers on assessments, case management sessions, ASD, class make ups, and additional information needed to successfully graduate participants. Responsible to run reports to make sure that Data is accurate and clean. Responsible for communicating with First 5 San Bernadino’s data team regarding questions, concerns or additional information.

5. **Gary McKinzie**  
Position: Data Entry/Analyst  
FTE: 0.80  
Pay Rate: 21.14  
# of Hours: 1664  
Benefit Rate: 25%  
FSB Salary: 35,177  
FSB Benefits: 8,794  
FSB Budget: 43,971  
Total Salary: 52,964  
First 5 % of Total Salary: 80%  
**DESCRIPTION/ JUSTIFICATION:** 
Responsible for providing licensed child care while classes are being taught that require a child care provider to be present. Responsible for facilitating Nurturing Parent Child Enrichment sessions.

6. **TBH**  
Position: Structured Childcare  
FTE: 0.40  
Pay Rate: 16.72  
# of Hours: 832  
Benefit Rate: 11%  
FSB Salary: 13,911  
FSB Benefits: 1,541  
FSB Budget: 15,452  
Total Salary: 38,903  
First 5 % of Total Salary: 40%  
**DESCRIPTION/ JUSTIFICATION:** 
For this contract we are looking to hire a Data Manager who can oversee and interpret data, to guide our program moving forward. This specific person would be responsible for all presentations to First 5, would provide oversight to the Data Analyst as well as the Mountain Region Collaborative a more robust data set to work with to build capacity. This person would also shadow our current Father Engagement Coordinator as a form of succession planning for the future of the Dad Project. This person would also be able to offer Nurturing Father classes in Spanish.

7. **TBH**  
Position: Data Manager  
FTE: 0.30  
Pay Rate: 24.85  
# of Hours: 1040  
Benefit Rate: 25%  
FSB Salary: 23,743  
FSB Benefits: 5,936  
FSB Budget: 29,679  
Total Salary: 59,358  
First 5 % of Total Salary: 50%  
**DESCRIPTION/ JUSTIFICATION:** 
Parenting Program: Responsible for facilitation of the Nurturing Parent Program and as well as a Nurturing Skills Program. Responsible for recruitment and retention of participants. Responsible for working with the family health clinic and parents that are seen in the facility. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients’ FDM’s and Case Management activities. Responsible for oversight of subcontract in the Western Region of the San Bernardino Mountains.

8. **Johanna Suender**  
Position: Community Educator- Dental Navigator  
FTE: 0.50  
Pay Rate: 22.83  
# of Hours: 1040  
Benefit Rate: 25%  
FSB Salary: 23,743  
FSB Benefits: 5,936  
FSB Budget: 29,679  
Total Salary: 59,358  
First 5 % of Total Salary: 50%  
**DESCRIPTION/ JUSTIFICATION:** 
Responsible for oversite of subcontract in the Western Region of the San Bernardino Mountains.

**Total Salaries & Benefits:** $288,395 $95,051 $358,446 $680,475

**Table:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>Pay Rate</th>
<th># of Hours</th>
<th>Benefit Rate</th>
<th>FSB Salary</th>
<th>FSB Benefits</th>
<th>FSB Budget</th>
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<th>First 5 % of Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Megan Meadors</td>
<td>Executive Director</td>
<td>0.50</td>
<td>63.29</td>
<td>1040</td>
<td>25%</td>
<td>65,822</td>
<td>16,455</td>
<td>82,277</td>
<td>164,554</td>
<td>50%</td>
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<tr>
<td>Cory McClintock</td>
<td>Executive Director</td>
<td>0.50</td>
<td>63.29</td>
<td>1040</td>
<td>25%</td>
<td>65,822</td>
<td>16,455</td>
<td>82,277</td>
<td>164,554</td>
<td>50%</td>
</tr>
<tr>
<td>Jeff Tunnell</td>
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<td>Nikole McGinrey</td>
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<td>1152</td>
<td>25%</td>
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<td>7,727</td>
<td>38,613</td>
<td>50,408</td>
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<td>4,794</td>
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<td>TBH</td>
<td>Structured Childcare</td>
<td>0.40</td>
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<td>TBH</td>
<td>Data Manager</td>
<td>0.30</td>
<td>24.85</td>
<td>1040</td>
<td>25%</td>
<td>23,743</td>
<td>5,936</td>
<td>29,679</td>
<td>59,358</td>
<td>50%</td>
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<td>0.50</td>
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<td>1040</td>
<td>25%</td>
<td>23,743</td>
<td>5,936</td>
<td>29,679</td>
<td>59,358</td>
<td>50%</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Bear Valley Community Healthcare</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Mom &amp; Dad Project</td>
</tr>
<tr>
<td>DIRECTOR:</td>
<td>Megan Meadors</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Jeff Tunnell</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>FCSP-E Nurturing Parenting Program</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Kathy Bruer</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS078</td>
</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2020-2021</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$642,281</td>
</tr>
</tbody>
</table>

### II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SERVICES &amp; SUPPLIES</td>
<td>1%</td>
<td>$4,500</td>
<td>Services and supplies are used for the general functioning of the program. This includes NPP curriculum, and other books and reference material associated with a successful NPP program. Also included is supplies needed for the child enrichment classes, crafts, books and other supportive program materials.</td>
</tr>
<tr>
<td>2. program support</td>
<td>1%</td>
<td>$3,500</td>
<td>Program Support refers to incentives given to participants upon successful completion of the NPP programs. We also provide transportation vouchers if necessary to attend classes. From time to time we use incentives to avoid the 8 week drop off from the NPP classes.</td>
</tr>
<tr>
<td>3. training</td>
<td>0%</td>
<td>$2,000</td>
<td>Staff development and training pertaining to NPP and FDM.</td>
</tr>
<tr>
<td>4. advertising</td>
<td>1%</td>
<td>$6,500</td>
<td>Used to advertise the program and events through traditional advertising as well as social media buys, flyers and additional advertising materials.</td>
</tr>
<tr>
<td>5. printing</td>
<td>0%</td>
<td>$500</td>
<td>Printing of calendars, brochures, cards and other literature to promote NPP and FDM.</td>
</tr>
<tr>
<td>6. office supplies</td>
<td>0%</td>
<td>$2,500</td>
<td>Office supplies, paper, pens and additional items to help the office function in an appropriate manner.</td>
</tr>
<tr>
<td>7. equipment</td>
<td>1%</td>
<td>$3,500</td>
<td>Copier, Computers and other equipment needed to run the NPP and FDM programs.</td>
</tr>
<tr>
<td>8. peer parent support</td>
<td>0%</td>
<td>$1,500</td>
<td>Incentive money used to engage parent advocates to work with parents through the NPP/FDM programs.</td>
</tr>
<tr>
<td>9. utilities- phone-electric-gas</td>
<td>1%</td>
<td>$5,000</td>
<td>Utilities associated with the space and time used for NPP and FDM programs.</td>
</tr>
<tr>
<td>10.</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Services &amp; Supplies</td>
<td></td>
<td>$29,500</td>
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124
<table>
<thead>
<tr>
<th>III. FOOD</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event(s):</td>
<td>TOTAL F5SB BUDGET</td>
<td>Description/Justification:</td>
<td></td>
</tr>
<tr>
<td>1. Food</td>
<td>5,765</td>
<td>Used to incentivize families to attend classes, activities and workshops.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Used for meetings and trainings for the NPP/FDM Program</td>
<td></td>
</tr>
<tr>
<td>Total Food</td>
<td>$5,765</td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>IV. TRAVEL</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Destination:</td>
<td>Purpose:</td>
<td>TOTAL F5SB BUDGET</td>
<td>Description/Justification:</td>
</tr>
<tr>
<td>1.</td>
<td>Travel</td>
<td>2,000</td>
<td>Travel associated with the NPP/FDM program, including the FCSP-E expansion program.</td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td>2,000</td>
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<table>
<thead>
<tr>
<th>V. SUBCONTRACTORS</th>
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<tbody>
<tr>
<td>Organization Name:</td>
<td>TOTAL F5SB BUDGET</td>
<td>Description/Justification:</td>
<td></td>
</tr>
<tr>
<td>1. Mountain Counseling and Training</td>
<td>200,752</td>
<td>Mountain Counseling Inc will be modeling our program in the Western Region of the Mountain Communities to establish a region wide approach that will leverage additional funding and sustainability for our programs.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Subcontractors</td>
<td>200,752</td>
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</table>

<table>
<thead>
<tr>
<th>VI. INDIRECT COSTS</th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Percent: 8%</td>
<td>48,216</td>
<td>Indirect cost at 8.25% associated with the NPP/FDM program being facilitated at The Mom &amp; Dad Project.</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION:</td>
<td>Bear Valley Community Healthca</td>
<td></td>
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<tr>
<td>---------------</td>
<td>--------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>Mom &amp; Dad Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>FCSP-E Nurturing Parenting Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIRECTOR:</td>
<td>Megan Meadors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Jeff Tunnell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Kathy Bruer</td>
<td></td>
<td></td>
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<tr>
<td>RFP/CONTRACT #:</td>
<td>FS078</td>
<td></td>
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</tbody>
</table>

| Basis: | |
| Total Indirect Costs | 48,216 |

| TOTAL FIRST 5 BUDGET | $ 642,281 |
FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2021-2022

ORGANIZATION: Bear Valley Community Healthcare District
DIRECTOR: Megan Meadows

PROGRAM TITLE: Mom & Dad Project
PROGRAM DIRECTOR: Jeff Tunnell

TOTAL BUDGET: $772,798

INITIATIVE: FCP-F Nursing Parenting Programs
FINANCE OFFICER: Kathy Rauer

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 Megan Meadows Executive Director 0.50 66.45 1040 25% 60,108 17,277 86,385 172,770 50%

Overview and coordinates all aspects of the program. Responsible for all reporting to First 5, and attends all applicable First 5 Functions. Acts as liaison between BVCHD Business Board/Foundation Board and Staff, as well as between First 5 and the Board. Responsible for implementation/planning and coordinating all classes, workshops, etc. Responsible for oversight of staff. Responsible for all marketing and outreach efforts. Responsible for training and goal setting aspects for staff. Responsible for overall subcontracts in the Western Region of the San Bernadino Mountains.

2 Jeff Tunnell Father Engagement Coordinator 0.30 28.64 1040 25% 53,614 13,404 67,018 74,664 90%

Parenting Program. Responsible for parenting outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients' FDM's and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc. Responsible for back overate of the NPP program at The Mom & Dad Project. Responsible to attend and represent The Mom & Dad Project at all FCP-F meetings as well as the collaborative meetings with IECC.

3 Nicole McGinley Maternal Health Coordinator 0.65 23.97 1352 25% 32,407 8,102 40,509 62,322 65%

Responsible for facilitation of the Nurturing Parenting Programs in Spanish. Responsible for recruitment and retention of participants. Responsible for working with the Spanish Speaking community to provide education in a manner that is culturally appropriate for the Spanish Speaking Community in the Bear. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients' FDM's and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc.

4 Tania Vara Latino Outreach Coordinator 0.50 19.36 1040 25% 20,134 5,034 25,168 50,336 50%

Responsible for providing licensed child care while classes are being taught that require a child care provider to be present. Responsible for facilitating Nurturing Parent Child Enrichment sessions.

5 Cory McNicholl Data Entry/ Analyst 0.80 22.15 1664 25% 36,924 9,231 46,155 57,694 80%

Responsible for all financial/program reporting to First 5, as seen over by the Director. Responsible to ensure that all record keeping is accurate, both fiscal and programmatic. Responsible for all ordering or program materials, curriculum, office supplies, etc. Responsible for day-to-day functioning of the above. Responsible for timely reporting to Community Educators and Care Managers on assessments, case management sessions, AID's, clean make ups, and additional information needed to successfully graduate participants. Responsible to run reports to make sure that data is accurate and clean. Responsible for communicating with First 5 San Bernadino's data team regarding questions, concerns or additional information.

6 FSSB Structured Childcare 0.40 17.55 832 11% 14,602 1,606 16,208 40,519 40%

For this contract we are looking to hire a Data Manager who can oversee and interpret data, to guide our program moving forward. This specific person would be responsible for all presentations to First 5, would provide oversight to the Data Analyst as well as the Maricopa County Collaborative. Collaborative a more robust data set to work with to build capacity. This person would also shadow our current Father Engagement Coordinator as a form of succession planning for the future of the Dad Project. This person would also be able to offer Nurturing Father classes in Spanish.

7 FSSB Data Manager 0.90 26.10 1871 25% 48,850 12,212 61,062 87,072 90%

Parenting Program: Responsible for facilitation of the Nurturing Parenting Programs. Responsible for recruitment and retention of participants. Responsible for working with the family health clinic and parents that are seen in the facility. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients' FDM's and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc.

8 Johanna Suander Community Educator- Dental Navigator 0.50 23.97 1040 25% 24,929 6,234 31,161 62,322 50%

Responsible for helping to oversee essential NPP programs at Mountain Counseling and Training Inc.
**FIRST 5 SAN BERNARDINO**
**PROGRAM BUDGET**
**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION: Bear Valley Community Healthcare District</th>
<th>DIRECTOR: Megan Meadors</th>
<th>PROGRAM YEAR: 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE: Mom &amp; Dad Project</td>
<td>PROGRAM DIRECTOR: Jeff Tunnell</td>
<td>TOTAL BUDGET: 772,798</td>
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<tr>
<td>INITIATIVE: FCSIP-E Nurturing Parenting Programs</td>
<td>FINANCE OFFICER: Kathy Bruer</td>
<td>RFP/CONTRACT #: FS078</td>
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<table>
<thead>
<tr>
<th>LINE</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>F5SB SALARY</th>
<th>F5SB BENEFITS</th>
<th>F5SB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
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<tr>
<td>I.</td>
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<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
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# FIRST 5 SAN BERNARDINO

## PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

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<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Bear Valley Community Healthcare District</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Mom &amp; Dad Project, FCSP-E Nurturing Parenting Programs</td>
</tr>
<tr>
<td>DIRECTOR:</td>
<td>Megan Meadors</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Jeff Tunnell</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Kathy Bruer</td>
</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2021-2022</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>772,798</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS078</td>
</tr>
</tbody>
</table>

## II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation:</th>
<th>TOTAL FSSB BUDGET ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 SERVICES &amp; SUPPLIES</td>
<td>1%</td>
<td>$4,500</td>
<td>Services and supplies are used for the general functioning of the program. This includes NPP curriculum, and other books and reference material associated with a successful NPP program. Also included is supplies needed for the child enrichment classes, crafts, books and other supportive program materials.</td>
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<td>2 program support</td>
<td>0%</td>
<td>$3,500</td>
<td>Program Support refers to incentives given to participants upon successful completion of the NPP programs. We also provide transportation vouchers if necessary to attend classes. From time to time we use incentives to avoid the 8 week drop off from the NPP classes.</td>
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<tr>
<td>3 training</td>
<td>0%</td>
<td>$2,000</td>
<td>Staff development and training pertaining to NPP and FDM.</td>
</tr>
<tr>
<td>4 advertising</td>
<td>1%</td>
<td>$6,500</td>
<td>Used to advertise the program and events through tradition advertising as well as social media buys, flyers and additional advertising materials.</td>
</tr>
<tr>
<td>5 printing</td>
<td>0%</td>
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<td>Printing of calendars, brochures, cards and other literature to promote NPP and FDM.</td>
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<tr>
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<td>0%</td>
<td>$2,500</td>
<td>Office supplies, paper, pens and additional items to help the office function in an appropriate manner.</td>
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<tr>
<td>7 equipment</td>
<td>0%</td>
<td>$3,500</td>
<td>Copier, Computers and other equipment needed to run the NPP and FDM programs.</td>
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<tr>
<td>8 peer parent support</td>
<td>0%</td>
<td>$1,500</td>
<td>Incentive money used to engage parent advocates to work with parents through the NPP/FDM programs.</td>
</tr>
<tr>
<td>9 utilities- phone-electric-gas</td>
<td>1%</td>
<td>$5,000</td>
<td>Utilities associated with the space and time used for NPP and FDM programs.</td>
</tr>
<tr>
<td>10</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### FISCAL YEAR: 2021-2022

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<tbody>
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<td>PROGRAM TITLE:</td>
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<td>INITIATIVE:</td>
<td></td>
</tr>
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</tbody>
</table>

## III. TOTAL F5SB BUDGET

### FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>food</td>
<td>$5,765</td>
<td>Used to incentivize families to attend classes, activities and workshops.</td>
</tr>
<tr>
<td>food</td>
<td>$5,765</td>
<td>Used for meetings and trainings for the NPP/FDM Program</td>
</tr>
<tr>
<td>Total Food</td>
<td>$11,530</td>
<td></td>
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</tbody>
</table>

## IV. TOTAL F5SB BUDGET

### TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>travel</td>
<td>travel</td>
<td>$2,000</td>
<td>Travel associated with the NPP/FDM program, including the FCSP-E expansion program.</td>
</tr>
</tbody>
</table>

| Total Travel | $2,000 |

## V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain Counseling and Training</td>
<td>$299,339</td>
<td>Mountain Counseling Inc will be modeling our program in the Western Region of the Mountain Communities to establish a region wide approach that will leverage additional funding and sustainability for our programs.</td>
</tr>
</tbody>
</table>

| Total Subcontractors | $299,339 |
## FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
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<tbody>
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<td>PROGRAM TITLE:</td>
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<td>RFP/CONTRACT #:</td>
<td>FS078</td>
</tr>
</tbody>
</table>

### VI. INDIRECT COSTS

| Percent: | 8% |
| Basis: | |
| Total Indirect Costs | $62,528 |

- Indirect cost at 8.25% associated with the NPP/FDM program being facilitated at The Mom & Dad Project.

### TOTAL FIRST 5 BUDGET

<p>| TOTAL FIRST 5 BUDGET | $772,798 |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cory McClintock</td>
<td>Business Analyst</td>
<td>0.40</td>
<td>18.42</td>
<td>832</td>
<td>11%</td>
<td>15,325</td>
<td></td>
<td></td>
<td>1,686</td>
<td>17,011</td>
<td>42,528</td>
</tr>
<tr>
<td>Megan Meadors</td>
<td>Program Director</td>
<td>0.50</td>
<td>25.16</td>
<td>1040</td>
<td>25%</td>
<td>26,166</td>
<td></td>
<td></td>
<td>6,542</td>
<td>32,708</td>
<td>65,416</td>
</tr>
<tr>
<td>Jeff Tunnell</td>
<td>Coordinator</td>
<td>0.90</td>
<td>30.04</td>
<td>1872</td>
<td>25%</td>
<td>56,235</td>
<td>14,059</td>
<td>70,294</td>
<td>78,104</td>
<td>90%</td>
<td>Parenting Program: Responsible for facilitation of the Nurturing Prenatal Program and well as a Nurturing Skills Program. Responsible for recruitment and retention of participants. Responsible for working with the family health clinic and prenatal women that are seen in the facility. Responsible for planning for the future of The Dad Project. This person would also be responsible for offering Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients' FDM's and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc.</td>
</tr>
<tr>
<td>Nichole McGinney</td>
<td>Maternal Health Coordinator</td>
<td>0.65</td>
<td>23.16</td>
<td>1352</td>
<td>25%</td>
<td>34,016</td>
<td>8,504</td>
<td>42,520</td>
<td>65,416</td>
<td>80%</td>
<td>Parenting Program: Responsible for facilitating the Nurturing Parenting Program in Spanish. Responsible for recruitment and retention of participants. Responsible for working with the Spanish Speaking community to provide education in a manner that is culturally appropriate for the Spanish Speaking Community in Big Bear. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients' FDM's and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc.</td>
</tr>
<tr>
<td>Tania Vara</td>
<td>Outreach Coordinator</td>
<td>0.50</td>
<td>20.03</td>
<td>1040</td>
<td>25%</td>
<td>21,133</td>
<td>5,283</td>
<td>26,416</td>
<td>52,832</td>
<td>80%</td>
<td>Responsible for facilitation of the Nurturing Prenatal Program in Spanish. Responsible for recruitment and retention of participants. Responsible for working with the Spanish Speaking community to provide education in a manner that is culturally appropriate for the Spanish Speaking Community in Big Bear. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients' FDM's and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc.</td>
</tr>
<tr>
<td>Cary McClintock</td>
<td>Data Entry/ Analyst</td>
<td>0.80</td>
<td>21.29</td>
<td>1664</td>
<td>25%</td>
<td>38,755</td>
<td>9,689</td>
<td>48,444</td>
<td>60,554</td>
<td>80%</td>
<td>Responsible for all financial/reporting to First 5, as seen by the Director. Responsible to ensure that all record keeping is accurate, both fiscal and programmatic. Responsible for all ordering or program materials, curriculum, office supplies, etc. Responsible for day-to-day functioning of the overall office. Responsible for timely reporting to Community Educators and Case Managers on assessments, case management sessions, ASQ's, class make ups, and additional information needed to successfully graduate participants. Responsible to run reports to make sure that Data is accurate and clean. Responsible for communicating with First 5 San Bernardino's data team regarding questions, concerns or additional information.</td>
</tr>
<tr>
<td>Kathryn Vara</td>
<td>Structural Childcare</td>
<td>0.40</td>
<td>18.42</td>
<td>832</td>
<td>11%</td>
<td>15,325</td>
<td>1,686</td>
<td>17,011</td>
<td>42,528</td>
<td>40%</td>
<td>Responsible for providing licensed child care while classes are being taught that require a child care provider to be present. Responsible for facilitating Nurturing Parent Child Enrichment sessions.</td>
</tr>
<tr>
<td>TBH</td>
<td>Data Manager</td>
<td>0.90</td>
<td>28.29</td>
<td>1872</td>
<td>25%</td>
<td>52,919</td>
<td>13,240</td>
<td>66,199</td>
<td>73,504</td>
<td>90%</td>
<td>(HOUSEKEEPING) The Parenting Education Center experiences high traffic, and usage. Housekeeping services are needed to clean and sanitize toys and various areas throughout the center after each day to maintain OSHA standards of cleanliness.</td>
</tr>
<tr>
<td>Johanna Suender</td>
<td>Community Educator: Dental</td>
<td>0.50</td>
<td>21.29</td>
<td>1040</td>
<td>25%</td>
<td>26,166</td>
<td>6,542</td>
<td>32,708</td>
<td>65,416</td>
<td>65%</td>
<td>Parenting Program: Responsible for facilitation of the Nurturing Skills Program. Responsible for recruitment and retention of participants. Responsible for working with the family health clinic and parents that are seen in the facility. Responsible for recruitment and retention of clients. Responsible for implementing outreach coordination, including facilitation of Nurturing Parenting Programs, light touch linkage and referrals to all classes, medical, dental, basic needs, insurance, and all other care coordination of program clients. Responsible for all clients' FDM's and Case Management activities. Responsible to help oversee and implement NPP programs at Mountain Counseling and Training Inc.</td>
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## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2022-2023

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<tr>
<th>ORGANIZATION:</th>
<th>Bear Valley Community Healthcare District</th>
<th>DIRECTOR:</th>
<th>Megan Meadows</th>
<th>PROGRAM YEAR:</th>
<th>2022-2023</th>
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</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Mom &amp; Dad Project</td>
<td>PROGRAM DIRECTOR:</td>
<td>Jeff Tunnell</td>
<td>TOTAL BUDGET:</td>
<td>891,490</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>FCSP-E Nurturing Parenting Programs</td>
<td>FINANCE OFFICER:</td>
<td>Kathy Bruer</td>
<td>RFP/CONTRACT #:</td>
<td>FS078</td>
</tr>
</tbody>
</table>

### Salaries & Benefits

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>F5SB SALARY</th>
<th>F5SB BENEFITS</th>
<th>F5SB BUDGET</th>
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<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td>$337,129</td>
<td>$37,137</td>
<td>$394,266</td>
<td>$639,754</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
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133
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2022-2023

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<thead>
<tr>
<th>ORGANIZATION: Bear Valley Community Healthcare District</th>
<th>DIRECTOR: Megan Meadors</th>
<th>PROGRAM YEAR: 2022-2023</th>
<th>TOTAL BUDGET: 891,490</th>
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<tbody>
<tr>
<td>PROGRAM TITLE: Mom &amp; Dad Project FCSP-E Nurturing Parenting Programs</td>
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<td></td>
<td>RFP/CONTRACT #: FS078</td>
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<td>INITIATIVE:</td>
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<tr>
<td>1 SERVICES &amp; SUPPLIES</td>
<td>1%</td>
<td>$ 4,500</td>
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<td>$ 1,500</td>
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<td>0%</td>
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Total Services & Supplies | $ 29,500 |
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2022-2023

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### III. FOOD

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<tr>
<th>Event(s):</th>
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</thead>
<tbody>
<tr>
<td>1 food</td>
<td>$5,765</td>
<td>Used to incentivize families to attend classes, activities and workshops. Used for meetings and trainings for the NPP/FDM Program</td>
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<td></td>
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<td></td>
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### IV. TRAVEL

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<th>Purpose:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 travel</td>
<td></td>
<td>$2,000</td>
<td>Travel associated with the NPP/FDM program, including the FCSP-E expansion program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td>$2,000</td>
<td></td>
</tr>
</tbody>
</table>

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mountain Counseling and Training</td>
<td>$392,017</td>
<td>Mountain Counseling Inc will be modeling our program in the Western Region of the Mountain Communities to establish a region wide approach that will leverage additional funding and sustainability for our programs.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Subcontractors</td>
<td>$392,017</td>
<td></td>
</tr>
</tbody>
</table>

### VI. INDIRECT COSTS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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135
## FIRST 5 SAN BERNARDINO

### PROGRAM BUDGET

**FISCAL YEAR:** 2022-2023

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Bear Valley Community Healthcare District</th>
</tr>
</thead>
</table>
| **PROGRAM TITLE:** | Mom & Dad Project  
FCSP-E Nurturing Parenting Programs |
| **INITIATIVE:** | |  
| **DIRECTOR:** | Megan Meadors  
| **PROGRAM DIRECTOR:** | Jeff Tunnell |
| **FINANCE OFFICER:** | Kathy Bruer |
| **TOTAL BUDGET:** | $891,490 |
| **RFP/CONTRACT #:** | FS078 |

### Percent: 8%

| Basis: | 67,942 |
| Total Indirect Costs | 67,942 |

### TOTAL FIRST 5 BUDGET

| | $891,490 |

*Indirect cost at 8.25% associated with the NPP/FDM program being facilitated at The Mom & Dad Project.*
# AGENCY INFORMATION

<table>
<thead>
<tr>
<th>Contract #</th>
<th>FS078</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity</td>
<td>Bear Valley Community Healthcare District</td>
</tr>
<tr>
<td>Dept./Division</td>
<td>The Mom &amp; Dad Project</td>
</tr>
<tr>
<td>Project Name</td>
<td>(FCSP-E) Nurturing Parenting Program</td>
</tr>
</tbody>
</table>
| Address | 41820 Garstin Blvd  
PO Box 1649 Big Bear Lake Ca 92315 |
| Phone # | 909-878-2326 |
| Website | www.momanddadproject.com |
| Fax # | 909-878-7249 |
| Program Site Address | 41820 Garstin Drive  
Big Bear Lake Ca 92315 |
| Client Referral Phone # | 909-878-2326 |

## CONTACT INFORMATION

### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

<table>
<thead>
<tr>
<th>Name</th>
<th>John Friel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Chief Operating Officer</td>
</tr>
</tbody>
</table>
| Address | 41820 Garstin Drive  
PO Box 1649 Big Bear Lake Ca 92315 |
| Direct Phone # | 909-878-8214 |
| Fax # | 909-878-7249 |
| E-Mail | John.friel@bvchd.com |

### CONTRACT REPRESENTATIVE

<table>
<thead>
<tr>
<th>Name</th>
<th>Megan Meadors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>
| Address | 41820 Garstin Drive  
PO Box 1649 Big Bear Lake Ca 92315 |
| Direct Phone # | 909-878-2326 |
| Fax # | 909-878-7249 |
| E-Mail | megmeadors@hotmail.com |

### PROGRAM CONTACT

<table>
<thead>
<tr>
<th>Name</th>
<th>Jeff Tunnell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Program Supervisor</td>
</tr>
</tbody>
</table>
| Address | 41820 Garstin Drive  
PO Box 1649 Big Bear Lake Ca 92315 |
| Direct Phone # | 909-878-2326 |
| Fax # | 909-878-7249 |
| E-Mail | jeffryatunnell@gmail.com |

### FISCAL CONTACT

<table>
<thead>
<tr>
<th>Name</th>
<th>Kathy Bruer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Controller</td>
</tr>
</tbody>
</table>
| Address | 41820 Garstin Drive  
PO Box 1649 Big Bear Lake Ca 92315 |
| Direct Phone # | 909-866-6501 |
| Fax # | 909-878-7249 |
| E-Mail | Kathy.bruer@bvchd.com |
**ADDITIONAL CONTACT (Describe):** Program  
**Name:** Michael Beavers  
**Title:** Executive Director - Mountain Counseling and Training  
**Address:** 340 CA-138, Crestline, CA 92325  
**Direct Phone #:** 909-709-5932  
**E-Mail:** Michael@MountainCounseling.org

**PROGRAM INFORMATION**

**TYPE OF AGENCY**  
- [ ] Educational Institution  
  **Describe:** Choose an item.  
- [ ] Government Agency  
  **Describe:** Choose an item.  
- [ ] Private Entity/Institution  
  **Describe:** Choose an item.  
- [x] Community-Based  
  **Describe:** Non Profit

**FIRST 5 FOCUS AREA STRATEGY**

- [ ] Health  
  - [ ] Early Screening and Intervention  
  - [ ] Health Care Access  
  - [ ] Oral Health  
  - [ ] Health & Safety Education  
  - [ ] Other:

- [ ] Education  
  - [ ] Early Education Programs  
  - [ ] Access to Quality Child Care  
  - [ ] Quality Provider Programs  
  - [ ] Other:

- [x] Family  
  - [x] Parent Education  
  - [x] Resource Center & Case Management  
  - [ ] Other:

- [ ] Systems  
  - [ ] Integrated Systems Planning & Implementation  
  - [ ] Countywide Information Referral Systems  
  - [ ] Organizational Capacity Building  
  - [ ] Community Outreach  
  - [ ] Other:
PROGRAM DESCRIPTION
This Group-based program utilizes Nurturing Parenting curriculum as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in San Bernardino’s County Mountain Region. Mountain Counseling & Training, Inc. plans to model the successful BVCHD Mom & Dad Project’s program, in the Western region of the San Bernardino Mountains. 166+ participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

SERVICE AREA (LOCATIONS)
Big Bear Lake, Big Bear City, Erwin Lake, Baldwin Lake, Sugarloaf, Moonridge, Fawnskin, Lake Arrowhead, RIM, Sky Forrest, Crestline, and additional mountain communities.

COMMISSION LEVEL OUTCOMES
SSPA 1: Children and Families:
   1.3 a) Children are free from abuse and neglect.
   1.3 b) Parents provide developmentally appropriate care.
   1.3 c) Families are resilient.

SPA 2: Systems and Networks:
   2.2a) Community organizations and groups are equipped to effectively serve children and families.
   2.2 b) Workforce is developed to effectively serve children and families.

ASSIGNED ANALYST: Wendy Lee, Psy.D. SAI

CONTRACT AMOUNT

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td>$642,281</td>
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<tr>
<td>2021-2022</td>
<td>$772,798</td>
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<tr>
<td>2022-2023</td>
<td>$891,490</td>
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<tr>
<td>Total</td>
<td>$2,306,569</td>
</tr>
<tr>
<td>NAME OF SITE, SITE ADDRESS, PHONE NUMBER &amp; CONTACT NAME</td>
<td>NUMBER OF PARTICIPANTS SERVED</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
</tbody>
</table>
| The Mom & Dad Project  
41820 Garstin Drive (PO Box 1649) Big Bear Lake Ca 92315  
Megan Meadors, Executive Director- Program Lead | 125 |
| Mountain Counseling and Training  
340 Ca 138, Crestline Ca 92325  
Michael Beavers, CEO | 41 |
THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)
Chino Valley Unified School District

Department/Division
Health Services/Child Development

Address
5130 Riverside Drive
Chino, CA 91710

Program Address (if different from legal address):
12970 Third Street
Chino, CA 91710

Phone
(909) 628-1201 Ext. 8918

Federal ID No.
95-6000586

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

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

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

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

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

**Adult-Adolescent Parent Inventory (AAPI)**: An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

**Adverse Childhood Experiences (ACEs)**: Describes all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. (CDC).

**Affordable Care Act (ACA)**: Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

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

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

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

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

**California Evidence-Based Clearinghouse (CEBC) for Child Welfare**: Advances the effective implementation of evidence-based practices for children and families involved with the child welfare system.

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

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

**Caries**: A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

**Carryover Clients**: A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

**Case Management**: Collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual’s and family’s comprehensive health needs through communication and available resources to promote patient safety, quality of care, and cost effective outcomes.
Collaborative: Agencies demonstrate ability working jointly with others, building coalition together.

Common Indicators: Common Indicators are a shared set of metrics among affiliates that are heavily influenced by local variations in HMG systems and inform local continuous quality improvement and system enhancements.

Connected: Child or family is receiving a service.

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

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

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

Demonstrated Outcomes: Data supported evidence that indicators addressed through the program demonstrate marked improvement.

Dental Home: Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

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

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child’s mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

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.

Dosage: The frequency and level of exposure to services offered to the participant.

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

Family Community Support Partnership (FCSP) Model: A prevention model with the objective to reduce risk of child abuse/neglect that can be replicated in San Bernardino County. The model component includes parent education curriculum (Nurturing Parenting Program) and structured case management (Family Development Matrix: Matrix Outcome Model).

Family Community Support Partnership – Expansion (FCSP-E): An intentional system designed to bridge, support and expand the FCSP model in a manner that aligns with F5SB Strategic Plan and systems approach.

Family Development Matrix (FDM): Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

Family Empowerment Plan: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s needs in a limited time frame based on a service plan and appropriately aligned with the FDM. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.
Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

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

Help Me Grow (HMG): Help Me Grow is a system of coordination used nationally to connect children to early screening and community services. The system builds collaboration across sectors, including child health care, early care and education, and family support. Through comprehensive physician and community outreach and centralized information and referral centers, families are linked with needed programs and services.

Help Me Grow Evaluation Advisory Board (HMG-EAB): Shared measurement platform reflects diverse organizations tackling complex issues, targeting slightly different groups and employing different strategies and activities agreed on a set of common and impact indicators that are shared and adequately reflect the important nuances of this work.

HMG Indicators: Enables HMG affiliates to monitor progress, share lessons learned, advocate for change, and consult with other affiliates.

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 benefitting 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.

Inland Empire Autism Assessment Center of Excellence (AACE): AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.


Maternal Health Network: A collective of service providers that support the maternal health system throughout San Bernardino County and engage in a collaborative process to identifying gaps to address in maternal health services.

Matrix Outcomes Model (MOM): A model that provides a set of complimentary assessment, case management and evaluation tools.

Mental Health Promotion: Related to improving the quality of life and potential for health rather than amelioration of symptoms and deficits.
**Notable Outcomes:** Worthy of note to promote a shared countywide data bank of evidenced based child abuse risk prevention and early intervention best practices

**Nurturing Parenting Program (NPP) for Parents and their Infants, Toddlers and Preschoolers:** A family-centered program designed for the prevention and treatment of child abuse and neglect. Both parents and their children birth to five years participate in home-based, group-based, or combination group-based and home-based program model. Lessons are competency-based ensuring parental learning and mastery of skills.

**Optimal Development:** A child is most likely to reach his/her full potential if he/she experiences consistent, predictable, enriched, and stimulating interactions in a context of attentive and nurturing relationships.

**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.

**Parent-Child Enrichment Activities:** Activities for parents and children to do together depending on child’s stages of development and individual interest.

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

**Parent-Peer:** Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

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

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

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

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

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

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

**Post-Assessment (AAPI-2.1 Form A):** Taken after completion of NPP sessions to measure effectiveness of NPP based on the risk identified in Pre-Assessment AAPI.

**Pre-Assessment (AAPI-2.1 Form B):** Take before NPP sessions begins to identify risk areas/constructs as a process to select NPP curriculum topics to target.

**Prevention:** Services that mitigate effects of risk and stress and address potential early relationship challenges or vulnerabilities that impact early development.

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

**Quality Improvement:** A systematic, formal approach to the analysis of practice and performance efforts to improve performance.

**Quality Start San Bernardino (QSSB):** Local Quality Rating and Improvement System (QRIS). QSSB is a collaborative effort charged with strengthening the quality of the early childhood education system county wide.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**Relationship Based Practice/Relational Informed Practice:** When you engage with a family, you help strengthen the partnership with them. There are six Relationships-Based Practices that can help promote family engagement. 1. Observe and describe the child’s behavior to open community with the family; 2. Reflect on the family’s perspective; 3. Support competence; 4. Focus on the family-child relationship; 5. Value a family’s passion; 6. Reflect on your own perspective.

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

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

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

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

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

**Scalable Service:** Agencies are capable of expanded or upgraded on demand to meet increased service needs.

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

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

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

**Sten Scores:** The data are plotted on the profile using sten scores as the unit of measurement. Sten scores are "standard ten scores" that are built for a normal distribution. Responses to the AAPI-2.1 for each of the subscales are categorized as Low Risk, Moderate Risk or High Risk for Child Maltreatment.

**Strengthening Families Framework:** The Strengthening Families framework is a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors. 1.) Parental resilience; 2.) Social connections; 3.) Knowledge of parenting and child development; 4.) Concrete support in times of need; 5.) Social and emotional competence of children.

**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.
**Trauma Informed Practice:** Strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasis physical, psychological and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.

**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.

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

### II. CONTRACTOR’S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan, and Attachment B – Program Budget. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, 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 provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

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

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

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

F. Contractor’s Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission’s web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor’s Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor’s performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section 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. Contractor’s governing board must meet not less than four times per year. No board member may be an employee of the organization and no paid staff member may serve as a voting member of the governing board. 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 [http://first5sanbernardino.org/CommissionPolicies.aspx](http://first5sanbernardino.org/CommissionPolicies.aspx) 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 [http://first5sanbernardino.org/CommissionPolicies.aspx](http://first5sanbernardino.org/CommissionPolicies.aspx) 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.

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.

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-Contributionary – All policies required herein are to be primary and non-contributionary 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 any way 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 “dropout” 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. 2-1-1 Registration**

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

**Y. 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.
Z. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines [http://first5sanbernardino.org/Portals/39/pdf/media_guidelines.pdf].

AA. 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.

BB. 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](http://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.

- **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.

- **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.

CC. 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.).

DD. 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 $611,546 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:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-21</td>
<td>$196,174</td>
<td>July 1, 2020 through June 30, 2021</td>
</tr>
<tr>
<td>2021-22</td>
<td>$203,757</td>
<td>July 1, 2021 through June 30, 2022</td>
</tr>
<tr>
<td>2022-23</td>
<td>$211,615</td>
<td>July 1, 2022 through June 30, 2023</td>
</tr>
</tbody>
</table>

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.

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 funds 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.

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.

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission’s rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.
VIII. TERM

A. This Contract is effective commencing July 1, 2020, and expires June 30, 2023, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for two (2) additional one (1)-year periods by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2023 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

**Contractor:** Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA 91710

**Commission:** First 5 San Bernardino  
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.
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, County of San Bernardino, 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, County of San Bernardino, 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 the County of San Bernardino 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 firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.
XIII. CONCLUSION

A. This Contract, consisting of 26 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.

continued on next page
Strategic Priority Area (SPA): Family Support
Goal: Families and communities are engaged, supported, and strengthened through resources and opportunities that assist them in nurturing, caring, and providing for their children’s success and well-being

<table>
<thead>
<tr>
<th>Expectation</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase parenting competencies and family self-sufficiency through a dual immersion of parenting classes and structured case management</td>
<td>Parents provide developmentally appropriate care, have the capacity and resources to thrive, and ensure children are free from abuse and neglect</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Dosage</th>
<th>Verification</th>
</tr>
</thead>
</table>
| Utilize Nurturing Parenting Program (NPP) curriculum to build upon parenting skills to reduce incidence of child abuse and neglect | Parent Education | Minimum one lesson per week | AAPI  
- Form A at program enrollment  
- Form B at program completion  
Family Demographic |
| Utilize the Matrix Outcomes Model (MOM) to assess and address families strengths and issues of concern as identified on the Family Development Matrix (FDM) | Case Management | Minimum one session per month | FDM Assessment at intake and thereafter every 90 days |
| Screen children for early developmental delays and refer accordingly per ASQ-3 Interval fidelity | Developmental Screening | At set intervals | ASQ-3 Completed within 30-45 calendar days of enrollment and follow ASQ-3 Interval Fidelity Developmental Referral Assessment when applicable |
| Provide developmentally appropriate activities for children in accordance with selected Nurturing Parenting Program (NPP) Curriculum | Child Enrichment | Per Child | Aggregate data entered in Persimmony |

Program Description:
TYKES NPP is a community collaborative designed to provide intensive parent education and case management support to parents and caregivers of children 0-5 living in the West End. Utilizing District-funded resource centers, TYKES will facilitate NPP (Prenatal Families and Infants, Toddlers and Preschoolers) Group and Home sessions and determine risk/assess family need via the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM). 70 participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### FISCAL YEAR: 2020-2021

| ORGANIZATION: | Chino Valley Unified School District |
| DIRECTOR: | Sherri Johnson, Psy.D. |
| PROGRAM TITLE: | TYKES NPP |
| PROGRAM DIRECTOR: | Liz Lara |
| INITIATIVE: | Family & Community Support & Partnership-Expansion |
| FINANCE OFFICER: | Liz Lara |
| TOTAL BUDGET: | 196,174 |
| RFP/CONTRACT #: | FS079 |

## SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Liz Lara</td>
<td>Family Services Program Specialist</td>
<td>0.25</td>
<td>41.50</td>
<td>520</td>
<td>43%</td>
<td>21,580</td>
<td>9,227</td>
<td>30,807</td>
<td>123,228</td>
<td>25$</td>
<td>The Program Specialist will oversee staff, monitor the subcontractor; attend collaborative meetings; complete all monthly/quarterly program and fiscal reports; purchase material/supplies as needed and submit Board agenda information.</td>
</tr>
<tr>
<td>2 Lucero Baeza</td>
<td>Grant Support Specialist</td>
<td>0.54</td>
<td>20.87</td>
<td>1114.8</td>
<td>59%</td>
<td>23,263</td>
<td>13,625</td>
<td>36,888</td>
<td>68,826</td>
<td>54$</td>
<td>The Grant Support Specialist will provide clerical support; assist with outreach; answer public inquiries; enter intake, assessment, evaluation data into Persimmony; assist with monthly/quarterly program and fiscal reports; and purchase materials and supplies as needed.</td>
</tr>
<tr>
<td>3 Maria DeLaTorre</td>
<td>Child Care Specialist/Facilitator</td>
<td>0.60</td>
<td>17.19</td>
<td>1250</td>
<td>76%</td>
<td>21,488</td>
<td>16,264</td>
<td>37,752</td>
<td>62,819</td>
<td>60$</td>
<td>The Child Care Specialist will plan, implement and oversee weekly NPP lessons/activities for children of program participants; will work with CS leaders to provide quality childcare for children 0-5. The Specialist will be NPP certified and assist with programming as needed.</td>
</tr>
</tbody>
</table>

Total Salaries & Benefits: $66,331 $ 39,116 $ 105,447 $ 254,873
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### Fiscal Year: 2020-2021

| Organization: | Chino Valley Unified School District |
| Director: | Sherri Johnson, Psy.D. |
| Program Title: | TYKES NPP |
| Program Director: | Liz Lara |
| Initiative: | Family & Community Support & Services & Supplies |
| Finance Officer: | Liz Lara |
| Program Year: | 2020-2021 |
| Total Budget: | 196,174 |
| RFP/Contract #: | FS079 |

## II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation</th>
<th>Total F5SB Budget ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Program Materials &amp; Supplies</td>
<td>1%</td>
<td>$2,700</td>
<td>Items related to program delivery, such as NPP workbooks and materials for children’s programming</td>
</tr>
<tr>
<td>2 Staff Training</td>
<td>0%</td>
<td>$500</td>
<td>Training to Children Network and county workshops</td>
</tr>
<tr>
<td>3 Printing</td>
<td>0%</td>
<td>$250</td>
<td>Duplication and reprographics cost for forms, brochures and flyers</td>
</tr>
<tr>
<td>4 Office Supplies</td>
<td>0%</td>
<td>$750</td>
<td>Copy paper, file folders, printer supplies, envelopes, binders, etc.</td>
</tr>
<tr>
<td>Total Services &amp; Supplies</td>
<td></td>
<td>$4,200</td>
<td></td>
</tr>
</tbody>
</table>

## III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>Total F5SB Budget</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food Expenses</td>
<td>900</td>
<td>Food for parents and children attending NPP programming.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Total Food</td>
<td>$900</td>
<td>Food for parents and children attending NPP programming.</td>
</tr>
</tbody>
</table>

## IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>Total F5SB Budget</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

## V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Total F5SB Budget</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Chino Valley Unified School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Sherri Johnson, Psy.D.</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>TYKES NPP</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Liz Lara</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Family &amp; Community Support &amp; Pa</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Liz Lara</td>
</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2020-2021</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>196,174</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS079</td>
</tr>
</tbody>
</table>

#### 1. City of Chino

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>80,100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subcontractor will hire 2 part-time parent facilitators/case managers to conduct NPP sessions and CS leaders to provide childcare. Expenses include standard benefits, mileage, fingerprinting and training.</td>
<td></td>
</tr>
</tbody>
</table>

#### VI. INDIRECT COSTS

| Percent: | Amount was calculated at 5% for CVUSD. It is unknown at this time what the county approved LEA rate will be for 2020/21; 2019/20 rate is 4.55% | 5,527 |
| Basis:    | Indirect rate is set by the county for each school district. |
| Total Indirect Costs | 5,527 |

**TOTAL FIRST 5 BUDGET**

<table>
<thead>
<tr>
<th></th>
<th>$ 196,174</th>
</tr>
</thead>
</table>

---

---
## FIRST 5 SAN BERNARDINO

### PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

**ORGANIZATION:** Chino Valley Unified School District  
**DIRECTOR:** Sherri Johnson, Psy.D.  
**FINANCE OFFICER:** Liz Lara

**PROGRAM TITLE:** TYKES NPP  
**PROGRAM DIRECTOR:** Liz Lara

### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>#</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td><strong>Liz Lara</strong></td>
<td>Family Services</td>
<td>0.25</td>
<td>41.37</td>
<td>520</td>
<td>43%</td>
<td>22,551</td>
<td>9,642</td>
<td>32,193</td>
<td>128,772</td>
<td>25%</td>
<td>The Program Specialist will oversee staff, monitor the subcontractor; attend collaborative meetings; complete all monthly/quarterly program and fiscal reports; purchase material/supplies as needed and submit Board agenda information.</td>
</tr>
<tr>
<td><strong>Lucero Baeza</strong></td>
<td>Grant Support Specialist</td>
<td>0.54</td>
<td>21.81</td>
<td>1114.8</td>
<td>59%</td>
<td>24,310</td>
<td>14,238</td>
<td>38,548</td>
<td>71,923</td>
<td>54%</td>
<td>The Grant Support Specialist will provide clerical support; assist with outreach; answer public inquiries; enter intake, assessment, evaluation data into Persimmony; assist with monthly/quarterly program and fiscal reports; and purchase materials and supplies as needed.</td>
</tr>
<tr>
<td><strong>Maria DeLaTorre</strong></td>
<td>Child Care Specialist/Facilitator</td>
<td>0.60</td>
<td>17.96</td>
<td>1250</td>
<td>76%</td>
<td>22,455</td>
<td>16,996</td>
<td>39,451</td>
<td>65,646</td>
<td>60%</td>
<td>The Child Care Specialist will plan, implement and oversee weekly NPP lessons/activities for children of program participants; work with CS leaders to provide quality childcare for children 0-5. The Specialist will be NPP certified and assist with programming as needed.</td>
</tr>
</tbody>
</table>

**Total Salaries & Benefits:** $69,316 | $40,876 | $110,192 | $266,342
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Chino Valley Unified School District</th>
</tr>
</thead>
<tbody>
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<td>Sherri Johnson, Psy.D.</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>TYKES NPP</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Family &amp; Community Support &amp; Partnership-Expansion</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Liz Lara</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Liz Lara</td>
</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2021-2022</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>203,757</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS079</td>
</tr>
</tbody>
</table>

### II. SERVICES & SUPPLIES

<table>
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<tr>
<th>Expense:</th>
<th>% of Allocation:</th>
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<td>0%</td>
<td>$500</td>
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<td>0%</td>
<td>$250</td>
<td>Duplication and reprographics cost for forms, brochures and flyers</td>
</tr>
<tr>
<td>4 Office Supplies</td>
<td>0%</td>
<td>$750</td>
<td>Copy paper, file folders, printer supplies, envelopes, binders, etc.</td>
</tr>
<tr>
<td>5 Total Services &amp; Supplies</td>
<td>0%</td>
<td>$4,200</td>
<td></td>
</tr>
</tbody>
</table>

### III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food Expenses</td>
<td>900</td>
<td>Food for parents and children attending NPP programming.</td>
</tr>
<tr>
<td>2 Total Food</td>
<td>$900</td>
<td></td>
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</table>

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Total Travel</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Chino Valley Unified School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Sherri Johnson, Psy.D.</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>TYKES NPP</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Family &amp; Community Support &amp; Partnership-Expansion</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Liz Lara</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Liz Lara</td>
</tr>
<tr>
<td>PROGRAM YEAR:</td>
<td>2021-2022</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>203,757</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS079</td>
</tr>
</tbody>
</table>

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. City of Chino</td>
<td>82,700</td>
<td>Subcontractor will hire 2 part-time parent facilitators/case managers to conduct NPP sessions and CS leaders to provide childcare. Expenses include standard benefits, mileage, fingerprinting and training.</td>
</tr>
<tr>
<td>2. Total Subcontractors</td>
<td>82,700</td>
<td></td>
</tr>
</tbody>
</table>

### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Amount was calculated at 5% for CVUSD. It is unknown at this time what the county approved LEA rate will be for 2020/21; 2019/20 rate is 4.55%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basis:</td>
<td></td>
</tr>
<tr>
<td>Basis:</td>
<td></td>
</tr>
<tr>
<td>Total Indirect Costs</td>
<td>5,765</td>
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</table>

**TOTAL FIRST 5 BUDGET**

$203,757
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**FISCAL YEAR:** 2022-2023

**ORGANIZATION:** Chino Valley Unified School District  
**DIRECTOR:** Sherri Johnson, Psy.D.  
**PROBLEM YEAR:** 2022-2023  
**TOTAL BUDGET:** $211,615

**INITIATIVE:** Family & Community Support & Partnership-Expansion  
**FINANCE OFFICER:** Liz Lara  
**RFP/CONTRACT #:** FS079

## SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Lara</td>
<td>Family Services Program Specialist</td>
<td>0.25</td>
<td>45.32</td>
<td>520</td>
<td>43%</td>
<td>23,566</td>
<td>10,076</td>
<td>33,642</td>
<td>134,568</td>
<td>25%</td>
<td>The Program Specialist will oversee staff, monitor the subcontractor; attend collaborative meetings; complete all monthly/quarterly program and fiscal reports; purchase material/supplies as needed and submit Board agenda information.</td>
</tr>
<tr>
<td>Lucero Baeza</td>
<td>Grant Support Specialist</td>
<td>0.54</td>
<td>22.79</td>
<td>1114.8</td>
<td>59%</td>
<td>25,404</td>
<td>14,879</td>
<td>40,283</td>
<td>75,160</td>
<td>54%</td>
<td>The Grant Support Specialist will provide clerical support; assist with outreach; answer public inquiries; enter intake, assessment, evaluation data into Persimmony; assist with monthly/quarterly program and fiscal reports; and purchase materials and supplies as needed.</td>
</tr>
<tr>
<td>Maria DeLaTorre</td>
<td>Child Care Specialist/Facilitator</td>
<td>0.60</td>
<td>18.77</td>
<td>1250</td>
<td>76%</td>
<td>23,466</td>
<td>17,761</td>
<td>41,227</td>
<td>68,602</td>
<td>60%</td>
<td>The Child Care Specialist will plan, implement and oversee weekly NPP lessons/activities for children of program participants; will work with CS leaders to provide quality childcare for children 0-5. The Specialist will be NPP certified and assist with programming as needed.</td>
</tr>
</tbody>
</table>

| Total Salaries & Benefits |                          | 72,436 | 42,716 | 115,152 | 278,330 |

**DESCRIPTION/ JUSTIFICATION**
- The Program Specialist will oversee staff, monitor the subcontractor; attend collaborative meetings; complete all monthly/quarterly program and fiscal reports; purchase material/supplies as needed and submit Board agenda information.
- The Grant Support Specialist will provide clerical support; assist with outreach; answer public inquiries; enter intake, assessment, evaluation data into Persimmony; assist with monthly/quarterly program and fiscal reports; and purchase materials and supplies as needed.
- The Child Care Specialist will plan, implement and oversee weekly NPP lessons/activities for children of program participants; will work with CS leaders to provide quality childcare for children 0-5. The Specialist will be NPP certified and assist with programming as needed.

---

**TOTAL BUDGET:** $211,615

---

**RFP/CONTRACT #:** FS079

---

**FINANCE OFFICER:** Liz Lara

---

**DIRECTOR:** Sherri Johnson, Psy.D.
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**ORGANIZATION:** Chino Valley Unified School District  
**DIRECTOR:** Sherri Johnson, Psy.D.  
**PROGRAM TITLE:** TYKES NPP  
**INITIATIVE:** Partnership-Expansion  
**FINANCE OFFICER:** Liz Lara  
**PROGRAM YEAR:** 2022-2023  
**TOTAL BUDGET:** $211,615

## II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Allocation</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Program Materials &amp; Supplies</td>
<td>1%</td>
<td>$2,700</td>
<td>Items related to program delivery, such as NPP workbooks and materials for children's programming</td>
</tr>
<tr>
<td>2 Staff Training</td>
<td>0%</td>
<td>$500</td>
<td>Training to Children's Network and county workshops</td>
</tr>
<tr>
<td>3 Printing</td>
<td>0%</td>
<td>$250</td>
<td>Duplication and reprographics cost for forms, brochures and flyers</td>
</tr>
<tr>
<td>4 Office Supplies</td>
<td>0%</td>
<td>$750</td>
<td>Copy paper, file folders, printer supplies, envelopes, binders, etc.</td>
</tr>
<tr>
<td>5</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Services & Supplies:** $4,200

## III. FOOD

<table>
<thead>
<tr>
<th>Event(s)</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food Expenses</td>
<td>900</td>
<td>Food for parents and children attending NPP programming.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Food:** $900

## IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination</th>
<th>Purpose</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Travel:** -

## V. SUBCONTRACTORS

175
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**FISCAL YEAR:** 2022-2023

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>DIRECTOR:</th>
<th>PROGRAM YEAR:</th>
<th>TOTAL BUDGET:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chino Valley Unified School District</td>
<td>Sherri Johnson, Psy.D.</td>
<td>2022-2023</td>
<td>211,615</td>
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</table>

<table>
<thead>
<tr>
<th>PROGRAM TITLE:</th>
<th>PROGRAM DIRECTOR:</th>
<th>TOTAL F5SB BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYKES NPP Family &amp; Community Support &amp; Partnership-Expansion</td>
<td>Liz Lara</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCE OFFICER:</th>
<th>RFP/CONTRACT #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Lara</td>
<td>FS079</td>
</tr>
</tbody>
</table>

## Organization Name:

<table>
<thead>
<tr>
<th>#</th>
<th>Organization Name</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>City of Chino</td>
<td>Subcontractor will hire 2 part-time parent facilitators/case managers to conduct NPP sessions and CS leaders to provide childcare. Expenses include standard benefits, mileage, fingerprinting and training.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Basis:</th>
<th>Total Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount was calculated at 5% for CVUSD. It is unknown at this time what the county approved LEA rate will be for 2020/21; 2019/20 rate is 4.55%</td>
<td>Indirect rate is set by the county for each school district.</td>
<td></td>
</tr>
<tr>
<td>6,013</td>
<td>6,013</td>
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</tbody>
</table>

**TOTAL FIRST 5 BUDGET**

$ 211,615
AGENCY INFORMATION

Legal Entity: Chino Valley Unified School District
Dept./Division: Health Services/Child Development
Project Name: TYKES Nurturing Parenting Program (NPP)
Address: 5130 Riverside Drive
          Chino, CA 91710

Phone #: 909.628.1201
          Ext. 8918

Website: www.chino.k12.ca.us
Fax #: 909.548.6090

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE
Name: Norm Enfield, Ed.D.  Title: Superintendent
Address: 5130 Riverside Drive
          Chino, CA 91710
Direct Phone #: 909.628.1201
          Ext. 1100
Fax #: 909.548.6096
E-Mail: Norm_Enfield@chino.k12.ca.us

CONTRACT REPRESENTATIVE
Name: Sherri Johnson, Psy.D.  Title: Director
Address: 5130 Riverside Drive
          Chino, CA 91710
Direct Phone #: 909.628.1201
          Ext. 8918
Fax #: 909.548.6090
E-Mail: Sherri_Johnson@chino.k12.ca.us

PROGRAM CONTACT
Name: Liz Lara  Title: Family Services Program Specialist
Address: 5130 Riverside Drive
          Chino, CA 91710
Direct Phone #: 909.628.1201
          Ext. 8965
Fax #: 909.548.6090
E-Mail: Liz_Lara@chino.k12.ca.us
**FISCAL CONTACT**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Liz Lara</th>
<th>Title:</th>
<th>Family Services Program Specialist</th>
</tr>
</thead>
</table>
| Address: | 5130 Riverside Drive  
 Chino, CA 91710 | Direct Phone #: | 909. 628.1201  
 Ext. 8965 | 909.548.6090 |
| E-Mail: | Liz_Lara@chino.k12.ca.us |

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- [x] Educational Institution  
  Describe: School District K-12

- [ ] Government Agency  
  Describe: Choose an item.

- [ ] Private Entity/Institution  
  Describe: Choose an item.

- [ ] Community-Based  
  Describe: Choose an item.

**FIRST 5 FOCUS AREA**

**STRATEGY**

- [ ] Health  
  Early Screening and Intervention  
  - Health Care Access  
  - Oral Health  
  - Health & Safety Education  
  Other:

- [ ] Education  
  Early Education Programs  
  - Access to Quality Child Care  
  - Quality Provider Programs  
  Other:

- [x] Family  
  Parent Education  
  - Resource Center & Case Management  
  Other:

- [ ] Systems  
  Integrated Systems Planning & Implementation  
  - Countywide Information Referral Systems  
  - Organizational Capacity Building  
  - Community Outreach  
  Other:
PROGRAM DESCRIPTION
TYKES NPP is a community collaborative designed to provide intensive parent education and case management support to parents and caregivers of children 0-5 living in the West End. Utilizing District-funded resource centers, TYKES will facilitate NPP (Prenatal Families and Infants, Toddlers and Preschoolers) Group and Home sessions and determine risk/assess family need via the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM). 70 participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

COMMISSION LEVEL OUTCOMES
SPA 1: Children and Families:
1.3 a) Children are free from abuse and neglect.
1.3 b) Parents provide developmentally appropriate care.
1.3 c) Families are resilient.

SPA 2: Systems and Networks:
2.2a) Community organizations and groups are equipped to effectively serve children and families.
2.2 b) Workforce is developed to effectively serve children and families.

ASSIGNED ANALYST:  Wendy Lee, Psy.D. SAII

CONTRACT AMOUNT

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td>$196,174</td>
</tr>
<tr>
<td>2021-2022</td>
<td>$203,757</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$211,615</td>
</tr>
<tr>
<td>Total</td>
<td>$611,546</td>
</tr>
</tbody>
</table>

SERVICE AREA (LOCATIONS)
West End
Chino Valley
Ontario
<table>
<thead>
<tr>
<th>NAME OF SITE, SITE ADDRESS, PHONE NUMBER &amp; CONTACT NAME</th>
<th>NUMBER OF PARTICIPANTS SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chino Valley Adult School- HOPE Family Resource Center (FRC) 12970 Third Street Chino, CA 91710 Liz Lara, FS Program Specialist</td>
<td>40</td>
</tr>
<tr>
<td>HOPE FRC at Walnut Elementary 5550 Walnut Avenue Chino, CA 91710 Liz Lara, FS Program Specialist</td>
<td>10</td>
</tr>
<tr>
<td>HOPE FRC at Dickson Elementary 3930 Pamela Drive Chino, CA 91710 Liz Lara, FS Program Specialist</td>
<td>10</td>
</tr>
<tr>
<td>HOPE FRC at Levi Dickey Elementary 2840 Parco Avenue Ontario, CA 91761 Liz Lara, FS Program Specialist</td>
<td>10</td>
</tr>
<tr>
<td>HOPE FRC at the Alternative Education Center 15650 Pipeline Avenue Chino Hills, CA 91709 Liz Lara, FS Program Specialist</td>
<td>5</td>
</tr>
<tr>
<td>HOPE FRC at Don Antonio Lugo High School Parent Center 13400 Pipeline Avenue Chino, CA 91710 Liz Lara, FS Program Specialist</td>
<td>5</td>
</tr>
</tbody>
</table>
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)

El Sol Neighborhood Educational Center

Department/Division

Address

P.O. Box 449
San Bernardino, CA 92402

Phone

(909) 714-5003

Federal ID No.

33-0552297

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

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

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

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

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Original Amount</th>
<th>Amendment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>95200</td>
<td>July 1, 2020</td>
<td>June 30, 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33003357</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

Abbreviated Use

<table>
<thead>
<tr>
<th>Healthy Children &amp; Resilient Families</th>
<th>FY</th>
<th>Estimated Payment Amount</th>
<th>Total by Fiscal Year</th>
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</thead>
<tbody>
<tr>
<td>20-21</td>
<td>$503,033</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-23</td>
<td>$513,641</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-23</td>
<td>$524,248</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Address (if different from legal address):

766 North Waterman Avenue
San Bernardino, CA 92410
I. DEFINITIONS

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

**Adult-Adolescent Parent Inventory (AAPI):** An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

**Adverse Childhood Experiences (ACEs):** Describes all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. (CDC).

**Affordable Care Act (ACA):** Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

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

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

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

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

**California Evidence-Based Clearinghouse (CEBC) for Child Welfare:** Advances the effective implementation of evidence-based practices for children and families involved with the child welfare system.

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

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

**Caries:** A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

**Carryover Clients:** A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

**Case Management:** Collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual’s and family’s comprehensive health needs through communication and available resources to promote patient safety, quality of care, and cost effective outcomes.
**Collaborative:** Agencies demonstrates ability working jointly with others, building coalition together.

**Common Indicators:** Common Indicators are a shared set of metrics among affiliates that are heavily influenced by local variations in HMG systems and inform local continuous quality improvement and system enhancements.

**Connected:** Child or family is receiving a service.

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

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

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

**Demonstrated Outcomes:** Data supported evidence that indicators addressed through the program demonstrate marked improvement.

**Dental Home:** Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

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

**Dental Treatment:** Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child’s mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

**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.

**Dosage:** The frequency and level of exposure to services offered to the participant.

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

**Family Community Support Partnership (FCSP) Model:** A prevention model with the objective to reduce risk of child abuse/neglect that can be replicated in San Bernardino County. The model component includes parent education curriculum (Nurturing Parenting Program) and structured case management (Family Development Matrix: Matrix Outcome Model).

**Family Community Support Partnership – Expansion (FCSP-E):** An intentional system designed to bridge, support and expand the FCSP model in a manner that aligns with F5SB Strategic Plan and systems approach.

**Family Development Matrix (FDM):** Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

**Family Empowerment Plan:** A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s needs in a limited time frame based on a service plan and appropriately aligned with the FDM. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.
**Full Time Equivalent (FTE):** A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

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

**Help Me Grow (HMG):** Help Me Grow is a system of coordination used nationally to connect children to early screening and community services. The system builds collaboration across sectors, including child health care, early care and education, and family support. Through comprehensive physician and community outreach and centralized information and referral centers, families are linked with needed programs and services.

**Help Me Grow Evaluation Advisory Board (HMG-EAB):** Shared measurement platform reflects diverse organizations tackling complex issues, targeting slightly different groups and employing different strategies and activities agreed on a set of common and impact indicators that are shared and adequately reflect the important nuances of this work.

**HMG Indicators:** Enables HMG affiliates to monitor progress, share lessons learned, advocate for change, and consult with other affiliates.

**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.

**Inland Empire Autism Assessment Center of Excellence (AACE):** AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

**Inland Empire Community Collaborative (IECC):** Consultants for Family Community Support Partnership (FCSP) Cooperative Expansion Project.

**Maternal Health Network:** A collective of service providers that support the maternal health system throughout San Bernardino County and engage in a collaborative process to identifying gaps to address in maternal health services.

**Matrix Outcomes Model (MOM):** A model that provides a set of complimentary assessment, case management and evaluation tools.

**Mental Health Promotion:** Related to improving the quality of life and potential for health rather than amelioration of symptoms and deficits.
Notable Outcomes: Worthy of note to promote a shared countywide data bank of evidenced based child abuse risk prevention and early intervention best practices

Nurturing Parenting Program (NPP) for Parents and their Infants, Toddlers and Preschoolers: A family-centered program designed for the prevention and treatment of child abuse and neglect. Both parents and their children birth to five years participate in home-based, group-based, or combination group-based and home-based program model. Lessons are competency-based ensuring parental learning and mastery of skills.

Optimal Development: A child is most likely to reach his/her full potential if he/she experiences consistent, predictable, enriched, and stimulating interactions in a context of attentive and nurturing relationships.

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.

Parent-Child Enrichment Activities: Activities for parents and children to do together depending on child’s stages of development and individual interest.

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

Parent-Peer: Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

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

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

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

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

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

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

Post-Assessment (AAPI-2.1 Form A): Taken after completion of NPP sessions to measure effectiveness of NPP based on the risk identified in Pre-Assessment AAPI.

Pre-Assessment (AAPI-2.1 Form B): Take before NPP sessions begins to identify risk areas/constructs as a process to select NPP curriculum topics to target.

Prevention: Services that mitigate effects of risk and stress and address potential early relationship challenges or vulnerabilities that impact early development.

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

**Quality Improvement:** A systematic, formal approach to the analysis of practice and performance efforts to improve performance.

**Quality Start San Bernardino (QSSB):** Local Quality Rating and Improvement System (QRIS). QSSB is a collaborative efforts charged with strengthening the quality of the early childhood education system county wide.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**Relationship Based Practice/Relational Informed Practice:** When you engage with a family, you help strengthen the partnership with them. There are six Relationships-Based Practices that can help promote family engagement. 1. Observe and describe the child's behavior to open community with the family; 2. Reflect on the family’s perspective; 3. Support competence; 4. Focus on the family-child relationship; 5. Value a family’s passion; 6. Reflect on your own perspective.

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

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

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

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

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

**Scalable Service:** Agencies is capable of expanded or upgraded on demand to meet increase service needs.

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

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

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

**Sten Scores:** The data are plotted on the profile using sten scores as the unit of measurement. Sten scores are "standard ten scores" that are built for a normal distribution. Responses to the AAPI-2.1 for each of the subscales are categorized as Low Risk, Moderate Risk or High Risk for Child Maltreatment.

**Strengthening Families Framework:** The Strengthening Families framework is a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors. 1.) Parental resilience; 2.) Social connections; 3.) Knowledge of parenting and child development; 4.) Concrete support in times of need; 5.) Social and emotional competence of children.

**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.
**Trauma Informed Practice:** Strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasis physical, psychological and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.

**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.

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

## III. 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, paragraphs D & F, and Section III, paragraph BB, 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 provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

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

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

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

F. Contractor’s Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission’s web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor’s Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor’s performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section 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. Contractor’s governing board must meet not less than four times per year. No board member may be an employee of the organization and no paid staff member may serve as a voting member of the governing board. 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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.

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.

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

Y. 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.

Z. Attribution
Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines http://first5sanbernardino.org/Portals/39/pdf/media_guidelines.pdf.
AA. 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.

BB. 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.

- 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.

- 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.
CC. 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.).

DD. 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 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 $1,540,922 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 2020-21: $503,033 (July 1, 2020 through June 30, 2021)
- Fiscal Year 2021-22: $513,641 (July 1, 2021 through June 30, 2022)
- Fiscal Year 2022-23: $524,248 (July 1, 2022 through June 30, 2023)

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

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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.

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 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.

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.

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission’s rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.
VIII. TERM

A. This Contract is effective commencing July 1, 2020, and expires June 30, 2023, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for two (2) additional one (1)-year periods by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2023 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: El Sol Neighborhood Educational Center
P.O. Box 449
San Bernardino, CA 92402

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.
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, County of San Bernardino, 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, County of San Bernardino, 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 the County of San Bernardino 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.
XIII.  CONCLUSION

A. This Contract, consisting of 26 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.

continued on next page
### Strategic Priority Area (SPA):
**Family Support**

**Goal:**
Families and communities are engaged, supported, and strengthened through resources and opportunities that assist them in nurturing, caring, and providing for their children’s success and well-being

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![FIRST 5 SAN BERNARDINO Logo](image)

**Agency Name:** El Sol Neighborhood Educational Center  
**Program Name:** Healthy Children and Resilient Families  
**Service Area:** High Desert/Rural and Remote Areas  
**Contract #:** FS080  
**Contract Period:** July 2020 – June 2023  
**Outcome Goal Per Year:** 120 Participants

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<tr>
<th>Expectation</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Increase parenting competencies and family self-sufficiency through a dual immersion of parenting classes and structured case management</td>
<td>Parents provide developmentally appropriate care, have the capacity and resources to thrive, and ensure children are free from abuse and neglect</td>
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<th>Objective</th>
<th>Activity</th>
<th>Dosage</th>
<th>Verification</th>
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| Utilize Nurturing Parenting Program (NPP) curriculum to build upon parenting skills to reduce incidence of child abuse and neglect | Parent Education | Minimum one lesson per week | AAPI  
- Form A at program enrollment  
- Form B at program completion  
| Family Demographic                                                                 |
| Utilize the Matrix Outcomes Model (MOM) to assess and address families strengths and issues of concern as identified on the Family Development Matrix (FDM) | Case Management | Minimum one session per month | FDM Assessment at intake and thereafter every 90 days |
| Utilize the Matrix Outcomes Model (MOM) to assess and address families strengths and issues of concern as identified on the Family Development Matrix (FDM) | Developmental Screening | At set intervals | ASQ-3 Completed within 30-45 calendar days of enrollment and follow ASQ-3 Interval Fidelity  
Developmental Referral Assessment when applicable |
| Screen children for early developmental delays and refer accordingly per ASQ-3 Interval fidelity | Child Enrichment | Per Child | Aggregate data entered in Persimmony |

**Program Description:**
This **Home-based** program utilizes **Parents & Their Infants, Toddlers, & Preschoolers** NPP curriculum as primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/asses a family’s needs for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in the identified curriculum. Services will be provided in **Barstow, Phelan, Oro Grande, Adelanto, El Mirage, Trona, Pinon Hills and surrounding communities.** 120 participants per year will exit out of high-risk range in all constructs or demonstrate an average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

**Agency Rep Name:** ______________________  
**Agency Rep Signature:** ______________________  
**Date Signed:** ______________________  
**Reporting Period:** Monthly and Quarterly  
**Data Type:** Core and Aggregate  
**Due:** By the 15th of the following month
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### FISCAL YEAR: 2020-2021

**ORGANIZATION:** El Sol Neighborhood Educational Center  
**DIRECTOR:** Alexander Fajardo  
**PROGRAM TITLE:** Healthy Children and Resilient Families  
**PROGRAM DIRECTOR:** Angelica Alvarez  
**INITIATIVE:** Family and Support and Community Partnership  
**FINANCE OFFICER:** Tanya Rivas  
**TOTAL BUDGET:** 503,033  
**RFP/CONTRACT #:** FS080

<table>
<thead>
<tr>
<th>NO</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td>Angelica Alvarez</td>
<td>Director of Programs</td>
<td>0.60</td>
<td>38.90</td>
<td>1248</td>
<td>22%</td>
<td>48,547</td>
<td>10,680</td>
<td>59,228</td>
<td>98,713</td>
<td>60%</td>
<td>Provides Oversight for the project and will be responsible for all aspect of the implementation and will be in contact with funder and will supervised the program manager and program coordinator.</td>
</tr>
<tr>
<td>2</td>
<td>TBD</td>
<td>Program Manager</td>
<td>1.00</td>
<td>24.00</td>
<td>2080</td>
<td>22%</td>
<td>49,920</td>
<td>10,982</td>
<td>60,902</td>
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<td>Program Coordinator</td>
<td>1.00</td>
<td>19.00</td>
<td>2080</td>
<td>22%</td>
<td>39,520</td>
<td>8,694</td>
<td>48,214</td>
<td>48,214</td>
<td>100%</td>
</tr>
<tr>
<td>4</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>17.00</td>
<td>2080</td>
<td>22%</td>
<td>35,360</td>
<td>7,779</td>
<td>43,139</td>
<td>43,139</td>
<td>100%</td>
</tr>
<tr>
<td>5</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>17.00</td>
<td>2080</td>
<td>22%</td>
<td>35,360</td>
<td>7,779</td>
<td>43,139</td>
<td>43,139</td>
<td>100%</td>
</tr>
<tr>
<td>6</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>17.00</td>
<td>2080</td>
<td>22%</td>
<td>35,360</td>
<td>7,779</td>
<td>43,139</td>
<td>43,139</td>
<td>100%</td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### FISCAL YEAR: 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>El Sol Neighborhood Educational Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Alexander Fajardo</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>Healthy Children and Resilient Families</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Angelica Alvarez</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Family and Support and Community Partnership</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Tanya Rivas</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$503,033</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS080</td>
</tr>
</tbody>
</table>

### LINE ITEM BUDGET CATEGORY

<table>
<thead>
<tr>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Provision of outreach to recruit families, provide home visits and implement program curriculum for a total of 30 families</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Provision support to the entire team and will be responsible for all data entry, and administrative support</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
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<tr>
<td>8</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$312,707</strong></td>
<td><strong>$68,796</strong></td>
<td><strong>$381,503</strong></td>
</tr>
</tbody>
</table>

**Notes:**
- **First 5% of TOTAL SALARY:**
  - Home Visitor: 100%
  - Data Specialist and Office Support: 100%

**Description/Justification:**
- Provides outreach to recruit families for the program, provides home visits and implement program curriculum for a total of 30 families.
- Provides support to the entire team and will be responsible for all data entry, and administrative support.
## FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

### ORGANIZATION:
El Sol Neighborhood Educational Center
Healthy Children and Resilient Families
Family and Support and Community Partnership

### DIRECTOR:
Alexander Fajardo

### PROGRAM TITLE:
El Sol Neighborhood Educational Center
Healthy Children and Resilient Families
Family and Support and Community Partnership

### PROGRAM DIRECTOR:
Angelica Alvarez

### TOTAL BUDGET:
503,033

### FINANCE OFFICER:
Tanya Rivas

### RFP/CONTRACT #:
FS080

## II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Allocation</th>
<th>TOTAL FSSB BUDGET ($)</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>2%</td>
<td>$12,000</td>
<td>Includes office materials, printing, pens, pencils, files, ink, etc for all the project. El Sol estimates of $1,000.00 per Month</td>
</tr>
<tr>
<td>Cellphones</td>
<td>0%</td>
<td>$2,160</td>
<td>El Sol staff will provide an agency cell phone for project activities including phone calls, GPS, timesheets, etc. 6 cell phones at $30.00 per month time 12 months $2,160.00 per year</td>
</tr>
<tr>
<td>Family Support</td>
<td>0%</td>
<td>$2,400</td>
<td>El Sol will provide to the families the nurturing parenting curriculum books approx. 20.00 for each family for a total of 2,400.00 per year</td>
</tr>
<tr>
<td>Professional Development</td>
<td>0%</td>
<td>$2,500</td>
<td>Trainings will be provided to the staff such as CPR, Developmental Stages, ASQ, Nurturing parenting, First Aid, etc. for a total of $2,500.00 per year</td>
</tr>
<tr>
<td>ASQ Material</td>
<td>0%</td>
<td>$1,000</td>
<td>El Sol Will buy some materials for the ASQ Tool for a total of $1,000.00 per year</td>
</tr>
<tr>
<td>Incentive per Family</td>
<td>1%</td>
<td>$7,200</td>
<td>Each Family will receive a basket gift after completing the 16 session from the program and the basket will include educational toys and books, child and enrichment activities, and self-care items. a total of $60.00 per family total year 7,200.00</td>
</tr>
<tr>
<td>Utilities and Operation</td>
<td>4%</td>
<td>$18,000</td>
<td>El Sol will be paying utilities and operational expenses for program staff such as light, water, trash, janitorial, etc 1,500.00 approx. per month for a total of 18,000.00</td>
</tr>
<tr>
<td><strong>Total Services &amp; Supplies</strong></td>
<td></td>
<td><strong>$45,260</strong></td>
<td></td>
</tr>
</tbody>
</table>

## III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
</table>

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*ATTACHMENT B*
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**Fiscal Year:** 2020-2021

<table>
<thead>
<tr>
<th>Organization</th>
<th>Director</th>
<th>Program Year</th>
<th>Total Budget</th>
<th>RFP/Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Sol Neighborhood Educational Center</td>
<td>Alexander Fajardo</td>
<td>2020-2021</td>
<td>503,033</td>
<td>FS080</td>
</tr>
<tr>
<td>Healthy Children and Resilient Families</td>
<td>Angelica Alvarez</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family and Support and Community Partnership</td>
<td>Tanya Rivas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Program Title
El Sol Neighborhood Educational Center
Healthy Children and Resilient Families
Family and Support and Community Partnership

### IV. TOTAL F5SB BUDGET

<table>
<thead>
<tr>
<th>Description/Justification</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Sol will provide a snack at family graduations approx., $200.00 per graduation times 12 graduations per year a total of $2,400.00 per year</td>
<td>$2,400</td>
</tr>
</tbody>
</table>

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination</th>
<th>Purpose</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Bernardino County Home Visits</td>
<td></td>
<td>28,140</td>
<td>Staff will be compensated for all the travel for program activities. It will be reimbursed at the federal mileage rate</td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td>28,140</td>
<td></td>
</tr>
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</table>

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent</th>
<th>Basis</th>
<th>Total Indirect Costs</th>
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<tr>
<td>10%</td>
<td></td>
<td>45,730</td>
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</tbody>
</table>

**Total First 5 Budget:** $503,033
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2021-2022

**ORGANIZATION:** El Sol Neighborhood Educational Center  
**DIRECTOR:** Alexander Fajardo  
**PROGRAM TITLE:** Healthy Children and Resilient Families  
**PROGRAM DIRECTOR:** Angelica Alvarez  
**INITIATIVE:** Family and Support and Community Partnerships  
**FINANCE OFFICER:** Tanya Rivas  
**TOTAL BUDGET:** $513,641  
**RFP/CONTRACT #:** FS080

### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>#</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Angelica Alvarez</td>
<td>Director of Programs</td>
<td>0.60</td>
<td>39.40</td>
<td>1248</td>
<td>22%</td>
<td>49,171</td>
<td>10,818</td>
<td>59,989</td>
<td>99,981</td>
<td>60%</td>
</tr>
<tr>
<td>2.</td>
<td>TBD</td>
<td>Program Manager</td>
<td>1.00</td>
<td>24.50</td>
<td>2080</td>
<td>22%</td>
<td>50,960</td>
<td>11,211</td>
<td>62,171</td>
<td>62,171</td>
<td>100%</td>
</tr>
<tr>
<td>3.</td>
<td>TBD</td>
<td>Program Coordinator</td>
<td>1.00</td>
<td>19.50</td>
<td>2080</td>
<td>22%</td>
<td>40,560</td>
<td>8,923</td>
<td>49,483</td>
<td>49,483</td>
<td>100%</td>
</tr>
<tr>
<td>4.</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>17.50</td>
<td>2080</td>
<td>22%</td>
<td>36,400</td>
<td>8,008</td>
<td>44,408</td>
<td>44,408</td>
<td>100%</td>
</tr>
<tr>
<td>5.</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>17.50</td>
<td>2080</td>
<td>22%</td>
<td>36,400</td>
<td>8,008</td>
<td>44,408</td>
<td>44,408</td>
<td>100%</td>
</tr>
<tr>
<td>6.</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>17.50</td>
<td>2080</td>
<td>22%</td>
<td>36,400</td>
<td>8,008</td>
<td>44,408</td>
<td>44,408</td>
<td>100%</td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

**ORGANIZATION:** El Sol Neighborhood Educational Center  
**DIRECTOR:** Alexander Fajardo  
**PROGRAM TITLE:** Healthy Children and Resilient Families  
**PROGRAM DIRECTOR:** Angelica Alvarez  
**INITIATIVE:** Family and Support and Community Partnership  
**FINANCE OFFICER:** Tanya Rivas  
**TOTAL BUDGET:** $513,641  
**RFP/CONTRACT #:** FS080

<table>
<thead>
<tr>
<th>LINE</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
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<th>DESCRIPTION/JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 TBD</td>
<td>SALARIES &amp; BENEFITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Provides outreach to recruit families for the program, provides home visits and implement program curriculum for a total of 30 families</td>
</tr>
<tr>
<td>8 Abby Trejo</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>17.50</td>
<td>2080</td>
<td>22%</td>
<td>36,400</td>
<td>8,008</td>
<td>44,408</td>
<td>44,408</td>
<td>100%</td>
<td>Provides support to the entire team and will be responsible for all data entry, and administrative support</td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$320,611</td>
<td>$70,534</td>
<td>$391,146</td>
</tr>
</tbody>
</table>

TOTAL BUDGET: $513,641

**ATTACHMENT B**
### FIRST 5 SAN BERNARDINO

#### PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>El Sol Neighborhood Educational Center</td>
<td>Alexander Fajardo</td>
<td>2021-2022</td>
<td>Healthy Children and Resilient Families</td>
<td>Angelica Alvarez</td>
<td>513,641</td>
<td>Tanya Rivas</td>
<td>FS080</td>
</tr>
</tbody>
</table>

#### II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation:</th>
<th>TOTAL FSSB BUDGET ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Office Supplies</td>
<td>2%</td>
<td>$12,000</td>
<td>Includes office materials, printing, pens, pencils, files, ink, etc for all the project. El Sol estimates of $1,000.00 per Month</td>
</tr>
<tr>
<td>2 Cellphones</td>
<td>0%</td>
<td>$2,160</td>
<td>El Sol staff will receive an agency cellphone for project activities including phone calls, GPS, timesheets, etc. 6 cellphones at 30.00 per month time 12 months $2,160.00 per year</td>
</tr>
<tr>
<td>3 Family Support</td>
<td>0%</td>
<td>$2,400</td>
<td>El Sol will provide to the families the nurturing parenting curriculum books approx. 20.00 for each family for a total of 2,400.00 per year</td>
</tr>
<tr>
<td>4 Professional Development</td>
<td>0%</td>
<td>$2,500</td>
<td>Trainings will be provided to the staff such as CPR, Developmental Stages, ASQ, Nurturing parenting, First Aid, etc. for a total of $2,500.00 per year</td>
</tr>
<tr>
<td>5 ASQ Material</td>
<td>0%</td>
<td>$1,000</td>
<td>El Sol Will buy some materials for the ASQ Tool for a total of $1,000.00 per year</td>
</tr>
<tr>
<td>6 Incentive per Family</td>
<td>1%</td>
<td>$7,200</td>
<td>Each Family will receive a basket gift after completing the 16 session from the program and the basket will include educational toys and books, child and enrichment activities, and self-care items. a total of $60.00 per family total year 7,200.00</td>
</tr>
<tr>
<td>7 Utilities and Operation</td>
<td>4%</td>
<td>$18,000</td>
<td>El Sol will be paying utilities and operational expenses for program staff such as light, water, trash, janitorial, etc 1,500.00 approx. per month for a total of 18,000.00</td>
</tr>
</tbody>
</table>

**Total Services & Supplies**

$45,260

#### III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Utilities and Operation</td>
<td>$18,000</td>
<td>El Sol will be paying utilities and operational expenses for program staff such as light, water, trash, janitorial, etc 1,500.00 approx. per month for a total of 18,000.00</td>
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</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2021-2022

### ORGANIZATION: El Sol Neighborhood Educational Center
### PROGRAM TITLE: Healthy Children and Resilient Families
### INITIATIVE: Family and Support and Community Partnership
### DIRECTOR: Alexander Fajardo
### PROGRAM DIRECTOR: Angelica Alvarez
### FINANCE OFFICER: Tanya Rivas
### PROGRAM YEAR: 2021-2022
### TOTAL BUDGET: $513,641
### RFP/CONTRACT #: FS080

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination</th>
<th>Purpose</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Bernardino County</td>
<td>Home Visits</td>
<td>$28,140</td>
<td>Staff will be compensated for all the travel for program activities. It will be reimbursed at the federal mileage rate</td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td>$28,140</td>
<td></td>
</tr>
</tbody>
</table>

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Subcontractors | $-               |

### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent</th>
<th>Basis</th>
<th>Total Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td></td>
<td>$46,695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL FIRST 5 BUDGET

<table>
<thead>
<tr>
<th></th>
<th>$513,641</th>
</tr>
</thead>
</table>

---

El Sol will provide a snack at family graduations approx., 200.00 per graduation times 12 graduations per year a total of $2,400.00 per year.
### FIRST 5 SAN BERNARDINO

#### PROGRAM BUDGET

**FISCAL YEAR:** 2022-2023

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>El Sol Neighborhood Educational Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Alexander Fajardo</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>Healthy Children and Resilient Families</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Angelica Alvarez</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>Family and Support and Community Partnership</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Tanya Rivas</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$524,248</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS080</td>
</tr>
</tbody>
</table>

#### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>#</th>
<th>NAME</th>
<th>POSITION</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Angelica Alvarez</td>
<td>Director of Programs</td>
<td>0.60</td>
<td>39.90</td>
<td>1248</td>
<td>22%</td>
<td>49,795</td>
<td>10,955</td>
<td>60,750</td>
<td>101,250</td>
<td>60%</td>
<td>Provides Oversight for the project and will be responsible for all aspect of the implementation and will be in contact with funder and will supervised the program manager and program coordinator.</td>
</tr>
<tr>
<td>2</td>
<td>TBD</td>
<td>Program Manager</td>
<td>1.00</td>
<td>25.00</td>
<td>2080</td>
<td>22%</td>
<td>52,000</td>
<td>11,440</td>
<td>63,440</td>
<td>63,440</td>
<td>100%</td>
<td>Provides direct supervision to the Home visitors and will be responsible to create all the project strategies, outcomes settings, training Home Visitors</td>
</tr>
<tr>
<td>3</td>
<td>TBD</td>
<td>Program Coordinator</td>
<td>1.00</td>
<td>20.00</td>
<td>2080</td>
<td>22%</td>
<td>41,600</td>
<td>9,152</td>
<td>50,752</td>
<td>50,752</td>
<td>100%</td>
<td>Provides coordination among all the Home Visitors Activities, logistics, attend to all network meetings and support Home Visitor and Families also will oversees the data entry and outcomes on system</td>
</tr>
<tr>
<td>4</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>22%</td>
<td>37,440</td>
<td>8,237</td>
<td>45,677</td>
<td>45,677</td>
<td>100%</td>
<td>Provides outreach to recruit families for the program, provides home visits and implement program curriculum for a total of 30 families</td>
</tr>
<tr>
<td>5</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>22%</td>
<td>37,440</td>
<td>8,237</td>
<td>45,677</td>
<td>45,677</td>
<td>100%</td>
<td>Provides outreach to recruit families for the program, provides home visits and implement program curriculum for a total of 30 families</td>
</tr>
<tr>
<td>6</td>
<td>TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>22%</td>
<td>37,440</td>
<td>8,237</td>
<td>45,677</td>
<td>45,677</td>
<td>100%</td>
<td>Provides outreach to recruit families for the program, provides home visits and implement program curriculum for a total of 30 families</td>
</tr>
</tbody>
</table>
### FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2022-2023

| ORGANIZATION: | El Sol Neighborhood Educational Center |
| DIRECTOR: | Alexander Fajardo |
| PROGRAM TITLE: | Healthy Children and Resilient Families |
| PROGRAM DIRECTOR: | Angelica Alvarez |
| INITIATIVE: | Family and Support and Community Partnership |
| FINANCE OFFICER: | Tanya Rivas |
| TOTAL BUDGET: | $524,248 |
| RFP/CONTRACT #: | FS080 |

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. SALARIES &amp; BENEFITS</td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
</tr>
<tr>
<td>7 TBD</td>
<td>Home Visitor</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>22%</td>
<td>37,440</td>
<td>8,237</td>
<td>45,677</td>
<td>45,677</td>
<td>100%</td>
</tr>
<tr>
<td>8 Abby Trejo</td>
<td>Data Specialist and Office Support</td>
<td>1.00</td>
<td>17.00</td>
<td>2080</td>
<td>22%</td>
<td>35,360</td>
<td>7,779</td>
<td>43,139</td>
<td>43,139</td>
<td>100%</td>
</tr>
</tbody>
</table>

Total Salaries & Benefits: $328,515 $72,273 $400,789 $441,289

Provides outreach to recruit families for the program, provides home visits and implement program curriculum for a total of 30 families.

Provides support to the entire team and will be responsible for all data entry, and administrative support.
## First 5 San Bernardino Program Budget

### Fiscal Year: 2022-2023

| ORGANIZATION: | El Sol Neighborhood Educational Center  
Healthy Children and Resilient Families  
Family and Support and Community Partnership |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Alexander Fajardo</td>
</tr>
</tbody>
</table>
| PROGRAM TITLE:| Families  
Professional Development  
Healthy Children and Resilient Families  
Family and Support and Community Partnership |
| PROGRAM DIRECTOR: | Angelica Alvarez |
| FINANCE OFFICER: | Tanya Rivas |
| PROGRAM YEAR: | 2022-2023 |
| TOTAL BUDGET: | $524,248 |
| RFP/CONTRACT #: | FS080 |

### II. Services & Supplies

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Allocation</th>
<th>TOTAL FSSB Budget ($)</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Office Supplies</td>
<td>2%</td>
<td>$12,000</td>
<td>Includes office materials, printing, pens, pencils, files, ink, etc for all the project. El Sol estimates of $1,000.00 per Month</td>
</tr>
<tr>
<td>2 Cellphones</td>
<td>0%</td>
<td>$2,160</td>
<td>El Sol staff will receive an agency cellphone for project activities including phone calls, GPS, timesheets, etc. 6 cellphones at 30.00 per month time 12 months $2,2160.00 per year</td>
</tr>
<tr>
<td>3 Family Support</td>
<td>0%</td>
<td>$2,400</td>
<td>El Sol will provide to the families the nurturing parenting curriculum books approx. 20.00 for each family for a total of 2,400.00 per year</td>
</tr>
<tr>
<td>4 Professional Development</td>
<td>0%</td>
<td>$2,500</td>
<td>Trainings will be provided to the staff such as CPR, Developmental Stages, ASQ, Nurturing parenting, First Aid, etc. for a total of $ 2,500.00 per year</td>
</tr>
<tr>
<td>5 ASQ Material</td>
<td>0%</td>
<td>$1,000</td>
<td>El Sol Will buy some materials for the ASQ Tool for a total of $ 1,000.00 per year</td>
</tr>
<tr>
<td>6 Incentive per Family</td>
<td>1%</td>
<td>$7,200</td>
<td>Each Family will receive a basket gift after completing the 16 session from the program and the basket will include educational toys and books, child and enrichment activities, and self-care items. a total of $ 60.00 per family total year 7,200.00</td>
</tr>
<tr>
<td>7 Utilities and Operation</td>
<td>3%</td>
<td>$18,000</td>
<td>El Sol will be paying utilities and operational expenses for program staff such as light, water, trash, janitorial, etc 1,500.00 approx. per month for a total of 18,000.00</td>
</tr>
<tr>
<td><strong>Total Services &amp; Supplies</strong></td>
<td></td>
<td><strong>$45,260</strong></td>
<td></td>
</tr>
</tbody>
</table>

### III. Food

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL FSSB Budget</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**Fiscal Year:** 2022-2023

<table>
<thead>
<tr>
<th>Organization</th>
<th>Director</th>
<th>Program Year</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Sol Neighborhood Educational Center</td>
<td>Alexander Fajardo</td>
<td>2022-2023</td>
<td>$524,248</td>
</tr>
</tbody>
</table>

**Program Title:** El Sol Neighborhood Educational Center, Healthy Children and Resilient Families, Family and Support and Community Partnership

**Program Director:** Angelica Alvarez

**Finance Officer:** Tanya Rivas

**RFP/Contract #:** FS080

### IV. Travel

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Total Budget</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parent Group/Graduation</td>
<td>2,400</td>
<td>El Sol will provide a snack at family graduations approx., 200.00 per graduation times 12 graduations per year a total of $2,400.00 per year</td>
</tr>
<tr>
<td>2. Total Food</td>
<td>$2,400</td>
<td></td>
</tr>
</tbody>
</table>

### V. Subcontractors

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Total F5SB Budget</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. San Bernardino County Home Visits</td>
<td>28,140</td>
<td>Staff will be compensated for all the travel for program activities. It will be reimbursed at the federal mileage rate</td>
</tr>
<tr>
<td>2. Total Travel</td>
<td>28,140</td>
<td></td>
</tr>
</tbody>
</table>

### VI. Indirect Costs

<table>
<thead>
<tr>
<th>Percent</th>
<th>Total Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>47,659</td>
</tr>
</tbody>
</table>

Indirect will be request for all of the indirect costs such as fiscal support, auditors, Human Resources, etc.

**Total First 5 Budget:** $524,248
# Program Outline Document FY2020-2023

## AGENCY INFORMATION

<table>
<thead>
<tr>
<th><strong>Contract #</strong></th>
<th>FS080</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Entity:</strong></td>
<td>El Sol Neighborhood Educational Center</td>
</tr>
<tr>
<td><strong>Dept./Division:</strong></td>
<td>Home Visitation</td>
</tr>
<tr>
<td><strong>Project Name:</strong></td>
<td>Healthy Children and Resilient Families</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>766 North Waterman Ave, San Bernardino Ca 92410</td>
</tr>
<tr>
<td></td>
<td>P.O Box 449 San Bernardino Ca 92402</td>
</tr>
<tr>
<td><strong>Phone #:</strong></td>
<td>909-884-3735</td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.elsolnec.org">www.elsolnec.org</a></td>
</tr>
<tr>
<td><strong>Fax #:</strong></td>
<td>909-387-0903</td>
</tr>
<tr>
<td><strong>Program Site Address:</strong></td>
<td>766 North Waterman Ave, San Bernardino Ca 92410</td>
</tr>
<tr>
<td><strong>Client Referral Phone #:</strong></td>
<td></td>
</tr>
</tbody>
</table>

## CONTACT INFORMATION

### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

| **Name:** | Alexander Fajardo |
| **Title:** | Executive Director |
| **Address:** | 766 North Waterman Ave, San Bernardino Ca 92410 |
| | P.O Box 449 San Bernardino Ca 92402 |
| **Direct Phone #:** | 909-714-5003 |
| **Fax #:** | 909-387-0903 |
| **E-Mail:** | Alexfajardo@elsolnec.org |

### CONTRACT REPRESENTATIVE

| **Name:** | Alexander Fajardo |
| **Title:** | Executive Director |
| **Address:** | 766 North Waterman Ave, San Bernardino Ca 92410 |
| | P.O Box 449 San Bernardino Ca 92402 |
| **Direct Phone #:** | 909-714-5003 |
| **Fax #:** | 909-387-0903 |
| **E-Mail:** | Alexfajardo@elsolnec.org |

### PROGRAM CONTACT

| **Name:** | Angelica Alvarez |
| **Title:** | Director of Programs |
| **Address:** | 766 North Waterman Ave, San Bernardino Ca 92410 |
| | P.O Box 449 San Bernardino Ca 92402 |
| **Direct Phone #:** | 909-884-3735 |
| **Fax #:** | 909-387-0903 |
| **E-Mail:** | angelicaalvarez@elsolnec.org |
First 5 San Bernardino
Strategy: Family and Community Support and Partnership-Expansion

FISCAL CONTACT
Name: Tanya Rivas
Title: Fiscal Manager
Address: 766 North Waterman Ave
San Bernardino Ca 92410
P.O Box 449 San Bernardino Ca 92402
Direct Phone #: 909-8843735
Fax #: 909-3870903
E-Mail: Tanyarivas@elsolnec.org

ADDITIONAL CONTACT (Describe): Choose an item.
Name: 
Title: 
Address: For Staff Analyst use only. No mail will be sent to this contact.
Direct Phone #: 
Fax #: 
E-Mail: 

PROGRAM INFORMATION

TYPE OF AGENCY
☐ Educational Institution
Describe: Choose an item.
☐ Government Agency
Describe: Choose an item.
☐ Private Entity/Institution
Describe: Choose an item.
☒ Community-Based
Describe: Non Profit

FIRST 5 FOCUS AREA
STRATEGY

☐ Health
☐ Early Screening and Intervention
☐ Health Care Access
☐ Oral Health
☐ Health & Safety Education
☐ Other:

☐ Education
☐ Early Education Programs
☐ Access to Quality Child Care
☐ Quality Provider Programs
☐ Other:

☒ Family
☒ Parent Education
☐ Resource Center & Case Management
☐ Other:

☐ Systems
☐ Integrated Systems Planning & Implementation
☐ Countywide Information Referral Systems
☐ Organizational Capacity Building
☐ Community Outreach
☐ Other:
PROGRAM DESCRIPTION
This Home-based program utilizes Parents & Their Infants, Toddlers, & Preschoolers NPP curriculum as primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in Barstow, Phelan, Oro Grande, Adelanto, El Mirage, Trona, Pinon Hills and surrounding communities. 120 participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

COMMISSION LEVEL OUTCOMES
SPA 1: Children and Families:
1.3 a) Children are free from abuse and neglect.
1.3 b) Parents provide developmentally appropriate care.
1.3 c) Families are resilient.

SPA 2: Systems and Networks:
2.2a) Community organizations and groups are equipped to effectively serve children and families.
2.2 b) Workforce is developed to effectively serve children and families.

ASSIGNED ANALYST: Wendy Lee, Psy.D. SAll

CONTRACT AMOUNT
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td>$503,033</td>
</tr>
<tr>
<td>2021-2022</td>
<td>$513,641</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$524,248</td>
</tr>
<tr>
<td>Total</td>
<td>$1,540,922</td>
</tr>
</tbody>
</table>

SERVICE AREA (LOCATIONS)
Barstow, Phelan, Adelanto, Oro Grande, El Mirage, Trona, Pinon Hills
**STANDARD CONTRACT**

**FOR COMMISSION USE ONLY**

<table>
<thead>
<tr>
<th>New</th>
<th>Change</th>
<th>Vendor Code</th>
<th>Dept.</th>
<th>A</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10002590</td>
<td>903</td>
<td></td>
<td>FS081</td>
</tr>
</tbody>
</table>

**Organization**
Children and Families Commission

**Commission Representative**
Cindy Faulkner, Assistant Director

**Telephone**
909-386-7706

**Total Contract Amount**
$2,606,076

**Contract Type**

- Revenue: X
- Encumbered: 
- Unencumbered: 
- Other: 

**Commodity Code**
95200

**Contract Start Date**
July 1, 2020

**Contract End Date**
June 30, 2023

**Original Amount**

- Cost Center: 9033009900
- GL Account: 53003357
- Internal Order No.: 
- Amount: 865,152

**Abbreviated Use**
Nurturing Parenting &

<table>
<thead>
<tr>
<th>Matrix Outcomes Model</th>
<th>FY</th>
<th>Estimated Payment</th>
<th>Total by Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>I/D</td>
<td>Amount</td>
<td>FY</td>
</tr>
<tr>
<td>NPP-MOM</td>
<td>20-21</td>
<td>837,540</td>
<td></td>
</tr>
<tr>
<td></td>
<td>21-23</td>
<td>868,454</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22-23</td>
<td>900,082</td>
<td></td>
</tr>
</tbody>
</table>

**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)
Moses House Ministries

Department/Division

Address
P.O. Box 2033
Victorville, CA 92393

Program Address (if different from legal address):
15180 Anacapa Road
Victorville, CA 92393

Phone
(760) 955-1895

Federal ID No.
33-0568537

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

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

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

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>DEFINITIONS</td>
<td>3</td>
</tr>
<tr>
<td>II.</td>
<td>CONTRACTOR’S SERVICE RESPONSIBILITIES</td>
<td>8</td>
</tr>
<tr>
<td>III.</td>
<td>CONTRACTOR’S GENERAL RESPONSIBILITIES</td>
<td>8</td>
</tr>
<tr>
<td>IV.</td>
<td>COMMISSION RESPONSIBILITIES</td>
<td>17</td>
</tr>
<tr>
<td>V.</td>
<td>FISCAL PROVISIONS</td>
<td>18</td>
</tr>
<tr>
<td>VI.</td>
<td>RIGHT TO MONITOR AND AUDIT</td>
<td>20</td>
</tr>
<tr>
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I. DEFINITIONS

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

**Adult-Adolescent Parent Inventory (AAPI):** An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

**Adverse Childhood Experiences (ACEs):** Describes all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. (CDC).

**Affordable Care Act (ACA):** Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

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

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

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

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

**California Evidence-Based Clearinghouse (CEBC) for Child Welfare:** Advances the effective implementation of evidence-based practices for children and families involved with the child welfare system.

**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, wheelchair access ramps, stationary playgrounds or vehicle purchases.

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

**Caries:** A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

**Carryover Clients:** A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

**Case Management:** Collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual’s and family’s comprehensive health needs through communication and available resources to promote patient safety, quality of care, and cost effective outcomes.
**Collaborative:** Agencies demonstrates ability working jointly with others, building coalition together.

**Common Indicators:** Common Indicators are a shared set of metrics among affiliates that are heavily influenced by local variations in HMG systems and inform local continuous quality improvement and system enhancements.

**Connected:** Child or family is receiving a service.

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

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

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

**Demonstrated Outcomes:** Data supported evidence that indicators addressed through the program demonstrate marked improvement.

**Dental Home:** Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

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

**Dental Treatment:** Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child’s mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

**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.

**Dosage:** The frequency and level of exposure to services offered to the participant.

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

**Family Community Support Partnership (FCSP) Model:** A prevention model with the objective to reduce risk of child abuse/neglect that can be replicated in San Bernardino County. The model component includes parent education curriculum (Nurturing Parenting Program) and structured case management (Family Development Matrix: Matrix Outcome Model).

**Family Community Support Partnership – Expansion (FCSP-E):** An intentional system designed to bridge, support and expand the FCSP model in a manner that aligns with F5SB Strategic Plan and systems approach.

**Family Development Matrix (FDM):** Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

**Family Empowerment Plan:** A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s needs in a limited time frame based on a service plan and appropriately aligned with the FDM. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.
**Full Time Equivalent (FTE):** A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

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

**Help Me Grow (HMG):** Help Me Grow is a system of coordination used nationally to connect children to early screening and community services. The system builds collaboration across sectors, including child health care, early care and education, and family support. Through comprehensive physician and community outreach and centralized information and referral centers, families are linked with needed programs and services.

**Help Me Grow Evaluation Advisory Board (HMG-EAB):** Shared measurement platform reflects diverse organizations tackling complex issues, targeting slightly different groups and employing different strategies and activities agreed on a set of common and impact indicators that are shared and adequately reflect the important nuances of this work.

**HMG Indicators:** Enables HMG affiliates to monitor progress, share lessons learned, advocate for change, and consult with other affiliates.

**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.

**Inland Empire Autism Assessment Center of Excellence (AACE):** AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

**Inland Empire Community Collaborative (IECC):** Consultants for Family Community Support Partnership (FCSP) Cooperative Expansion Project.

**Maternal Health Network:** A collective of service providers that support the maternal health system throughout San Bernardino County and engage in a collaborative process to identifying gaps to address in maternal health services.

**Matrix Outcomes Model (MOM):** A model that provides a set of complimentary assessment, case management and evaluation tools.

**Mental Health Promotion:** Related to improving the quality of life and potential for health rather than amelioration of symptoms and deficits.
**Notable Outcomes:** Worthy of note to promote a shared countywide data bank of evidenced based child abuse risk prevention and early intervention best practices

**Nurturing Parenting Program (NPP) for Parents and their Infants, Toddlers and Preschoolers:** A family-centered program designed for the prevention and treatment of child abuse and neglect. Both parents and their children birth to five years participate in home-based, group-based, or combination group-based and home-based program model. Lessons are competency-based ensuring parental learning and mastery of skills.

**Optimal Development:** A child is most likely to reach his/her full potential if he/she experiences consistent, predictable, enriched, and stimulating interactions in a context of attentive and nurturing relationships.

**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.

**Parent-Child Enrichment Activities:** Activities for parents and children to do together depending on child’s stages of development and individual interest.

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

**Parent-Peer:** Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

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

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

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

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

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

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

**Post-Assessment (AAPI-2.1 Form A):** Taken after completion of NPP sessions to measure effectiveness of NPP based on the risk identified in Pre-Assessment AAPI.

**Pre-Assessment (AAPI-2.1 Form B):** Take before NPP sessions begins to identify risk areas/constructs as a process to select NPP curriculum topics to target.

**Prevention:** Services that mitigate effects of risk and stress and address potential early relationship challenges or vulnerabilities that impact early development.

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

**Quality Improvement:** A systematic, formal approach to the analysis of practice and performance efforts to improve performance.

**Quality Start San Bernardino (QSSB):** Local Quality Rating and Improvement System (QRIS). QSSB is a collaborative efforts charged with strengthening the quality of the early childhood education system county wide.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**Relationship Based Practice/Relational Informed Practice:** When you engage with a family, you help strengthen the partnership with them. There are six Relationships-Based Practices that can help promote family engagement. 1. Observe and describe the child's behavior to open community with the family; 2. Reflect on the family’s perspective; 3. Support competence; 4. Focus on the family-child relationship; 5. Value a family's passion; 6. Reflect on your own perspective.

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

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

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

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

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

**Scalable Service:** Agencies is capable of expanded or upgraded on demand to meet increase service needs.

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

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

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

**Sten Scores:** The data are plotted on the profile using sten scores as the unit of measurement. Sten scores are "standard ten scores" that are built for a normal distribution. Responses to the AAPI-2.1 for each of the subscales are categorized as Low Risk, Moderate Risk or High Risk for Child Maltreatment.

**Strengthening Families Framework:** The Strengthening Families framework is a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors. 1.) Parental resilience; 2.) Social connections; 3.) Knowledge of parenting and child development; 4.) Concrete support in times of need; 5.) Social and emotional competence of children.

**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.
**Trauma Informed Practice:** Strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasis physical, psychological and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.

**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.

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

II. CONTRACTOR’S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan, and Attachment B – Program Budget. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, 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 provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

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

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

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

F. Contractor’s Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission’s web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor’s Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor’s performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section 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. Contractor’s governing board must meet not less than four times per year. No board member may be an employee of the organization and no paid staff member may serve as a voting member of the governing board. 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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.

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.

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
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. 2-1-1 Registration

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

Y. 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.

Z. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines http://first5sanbernardino.org/Portals/39/pdf/media_guidelines.pdf.
AA. 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.

BB. 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.

- 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.

- 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.
CC. **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.).

DD. **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 $2,606,076 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:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
<th>Period</th>
</tr>
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<tbody>
<tr>
<td>2020-21</td>
<td>$837,540</td>
<td>July 1, 2020 through June 30, 2021</td>
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<tr>
<td>2021-22</td>
<td>$868,454</td>
<td>July 1, 2021 through June 30, 2022</td>
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<tr>
<td>2022-23</td>
<td>$900,082</td>
<td>July 1, 2022 through June 30, 2023</td>
</tr>
</tbody>
</table>

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.

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 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.

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.

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission’s rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.
VIII. TERM

A. This Contract is effective commencing July 1, 2020, and expires June 30, 2023, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for two (2) additional one (1)-year periods by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2023 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Moses House Ministries  
P.O. Box 2033  
Victorville, CA 92393

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.
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, County of San Bernardino, 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, County of San Bernardino, 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 the County of San Bernardino 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.
XIII. CONCLUSION

A. This Contract, consisting of 26 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.

continued on next page
<table>
<thead>
<tr>
<th>CHILDREN &amp; FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY</th>
<th>MOSES HOUSE MINISTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Legal Entity</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized Signature</td>
<td>Authorized Signature</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CaSonya Thomas</td>
<td>Matthew Coughlin</td>
</tr>
<tr>
<td>Printed Name</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Commission Chair</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Dated</td>
<td>Dated</td>
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<tr>
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<tr>
<td></td>
<td>Official Stamp</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed for Processing</th>
<th>Approved as to Legal Form</th>
<th>Presented to Commission for Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Faulkner</td>
<td>Sophie Akins</td>
<td>Karen E. Scott</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Commission Counsel</td>
<td>Executive Director</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

248 26
**Strategic Priority Area (SPA):** Family Support  
**Goal:** Families and communities are engaged, supported, and strengthened through resources and opportunities that assist them in nurturing, caring, and providing for their children’s success and well-being

---

<table>
<thead>
<tr>
<th>Expectation</th>
<th>Increase parenting competencies and family self-sufficiency through a dual immersion of parenting classes and structured case management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome</td>
<td>Parents provide developmentally appropriate care, have the capacity and resources to thrive, and ensure children are free from abuse and neglect</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Dosage</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize Nurturing Parenting Program (NPP) curriculum to build upon parenting skills to reduce incidence of child abuse and neglect</td>
<td>Parent Education</td>
<td>Minimum one lesson per week</td>
<td>AAPI - Form A at program enrollment - Form B at program completion</td>
</tr>
<tr>
<td>Utilize the Matrix Outcomes Model (MOM) to assess and address families strengths and issues of concern as identified on the Family Development Matrix (FDM)</td>
<td>Case Management</td>
<td>Minimum one session per month</td>
<td>FDM Assessment at intake and thereafter every 90 days</td>
</tr>
<tr>
<td>Screen children for early developmental delays and refer accordingly per ASQ-3 Interval fidelity</td>
<td>Developmental Screening</td>
<td>At set intervals</td>
<td>ASQ-3 Completed within 30-45 calendar days of enrollment and follow ASQ-3 Interval Fidelity Developmental Referral Assessment when applicable</td>
</tr>
<tr>
<td>Provide developmentally appropriate activities for children in accordance with selected Nurturing Parenting Program (NPP) Curriculum</td>
<td>Child Enrichment</td>
<td>Per Child</td>
<td>Aggregate data entered in Persimmony</td>
</tr>
</tbody>
</table>

**Program Description:**
This **Center-based (Group)** and **Home-based** program utilizes **Nurturing Parenting** curriculum as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in **Adelanto, Apple Valley, Hesperia, Victorville**. 190 participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

---

**Agency Name:** Moses House Ministries  
**Contract #:** FS081  
**Program Name:** Nurturing Parenting Program  
**Contract Period:** July 2020 – June 2023  
**Service Area:** Adelanto, Apple Valley, Hesperia, Victorville  
**Outcome Goal Per Year:** 190 Participants  
**Agency Rep Name:** ______________________  
**Agency Rep Signature:** ______________________  
**Date Signed:** ______________________  
**Reporting Period:** Monthly and Quarterly  
**Data Type:** Core and Aggregate  
**Due:** By the 15th of the following month
### FIRST 5 SAN BERNARDINO
#### PROGRAM BUDGET
**FISCAL YEAR:** 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION: Moses House Ministries</th>
<th>DIRECTOR: Matthew Coughlin</th>
<th>PROGRAM TITLE: Nurturing Parenting Program</th>
<th>PROGRAM DIRECTOR: Bertha Miramontes (TBD)</th>
<th>INITIATIVE: FCSP-E</th>
<th>FINANCE OFFICER: Matthew Coughlin</th>
<th>TOTAL BUDGET: 837,540</th>
</tr>
</thead>
</table>

#### DESCRIPTION/ JUSTIFICATION

**Executive Director** oversees program activities and personnel, responsible for program design and modification, reports to First 5, maintains program compliance, monitors all fiscal reporting. Directly responsible for subcontractor reporting, technical assistance, supervision and compliance. Responsible for all sustainability and expansion plans of project. Works directly with IECC cooperative and independently to ensure NPP and CM services are financially supported and maintained over time.

**Program Director** supervises all program activities and personnel, including subcontractor. Provides program staff training, responsible for program implementation, prepares program reports to First 5, maintains program compliance, ensures NPP fidelity for both organizations. Responsible for program marketing and outreach coordination. Supports Executive Director in sustainability and expansion efforts with and without IECC cooperative.

**Bookkeeper** maintains financial records, posts receipts and information to binders for review, responsible for fiscal reporting to First 5 through persimmony, responsible for payroll reporting and maintains human resource compliance. Responsible for subcontractor fiscal verification, reporting and payment.

**Data Administrator** is responsible for ensuring contract and organizational databases are maintained and accurate. Responsible for aggregate reporting and updating participant records to First 5 through persimmony. Responsible for data input of documentation for outcome and management reporting provided by program staff. Responsible for collection and reporting of outcomes measures provided by subcontractor.

**Intake/ Receptionist** is responsible for collecting intake documents for potential participants. Responsible for ensuring participant records are created and maintained in agency database. Responsible for all front-office reception tasks.

**Parenting Facilitator 1** leads multiple 16 session NPP groups for medium and high risk participants, coordinates classes with Childcare Facilitators. Coordinates and prepares printed materials for classes. Is responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions as appropriate. Responsible for all documentation utilized for outcomes and management reporting. Purchases and prepares supplies for meals/snacks during group sessions.

**Parenting Facilitator 2** leads multiple 16 session NPP groups for medium and high risk participants, coordinates classes with Childcare Facilitators. Coordinates and prepares printed materials for classes. Is responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions as appropriate. Responsible for all documentation utilized for outcomes and management reporting. Purchases and prepares supplies for meals/snacks during group sessions.

### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Coughlin</td>
<td>Executive Director</td>
<td>0.50</td>
<td>35.00</td>
<td>1040</td>
<td>18%</td>
<td>36,400</td>
<td>6,552</td>
<td>42,952</td>
<td>85,904</td>
<td>50%</td>
</tr>
<tr>
<td>Bertha Miramontes (TBD)</td>
<td>Program Director</td>
<td>0.95</td>
<td>30.00</td>
<td>1976</td>
<td>18%</td>
<td>59,280</td>
<td>10,670</td>
<td>69,950</td>
<td>73,632</td>
<td>95%</td>
</tr>
<tr>
<td>Amanda Baxley</td>
<td>Bookkeeper</td>
<td>0.85</td>
<td>19.00</td>
<td>1768</td>
<td>18%</td>
<td>33,592</td>
<td>6,047</td>
<td>39,639</td>
<td>46,634</td>
<td>85%</td>
</tr>
<tr>
<td>TBD</td>
<td>Data Administrator</td>
<td>1.00</td>
<td>17.00</td>
<td>2080</td>
<td>18%</td>
<td>35,360</td>
<td>6,365</td>
<td>41,725</td>
<td>41,725</td>
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<tr>
<td>Carla Montana-Angel</td>
<td>Intake/Receptionist</td>
<td>0.75</td>
<td>17.50</td>
<td>1560</td>
<td>18%</td>
<td>27,300</td>
<td>4,914</td>
<td>32,214</td>
<td>42,952</td>
<td>75%</td>
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<tr>
<td>Andrea Fuentes</td>
<td>Parenting Facilitator 1</td>
<td>1.00</td>
<td>19.00</td>
<td>2080</td>
<td>18%</td>
<td>39,520</td>
<td>7,114</td>
<td>46,634</td>
<td>46,634</td>
<td>100%</td>
</tr>
<tr>
<td>TBD</td>
<td>Parenting Facilitator 2</td>
<td>1.00</td>
<td>19.00</td>
<td>2080</td>
<td>18%</td>
<td>39,520</td>
<td>7,114</td>
<td>46,634</td>
<td>46,634</td>
<td>100%</td>
</tr>
</tbody>
</table>

250
### First 5 San Bernardino Program Budget

**Fiscal Year:** 2020-2021

**Organization:** Moses House Ministries  
**Director:** Matthew Coughlin  
**Program Title:** Nurturing Parenting Program  
**Program Director:** Bertha Miramontes (TBD)  
**Finance Officer:** Matthew Coughlin

**Total Budget:** $837,540  
**RFP/Contract #:** FS081

<table>
<thead>
<tr>
<th>#</th>
<th>Budget Category</th>
<th>FTE</th>
<th>Pay Rate</th>
<th># of Hours</th>
<th>Benefit Rate</th>
<th>FSSB Salary</th>
<th>FSSB Benefits</th>
<th>FSSB Budget</th>
<th>Total Salary</th>
<th>First 5 % of Total Salary</th>
<th>Description/Justification</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Salaries &amp; Benefits</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td>8</td>
<td>Childcare Facilitator 1</td>
<td>1.00</td>
<td>19.00</td>
<td>2080</td>
<td>18%</td>
<td>39,520</td>
<td>7,114</td>
<td>46,634</td>
<td>46,634</td>
<td>100%</td>
<td>Childcare Facilitator 1 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ's for children participating in Nurturing Parenting Program and coordinating with Case Managers for referrals for children with developmental delays. Will be responsible for caring for children while participants receive Case Management sessions. Supervises and directs Childcare Assistant.</td>
</tr>
<tr>
<td>9</td>
<td>Childcare Facilitator 2</td>
<td>1.00</td>
<td>19.00</td>
<td>2080</td>
<td>18%</td>
<td>39,520</td>
<td>7,114</td>
<td>46,634</td>
<td>46,634</td>
<td>100%</td>
<td>Childcare Facilitator 2 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ's for children participating in Nurturing Parenting Program and coordinating with Case Managers for referrals for children with developmental delays. Will be responsible for caring for children while participants receive Case Management sessions. Supervises and directs Childcare Assistant.</td>
</tr>
<tr>
<td>10</td>
<td>Childcare Assistant</td>
<td>0.50</td>
<td>16.00</td>
<td>1040</td>
<td>18%</td>
<td>16,640</td>
<td>2,995</td>
<td>19,635</td>
<td>39,270</td>
<td>50%</td>
<td>Childcare Assistant will work with Childcare Facilitators 1 and 2 offering general support for Child Enrichment Sessions in order to balance child to facilitator ratios. Works with younger children who cannot participate in Child Enrichment Sessions. This position does not Facilitate Childcare.</td>
</tr>
<tr>
<td>11</td>
<td>Case Manager 1</td>
<td>0.85</td>
<td>19.00</td>
<td>1768</td>
<td>18%</td>
<td>33,592</td>
<td>6,047</td>
<td>39,639</td>
<td>46,634</td>
<td>85%</td>
<td>Case Manager 1 is responsible for conducting initial intake and assessment for participants utilizing AAPI and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular Case Management sessions with participants and develops Family Empowerment Plan. Responsible for all documentation utilized for outcomes and management reporting. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services. Provides referral linkage and tracking for participants.</td>
</tr>
<tr>
<td>12</td>
<td>Case Manager 2</td>
<td>0.85</td>
<td>19.00</td>
<td>1768</td>
<td>18%</td>
<td>33,592</td>
<td>6,047</td>
<td>39,639</td>
<td>46,634</td>
<td>85%</td>
<td>Case Manager 2 is responsible for conducting initial intake and assessment for participants utilizing AAPI and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular Case Management sessions with participants and develops Family Empowerment Plan. Responsible for all documentation utilized for outcomes and management reporting. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services. Provides referral linkage and tracking for participants.</td>
</tr>
</tbody>
</table>

**Description/Justification:**

- Case Manager 1 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions, Case Management Sessions and community appointments for resources based on Case Management referral. Maintains vehicle and ensures child seats are properly installed and sized appropriately. Class B License.
<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
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</thead>
<tbody>
<tr>
<td>SALARIES &amp; BENEFITS</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Driver 2 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions, Case Management Sessions and community appointments for resources based on Case Management referral. Maintains vehicle and ensures child seats are properly installed and sized appropriately. Class B License.</td>
</tr>
<tr>
<td>Driver 2</td>
<td>0.50</td>
<td>18.00</td>
<td>1040</td>
<td>18%</td>
<td>18,720</td>
<td>3,370</td>
<td>22,090</td>
<td>44,179</td>
<td>50%</td>
<td>$471,276</td>
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</tbody>
</table>
### First 5 San Bernardino Program Budget

**Fiscal Year:** 2020-2021

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Moses House Ministries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Title:</td>
<td>Nurturing Parenting Program</td>
</tr>
<tr>
<td>Program Director:</td>
<td>Bertha Miramontes (TBD)</td>
</tr>
<tr>
<td>Finance Officer:</td>
<td>Matthew Coughlin</td>
</tr>
<tr>
<td>Program Year:</td>
<td>2020-2021</td>
</tr>
<tr>
<td>Total Budget:</td>
<td>$837,540</td>
</tr>
<tr>
<td>RFP/Contract #:</td>
<td>FS081</td>
</tr>
</tbody>
</table>

#### II. Services & Supplies

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Allocation</th>
<th>Total F5SB Budget ($)</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Parent-Peer Stipends</td>
<td>1%</td>
<td>$12,150</td>
<td>(* No FTE) Parent Peer Stipends will be offered to successful graduates of the Nurturing Parenting Program returning to offer support services to enrolled participants. Benefits are not available to stipend recipients.</td>
</tr>
<tr>
<td>2 Program Materials/ Supplies</td>
<td>1%</td>
<td>$9,500</td>
<td>Nurturing Parenting curriculum requires materials for participants, including certificates, facilitator manuals, student manuals and books. Designated for participant materials and classroom supplies. This will cover materials for both organizations.</td>
</tr>
<tr>
<td>3 Participant Supports/ Incentives</td>
<td>0%</td>
<td>$3,000</td>
<td>Participant supports include individual bus passes in order to remove transportation barriers for participants where Moses House Van Transportation is not necessary.</td>
</tr>
<tr>
<td>4 Participant Transportation</td>
<td>3%</td>
<td>$21,000</td>
<td>Moses House Ministries Van service will be utilized for participants with limited or no access to public transportation, providing safe access for participants and their children to Nurturing Parenting Programs, Case Management Sessions and other scheduled appointments based on Case Management referral. Line item includes fuel, vehicle maintenance and repair, and vehicle registration.</td>
</tr>
<tr>
<td>5 Staff Development and Training</td>
<td>1%</td>
<td>$5,000</td>
<td>Staff Development and training is available to ensure staff remain current in areas relevant to their position and this project, including Child Development, Case Management training, NPP facilitator training for cross-training staff as necessary, team development, etc.</td>
</tr>
<tr>
<td>6 Advertisements</td>
<td>1%</td>
<td>$5,000</td>
<td>Advertisements for participant recruitment, including radio advertising, brochures, posters, and other print and marketing materials.</td>
</tr>
<tr>
<td>#</td>
<td>Service/Expense</td>
<td>Percentage</td>
<td>Cost</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>7</td>
<td>Printing</td>
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<tr>
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<td>9</td>
<td>Office Supplies</td>
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<td>10</td>
<td>Office Equipment</td>
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<tr>
<td>11</td>
<td>Rend/Lease Building</td>
<td>4%</td>
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<tr>
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<td>Building/ Equipment Maintenance</td>
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<td>Utilities</td>
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<tr>
<td>14</td>
<td>Insurance/ Taxes/ Licenses</td>
<td>2%</td>
<td>$14,840</td>
</tr>
<tr>
<td>15</td>
<td>Professional Services/ Consultants</td>
<td>1%</td>
<td>$9,500</td>
</tr>
</tbody>
</table>

In-house and outsourced printing/copying of materials for Nurturing Parenting Programs and Case Management materials and other program related work. Participants compile notebooks of activities and nutritious snacks for home-practice with their children.

Postage will be utilized for correspondence with participants enrolled in both Nurturing Parenting Programs and Case Management. Postage may also be utilized for correspondence to First 5.

Costs based on office supplies utilized for Nurturing Parenting Sessions, Case Management, preparing fiscal required documents for First 5 and supportive services.

Office equipment reflects 89% of the lease cost for printer/copier, reflecting percentage of use for Nurturing Parenting Programs, Case Management, fiscal department for reporting, and work with IECC -IECC cooperative expansion.

5000 square foot office building will be utilized for Nurturing Parenting Group Sessions, Case Management appointments, and Childcare, as well as provide office space for program staff.

Provides for minor repairs of facility and classroom equipment.

Utilities include: electricity, gas, water/waste, telephone, internet, and cellular plan for program phones utilized for home-visits and communication with program participants.

Insurance includes: property, umbrella, vehicle, and Directors and Officers, Estimates for Cyber and Sexual Misconduct insurance factored in. Taxes includes personal property use tax.

Professional services include Annual Audit, DOJ fingerprinting, and Payroll processing fees.
### III. FOOD

<table>
<thead>
<tr>
<th>Event(s)</th>
<th>Total F5SB Budget</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Nurturing Parenting Sessions</td>
<td>$5,000</td>
<td>Parents learn simple, yet healthy snack and meal ideas during Nurturing Parenting Program. Food purchases average $25 per session.</td>
</tr>
<tr>
<td>2 Total Food</td>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination</th>
<th>Purpose</th>
<th>Total F5SB Budget</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee Mileage/ Travel</td>
<td>$2,500</td>
<td>Parenting Facilitators and Case Managers will offer home-based follow-up and Case Management to participants requiring additional support. Additional mileage provided for attending IECC cooperative expansion meetings and related events.</td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td>$2,500</td>
<td></td>
</tr>
</tbody>
</table>

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Total F5SB Budget</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 St. Mary Medical Center</td>
<td>$135,494</td>
<td>Budget detail and narrative attached to MOU</td>
</tr>
<tr>
<td>2 Total Subcontractors</td>
<td>$135,494</td>
<td></td>
</tr>
</tbody>
</table>

### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent</th>
<th>Basis</th>
<th>Total Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL FIRST 5 BUDGET**

$837,540
### FIRST 5 SAN BERNARDINO
#### PROGRAM BUDGET
**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Moses House Ministries</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Matthew Coughlin</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>Nurturing Parenting Program</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Bertha Miramontes (TBD)</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>FCSP-E</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Matthew Coughlin</td>
</tr>
<tr>
<td>PROGRAM YEAR 2020-2021</td>
<td>2021-2022</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>868,454</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS081</td>
</tr>
</tbody>
</table>

### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>#</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name:</td>
<td>Matthew Coughlin</td>
<td>Position:</td>
<td>Executive Director</td>
<td>0.50</td>
<td>36.00</td>
<td>1040</td>
<td>18%</td>
<td>37,440</td>
<td>6,739</td>
<td>44,179</td>
</tr>
<tr>
<td>2</td>
<td>Bertha Miramontes (TBD)</td>
<td>Program Director</td>
<td>0.95</td>
<td>31.00</td>
<td>1976</td>
<td>18%</td>
<td>61,256</td>
<td>11,026</td>
<td>72,282</td>
<td>76,086</td>
<td>95%</td>
</tr>
<tr>
<td>3</td>
<td>Amanda Baxley</td>
<td>Bookkeeper</td>
<td>0.85</td>
<td>20.00</td>
<td>1768</td>
<td>18%</td>
<td>35,360</td>
<td>6,365</td>
<td>41,725</td>
<td>49,088</td>
<td>85%</td>
</tr>
<tr>
<td>4</td>
<td>TBD</td>
<td>Data Administrator</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>18%</td>
<td>37,440</td>
<td>6,739</td>
<td>44,179</td>
<td>44,179</td>
<td>100%</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION: Moses House Ministries</th>
<th>DIRECTOR: Matthew Coughlin</th>
<th>PROGRAM TITLE: Nurturing Parenting Program</th>
<th>PROGRAM DIRECTOR: Bertha Miramontes (TBD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIATIVE: FCSP-E</td>
<td>FINANCE OFFICER: Matthew Coughlin</td>
<td>TOTAL BUDGET: 868,454</td>
<td>RFP/CONTRACT #: FS081</td>
</tr>
</tbody>
</table>

#### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
</table>
| 5 | Carla Montana-Angel Intake/Receptionist | 0.75 | 18.50 | 1560 | 18% | 28,860 | 5,195 | 34,055 | 45,406 | 75% | Intake/ Receptionist is responsible for collecting intake documents for potential participants. Responsible for ensuring participant records are created and maintained in agency database. Responsible for all front-office reception tasks. 
<p>| 6 | Andrea Fuentes Parenting Facilitator 1 | 1.00 | 20.00 | 2080 | 18% | 41,600 | 7,488 | 49,088 | 49,088 | 100% | Parenting Facilitator 1 leads multiple 16 session NPP groups for medium and high risk participants, coordinates classes with Childcare Facilitators. Coordinates and prepares printed materials for classes. Responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions as appropriate. Responsible for all documentation utilized for outcomes and management reporting. Purchases and prepares supplies for meals/snacks during group sessions. |
| 7 | TBD Parenting Facilitator 2 | 1.00 | 20.00 | 2080 | 18% | 41,600 | 7,488 | 49,088 | 49,088 | 100% | Parenting Facilitator 2 leads multiple 16 session NPP groups for medium and high risk participants, coordinates classes with Childcare Facilitators. Coordinates and prepares printed materials for classes. Responsible for recruiting, enrolling, and coordinating follow-up and one-on-one sessions as appropriate. Responsible for all documentation utilized for outcomes and management reporting. Purchases and prepares supplies for meals/snacks during group sessions. |
| 8 | Shadidi Carmon Childcare Facilitator 1 | 1.00 | 20.00 | 2080 | 18% | 41,600 | 7,488 | 49,088 | 49,088 | 100% | Childcare Facilitator 1 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ’s for children participating in Nurturing Parenting Program and coordinating with Case Managers for referrals for children with developmental delays. Will be responsible for caring for children while participants receive Case Management sessions. Supervises and directs Childcare Assistant. |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5% of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Childcare Facilitator 2 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ’s for children participating in Nurturing Parenting Program and coordinating with Case Managers for referrals for children with developmental delays. Will be responsible for caring for children while participants receive Case Management sessions. Supervises and directs Childcare Assistant.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>0.50</td>
<td>17.00</td>
<td>1040</td>
<td>18%</td>
<td>17,680</td>
<td>3,182</td>
<td>20,862</td>
<td>41,725</td>
<td>50%</td>
<td>Childcare Assistant will work with Childcare Facilitators 1 and 2 offering general support for Child Enrichment Sessions in order to balance child to facilitator ratios. Works with younger children who cannot participate in Child Enrichment Sessions. This position does not Facilitate Childcare.</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>0.85</td>
<td>20.00</td>
<td>1768</td>
<td>18%</td>
<td>35,360</td>
<td>6,365</td>
<td>41,725</td>
<td>49,088</td>
<td>85%</td>
<td>Case Manager 1 is responsible for conducting initial intake and assessment for participants utilizing AAPI and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular Case Management sessions with participants and develops Family Empowerment Plan. Responsible for all documentation utilized for outcomes and management reporting. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services. Provides referral linkage and tracking for participants.</td>
</tr>
</tbody>
</table>
### FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Moses House Ministries</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Matthew Coughlin</td>
</tr>
<tr>
<td>PROGRAM YEAR</td>
<td>2020-2021</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>868,454</td>
</tr>
<tr>
<td>RFP/CONTRACT #</td>
<td>FS081</td>
</tr>
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#### FIRST 5 SAN BERNARDINO PROGRAM BUDGET

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<tbody>
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<tr>
<td>PROGRAM TITLE:</td>
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<thead>
<tr>
<th>PROGRAM YEAR</th>
<th>2021-2022</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LINE</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
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<tr>
<td></td>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>Case Manager 2 is responsible for conducting initial intake and assessment for participants utilizing AAPI and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular Case Management sessions with participants and develops Family Empowerment Plan. Responsible for all documentation utilized for outcomes and management reporting. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services. Provides referral linkage and tracking for participants.</td>
</tr>
<tr>
<td>12</td>
<td>Jamie Wright</td>
<td>0.85</td>
<td>20.00</td>
<td>1768</td>
<td>18%</td>
<td>35,360</td>
<td>6,365</td>
<td>41,725</td>
<td>49,088</td>
<td>85%</td>
<td>Driver 1 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions, Case Management Sessions and community appointments for resources based on Case Management referral. Maintains vehicle and ensures child seats are properly installed and sized appropriately. Class B License.</td>
</tr>
<tr>
<td>13</td>
<td>Ernilda Copeland</td>
<td>0.50</td>
<td>19.00</td>
<td>1040</td>
<td>18%</td>
<td>19,760</td>
<td>3,557</td>
<td>23,317</td>
<td>46,634</td>
<td>50%</td>
<td>Driver 2 picks up participants with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions, Case Management Sessions and community appointments for resources based on Case Management referral. Maintains vehicle and ensures child seats are properly installed and sized appropriately. Class B License.</td>
</tr>
</tbody>
</table>

| Total Salaries & Benefits | $ 494,676 | $ 89,042 | $ 583,718 | $ 732,638 |

|      | Driver 2 | 0.50 | 19.00 | 1040 | 18% | 19,760 | 3,557 | 23,317 | 46,634 | 50% | Driver 2 picks up participants with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions, Case Management Sessions and community appointments for resources based on Case Management referral. Maintains vehicle and ensures child seats are properly installed and sized appropriately. Class B License. |

259
ORGANIZATION: Moses House Ministries  
DIRECTOR: Matthew Coughlin  
PROGRAM TITLE: Nurturing Parenting Program  
PROGRAM DIRECTOR: Bertha Miramontes (TBD)  
INITIATIVE: FSCP-E  
FINANCE OFFICER: Matthew Coughlin  
PROGRAM YEAR: 2021-2022  
TOTAL BUDGET: 868,454  
RFP/CONTRACT #: FS081

II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Allocation</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Parent-Peer Stipends</td>
<td>1%</td>
<td>$12,150</td>
<td>(* No FTE) Parent Peer Stipends will be offered to successful graduates of the Nurturing Parenting Program returning to offer support services to enrolled participants. Benefits are not available to stipend recipients.</td>
</tr>
<tr>
<td>2 Program Materials/ Supplies</td>
<td>1%</td>
<td>$9,500</td>
<td>Nurturing Parenting curriculum requires materials for participants, including certificates, facilitator manuals, student manuals and books. Designated for participant materials and classroom supplies. This will cover materials for both organizations.</td>
</tr>
<tr>
<td>3 Participant Supports/ Incentives</td>
<td>0%</td>
<td>$3,000</td>
<td>Participant supports include individual bus passes in order to remove transportation barriers for participants where Moses House Van Transportation is not necessary.</td>
</tr>
<tr>
<td>4 Participant Transportation</td>
<td>2%</td>
<td>$21,000</td>
<td>Moses House Ministries Van service will be utilized for participants with limited or no access to public transportation, providing safe access for participants and their children to Nurturing Parenting Programs, Case Management Sessions and other scheduled appointments based on Case Management referral. Line item includes fuel, vehicle maintenance and repair, and vehicle registration.</td>
</tr>
<tr>
<td>5 Staff Development and Training</td>
<td>1%</td>
<td>$5,000</td>
<td>Staff Development and training is available to ensure staff remain current in areas relevant to their position and this project, including Child Development, Case Management training, NPP facilitator training for cross-training staff as necessary, team development, etc.</td>
</tr>
<tr>
<td>6 Advertisements</td>
<td>1%</td>
<td>$5,000</td>
<td>Advertisements for participant recruitment, including radio advertising, brochures, posters, and other print and marketing materials.</td>
</tr>
<tr>
<td>7 Printing</td>
<td>0%</td>
<td>$2,000</td>
<td>In-house and outsourced printing/copying of materials for Nurturing Parenting Programs and Case Management materials and other program related work. Participants compile notebooks of activities and nutritious snacks for home-practice with their children.</td>
</tr>
<tr>
<td>8 Postage</td>
<td>0%</td>
<td>$250</td>
<td>Postage will be utilized for correspondence with participants enrolled in both Nurturing Parenting Programs and Case Management. Postage may also be utilized for correspondence to First 5.</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO

### PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

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<thead>
<tr>
<th>INITIATIVE:</th>
<th>DESCRIPTION/JUSTIFICATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Office Supplies</td>
<td>Costs based on office supplies utilized for Nurturing Parenting Sessions, Case Management, preparing fiscal required documents for First 5 and supportive services.</td>
</tr>
<tr>
<td>10 Office Equipment</td>
<td>Office equipment reflects 89% of the lease cost for printer/copier, reflecting percentage of use for Nurturing Parenting Programs, Case Management, fiscal department for reporting, and work with IECC -IECC cooperative expansion.</td>
</tr>
<tr>
<td>11 Rend/Lease Building</td>
<td>5000 square foot office building will be utilized for Nurturing Parenting Group Sessions, Case Management appointments, and Childcare, as well as provide office space for program staff.</td>
</tr>
<tr>
<td>12 Building/ Equipment Maintenance</td>
<td>Provides for minor repairs of facility and classroom equipment.</td>
</tr>
<tr>
<td>13 Utilities</td>
<td>Utilities include: electricity, gas, water/waste, telephone, internet, and cellular plan for program phones utilized for home-visits and communication with program participants.</td>
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<td>14 Insurance/ Taxes/ Licenses</td>
<td>Insurance includes: property, umbrella, vehicle, and Directors and Officers, Estimates for Cyber and Sexual Misconduct insurance factored in. Taxes includes personal property use tax.</td>
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<td>Professional services include Annual Audit, DOJ fingerprinting, and Payroll processing fees.</td>
</tr>
<tr>
<td><strong>Total Services &amp; Supplies</strong></td>
<td><strong>$138,440</strong></td>
</tr>
</tbody>
</table>

### III. FOOD

<table>
<thead>
<tr>
<th>EVENT(S):</th>
<th>TOTAL F5SB BUDGET</th>
<th>DESCRIPTION/JUSTIFICATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Nurturing Parenting Sessions</td>
<td>5,000</td>
<td>Parents learn simple, yet healthy snack and meal ideas during Nurturing Parenting Program. Food purchases average $25 per session.</td>
</tr>
<tr>
<td>2 Total Food</td>
<td><strong>$5,000</strong></td>
<td></td>
</tr>
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### IV. TRAVEL
<table>
<thead>
<tr>
<th>ORGANIZATION: Moses House Ministries</th>
<th>DIRECTOR: Matthew Coughlin</th>
<th>PROGRAM YEAR: 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE: Nurturing Parenting Program</td>
<td>PROGRAM DIRECTOR: Bertha Miramontes (TBD)</td>
<td>TOTAL BUDGET: 868,454</td>
</tr>
<tr>
<td>INITIATIVE: FCSP-E</td>
<td>FINANCE OFFICER: Matthew Coughlin</td>
<td>RFP/CONTRACT #: FS081</td>
</tr>
</tbody>
</table>

### Employee Mileage/ Travel

<table>
<thead>
<tr>
<th>Description/Justification:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Percent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parenting Facilitators and Case Managers will offer home-based follow-up and Case Management to participants requiring additional support. Additional mileage provided for attending IECC cooperative expansion meetings and related events.</td>
<td>$2,500</td>
<td>138,796</td>
</tr>
<tr>
<td>St. Mary Medical Center</td>
<td>138,796</td>
<td>Budget detail and narrative attached to MOU</td>
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<tr>
<td>Total Subcontractors</td>
<td>138,796</td>
<td></td>
</tr>
</tbody>
</table>

### Indirect Costs

<table>
<thead>
<tr>
<th>Basis:</th>
<th>Total Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### TOTAL FIRST 5 BUDGET

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tr>
<td>TOTAL FIRST 5 BUDGET</td>
<td>$868,454</td>
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</table>
### FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2022-2023

**ORGANIZATION:** Moses House Ministries  
**DIRECTOR:** Matthew Coughlin  
**PROGRAM TITLE:** Nurturing Parenting Program  
**PROGRAM DIRECTOR:** Bertha Miramontes (TBD)  
**INITIATIVE:** FCSP-E  
**FINANCE OFFICER:** Matthew Coughlin

**TOTAL BUDGET:** $900,082  
**RFP/CONTRACT #:** FS081

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES &amp; BENEFITS</td>
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</tr>
<tr>
<td>1. Name: Matthew Coughlin Position: Executive Director</td>
<td>0.50</td>
<td>37.00</td>
<td>1040</td>
<td>18%</td>
<td>38,480</td>
<td>6,926</td>
<td>45,406</td>
<td>90,813</td>
<td>50%</td>
<td>Executive Director oversees program activities and personnel, responsible for program design and modification, reports to First 5, maintains program compliance, monitors all fiscal reporting. Directly responsible for all subcontractor reporting, technical assistance, supervision and compliance. Responsible for all sustainability and expansion plans of project. Works directly with IECC cooperative and independently to ensure NPP and CM services are financially supported and maintained over time.</td>
</tr>
<tr>
<td>2. Name: Bertha Miramontes (TBD) Position: Program Director</td>
<td>0.95</td>
<td>32.00</td>
<td>1976</td>
<td>18%</td>
<td>63,232</td>
<td>11,382</td>
<td>74,614</td>
<td>78,541</td>
<td>95%</td>
<td>Program Director supervises all program activities and personnel, including subcontractor. Provides program staff training, responsible for program implementation, prepares program reports to First 5, maintains program compliance, ensures NPP fidelity for both organizations. Responsible for program marketing and outreach coordination. Supports Executive Director in sustainability and expansion efforts with and without IECC cooperative.</td>
</tr>
<tr>
<td>3. Name: Amanda Baxley Position: Bookkeeper</td>
<td>0.85</td>
<td>21.00</td>
<td>1768</td>
<td>18%</td>
<td>37,128</td>
<td>6,683</td>
<td>43,811</td>
<td>51,542</td>
<td>85%</td>
<td>Bookkeeper maintains financial records, posts receipts and information to binders for review, responsible for fiscal reporting to First 5 through persimmony, responsible for payroll reporting and maintains human resource compliance. Responsible for subcontractor fiscal verification, reporting and payment.</td>
</tr>
<tr>
<td>BUDGET CATEGORY</td>
<td>FTE</td>
<td>PAY RATE</td>
<td># OF HOURS</td>
<td>BENEFIT RATE</td>
<td>FSSB SALARY</td>
<td>FSSB BENEFITS</td>
<td>FSSB BUDGET</td>
<td>TOTAL SALARY</td>
<td>First 5 % of TOTAL SALARY</td>
<td>DESCRIPTION/ JUSTIFICATION</td>
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</tr>
<tr>
<td>1. SALARIES &amp; BENEFITS</td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
</tr>
<tr>
<td>4 TBD</td>
<td>Data Administrator</td>
<td>1.00</td>
<td>19.00</td>
<td>2080</td>
<td>18%</td>
<td>39,520</td>
<td>7,114</td>
<td>46,634</td>
<td>46,634</td>
<td>100%</td>
</tr>
<tr>
<td>5</td>
<td>Carla Montana-Angel</td>
<td>Intake/Receptionist</td>
<td>0.75</td>
<td>19.50</td>
<td>1560</td>
<td>18%</td>
<td>30,420</td>
<td>5,476</td>
<td>35,896</td>
<td>47,861</td>
</tr>
<tr>
<td>6</td>
<td>Andrea Fuentes</td>
<td>Parenting Facilitator 1</td>
<td>1.00</td>
<td>21.00</td>
<td>2080</td>
<td>18%</td>
<td>43,680</td>
<td>7,862</td>
<td>51,542</td>
<td>51,542</td>
</tr>
<tr>
<td>7 TBD</td>
<td>Parenting Facilitator 2</td>
<td>1.00</td>
<td>21.00</td>
<td>2080</td>
<td>18%</td>
<td>43,680</td>
<td>7,862</td>
<td>51,542</td>
<td>51,542</td>
<td>100%</td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### FISCAL YEAR: 2022-2023

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Moses House Ministries</th>
<th>DIRECTOR:</th>
<th>Matthew Coughlin</th>
<th>PROGRAM YEAR:</th>
<th>2020-2021</th>
<th>2022-2023</th>
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</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Nurturing Parenting Program</td>
<td>PROGRAM DIRECTOR:</td>
<td>Bertha Miramontes (TBD)</td>
<td>TOTAL BUDGET:</td>
<td>900,082</td>
<td></td>
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<tr>
<td>INITIATIVE:</td>
<td>FCSP-E</td>
<td>FINANCE OFFICER:</td>
<td>Matthew Coughlin</td>
<td>RFP/CONTRACT #:</td>
<td></td>
<td>FS081</td>
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</table>

## SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Childcare Facilitator 1 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ’s for children participating in Nurturing Parenting Program and coordinating with Case Managers for referrals for children with developmental delays. Will be responsible for caring for children while participants receive Case Management sessions. Supervises and directs Childcare Assistant.</td>
</tr>
<tr>
<td>9</td>
<td>Childcare Facilitator 2 will teach children the same concepts that parents learn in their sessions as provided within the Nurturing Parenting Curriculum for Child Enrichment Sessions. Is responsible for developing and coordinating parent/child interactive activities. Is responsible for conducting ASQ’s for children participating in Nurturing Parenting Program and coordinating with Case Managers for referrals for children with developmental delays. Will be responsible for caring for children while participants receive Case Management sessions. Supervises and directs Childcare Assistant.</td>
</tr>
<tr>
<td>10</td>
<td>Childcare Assistant will work with Childcare Facilitators 1 and 2 offering general support for Child Enrichment Sessions in order to balance child to facilitator ratios. Works with younger children who cannot participate in Child Enrichment Sessions. This position does not Facilitate Childcare.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
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<td>I</td>
</tr>
</tbody>
</table>

| 8 | Shadidi Carmon | Childcare Facilitator 1 | 1.00 | 21.00 | 2080 | 18% | 43,680 | 7,862 | 51,542 | 51,542 | 100% |
| 9 | Emily Coughlin | Childcare Facilitator 2 | 1.00 | 21.00 | 2080 | 18% | 43,680 | 7,862 | 51,542 | 51,542 | 100% |
| 10 | John Gratz | Childcare Assistant | 0.50 | 18.00 | 1040 | 18% | 18,720 | 3,370 | 22,090 | 44,179 | 50% |
# First 5 San Bernardino Program Budget

**Fiscal Year:** 2022-2023

**Organization:** Moses House Ministries  
**Director:** Matthew Coughlin  
**Program Title:** Nurturing Parenting Program  
**Program Director:** Bertha Miramontes (TBD)

**Total Budget:** $900,082  
**RFP/Contract #:** FS081

<table>
<thead>
<tr>
<th>Line</th>
<th>Budget Category</th>
<th>FTE</th>
<th>Pay Rate</th>
<th># of Hours</th>
<th>Benefit Rate</th>
<th>FSSB Salary</th>
<th>FSSB Benefits</th>
<th>FSSB Budget</th>
<th>First 5 % of Total Salary</th>
<th>Description/Justification</th>
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</thead>
<tbody>
<tr>
<td>11</td>
<td>Salaries &amp; Benefits</td>
<td>0.85</td>
<td>21.00</td>
<td>1768</td>
<td>18%</td>
<td>37,128</td>
<td>6,683</td>
<td>43,811</td>
<td>51,542</td>
<td>85%</td>
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<td></td>
<td>Case Manager 1 is responsible for conducting initial intake and assessment for participants utilizing AAPI and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular Case Management sessions with participants and develops Family Empowerment Plan. Responsible for all documentation utilized for outcomes and management reporting. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services. Provides referral linkage and tracking for participants.</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>0.85</td>
<td>21.00</td>
<td>1768</td>
<td>18%</td>
<td>37,128</td>
<td>6,683</td>
<td>43,811</td>
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<td></td>
<td>Case Manager 2 is responsible for conducting initial intake and assessment for participants utilizing AAPI and FDM. Works closely with Parent Facilitators to ensure participants are grouped according to like assessment scores for group sessions. Conducts regular Case Management sessions with participants and develops Family Empowerment Plan. Responsible for all documentation utilized for outcomes and management reporting. Works closely with Van Drivers to ensure participants with significant transportation barriers have access to programs and services. Provides referral linkage and tracking for participants.</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>0.50</td>
<td>20.00</td>
<td>1040</td>
<td>18%</td>
<td>20,800</td>
<td>3,744</td>
<td>24,544</td>
<td>49,088</td>
<td>50%</td>
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<td></td>
<td>Driver 1 picks up participants and children with significant transportation barriers from home and delivers to office for Nurturing Parenting Sessions, Case Management Sessions and community appointments for resources based on Case Management referral. Maintains vehicle and ensures child seats are properly installed and sized appropriately. Class B License.</td>
</tr>
</tbody>
</table>

**Finance Officer:** Matthew Coughlin

**Program Year:** 2020-2021  
**2022-2023**

**First 5 Program:** FCS-P-E
<table>
<thead>
<tr>
<th>#</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>SALARIES &amp; BENEFITS</td>
<td>Driver 2</td>
<td>0.50</td>
<td>20.00</td>
<td>1040</td>
<td>18%</td>
<td>20,800</td>
<td>3,744</td>
<td>24,544</td>
<td>49,088</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Total Salaries &amp; Benefits</td>
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</tr>
<tr>
<td>Expense</td>
<td>% of Allocation</td>
<td>TOTAL FSSB BUDGET ($)</td>
<td>Description/Justification</td>
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</tr>
<tr>
<td>1 Parent-Peer Stipends</td>
<td>1%</td>
<td>$12,150</td>
<td>(* No FTE) Parent Peer Stipends will be offered to successful graduates of the Nurturing Parenting Program returning to offer support services to enrolled participants. Benefits are not available to stipend recipients.</td>
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</tr>
<tr>
<td>2 Program Materials/ Supplies</td>
<td>1%</td>
<td>$9,500</td>
<td>Nurturing Parenting curriculum requires materials for participants, including certificates, facilitator manuals, student manuals and books. Designated for participant materials and classroom supplies. This will cover materials for both organizations.</td>
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</tr>
<tr>
<td>3 Participant Supports/ Incentives</td>
<td>0%</td>
<td>$3,000</td>
<td>Participant supports include individual bus passes in order to remove transportation barriers for participants where Moses House Van Transportation is not necessary.</td>
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</tr>
<tr>
<td>4 Participant Transportation</td>
<td>2%</td>
<td>$21,000</td>
<td>Staff Development and training is available to ensure staff remain current in areas relevant to their position and this project, including Child Development, Case Management training, NPP facilitator training for cross-training staff as necessary, team development, etc.</td>
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</tr>
<tr>
<td>5 Staff Development and Training</td>
<td>1%</td>
<td>$5,000</td>
<td>In-house and outsourced printing/copying of materials for Nurturing Parenting Programs and Case Management materials and other program related work. Participants compile notebooks of activities and nutritious snacks for home-practice with their children.</td>
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</tr>
<tr>
<td>6 Advertisements</td>
<td>1%</td>
<td>$5,000</td>
<td>Postage will be utilized for correspondence with participants enrolled in both Nurturing Parenting Programs and Case Management. Postage may also be utilized for correspondence to First 5.</td>
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</tr>
<tr>
<td>7 Printing</td>
<td>0%</td>
<td>$2,000</td>
<td>Postage will be utilized for correspondence with participants enrolled in both Nurturing Parenting Programs and Case Management. Postage may also be utilized for correspondence to First 5.</td>
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</tr>
<tr>
<td>8 Postage</td>
<td>0%</td>
<td>$250</td>
<td>Costs based on office supplies utilized for Nurturing Parenting Sessions, Case Management, preparing fiscal required documents for First 5 and supportive services.</td>
<td></td>
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</tr>
<tr>
<td>9 Office Supplies</td>
<td>0%</td>
<td>$3,200</td>
<td>Office equipment reflects 89% of the lease cost for printer/copier, reflecting percentage of use for Nurturing Parenting Programs, Case Management, fiscal department for reporting, and work with IECC -IECC cooperative expansion.</td>
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</tr>
<tr>
<td>10 Office Equipment</td>
<td>0%</td>
<td>$4,000</td>
<td>5000 square foot office building will be utilized for Nurturing Parenting Group Sessions, Case Management appointments, and Childcare, as well as provide office space for program staff.</td>
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## Program Title
- **Nurturing Parenting Program**

### Organization
- **Name**: Moses House Ministries
- **Director**: Matthew Coughlin
- **Program Director**: Bertha Miramontes (TBD)

### Initiative
- FCSP-E

### Year
- **Fiscal Year**: 2022-2023
- **Program Year**: 2022-2023

### Budget
- **Total Budget**: $900,082
- **RFP/Contract #**: FS081

### Table: Budget Breakdown

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Percent</th>
<th>Basis</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building/ Equipment Maintenance</td>
<td>0%</td>
<td></td>
<td>$750</td>
</tr>
<tr>
<td>Provides for minor repairs of facility and classroom equipment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>2%</td>
<td></td>
<td>$15,250</td>
</tr>
<tr>
<td>Utilities include: electricity, gas, water/waste, telephone, internet, and cellular plan for program phones utilized for home-visits and communication with program participants.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance/ Licenses/ Taxes</td>
<td>2%</td>
<td></td>
<td>$14,400</td>
</tr>
<tr>
<td>Insurance includes: property, umbrella, vehicle, and Directors and Officers, Estimates for Cyber and Sexual Misconduct insurance factored in. Taxes includes personal property use tax.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services/ Consultants</td>
<td>1%</td>
<td></td>
<td>$9,500</td>
</tr>
<tr>
<td>Professional services include Annual Audit, DOJ fingerprinting, and Payroll processing fees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Services &amp; Supplies</td>
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<td></td>
<td>$138,440</td>
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<tr>
<td>III. Food</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. Nurturing Parenting Sessions</td>
<td></td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td>Parents learn simple, yet healthy snack and meal ideas during Nurturing Parenting Program. Food purchases average $25 per session.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Food</td>
<td></td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td>IV. Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Employee Mileage/ Travel</td>
<td></td>
<td></td>
<td>$2,500</td>
</tr>
<tr>
<td>Parenting Facilitators and Case Managers will offer home-based follow-up and Case Management to participants requiring additional support. Additional mileage provided for attending IECC cooperative expansion meetings and related events.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td></td>
<td>$2,500</td>
</tr>
<tr>
<td>V. Subcontractors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. St. Mary Medical Center</td>
<td></td>
<td></td>
<td>142812</td>
</tr>
<tr>
<td>Budget detail and narrative attached to MOU</td>
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<td>Total Subcontractors</td>
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<td>VI. Indirect Costs</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Percent:</td>
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<tr>
<td>Basis:</td>
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<tr>
<td>ORGANIZATION</td>
<td>Moses House Ministries</td>
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<td>------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DIRECTOR</td>
<td>Matthew Coughlin</td>
<td></td>
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<tr>
<td>PROGRAM TITLE</td>
<td>Nurturing Parenting Program</td>
<td></td>
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<tr>
<td>PROGRAM DIRECTOR</td>
<td>Bertha Miramontes (TBD)</td>
<td></td>
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</tr>
<tr>
<td>INITIATIVE</td>
<td>FCSP-E</td>
<td></td>
<td></td>
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<tr>
<td>FINANCE OFFICER</td>
<td>Matthew Coughlin</td>
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**Program Outline Document 2020-2023**

### AGENCY INFORMATION

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<td>Contract #</td>
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<tr>
<td>Project Name</td>
<td>Nurturing Parenting Program</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 2033 Victorville, CA 92393</td>
</tr>
<tr>
<td>Phone #</td>
<td>(760) 955-1895</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.moseshouse.org">www.moseshouse.org</a></td>
</tr>
<tr>
<td>Fax #</td>
<td>(760) 955-1303</td>
</tr>
<tr>
<td>Program Site Address</td>
<td>15180 Anacapa Rd. Victorville, CA 92392</td>
</tr>
<tr>
<td>Client Referral Phone #</td>
<td>(760) 955-1895</td>
</tr>
</tbody>
</table>

### CONTACT INFORMATION

#### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Matthew Coughlin  
Address: PO Box 2033 Victorville, CA 92393  
Direct Phone #: (760) 955-1895 ext. 150  
Fax #: (760) 955-1303  
E-Mail: matt@moseshouse.org

#### CONTRACT REPRESENTATIVE

Name: Matthew Coughlin  
Address: PO Box 2033 Victorville, CA 92393  
Direct Phone #: (760) 955-1895 ext. 150  
Fax #: (760) 955-1303  
E-Mail: matt@moseshouse.org

#### PROGRAM CONTACT

Name: Matthew Coughlin  
Address: PO Box 2033 Victorville, CA 92393  
Direct Phone #: (760) 955-1895 ext. 150  
Fax #: (760) 955-1303  
E-Mail: matt@moseshouse.org
FISCAL CONTACT
Name: Matthew Coughlin
Address: PO Box 2033 Victorville, CA 92393
E-Mail: matt@moseshouse.org
Title: Executive Director
Direct Phone #: (760) 955-1895 ext. 150
Fax #: (760) 955-1303

PROGRAM INFORMATION

TYPE OF AGENCY
- Educational Institution
  Describe: Choose an item.
- Government Agency
  Describe: Choose an item.
- Private Entity/Institution
  Describe: Choose an item.
- Community-Based
  Describe: Non Profit

FIRST 5 FOCUS AREA

- Health
  Early Screening and Intervention
  Health Care Access
  Oral Health
  Other:
- Education
  Early Education Programs
  Access to Quality Child Care
- Family
  Parent Education
  Resource Center & Case Management
- Systems
  Integrated Systems Planning & Implementation
  Countywide Information Referral Systems
  Organizational Capacity Building
  Other:

- Community Outreach
  Other:
PROGRAM DESCRIPTION

This Centered-based (Group) and Home-based program utilizes Nurturing Parenting curriculum as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in Adelanto, Apple Valley, Hesperia, and Victorville. 190 participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families:
   1.3 a) Children are free from abuse and neglect.
   1.3 b) Parents provide developmentally appropriate care.
   1.3 c) Families are resilient.

SPA 2: Systems and Networks:
   2.2a) Community organizations and groups are equipped to effectively serve children and families.
   2.2 b) Workforce is developed to effectively serve children and families.

ASSIGNED ANALYST: Wendy Lee, Psy.D. SAII

CONTRACT AMOUNT

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<td>Program Name:</td>
<td>Nurturing Parenting Program</td>
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<td>Contract #:</td>
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<tr>
<td>Moses House Ministries</td>
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<td>15180 Anacapa Rd</td>
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<tr>
<td>Matthew Coughlin, Executive Director</td>
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<td>St. Mary Medical Center</td>
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<td>18300 Hwy 18</td>
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<tr>
<td>Apple Valley, CA 92307</td>
<td></td>
</tr>
<tr>
<td>Dr. Ernelyn Navarro, Manager, Community Programs &amp; Services</td>
<td></td>
</tr>
</tbody>
</table>
THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Reach Out

Department/Division

Address

1126 W. Foothill Blvd., Suite 250
Upland, CA 91786

Phone

(909) 982-8641

Federal ID No.

95-2642747

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

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

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

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

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

Adult-Adolescent Parent Inventory (AAPI): An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

Adverse Childhood Experiences (ACEs): Describes all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. (CDC).

Affordable Care Act (ACA): Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

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

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

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

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

California Evidence-Based Clearinghouse (CEBC) for Child Welfare: Advances the effective implementation of evidence-based practices for children and families involved with the child welfare system.

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

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

Caries: A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

Carryover Clients: A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

Case Management: Collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual’s and family’s comprehensive health needs through communication and available resources to promote patient safety, quality of care, and cost effective outcomes.
**Collaborative:** Agencies demonstrates ability working jointly with others, building coalition together.

**Common Indicators:** Common Indicators are a shared set of metrics among affiliates that are heavily influenced by local variations in HMG systems and inform local continuous quality improvement and system enhancements.

**Connected:** Child or family is receiving a service.

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

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

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

**Demonstrated Outcomes:** Data supported evidence that indicators addressed through the program demonstrate marked improvement.

**Dental Home:** Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

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

**Dental Treatment:** Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child’s mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

**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.

**Dosage:** The frequency and level of exposure to services offered to the participant.

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

**Family Community Support Partnership (FCSP) Model:** A prevention model with the objective to reduce risk of child abuse/neglect that can be replicated in San Bernardino County. The model component includes parent education curriculum (Nurturing Parenting Program) and structured case management (Family Development Matrix: Matrix Outcome Model).

**Family Community Support Partnership – Expansion (FCSP-E):** An intentional system designed to bridge, support and expand the FCSP model in a manner that aligns with F5SB Strategic Plan and systems approach.

**Family Development Matrix (FDM):** Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

**Family Empowerment Plan:** A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s needs in a limited time frame based on a service plan and appropriately aligned with the FDM. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.
**Full Time Equivalent (FTE):** A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

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

**Help Me Grow (HMG):** Help Me Grow is a system of coordination used nationally to connect children to early screening and community services. The system builds collaboration across sectors, including child health care, early care and education, and family support. Through comprehensive physician and community outreach and centralized information and referral centers, families are linked with needed programs and services.

**Help Me Grow Evaluation Advisory Board (HMG-EAB):** Shared measurement platform reflects diverse organizations tackling complex issues, targeting slightly different groups and employing different strategies and activities agreed on a set of common and impact indicators that are shared and adequately reflect the important nuances of this work.

**HMG Indicators:** Enables HMG affiliates to monitor progress, share lessons learned, advocate for change, and consult with other affiliates.

**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 benefitting 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.

**Inland Empire Autism Assessment Center of Excellence (AACE):** AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

**Inland Empire Community Collaborative (IECC):** Consultants for Family Community Support Partnership (FCSP) Cooperative Expansion Project.

**Maternal Health Network:** A collective of service providers that support the maternal health system throughout San Bernardino County and engage in a collaborative process to identifying gaps to address in maternal health services.

**Matrix Outcomes Model (MOM):** A model that provides a set of complimentary assessment, case management and evaluation tools.

**Mental Health Promotion:** Related to improving the quality of life and potential for health rather than amelioration of symptoms and deficits.
**Notable Outcomes:** Worthy of note to promote a shared countywide data bank of evidenced based child abuse risk prevention and early intervention best practices

**Nurturing Parenting Program (NPP) for Parents and their Infants, Toddlers and Preschoolers:** A family-centered program designed for the prevention and treatment of child abuse and neglect. Both parents and their children birth to five years participate in home-based, group-based, or combination group-based and home-based program model. Lessons are competency-based ensuring parental learning and mastery of skills.

**Optimal Development:** A child is most likely to reach his/her full potential if he/she experiences consistent, predictable, enriched, and stimulating interactions in a context of attentive and nurturing relationships.

**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.

**Parent-Child Enrichment Activities:** Activities for parents and children to do together depending on child’s stages of development and individual interest.

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

**Parent-Peer:** Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

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

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

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

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

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

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

**Post-Assessment (AAPI-2.1 Form A):** Taken after completion of NPP sessions to measure effectiveness of NPP based on the risk identified in Pre-Assessment AAPI.

**Pre-Assessment (AAPI-2.1 Form B):** Take before NPP sessions begins to identify risk areas/constructs as a process to select NPP curriculum topics to target.

**Prevention:** Services that mitigate effects of risk and stress and address potential early relationship challenges or vulnerabilities that impact early development.

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

**Quality Improvement:** A systematic, formal approach to the analysis of practice and performance efforts to improve performance.

**Quality Start San Bernardino (QSSB):** Local Quality Rating and Improvement System (QRIS). QSSB is a collaborative efforts charged with strengthening the quality of the early childhood education system county wide.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**Relationship Based Practice/Relational Informed Practice:** When you engage with a family, you help strengthen the partnership with them. There are six Relationships-Based Practices that can help promote family engagement. 1. Observe and describe the child's behavior to open community with the family; 2. Reflect on the family's perspective; 3. Support competence; 4. Focus on the family-child relationship; 5. Value a family’s passion; 6. Reflect on your own perspective.

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

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

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

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

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

**Scalable Service:** Agencies is capable of expanded or upgraded on demand to meet increase service needs.

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

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

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

**Sten Scores:** The data are plotted on the profile using sten scores as the unit of measurement. Sten scores are "standard ten scores" that are built for a normal distribution. Responses to the AAPI-2.1 for each of the subscales are categorized as Low Risk, Moderate Risk or High Risk for Child Maltreatment.

**Strengthening Families Framework:** The Strengthening Families framework is a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors. 1.) Parental resilience; 2.) Social connections; 3.) Knowledge of parenting and child development; 4.) Concrete support in times of need; 5.) Social and emotional competence of children.

**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.
Trauma Informed Practice: Strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasis physical, psychological and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.

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.

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

II. CONTRACTOR’S SERVICE RESPONSIBILITIES
A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan, and Attachment B – Program Budget. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, 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 provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

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

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

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

F. Contractor’s Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission’s web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor’s Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor’s performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section 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. Contractor’s governing board must meet not less than four times per year. No board member may be an employee of the organization and no paid staff member may serve as a voting member of the governing board. 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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 http://first5sanbernardino.org/CommissionPolicies.aspx 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.

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.

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

Y. 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.

Z. Attribution
Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines http://first5sanbernardino.org/Portals/39/pdf/media_guidelines.pdf.
AA. 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.

BB. 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.

- 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.

- 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.
CC. 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.).

DD. 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 $2,447,010 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 2020-21 $815,670 __ July 1, 2020 through June 30, 2021
Fiscal Year 2021-22 $815,670 __ July 1, 2021 through June 30, 2022
Fiscal Year 2022-23 $815,670 __ July 1, 2022 through June 30, 2023

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.

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.

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.

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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.

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
- Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
- Withhold funds pending duration of the breach; and/or
- Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
- Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission’s rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.
VIII. TERM

A. This Contract is effective commencing July 1, 2020, and expires June 30, 2023, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for two (2) additional one (1)-year periods by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2023 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

**Contractor:** Reach Out
1126 W. Foothill Blvd., Suite 250
Upland, CA 91786

**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.
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, County of San Bernardino, 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, County of San Bernardino, 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 the County of San Bernardino 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 firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. “Legal proceedings” means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision “key employees” includes any individuals providing direct service to the Commission. “Key employees” do not include clerical personnel providing service at the Contractor’s offices or locations.
XIII. CONCLUSION

A. This Contract, consisting of 26 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.

continued on next page
<table>
<thead>
<tr>
<th>CHILDREN &amp; FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY</th>
<th>REACH OUT Legal Entity</th>
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</thead>
<tbody>
<tr>
<td><strong>Authorized Signature</strong></td>
<td><strong>Authorized Signature</strong></td>
</tr>
<tr>
<td>CaSonya Thomas</td>
<td>Diana Fox</td>
</tr>
<tr>
<td>Printed Name</td>
<td>Printed Name</td>
</tr>
<tr>
<td><strong>Commission Chair</strong></td>
<td><strong>Executive Director</strong></td>
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<td>Title</td>
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Official Stamp

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<tr>
<th>Reviewed for Processing</th>
<th>Approved as to Legal Form</th>
<th>Presented to Commission for Signature</th>
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<tbody>
<tr>
<td>Cindy Faulkner</td>
<td>Sophie Akins</td>
<td>Karen E. Scott</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Commission Counsel</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>

Date | Date | Date
**Strategic Priority Area (SPA):** Family Support  
**Goal:** Families and communities are engaged, supported, and strengthened through resources and opportunities that assist them in nurturing, caring, and providing for their children’s success and well-being

### Program Description:
This **Group-based** program utilizes **Nurturing Parenting** as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in **West End and Morongo Basin.** 160+ participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

### Expectation
Increase parenting competencies and family self-sufficiency through a dual immersion of parenting classes and structured case management

### Outcome
Parents provide developmentally appropriate care, have the capacity and resources to thrive, and ensure children are free from abuse and neglect

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Dosage</th>
<th>Verification</th>
</tr>
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</table>
| Utilize Nurturing Parenting Program (NPP) curriculum to build upon parenting skills to reduce incidence of child abuse and neglect | Parent Education | Minimum one lesson per week | AAPI  
- Form A at program enrollment  
- Form B at program completion  
Family Demographic |
| Utilize the Matrix Outcomes Model (MOM) to assess and address families strengths and issues of concern as identified on the Family Development Matrix (FDM) | Case Management | Minimum one session per month | FDM Assessment at intake and thereafter **every 90 days** |
| Screen children for early developmental delays and refer accordingly per ASQ-3 Interval fidelity | Developmental Screening | At set intervals | ASQ-3 Completed within 30-45 calendar days of enrollment and follow ASQ-3 Interval Fidelity  
Developmental Referral Assessment **when applicable** |
| Provide developmentally appropriate activities for children in accordance with selected Nurturing Parenting Program (NPP) Curriculum | Child Enrichment | Per Child | Aggregate data entered in Persimmony |

### Program Name:
**FCSP**

### Service Area:
West End & Morongo Basin

### Agency Name:
**Reach Out**

### Contract #: **FS082**

### Contract Period:
July 2020 – June 2023

### Outcome Goal Per Year:
160/180/180 Participants
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
</tr>
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<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Diana Fox</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>FCSP</td>
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<tr>
<td>PROGRAM YEAR:</td>
<td>2020-2021</td>
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<tr>
<td>TOTAL BUDGET:</td>
<td>815,670</td>
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<tr>
<td>FINANCE DIRECTOR:</td>
<td>Susan Vacko</td>
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<td>RFP/CONTRACT #:</td>
<td>FS082</td>
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<th>BUDGET CATEGORY</th>
<th>FTE</th>
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<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
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<tr>
<td>1 Tranda Drumwright</td>
<td>0.92</td>
<td>37.46</td>
<td>1913.6</td>
<td>25%</td>
<td>71,683</td>
<td>18,209</td>
<td>89,892</td>
<td>97,709</td>
<td>92%</td>
<td>Responsible for the development and implementation of programs that directly support the well-being of the families and youth living in the Inland Region. She will provide oversight of this program, coordinate with First 5 on programmatic issues, be responsible for evaluations and observations to ensure fidelity of the program, and work closely with program managers to ensure that policies and procedures are implemented.</td>
</tr>
<tr>
<td>2 Gloria Lopez</td>
<td>0.80</td>
<td>26.78</td>
<td>1664</td>
<td>25%</td>
<td>44,562</td>
<td>11,324</td>
<td>55,886</td>
<td>69,858</td>
<td>80%</td>
<td>The Program Manager will develop and/or expand relationships with community partners to provide outreach and recruit new participants. This position is utilized to run the day-to-day of the NPP. PMs are directly responsible for schedules, evaluations, observations, class sites, procedures, policies, training, reflective supervision, and program fidelity (NPP Certified). They will also locate appropriate settings for service delivery throughout the proposed service areas. The PMs also oversee site coordination and data collection from the Parent Facilitators, to align services and coordinate partnerships across all service areas. The PMs will review data for completion/thoroughness, and prepare original documents for submission, and attend meetings as needed.</td>
</tr>
<tr>
<td>3 Linda Baltazar</td>
<td>0.50</td>
<td>19.49</td>
<td>1040</td>
<td>25%</td>
<td>20,270</td>
<td>5,151</td>
<td>25,421</td>
<td>50,841</td>
<td>50%</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
</tr>
<tr>
<td>4 Deidra Edwards-Turner</td>
<td>0.25</td>
<td>22.95</td>
<td>520</td>
<td>25%</td>
<td>11,934</td>
<td>3,033</td>
<td>14,967</td>
<td>59,867</td>
<td>25%</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
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## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2020-2021

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<td>H</td>
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<tr>
<td>5</td>
<td>Alejandro Arias</td>
<td>Parent Facilitator-West End</td>
<td>1.00</td>
<td>18.54</td>
<td>2080</td>
<td>25%</td>
<td>38,563</td>
<td>9,800</td>
<td>48,363</td>
<td>48,363</td>
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<tr>
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<td>Hazel Bettencourt</td>
<td>Parent Facilitator-West End</td>
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<td>17.00</td>
<td>2080</td>
<td>25%</td>
<td>35,360</td>
<td>8,986</td>
<td>44,346</td>
<td>44,346</td>
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<tr>
<td>7</td>
<td>Gracelda Ramirez</td>
<td>Child Facilitator-West End</td>
<td>1.00</td>
<td>17.06</td>
<td>2080</td>
<td>25%</td>
<td>35,485</td>
<td>9,017</td>
<td>44,502</td>
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<td>Stephany Rivera</td>
<td>Child Facilitator-West End</td>
<td>1.00</td>
<td>16.48</td>
<td>2080</td>
<td>25%</td>
<td>34,278</td>
<td>8,711</td>
<td>42,989</td>
<td>42,989</td>
<td>100%</td>
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<tr>
<td>9 Martha Parker</td>
<td>1.00</td>
<td>16.48</td>
<td>2080</td>
<td>25%</td>
<td>34,278</td>
<td>8,711</td>
<td>42,989</td>
<td>42,989</td>
<td>100%</td>
<td>The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect.</td>
<td></td>
</tr>
<tr>
<td>10 Dr. Linda Lee</td>
<td>0.25</td>
<td>44.43</td>
<td>520</td>
<td>25%</td>
<td>23,104</td>
<td>5,871</td>
<td>28,975</td>
<td>115,899</td>
<td>25%</td>
<td>The Director of Learning &amp; Evaluation works with staff in all departments to assess service delivery and outcomes, and helps make data-informed decisions. For the past ten years, Linda has been conducting research and evaluation in the areas of child welfare and mental health, older adult care, occupational health, and broadening access to higher education, in academia and in the private sector.</td>
<td></td>
</tr>
<tr>
<td>11 Morongo</td>
<td>0.50</td>
<td>26.00</td>
<td>1040</td>
<td>21%</td>
<td>27,040</td>
<td>5,583</td>
<td>32,623</td>
<td>65,245</td>
<td>50%</td>
<td>The Program Manager will develop and/or expand relationships with community partners to provide outreach and recruit new participants. This position is utilized to run the day-to-day of the NPP. PMs are directly responsible for schedules, evaluations, observations, class sites, procedures, policies, training, reflective supervision, and program fidelity (NPP Certified). They will also locate appropriate settings for service delivery throughout the proposed service areas. The PMs also oversee site coordination and data collection from the Parent Facilitators to align services and coordinate partnerships across all service areas. The PMs will review data for completion/thoroughness, and prepare original documents for submission, and attend meetings as needed.</td>
<td></td>
</tr>
<tr>
<td>12 Morongo</td>
<td>1.00</td>
<td>17.00</td>
<td>2080</td>
<td>21%</td>
<td>35,360</td>
<td>7,309</td>
<td>42,669</td>
<td>42,669</td>
<td>100%</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
<td></td>
</tr>
<tr>
<td>LINE</td>
<td>BUDGET CATEGORY</td>
<td>FTE</td>
<td>PAY RATE</td>
<td># OF HOURS</td>
<td>BENEFIT RATE</td>
<td>FSSB SALARY</td>
<td>FSSB BENEFITS</td>
<td>FSSB BUDGET</td>
<td>TOTAL SALARY</td>
<td>First 5 % of TOTAL SALARY</td>
<td>DESCRIPTION/ JUSTIFICATION</td>
</tr>
<tr>
<td>------</td>
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<td>--------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>13</td>
<td>Parent Facilitator-Morongo</td>
<td>0.50</td>
<td>17.00</td>
<td>1040</td>
<td>21%</td>
<td>17,680</td>
<td>3,654</td>
<td>21,334</td>
<td>42,669</td>
<td>50%</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
</tr>
<tr>
<td>14</td>
<td>Child Facilitator-Morongo</td>
<td>0.85</td>
<td>16.00</td>
<td>1768</td>
<td>21%</td>
<td>28,288</td>
<td>5,847.13</td>
<td>34,135</td>
<td>40,159</td>
<td>85%</td>
<td>The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect.</td>
</tr>
<tr>
<td>15</td>
<td>Child Facilitator-Morongo</td>
<td>0.50</td>
<td>16.00</td>
<td>1040</td>
<td>21%</td>
<td>16,640</td>
<td>3,439</td>
<td>20,079</td>
<td>40,159</td>
<td>0.5</td>
<td>The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect.</td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 474,525</td>
</tr>
<tr>
<td>Expense</td>
<td>% of Allocation</td>
<td>TOTAL FSSB BUDGET ($)</td>
<td>Description/Justification:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Child Care Supplies</td>
<td>0%</td>
<td>$3,600</td>
<td>Items needed for childcare such as diapers and educational toys.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Incentives-Participants</td>
<td>0%</td>
<td>$3,300</td>
<td>Incentives to increase recruitment, retention and graduation rates.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Telephone/Communications</td>
<td>1%</td>
<td>$5,700</td>
<td>Phone/communications cost for program related staff equipment and installation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Postage</td>
<td>0%</td>
<td>$450</td>
<td>Mailings to engage current and former program participants in classes (reminders) and for quarterly reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Advertising/Promotional Items</td>
<td>0%</td>
<td>$1,500</td>
<td>Costs for recruitment and promotion of the program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Office/Facilitator Supplies</td>
<td>1%</td>
<td>$6,225</td>
<td>General supplies for facilitators, data collection and administrative tasks. May include printer paper, file folders, waste baskets, furniture, note pads, staplers, scissors, binders, binder tabs, tape and other items.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Curriculum Materials/Event Supplies</td>
<td>1%</td>
<td>$10,950</td>
<td>Curriculum costs and costs for the quarterly events.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Participant Transportation</td>
<td>0%</td>
<td>$300</td>
<td>Will be utilized to remove transportation barriers for program participants in the form of bus passes where feasible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Office Space Rental/Leasehold Improvements</td>
<td>5%</td>
<td>$44,000</td>
<td>Office space to be utilized by program staff and as meeting locations for programming. Potential leasehold improvements to meet the needs of families being served</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Program Related Training</td>
<td>1%</td>
<td>$6,750</td>
<td>Staff training that will increase fidelity and efficacy to program model such as Facilitator Training for NPP, Positive Youth Development, Trauma-Informed Care, Mental Health First Aid.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**ORGANIZATION:** Reach Out West End  
**DIRECTOR:** Diana Fox  
**PROGRAM TITLE:** FCSP  
**PROGRAM DIRECTOR:** Tranda Drumwright  
**INITIATIVE:** 0  
**FINANCE OFFICER:** Susan Vacko  
**FISCAL YEAR:** 2020-2021  
**PROGRAM YEAR:** 2020-2021  
**TOTAL BUDGET:** 815,670  
**RFP/CONTRACT #:** FS082

### III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Snacks/Food for Participants</td>
<td>$16,050</td>
<td>Snacks and food for participants and their children during sessions.</td>
</tr>
</tbody>
</table>

**Total Food**  
$16,050

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Local travel to conduct classes and recruitment and outreach</td>
<td></td>
<td>$8,550</td>
<td>Local travel is needed for programming and meetings, and to do recruitment and outreach to the community. Mileage reimbursement for staff will be calculated according to the IRS approved mileage rate.</td>
</tr>
</tbody>
</table>

**Total Travel**  
$8,550

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Subcontractors**  
$-

### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.6%</td>
<td>$116,125</td>
<td>Indirect is calculated at Reach Out's federal rate of 16.6%</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
<th>DIRECTOR:</th>
<th>Diana Fox</th>
<th>PROGRAM YEAR:</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>FCSP</td>
<td>PROGRAM DIRECTOR:</td>
<td>Tranda Drumwright</td>
<td>TOTAL BUDGET:</td>
<td>815,670</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>0</td>
<td>FINANCE OFFICER:</td>
<td>Susan Vacko</td>
<td>RFP/CONTRACT #:</td>
<td>FS082</td>
</tr>
</tbody>
</table>

| Basis:            | Total Direct Costs     | 116,125           |
| Total Indirect Costs |                          | 116,125           |

**TOTAL FIRST 5 BUDGET**

| $ 815,670         |
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### 2021-2022

**ORGANIZATION:** Reach Out West End  
**DIRECTOR:** Diana Fox  
**PROGRAM TITLE:**  
**PROGRAM DIRECTOR:** Tranda Drumwright  
**FINANCE OFFICER:** Susan Vacko  
**TOTAL BUDGET:** $815,670  
**RFP/CONTRACT #:** FS082

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. SALARIES &amp; BENEFITS</td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
</tr>
<tr>
<td>Name:</td>
<td>Position:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Tranda Drumwright**  
   Assistant Director-West End  
   0.90  
   38.58  
   1872  
   25%  
   72,222  
   17,922  
   90,144  
   100,160  
   90%  
   Responsible for the development and implementation of programs that directly support the well-being of the families and youth living in the Inland Region. She will provide oversight of this program, coordinate with First 5 on programmatic issues, be responsible for evaluations and observations to ensure fidelity of the program, and work closely with program managers to ensure that policies and procedures are implemented.

2. **Gloria Lopez**  
   Program Manager-West End  
   0.80  
   27.58  
   1664  
   25%  
   45,893  
   11,389  
   57,282  
   71,603  
   80%  
   The Program Manager will develop and/or expand relationships with community partners to provide outreach and recruit new participants. This position is utilized to run the day-to-day of the NPP. PMs are directly responsible for schedules, evaluations, observations, class sites, procedures, policies, training, reflective supervision, and program fidelity (NPP Certified). They will also locate appropriate settings for service delivery throughout the proposed service areas. The PMs also oversee site coordination and data collection from the Parent Facilitators, to align services and coordinate partnerships across all service areas. The PMs will review data for completion/thoroughness, and prepare original documents for submission, and attend meetings as needed.

3. **Linda Baltazar**  
   Parent Facilitator-West End  
   0.50  
   20.07  
   1040  
   25%  
   20,873  
   5,180  
   26,053  
   52,105  
   50%  
   The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.

4. **Deidra Edwards-Turner**  
   Parent Facilitator-West End  
   0.20  
   23.64  
   416  
   25%  
   9,834  
   2,440  
   12,275  
   61,374  
   20%  
   The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.
### FIRST 5 SAN BERNARDINO

**PROGRAM BUDGET**

**FISCAL YEAR:** 2021-2022

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<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Diana Fox</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Tranda Drumwright</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td></td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td></td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Susan Vacko</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS082</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$815,670</td>
</tr>
</tbody>
</table>

#### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION / JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1.00</td>
<td>19.10</td>
<td>2080</td>
<td>25%</td>
<td>39,728</td>
<td>9,859</td>
<td>49,587</td>
<td>100%</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
</tr>
<tr>
<td>6</td>
<td>1.00</td>
<td>17.51</td>
<td>2080</td>
<td>25%</td>
<td>36,421</td>
<td>9,038</td>
<td>45,459</td>
<td>100%</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
</tr>
<tr>
<td>7</td>
<td>1.00</td>
<td>17.51</td>
<td>2080</td>
<td>25%</td>
<td>36,546</td>
<td>9,069</td>
<td>45,615</td>
<td>100%</td>
<td>The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect).</td>
</tr>
<tr>
<td>8</td>
<td>1.00</td>
<td>16.97</td>
<td>2080</td>
<td>25%</td>
<td>35,298</td>
<td>8,760</td>
<td>44,057</td>
<td>100%</td>
<td>The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect).</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2021-2022

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<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Diana Fox</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>Program A</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Tranda Drumwright</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Susan Vacko</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$815,670</td>
</tr>
</tbody>
</table>

### BUDGET CATEGORY

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION / JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect).</td>
</tr>
<tr>
<td>10</td>
<td>The Director of Learning &amp; Evaluation works with staff in all departments to assess service delivery and outcomes, and helps make data-informed decisions. For the past ten years, Linda has been conducting research and evaluation in the areas of child welfare and mental health, older adult care, occupational health, and broadening access to higher education, in academia and in the private sector.</td>
</tr>
<tr>
<td>11</td>
<td>The Program Manager will develop and/or expand relationships with community partners to provide outreach and recruit new participants. This position is utilized to run the day-to-day of the NPP. PMs are directly responsible for schedules, evaluations, observations, class sites, procedures, policies, training, reflective supervision, and program fidelity (NPP Certified). They will also locate appropriate settings for service delivery throughout the proposed service areas. The PMs also oversee site coordination and data collection from the Parent Facilitators. to align services and coordinate partnerships across all service areas. The PMs will review data for completion/thoroughness, and prepare original documents for submission, and attend meetings as needed.</td>
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<td>12</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
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### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>#</th>
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<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION / JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Martha Parker</td>
<td>Child Facilitator-West End</td>
<td>1.00</td>
<td>16.97</td>
<td>2080</td>
<td>25%</td>
<td>35,298</td>
<td>8,801</td>
<td>44,098</td>
<td>44,098</td>
<td>100%</td>
</tr>
<tr>
<td>10</td>
<td>Dr. Linda Lee</td>
<td>Director of Learning &amp; Evaluation-West End</td>
<td>0.20</td>
<td>45.76</td>
<td>416</td>
<td>25%</td>
<td>19,036</td>
<td>4,724</td>
<td>23,760</td>
<td>118,801</td>
<td>20%</td>
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<tr>
<td>11</td>
<td>Ish-Morongo</td>
<td>Program Manager-Morongo</td>
<td>0.50</td>
<td>26.78</td>
<td>1040</td>
<td>20%</td>
<td>27,851</td>
<td>5,682</td>
<td>33,533</td>
<td>67,066</td>
<td>50%</td>
</tr>
<tr>
<td>12</td>
<td>Ish-Morongo</td>
<td>Parent Facilitator-Morongo</td>
<td>1.00</td>
<td>17.51</td>
<td>2080</td>
<td>20%</td>
<td>36,421</td>
<td>7,376</td>
<td>43,797</td>
<td>43,797</td>
<td>100%</td>
</tr>
</tbody>
</table>
### First 5 San Bernardino Program Budget

**Fiscal Year:** 2021-2022

**Organization:** Reach Out West End  
**Director:** Diana Fox  
**Program Director:** Tranda Drumwright  
**Finance Officer:** Susan Vacko

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Total Budget: 815,670</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION / JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>1.00</td>
<td>17.51</td>
<td>1040</td>
<td>20%</td>
<td>18,210</td>
<td>3,715</td>
<td>21,925</td>
<td>43,851</td>
<td>50%</td>
<td>The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect.</td>
</tr>
<tr>
<td>14</td>
<td>0.75</td>
<td>16.48</td>
<td>1560</td>
<td>20%</td>
<td>25,709</td>
<td>5,243</td>
<td>30,952</td>
<td>41,269</td>
<td>75%</td>
<td>The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.</td>
</tr>
<tr>
<td>15</td>
<td>0.50</td>
<td>16.48</td>
<td>1040</td>
<td>20%</td>
<td>17,139</td>
<td>3,495</td>
<td>20,634</td>
<td>41,269</td>
<td>50%</td>
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</tr>
<tr>
<td>16</td>
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Total Salaries & Benefits: $870,109
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<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
</tbody>
</table>

**ORGANIZATION:** Reach Out West End
**DIRECTOR:** Diana Fox
**PROGRAM DIRECTOR:** Tranda Drumwright
**FINANCE OFFICER:** Susan Vacko

**PROGRAM TITLE:**

**PROGRAM YEAR:** 2021-2022
**TOTAL BUDGET:** $815,670
**RFP/CONTRACT #:** FS082
### FIRST 5 SAN BERNARDINO
#### PROGRAM BUDGET

**ORGANIZATION:** Reach Out West End  
**DIRECTOR:** Diana Fox  
**PROGRAM TITLE:** 0  
**PROGRAM DIRECTOR:** Tranda Drumwright  
**FISCAL YEAR:** 2021-2022  
**INITIATIVE:** 0  
**FINANCE OFFICER:** Susan Vacko  
**TOTAL BUDGET:** 815,670  
**RFP/CONTRACT #:** FS082

### II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Allocation</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Child Care Supplies</td>
<td>0%</td>
<td>$2,100</td>
<td>Items needed for childcare such as diapers and educational toys.</td>
</tr>
<tr>
<td>2. Incentives-Participants</td>
<td>0%</td>
<td>$3,300</td>
<td>Incentives to increase recruitment, retention and graduation rates.</td>
</tr>
<tr>
<td>3. Telephone/Communications</td>
<td>1%</td>
<td>$5,700</td>
<td>Phone/communications cost for program related staff equipment.</td>
</tr>
<tr>
<td>4. Postage</td>
<td>0%</td>
<td>$450</td>
<td>Mailings to engage current and former program participants in classes (reminders) and for quarterly reports.</td>
</tr>
<tr>
<td>5. Advertising/Promotional Items</td>
<td>0%</td>
<td>$1,500</td>
<td>Costs for recruitment and promotion of the program.</td>
</tr>
<tr>
<td>6. Office/Facilitator Supplies</td>
<td>1%</td>
<td>$6,225</td>
<td>General supplies for facilitators, data collection and administrative tasks. May include printer paper, file folders, waste baskets, note pads, staplers, scissors, binders, binder tabs, tape and other items.</td>
</tr>
<tr>
<td>7. Curriculum Materials/Event Supplies</td>
<td>1%</td>
<td>$10,950</td>
<td>Curriculum costs and costs for the quarterly events.</td>
</tr>
<tr>
<td>8. Participant Transportation</td>
<td>0%</td>
<td>$300</td>
<td>Will be utilized to remove transportation barriers for program participants in the form of bus passes where feasible.</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO

### PROGRAM BUDGET

#### FISCAL YEAR: 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Diana Fox</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>0</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Tranda Drumwright</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>0</td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Susan Vacko</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>815,670</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS082</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Description/Justification</th>
<th>Percentage</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Office space to be utilized by program staff and as meeting locations for programming.</td>
<td>5%</td>
<td>$41,000</td>
</tr>
<tr>
<td>10</td>
<td>Staff training that will increase fidelity and efficacy to program model such as Facilitator Training for NPP, Positive Youth Development, Trauma-Informed Care, Mental Health First Aid.</td>
<td>1%</td>
<td>$6,750</td>
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<tr>
<td>11</td>
<td>Technology needed for program staff to utilize during programming activities such as laptops, air cards and accessories.</td>
<td>0%</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

### III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Snacks/Food for Participants</td>
<td>$20,550</td>
<td>Snacks and food for participants and their children during sessions.</td>
</tr>
</tbody>
</table>

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Local travel to conduct classes and recruitment and outreach</td>
<td>$8,550</td>
<td>Local travel is needed for programming and meetings, and to do recruitment and outreach to the community. Mileage reimbursement for staff will be calculated according to the IRS approved mileage rate.</td>
<td></td>
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</table>

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2</td>
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### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Basis:</th>
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</thead>
<tbody>
<tr>
<td>16.6%</td>
<td>Total Direct Costs</td>
<td>$116,124</td>
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</table>

Indirect is calculated at Reach Out’s federal rate of 16.6%
<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
<th>DIRECTOR:</th>
<th>Diana Fox</th>
<th>PROGRAM YEAR:</th>
<th>2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>0</td>
<td>PROGRAM DIRECTOR:</td>
<td>Tranda Drumwright</td>
<td>TOTAL BUDGET:</td>
<td>815,670</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>0</td>
<td>FINANCE OFFICER:</td>
<td>Susan Vacko</td>
<td>RFP/CONTRACT #:</td>
<td>FS082</td>
</tr>
<tr>
<td>TOTAL FIRST 5 BUDGET</td>
<td>$ 815,670</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>FTE</td>
<td>PAY RATE</td>
<td># OF HOURS</td>
<td>BENEFIT RATE</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>----------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Tranda Drumwright</td>
<td>Assistant Director-West End</td>
<td>0.80</td>
<td>39.74</td>
<td>1664</td>
<td>25%</td>
</tr>
<tr>
<td>Gloria Lopez</td>
<td>Program Manager-West End</td>
<td>0.75</td>
<td>28.41</td>
<td>1560</td>
<td>25%</td>
</tr>
<tr>
<td>Linda Baltazar</td>
<td>Parent Facilitator-West End</td>
<td>0.50</td>
<td>20.67</td>
<td>1040</td>
<td>25%</td>
</tr>
<tr>
<td>Deidra Edwards-Turner</td>
<td>Parent Facilitator-West End</td>
<td>0.20</td>
<td>24.35</td>
<td>416</td>
<td>25%</td>
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</table>
### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1.00</td>
<td>19.67</td>
<td>2080</td>
<td>25%</td>
<td>40,914</td>
<td>10,257</td>
<td>51,171</td>
<td>51,171</td>
<td>100%</td>
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</tr>
<tr>
<td>6</td>
<td>1.00</td>
<td>18.04</td>
<td>2080</td>
<td>25%</td>
<td>37,523</td>
<td>9,407</td>
<td>46,930</td>
<td>46,930</td>
<td>100%</td>
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</tr>
<tr>
<td>7</td>
<td>1.00</td>
<td>18.10</td>
<td>2080</td>
<td>25%</td>
<td>37,648</td>
<td>9,438</td>
<td>47,086</td>
<td>47,086</td>
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</tr>
<tr>
<td>8</td>
<td>1.00</td>
<td>17.48</td>
<td>2080</td>
<td>25%</td>
<td>36,358</td>
<td>9,115</td>
<td>45,473</td>
<td>45,473</td>
<td>100%</td>
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</tr>
</tbody>
</table>
### First 5 San Bernardino Program Budget

**Fiscal Year:** 2022-2023

<table>
<thead>
<tr>
<th>Organization: Reach Out West End</th>
<th>Director: Diana Fox</th>
<th>Program Director: Tranda Drumwright</th>
<th>Finance Officer: Susan Vacko</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Title:</strong> Program B</td>
<td><strong>Program Director:</strong></td>
<td><strong>Total Budget:</strong> 815,670</td>
<td><strong>RFP/Contract #:</strong> FS082</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Budget Category</th>
<th>FTE</th>
<th>Pay Rate</th>
<th># of Hours</th>
<th>Benefit Rate</th>
<th>F5SB Salary</th>
<th>F5SB Benefits</th>
<th>F5SB Budget</th>
<th>Total Salary</th>
<th>First 5 % of Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>salaries &amp; benefits</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
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</tr>
<tr>
<td>9</td>
<td>Martha Parker</td>
<td>1.00</td>
<td>17.48</td>
<td>2080</td>
<td>25%</td>
<td>36,358</td>
<td>9,115</td>
<td>45,473</td>
<td>45,473</td>
<td>100%</td>
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<tr>
<td></td>
<td>Child Facilitator-West End</td>
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<tr>
<td>10</td>
<td>Dr. Linda Lee</td>
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<td>47.13</td>
<td>416</td>
<td>25%</td>
<td>19,606</td>
<td>4,915</td>
<td>24,521</td>
<td>122,607</td>
<td>20%</td>
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<td>Director of Learning &amp; Evaluation-West End</td>
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</tr>
<tr>
<td>11</td>
<td>tbh-Morongo</td>
<td>0.50</td>
<td>27.58</td>
<td>1040</td>
<td>20%</td>
<td>28,683</td>
<td>5,769</td>
<td>34,452</td>
<td>68,904</td>
<td>50%</td>
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<td></td>
</tr>
<tr>
<td>12</td>
<td>tbh-Morongo</td>
<td>1.00</td>
<td>18.04</td>
<td>2080</td>
<td>20%</td>
<td>37,523</td>
<td>7,557</td>
<td>45,080</td>
<td>45,080</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Parent Facilitator-Morongo</td>
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<td></td>
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<td></td>
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<td></td>
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</table>

**Description/Justification**

- The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Collaboration between Child Facilitators and Parent Facilitators will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspects.

- The Director of Learning & Evaluation works with staff in all departments to assess service delivery and outcomes, and helps make data-informed decisions. For the past ten years, Linda has been conducting research and evaluation in the areas of child welfare and mental health, older adult care, occupational health, and broadening access to higher education, in academia and in the private sector.

- The Program Manager will develop and/or expand relationships with community partners to provide outreach and recruit new participants. This position is utilized to run the day-to-day of the NPP. PMs are directly responsible for schedules, evaluations, observations, class sites, procedures, policies, training, reflective supervision, and program fidelity (NPP Certified). They will also locate appropriate settings for service delivery throughout the proposed service areas. The PMs also oversee site coordination and data collection from the Parent Facilitators. to align services and coordinate partnerships across all service areas. The PMs will review data for completion/thoroughness, and prepare original documents for submission, and attend meetings as needed.

- The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.
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<th>PAY RATE</th>
<th># OF HOURS</th>
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<th>DESCRIPTION/JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Morongo</td>
<td>Parent Facilitator-Morongo</td>
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<td>18.04</td>
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<td>1352</td>
<td>20%</td>
<td>22,943</td>
<td>4,621</td>
<td>27,564</td>
<td>42,407</td>
<td>65%</td>
</tr>
<tr>
<td>15</td>
<td>Morongo</td>
<td>Child Facilitator-Morongo</td>
<td>0.50</td>
<td>16.97</td>
<td>1040</td>
<td>20%</td>
<td>17,649</td>
<td>3,554</td>
<td>21,203</td>
<td>42,407</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Salaries & Benefits

$476,041 $113,128 $589,169 $897,004

The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect.)

The Parent Facilitators run the NPP classes and observe and evaluate each class participant. Documentation for each class member is the responsibility of the facilitator. Facilitators are responsible for each lesson plan for every class along with any supplemental materials that are useful and effective. Facilitators are required to make each session engaging and interactive.

The Child Facilitators provide developmentally appropriate instruction to the children of the parents we serve. They are responsible for ensuring that lessons are aligned with lessons the parents are learning. Family time preparation will be the responsibility of the Child Facilitator. Child Facilitators need to have some coursework in child development however, experience and passion are the most critical aspect.)
### FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
### FISCAL YEAR: 2022-2023

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
<th>DIRECTOR:</th>
<th>Diana Fox</th>
<th>PROGRAM YEAR:</th>
<th>2022-2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>0</td>
<td>PROGRAM DIRECTOR:</td>
<td>Tranda Drumwright</td>
<td>TOTAL BUDGET:</td>
<td>815,670</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>0</td>
<td>FINANCE OFFICER:</td>
<td>Susan Vacko</td>
<td>RFP/CONTRACT #:</td>
<td>FS082</td>
</tr>
</tbody>
</table>

#### II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation:</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Child Care Supplies</td>
<td>0%</td>
<td>$2,100</td>
<td>Items needed for childcare such as diapers and educational toys.</td>
</tr>
<tr>
<td>2 Incentives-Participants</td>
<td>0%</td>
<td>$3,300</td>
<td>Incentives to increase recruitment, retention and graduation rates.</td>
</tr>
<tr>
<td>3 Telephone/Communications</td>
<td>1%</td>
<td>$5,700</td>
<td>Phone/communications cost for program related staff equipment.</td>
</tr>
<tr>
<td>4 Postage</td>
<td>0%</td>
<td>$450</td>
<td>Mailings to engage current and former program participants in classes (reminders) and for quarterly reports.</td>
</tr>
<tr>
<td>5 Advertising/Promotional Items</td>
<td>0%</td>
<td>$1,500</td>
<td>Costs for recruitment and promotion of the program.</td>
</tr>
<tr>
<td>6 Office/FacilitatorSupplies</td>
<td>1%</td>
<td>$6,225</td>
<td>General supplies for facilitators, data collection and administrative tasks. May include printer paper, file folders, waste baskets, note pads, staplers, scissors, binders, binder tabs, tape and other items.</td>
</tr>
<tr>
<td>7 Curriculum Materials/Event Supplies</td>
<td>1%</td>
<td>$10,950</td>
<td>Curriculum costs and costs for the quarterly events.</td>
</tr>
<tr>
<td>8 Participant Transportation</td>
<td>0%</td>
<td>$300</td>
<td>Will be utilized to remove transportation barriers for program participants in the form of bus passes where feasible.</td>
</tr>
<tr>
<td>9 Office Space Rental</td>
<td>5%</td>
<td>$41,000</td>
<td>Office space to be utilized by program staff and as meeting locations for programming.</td>
</tr>
<tr>
<td>10 Program Related Training</td>
<td>1%</td>
<td>$6,750</td>
<td>Staff training that will increase fidelity and efficacy to program model such as Facilitator Training for NPP, Positive Youth Development, Trauma-Informed Care, Mental Health First Aid.</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2022-2023

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Reach Out West End</th>
<th>DIRECTOR:</th>
<th>Diana Fox</th>
<th>PROGRAM YEAR:</th>
<th>2022-2023</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>0</td>
<td>FINANCE OFFICER:</td>
<td>Susan Vacko</td>
<td>RFP/CONTRACT #:</td>
<td>FS082</td>
</tr>
</tbody>
</table>

### II. TOTAL F5SB BUDGET

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Snacks/Food for Participants</td>
<td>$20,550</td>
<td>Snacks and food for participants and their children during sessions.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Services &amp; Supplies</td>
<td>$81,275</td>
<td></td>
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</table>

### III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Snacks/Food for Participants</td>
<td>$20,550</td>
<td>Snacks and food for participants and their children during sessions.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Food</td>
<td>$20,550</td>
<td></td>
</tr>
</tbody>
</table>

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>local travel to conduct classes and recruitment and outreach</td>
<td>$8,550</td>
<td>Local travel is needed for programming and meetings, and to do recruitment and outreach to the community. Mileage reimbursement for staff will be calculated according to the IRS approved mileage rate.</td>
</tr>
<tr>
<td>Total Travel</td>
<td></td>
<td>$8,550</td>
<td></td>
</tr>
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</table>

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL F5SB BUDGET</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>Total Subcontractors</td>
<td>$0</td>
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### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.6%</td>
<td>$116,126</td>
<td>Indirect is calculated at Reach Out's federal rate of 16.6%</td>
</tr>
<tr>
<td>ORGANIZATION:</td>
<td>Reach Out West End</td>
<td>DIRECTOR:</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>0</td>
<td>PROGRAM DIRECTOR:</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>0</td>
<td>FINANCE OFFICER:</td>
</tr>
<tr>
<td>Basis:</td>
<td>Total Direct Costs</td>
<td>116,126</td>
</tr>
<tr>
<td>Total Indirect Costs</td>
<td>116,126</td>
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<tr>
<td>TOTAL FIRST 5 BUDGET</td>
<td>$ 815,670</td>
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## AGENCY INFORMATION

<table>
<thead>
<tr>
<th>Contract #:</th>
<th>FS082</th>
</tr>
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<tbody>
<tr>
<td>Legal Entity:</td>
<td>Reach Out</td>
</tr>
<tr>
<td>Dept./Division:</td>
<td></td>
</tr>
<tr>
<td>Project Name:</td>
<td>FCSP</td>
</tr>
</tbody>
</table>
| Address: | 1126 W. Foothill Blvd., Suite 250  
Upland, CA 92786 |
| Phone #: | 909.982.8641 |
| Website: | We-reachout.org |
| Fax #: | 909.982.8642 |
| Program Site Address: | 1126 W. Foothill Blvd., Suite 250  
Upland, CA 91786 |
| Client Referral Phone #: | 909.982.8641 |

## CONTACT INFORMATION

### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

<table>
<thead>
<tr>
<th>Name:</th>
<th>Diana Fox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>
| Address: | 1126 W. Foothill Blvd., Suite 250  
Upland, CA 92786 |
| Direct Phone #: | 951.961.1647 cell |
| Fax #: | 909.982.8642 |
| E-Mail: | diana@we-reachout.org |

### CONTRACT REPRESENTATIVE

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tranda Drumwright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Asst. Director</td>
</tr>
</tbody>
</table>
| Address: | 1126 W. Foothill Blvd., Suite 250  
Upland, CA 92786 |
| Direct Phone #: | 909.982.8641 |
| Fax #: | 909.982.8642 |
| E-Mail: | tranda@we-reachout.org |

### PROGRAM CONTACT

<table>
<thead>
<tr>
<th>Name:</th>
<th>Gloria Lopez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Program Manager</td>
</tr>
</tbody>
</table>
| Address: | 1126 W. Foothill Blvd., Suite 250  
Upland, CA 91786 |
| Direct Phone #: | 909.982.8641 |
| Fax #: | 909.982.8642 |
| E-Mail: | gloria@we-reachout.org |
# First 5 San Bernardino

**Strategy:** Family and Community Support and Partnership-Expansion

## FISCAL CONTACT

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Vacko</td>
<td>Controller</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Direct Phone #</th>
<th>Fax #</th>
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<tbody>
<tr>
<td>1126 W. Foothill Blvd., Suite 250, Upland, CA 91786</td>
<td>909.982.8641</td>
<td>909.982.8642</td>
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<table>
<thead>
<tr>
<th>E-Mail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:susan@we-reachout.org">susan@we-reachout.org</a></td>
<td></td>
</tr>
</tbody>
</table>

## ADDITIONAL CONTACT (Describe): Choose an item.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ariagna Cantoran</td>
<td>Confidential Admin Assoc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Direct Phone #</th>
<th>Fax #</th>
</tr>
</thead>
<tbody>
<tr>
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<td>909.982.8642</td>
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</table>

<table>
<thead>
<tr>
<th>E-Mail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:ariagna@we-reachout.org">ariagna@we-reachout.org</a></td>
<td></td>
</tr>
</tbody>
</table>

## PROGRAM INFORMATION

### TYPE OF AGENCY

- **Educational Institution:** Describe: Choose an item.
- **Government Agency:** Describe: Choose an item.
- **Private Entity/Institution:** Describe: Choose an item.
- **Community-Based:** Describe: Non Profit

### FIRST 5 FOCUS AREA

<table>
<thead>
<tr>
<th>STRATEGY</th>
<th>Describe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health</strong></td>
<td>Early Screening and Intervention</td>
</tr>
<tr>
<td></td>
<td>Health Care Access</td>
</tr>
<tr>
<td></td>
<td>Oral Health</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>Early Education Programs</td>
</tr>
<tr>
<td></td>
<td>Access to Quality Child Care</td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td>Parent Education</td>
</tr>
<tr>
<td></td>
<td>Resource Center &amp; Case Management</td>
</tr>
<tr>
<td><strong>Systems</strong></td>
<td>Integrated Systems Planning &amp;</td>
</tr>
<tr>
<td></td>
<td>Implementation</td>
</tr>
<tr>
<td></td>
<td>Countywide Information</td>
</tr>
<tr>
<td></td>
<td>Referral Systems</td>
</tr>
<tr>
<td></td>
<td>Organizational Capacity Building</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Community Outreach:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td></td>
</tr>
</tbody>
</table>
PROGRAM DESCRIPTION

This **Group-based** program utilizes **Nurturing Parenting** as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in **West End and Morongo Basin**. 160+ participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families:

1.3 a) Children are free from abuse and neglect.
1.3 b) Parents provide developmentally appropriate care.
1.3 c) Families are resilient.

SPA 2: Systems and Networks:

2.2a) Community organizations and groups are equipped to effectively serve children and families.
2.2 b) Workforce is developed to effectively serve children and families.

ASSIGNED ANALYST:  Wendy Lee, Psy.D. SAII

CONTRACT AMOUNT

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/2021</td>
<td>$815,670</td>
</tr>
<tr>
<td>2021/2022</td>
<td>$815,670</td>
</tr>
<tr>
<td>2022/2023</td>
<td>$815,670</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,447,010</strong></td>
</tr>
<tr>
<td>MORONGO BASIN</td>
<td>NUMBER OF PARTICIPANTS SERVED</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Yucca Valley Head Start and Early Head Start (Potential)</td>
<td></td>
</tr>
<tr>
<td>56389 Pima Trail</td>
<td></td>
</tr>
<tr>
<td>Yucca Valley, CA 92284</td>
<td></td>
</tr>
<tr>
<td>Lolita Marquez, Facility Administrator</td>
<td></td>
</tr>
<tr>
<td>Yucca Valley Elementary and Preschool (Potential)</td>
<td></td>
</tr>
<tr>
<td>7601 Hopi Trail</td>
<td></td>
</tr>
<tr>
<td>Yucca Valley, CA 92284</td>
<td></td>
</tr>
<tr>
<td>Teri Markley, Administrative Assistant</td>
<td></td>
</tr>
<tr>
<td>Twentynine Palms Head Start (Potential)</td>
<td></td>
</tr>
<tr>
<td>71409 29 Palms Hwy.</td>
<td></td>
</tr>
<tr>
<td>Twentynine Palms, CA 92277</td>
<td></td>
</tr>
<tr>
<td>Jacqueline Folts, Facility Administrator</td>
<td></td>
</tr>
<tr>
<td>Twentynine Palms Elementary (Potential)</td>
<td></td>
</tr>
<tr>
<td>74350 Playa Vista Drive</td>
<td></td>
</tr>
<tr>
<td>Twentynine Palms, CA 92277</td>
<td></td>
</tr>
<tr>
<td>Tracy Baker, Administrative Assistant</td>
<td></td>
</tr>
<tr>
<td>Morongo Unified School District (Potential)</td>
<td></td>
</tr>
<tr>
<td>5715 Utah Trail</td>
<td></td>
</tr>
<tr>
<td>Twentynine Palms, CA 92277</td>
<td></td>
</tr>
<tr>
<td>Amy Woods, Assistant Superintendent of Instruction</td>
<td></td>
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<tr>
<td>Morongo Valley Elementary (Potential)</td>
<td></td>
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<tr>
<td>10951 Hess Blvd.</td>
<td></td>
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<tr>
<td>Morongo Valley, CA 92256</td>
<td></td>
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<tr>
<td>James Powell, Principal</td>
<td></td>
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<tr>
<td>Little School of the Desert Preschool (Potential)</td>
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<tr>
<td>6085 Ocotillo Avenue</td>
<td></td>
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<tr>
<td>Twentynine Palms, CA 92277</td>
<td></td>
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<tr>
<td>Ms. Carolyn, Director</td>
<td></td>
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<tr>
<td>Copper Mountain Head Start (Potential)</td>
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<tr>
<td>6334 Rotary Way</td>
<td></td>
</tr>
<tr>
<td>Joshua Tree, CA 92252</td>
<td></td>
</tr>
<tr>
<td>Chelsea Vinson, Director</td>
<td></td>
</tr>
</tbody>
</table>

Note: More sites may be accessible during the July 2020-June 2021 program year.
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)

Walden Environment DBA Walden Family Services

Department/Division

Address
8525 Gibb Drive Suite# 100
San Diego, CA 92123

Program Address (if different from legal address):
255 North D Street, Suite# 412
San Bernardino, CA 92401

Phone
(951) 801-7139

Federal ID No.
94-2358632

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

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

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

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

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

**Adult-Adolescent Parent Inventory (AAPI):** An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

**Adverse Childhood Experiences (ACEs):** Describes all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. (CDC).

**Affordable Care Act (ACA):** Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

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

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

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

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

**California Evidence-Based Clearinghouse (CEBC) for Child Welfare:** Advances the effective implementation of evidence-based practices for children and families involved with the child welfare system.

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

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

**Caries:** A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

**Carryover Clients:** A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

**Case Management:** Collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual’s and family’s comprehensive health needs through communication and available resources to promote patient safety, quality of care, and cost effective outcomes.
**Collaborative:** Agencies demonstrates ability working jointly with others, building coalition together.

**Common Indicators:** Common Indicators are a shared set of metrics among affiliates that are heavily influenced by local variations in HMG systems and inform local continuous quality improvement and system enhancements.

**Connected:** Child or family is receiving a service.

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

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

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

**Demonstrated Outcomes:** Data supported evidence that indicators addressed through the program demonstrate marked improvement.

**Dental Home:** Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

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

**Dental Treatment:** Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child’s mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

**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.

**Dosage:** The frequency and level of exposure to services offered to the participant.

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

**Family Community Support Partnership (FCSP) Model:** A prevention model with the objective to reduce risk of child abuse/neglect that can be replicated in San Bernardino County. The model component includes parent education curriculum (Nurturing Parenting Program) and structured case management (Family Development Matrix: Matrix Outcome Model).

**Family Community Support Partnership – Expansion (FCSP-E):** An intentional system designed to bridge, support and expand the FCSP model in a manner that aligns with F5SB Strategic Plan and systems approach.

**Family Development Matrix (FDM):** Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

**Family Empowerment Plan:** A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s needs in a limited time frame based on a service plan and appropriately aligned with the FDM. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.
**Full Time Equivalent (FTE):** A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

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

**Help Me Grow (HMG):** Help Me Grow is a system of coordination used nationally to connect children to early screening and community services. The system builds collaboration across sectors, including child health care, early care and education, and family support. Through comprehensive physician and community outreach and centralized information and referral centers, families are linked with needed programs and services.

**Help Me Grow Evaluation Advisory Board (HMG-EAB):** Shared measurement platform reflects diverse organizations tackling complex issues, targeting slightly different groups and employing different strategies and activities agreed on a set of common and impact indicators that are shared and adequately reflect the important nuances of this work.

**HMG Indicators:** Enables HMG affiliates to monitor progress, share lessons learned, advocate for change, and consult with other affiliates.

**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.

**Inland Empire Autism Assessment Center of Excellence (AACE):** AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

**Inland Empire Community Collaborative (IECC):** Consultants for Family Community Support Partnership (FCSP) Cooperative Expansion Project.

**Maternal Health Network:** A collective of service providers that support the maternal health system throughout San Bernardino County and engage in a collaborative process to identifying gaps to address in maternal health services.

**Matrix Outcomes Model (MOM):** A model that provides a set of complimentary assessment, case management and evaluation tools.

**Mental Health Promotion:** Related to improving the quality of life and potential for health rather than amelioration of symptoms and deficits.
**Notable Outcomes:** Worthy of note to promote a shared countywide data bank of evidenced based child abuse risk prevention and early intervention best practices

**Nurturing Parenting Program (NPP) for Parents and their Infants, Toddlers and Preschoolers:** A family-centered program designed for the prevention and treatment of child abuse and neglect. Both parents and their children birth to five years participate in home-based, group-based, or combination group-based and home-based program model. Lessons are competency-based ensuring parental learning and mastery of skills.

**Optimal Development:** A child is most likely to reach his/her full potential if he/she experiences consistent, predictable, enriched, and stimulating interactions in a context of attentive and nurturing relationships.

**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.

**Parent-Child Enrichment Activities:** Activities for parents and children to do together depending on child’s stages of development and individual interest.

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

**Parent-Peer:** Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

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

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

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

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

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

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

**Post-Assessment (AAPI-2.1 Form A):** Taken after completion of NPP sessions to measure effectiveness of NPP based on the risk identified in Pre-Assessment AAPI.

**Pre-Assessment (AAPI-2.1 Form B):** Take before NPP sessions begins to identify risk areas/constructs as a process to select NPP curriculum topics to target.

**Prevention:** Services that mitigate effects of risk and stress and address potential early relationship challenges or vulnerabilities that impact early development.

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

**Quality Improvement:** A systematic, formal approach to the analysis of practice and performance efforts to improve performance.

**Quality Start San Bernardino (QSSB):** Local Quality Rating and Improvement System (QRIS). QSSB is a collaborative efforts charged with strengthening the quality of the early childhood education system county wide.

**Reasonable Rate of Success:** Total number of program participants expected to successfully complete the program meeting the outcome targets.

**Relationship Based Practice/Relational Informed Practice:** When you engage with a family, you help strengthen the partnership with them. There are six Relationships-Based Practices that can help promote family engagement. 1. Observe and describe the child's behavior to open community with the family; 2. Reflect on the family's perspective; 3. Support competence; 4. Focus on the family-child relationship; 5. Value a family's passion; 6. Reflect on your own perspective.

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

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

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

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

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

**Scalable Service:** Agencies is capable of expanded or upgraded on demand to meet increase service needs.

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

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

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

**Sten Scores:** The data are plotted on the profile using sten scores as the unit of measurement. Sten scores are "standard ten scores" that are built for a normal distribution. Responses to the AAPI-2.1 for each of the subscales are categorized as Low Risk, Moderate Risk or High Risk for Child Maltreatment.

**Strengthening Families Framework:** The Strengthening Families framework is a research-informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five key Protective Factors. 1.) Parental resilience; 2.) Social connections; 3.) Knowledge of parenting and child development; 4.) Concrete support in times of need; 5.) Social and emotional competence of children.

**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.
Trauma Informed Practice: Strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasis physical, psychological and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.

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.

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

II. CONTRACTOR’S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan, and Attachment B – Program Budget. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, 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 provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

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

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

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

F. Contractor’s Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission’s web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor’s Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor’s performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section 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. Contractor’s governing board must meet not less than four times per year. No board member may be an employee of the organization and no paid staff member may serve as a voting member of the governing board. 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 [http://first5sanbernardino.org/CommissionPolicies.aspx](http://first5sanbernardino.org/CommissionPolicies.aspx) 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 [http://first5sanbernardino.org/CommissionPolicies.aspx](http://first5sanbernardino.org/CommissionPolicies.aspx) 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.

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.

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 “dropout” 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

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

Y. 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.

Z. Attribution
AA. 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.

BB. 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.

- **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.

- **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.
CC. 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.).

DD. 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 $1,996,383 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 2020-21: $665,461, July 1, 2020 through June 30, 2021
- Fiscal Year 2021-22: $665,461, July 1, 2021 through June 30, 2022
- Fiscal Year 2022-23: $665,461, July 1, 2022 through June 30, 2023

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.

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.

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.

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

   ▪ Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
   ▪ Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
   ▪ Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
   ▪ Withhold funds pending duration of the breach; and/or
   ▪ Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
   ▪ Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.

C. The Executive Director of the Commission is authorized to exercise Commission’s rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.
VIII. TERM

A. This Contract is effective commencing July 1, 2020, and expires June 30, 2023, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

C. The contract term may be extended for two (2) additional one (1)-year periods by mutual agreement of the parties.

D. Continuation of this Contract for each fiscal year after June 30, 2023 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

**Contractor:**
Walden Environment DBA Walden Family Services
8525 Gibbs Drive Suite#100
San Diego, CA 92123

**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.
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, County of San Bernardino, 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, County of San Bernardino, 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 the County of San Bernardino 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.
XIII. CONCLUSION

A. This Contract, consisting of 26 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 & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

WALDEN ENVIRONMENT DBA WALDEN FAMILY SERVICES
Legal Entity

CaSonya Thomas
Printed Name
Commission Chair
Title
Dated

Sue Evans
Printed Name
Chief Operation Officer
Title
Dated

Reviewed for Processing

Approved as to Legal Form

Presented to Commission for Signature

Cindy Faulkner
Assistant Director
Date

Sophie Akins
Commission Counsel
Date

Karen E. Scott
Executive Director
Date

Official Stamp
**Strategic Priority Area (SPA):** Family Support  
**Goal:** Families and communities are engaged, supported, and strengthened through resources and opportunities that assist them in nurturing, caring, and providing for their children’s success and well-being

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**Attachment A**

### Program Description:

This **Group-based** program utilizes **Nurturing Program for Young Parents and Their Families** and **Nurturing Parenting** as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in **Countywide (Teen Population) San Bernardino City, the Central Valley and East Valley (All Parents)**. 200 participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

### Objectives, Activities, Dosage, and Verification

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<tr>
<th>Expectation</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase parenting competencies and family self-sufficiency through a dual immersion of parenting classes and structured case management</td>
<td>Parents provide developmentally appropriate care, have the capacity and resources to thrive, and ensure children are free from abuse and neglect</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Dosage</th>
<th>Verification</th>
</tr>
</thead>
</table>
| Utilize Nurturing Parenting Program (NPP) curriculum to build upon parenting skills to reduce incidence of child abuse and neglect | Parent Education | Minimum one lesson per week | AAPI  
- Form A at program enrollment  
- Form B at program completion |
| Utilize the Matrix Outcomes Model (MOM) to assess and address families strengths and issues of concern as identified on the Family Development Matrix (FDM) | Case Management | Minimum one session per month | FDM Assessment at intake and thereafter every 90 days |
| Screen children for early developmental delays and refer accordingly per ASQ-3 Interval fidelity | Developmental Screening | At set intervals | ASQ-3 Completed within 30-45 calendar days of enrollment and follow ASQ-3 Interval Fidelity  
Developmental Referral Assessment when applicable |
| Provide developmentally appropriate activities for children in accordance with selected Nurturing Parenting Program (NPP) Curriculum | Child Enrichment | Per Child | Aggregate data entered in Persimmony |

---

**Agency Name:** Walden Family Services  
**Program Name:** Nurturing Parenting/ FAMILY Program  
**Service Area:** Countywide, San Bernardino City, Central Valley and East Valley  
**Contract #:** FS083  
**Contract Period:** July 2020 – June 2023  
**Outcome Goal Per Year:** 200 Participants

---

**Agency Rep Name:** __________________________  
**Agency Rep Signature:** ______________________  
**Date Signed:** ____________________________  
**Reporting Period:** Monthly and Quarterly  
**Data Type:** Core and Aggregate  
**Due:** By the 15th of the following month

---

354
### SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION / JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Sue Evans</strong></td>
<td>Chief Operating Officer</td>
<td>0.02</td>
<td>69.52</td>
<td>33.8</td>
<td>2,350</td>
<td>-</td>
<td>-</td>
<td>144,602</td>
<td>2%</td>
<td>Responsible for general oversight of program and supervises the program supervisor. This position requires a minimum of a master’s degree.</td>
<td></td>
</tr>
<tr>
<td><strong>2. Kim Kimpel</strong></td>
<td>Program Supervisor</td>
<td>1.00</td>
<td>34.10</td>
<td>2080</td>
<td>28%</td>
<td>70,928</td>
<td>19,860</td>
<td>90,788</td>
<td>100%</td>
<td>Responsible for the day-to-day oversight of the program as well as the training and supervision of the staff. This position requires a minimum of a master’s degree. Increased by 10% due to supervision of more staff.</td>
<td></td>
</tr>
<tr>
<td><strong>3. To be hired</strong></td>
<td>Data Entry Admin Assistant</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>100%</td>
<td>Responsible for overseeing collection, entering and analyzing of data. Increased by 1 FTE as double the number program participants</td>
<td></td>
</tr>
<tr>
<td><strong>4. Facilitator / Case Manager Ambar Navarro</strong></td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>19.41</td>
<td>2080</td>
<td>28%</td>
<td>40,375</td>
<td>11,305</td>
<td>51,680</td>
<td>100%</td>
<td>Includes bilingual stipend: Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other facilitator / Case Manager and volunteers. This position requires a bachelor’s degree.</td>
<td></td>
</tr>
<tr>
<td><strong>5. Facilitator / Case Manager Mark Smith</strong></td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>21.37</td>
<td>2080</td>
<td>28%</td>
<td>44,455</td>
<td>12,447</td>
<td>56,902</td>
<td>100%</td>
<td>Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other facilitator / Case Manager and volunteers. This position requires a bachelor’s degree.</td>
<td></td>
</tr>
<tr>
<td><strong>6. To be hired</strong></td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>19.41</td>
<td>2080</td>
<td>28%</td>
<td>40,375</td>
<td>11,305</td>
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<td></td>
</tr>
</tbody>
</table>
## Program Title: Nurturing FAMILY Program

**Director:** Sue Evans

**Program Director:** Kim Kimpel

**Fiscal Year:** 2020-2021

**Total Budget:** $665,461

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>F5SB SALARY</th>
<th>F5SB BENEFITS</th>
<th>F5SB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
</tr>
<tr>
<td>7 To be Hired Facilitator / Case Manager</td>
<td>1.00</td>
<td>21.37</td>
<td>2080</td>
<td>28%</td>
<td>44,455</td>
<td>12,447</td>
<td>56,902</td>
<td>56,902</td>
<td>100%</td>
</tr>
<tr>
<td>8 Angelica Pineda Facilitator / Case Manager</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>47,923</td>
<td>100%</td>
</tr>
<tr>
<td>9 To be hired Facilitator / Case Manager</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>47,923</td>
<td>100%</td>
</tr>
<tr>
<td>10 Manny Pasillas Lucio Facilitator / Case Manager</td>
<td>0.60</td>
<td>20.80</td>
<td>1244</td>
<td>28%</td>
<td>25,870</td>
<td>7,236</td>
<td>33,107</td>
<td>55,355</td>
<td>60%</td>
</tr>
<tr>
<td>11 Lucy Valencia Program Coordinator</td>
<td>1.00</td>
<td>23.35</td>
<td>2080</td>
<td>28%</td>
<td>48,564</td>
<td>13,598</td>
<td>62,162</td>
<td>62,162</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Description/Justification:**

- Includes bilingual stipend: Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position also administers assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor's degree.

- Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position also administers assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor's degree. Additional position needed due to increased program participants.

- Bilingual stipend included - will coordinate outreach efforts in the community and facilitate classes. This position requires a bachelor's or master's degree.
# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### FISCAL YEAR: 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Walden Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Sue Evans</td>
</tr>
<tr>
<td>PROGRAM TITLE:</td>
<td>Nurturing FAMILY Program</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Kim Kimpel</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td></td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Sue Garcia</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS083</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>F5SB SALARY</th>
<th>F5SB BENEFITS</th>
<th>F5SB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
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</thead>
<tbody>
<tr>
<td>SALARIES &amp; BENEFITS</td>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
</tr>
<tr>
<td>12 Sue Garcia</td>
<td>CFO</td>
<td>0.03</td>
<td>43.53</td>
<td>53.4</td>
<td>2,325</td>
<td>-</td>
<td>2,325</td>
<td>90,542</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>13 Evelyn Pitta</td>
<td>Staff Accountant (AP)</td>
<td>0.05</td>
<td>17.68</td>
<td>97.75</td>
<td>1,728</td>
<td>-</td>
<td>1,728</td>
<td>36,774</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>14 Mary Snooks</td>
<td>Accounts Receivable Supervisor</td>
<td>0.10</td>
<td>26.00</td>
<td>208</td>
<td>5,408</td>
<td>-</td>
<td>5,408</td>
<td>54,080</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>15 HR Coordinator - Jenny Bolen</td>
<td></td>
<td>0.02</td>
<td>26.00</td>
<td>32.45</td>
<td>844</td>
<td>-</td>
<td>844</td>
<td>54,080</td>
<td></td>
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</tr>
<tr>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERVICE/EXPENSE</td>
<td>% OF ALLOCATION</td>
<td>TOTAL F5SB BUDGET ($)</td>
<td>DESCRIPTION/JUSTIFICATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell Phone/On Call Stipends</td>
<td>1%</td>
<td>$4,554</td>
<td>Cell phone stipend: $33/mo for 10 FT Nurturing Parenting staff and $13.50/mo for 1 PT staff for an estimated annual total of $3528 which also includes $36/month for Program cell phone total $4,554</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease (Utilities Included)</td>
<td>5%</td>
<td>$35,983</td>
<td>Total lease expense includes $1,991.08/mo for office lease, includes utilities and cleaning, which brings the budgeted total to $23,983 annually. Includes expense for repairs. This includes 3% annual rent increase. $400/month rental of classroom space, $600/month sanitizing and extra cleaning of office space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Phones/fax line</td>
<td>1%</td>
<td>$4,980</td>
<td>$30/mo x 8 phones, $175/month Telepacific Internet service. Total $3527 annually</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Material Supplies</td>
<td>1%</td>
<td>$6,000</td>
<td>Includes additional Nurturing Parenting facilitator books for different demographic groups 16 x $25, parent handbooks 200 x $15, attachment activity books 100 x $10, First aid/CPR supplies, and other program materials as needed to meet program objectives, including promotional material for class participation. Zoom accounts $14/mo and DocuSign $25/month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant Support/Incentives</td>
<td>1%</td>
<td>$6,000</td>
<td>Incentives up to 300 participants between $5 - $15 incentives each earned during class (wipes, bottles, diapers) plus 200 graduates x $15-50 completion incentive gifts. Cost of incentives offset by donations. $3,000 annually</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant Transportation</td>
<td>0%</td>
<td>$400</td>
<td>Includes daily bus passes (approx. $8-$10), and ride share</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Development/Training</td>
<td>0%</td>
<td>$2,000</td>
<td>To include expenses to attend training if out of county, and other appropriate internal or external trainings related to program. Increased due to additional staff $2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>0%</td>
<td>$500</td>
<td>$41.67/month: includes mailing flyers, Annual total $500 Increased due to more participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2020-2021

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Walden Environment</th>
<th>DIRECTOR:</th>
<th>Sue Evans</th>
<th>PROGRAM YEAR:</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Nurturing FAMILY Program</td>
<td>PROGRAM DIRECTOR:</td>
<td>Kim Kimpel</td>
<td>TOTAL BUDGET:</td>
<td>665,461</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>0</td>
<td>FINANCE OFFICER:</td>
<td>Sue Garcia</td>
<td>RFP/CONTRACT #:</td>
<td>FS083</td>
</tr>
</tbody>
</table>

### III. TOTAL F5SB BUDGET

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food Expense for Classes/Meetings</td>
<td>$10,000</td>
<td>Includes snacks, meals, drinks, increased due to higher number of class participants.</td>
</tr>
</tbody>
</table>

| 2 | | |

- Increased to include new brochures, flyers, $83.33/month, to outreach to parents of all ages. Annual total $1000
- Increased to $250/month includes paper, pens, folders, etc. as increased staff
- Increased to $600
- Allocation method is based on total revenue for the agency based on 2018 audited financials. 4% of total revenue.
- General Liability and directors & officers insurance are based on current cost through June 2019. Allocation method is based on total revenue for the agency.
- DOJ, CACI, FBI clearance, TB, Physical and drug testing employees, volunteers and peer partner advocates , increased to $600
- A percentage of employer costs for IT services and technology supplies/repairs: $1850 month/ agency. Increased total charged to the contract $1600 annually, due to increased staff.
<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Walden Environment</th>
<th>DIRECTOR:</th>
<th>Sue Evans</th>
<th>PROGRAM YEAR:</th>
<th>2020-2021</th>
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<tr>
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<td>Sue Garcia</td>
<td>RFP/CONTRACT #:</td>
<td>FS083</td>
</tr>
</tbody>
</table>

### IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Varies</td>
<td>Mileage: Transporting participants to/from classes and staff travel for classes and case management</td>
<td>16,000</td>
<td>Mileage: mileage will be reimbursed at $0.52 per mile per employee. Estimate 2,560 total miles will be traveled per month by Nurturing Parenting staff for a monthly cost of $1332, due to increasing participants.</td>
</tr>
</tbody>
</table>

| TOTAL Travel | 16,000 |

### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Subcontractors</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

### VI. INDIRECT COSTS

<table>
<thead>
<tr>
<th>Percent:</th>
<th>Basis:</th>
<th>Total Indirect Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>-</td>
</tr>
</tbody>
</table>

<p>| TOTAL FIRST 5 BUDGET | $ 665,461 |</p>
<table>
<thead>
<tr>
<th>Sr. #</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
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<tr>
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<td></td>
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<td>C</td>
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<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
</tr>
<tr>
<td>1</td>
<td>Sue Evans</td>
<td>0.02</td>
<td>69.52</td>
<td>33.8</td>
<td>2,350</td>
<td>-</td>
<td>2,350</td>
<td>144,602</td>
<td>2%</td>
<td>Responsible for general oversight of program and supervises the program supervisor. This position requires a minimum of a master's degree.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Kim Kimpel</td>
<td>1.00</td>
<td>34.10</td>
<td>2080</td>
<td>28%</td>
<td>70,928</td>
<td>19,860</td>
<td>90,788</td>
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<td>Responsible for the day to day oversight of the program as well as the training and supervision of the staff. This position requires a minimum of a master's degree. Increased by 10% due to supervision of more staff.</td>
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</tr>
<tr>
<td>3</td>
<td>To be hired</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>100%</td>
<td>Includes bilingual stipend: Responsible for overseeing collection, entering and analyzing data. Increased to 1 FTE as double the number program participants</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>19.41</td>
<td>2080</td>
<td>28%</td>
<td>40,375</td>
<td>11,305</td>
<td>51,680</td>
<td>100%</td>
<td>Includes bilingual stipend: Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor's degree.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>21.37</td>
<td>2080</td>
<td>28%</td>
<td>44,455</td>
<td>12,447</td>
<td>56,902</td>
<td>100%</td>
<td>Includes bilingual stipend: Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor's degree.</td>
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</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2021-2022

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</thead>
<tbody>
<tr>
<td>INITIATIVE:</td>
<td>FINANCE OFFICER: Sue Garcia</td>
<td>RFP/CONTRACT #: FS083</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL</th>
<th>SALARY</th>
<th>BENEFITS</th>
<th>BUDGET</th>
<th>TOTAL</th>
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</tr>
<tr>
<td>I. To be hired Facilitator / Case Manager</td>
<td>1.00</td>
<td>19.41</td>
<td>2080</td>
<td>28%</td>
<td>40,375</td>
<td>11,305</td>
<td>51,680</td>
<td>51,680</td>
<td>100%</td>
<td>Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor’s degree. Increased to 1 FTE due to increase in program participants.</td>
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<tr>
<td>2. To be Hired Facilitator / Case Manager</td>
<td>1.00</td>
<td>21.37</td>
<td>2080</td>
<td>28%</td>
<td>44,455</td>
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<tr>
<td>3. Angelica Pineda Facilitator / Case Manager</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>47,923</td>
<td>100%</td>
<td>Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor’s degree. Additional position needed due to increased program participants.</td>
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## FIRST 5 SAN BERNARDINO

### PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Walden Environment</th>
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<tbody>
<tr>
<td>DIRECTOR:</td>
<td>Sue Evans</td>
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<tr>
<td>PROGRAM TITLE:</td>
<td>Nurturing FAMILY Program</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR:</td>
<td>Kim Kimpel</td>
</tr>
<tr>
<td>INITIATIVE:</td>
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</tr>
<tr>
<td>FINANCE OFFICER:</td>
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<td>RFP/CONTRACT #:</td>
<td>FS083</td>
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<thead>
<tr>
<th>LINE</th>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
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<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/JUSTIFICATION</th>
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</thead>
<tbody>
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<td>SALARIES &amp; BENEFITS</td>
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<tr>
<td>9</td>
<td>To be hired</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>47,923</td>
<td>100%</td>
<td>Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor's degree. Additional position needed due to increased program participants.</td>
</tr>
<tr>
<td>10</td>
<td>Manny Pasillosc</td>
<td>0.60</td>
<td>20.80</td>
<td>1244</td>
<td>28%</td>
<td>25,870</td>
<td>7,236</td>
<td>33,107</td>
<td>55,355</td>
<td>60%</td>
<td>Bilingual is responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor's degree.</td>
</tr>
<tr>
<td>11</td>
<td>Lucy Valenta</td>
<td>1.00</td>
<td>23.35</td>
<td>2080</td>
<td>28%</td>
<td>48,564</td>
<td>13,598</td>
<td>62,162</td>
<td>62,162</td>
<td>100%</td>
<td>Bilingual stipend included: will coordinate outreach efforts in the community and facilitate classes. This position requires a bachelor’s or master’s degree.</td>
</tr>
<tr>
<td>12</td>
<td>Sue Garcia</td>
<td>0.03</td>
<td>43.53</td>
<td>53.4</td>
<td>-</td>
<td>2,325</td>
<td>-</td>
<td>2,325</td>
<td>90,542</td>
<td>3%</td>
<td>Oversees and supervise accounting staff. Review invoice prepared for billing and prepares budget and manages the financial portion of the annual program audit. This position requires a bachelor’s degree. Increased to 0.025 FTE due to increased budget</td>
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<tr>
<td>13</td>
<td>Evelyn Pitta</td>
<td>0.05</td>
<td>17.68</td>
<td>97.75</td>
<td>-</td>
<td>1,728</td>
<td>-</td>
<td>1,728</td>
<td>36,774</td>
<td>5%</td>
<td>Is responsible for Accounts Payable and payroll related to the program. Increased to 0.05 FTE due to increased budget</td>
</tr>
<tr>
<td>14</td>
<td>Mary Snooks</td>
<td>0.10</td>
<td>26.00</td>
<td>208</td>
<td>-</td>
<td>5,408</td>
<td>-</td>
<td>5,408</td>
<td>54,080</td>
<td>10%</td>
<td>Is responsible for preparing the invoice for billing to the county and records Accounts Receivable related to the program. This position also assists in the annual audit preparation. This position requires a bachelor’s degree or accounting experience. Increased to .10 FTE due to increased budget.</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO

### PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

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<td></td>
<td>RFP/CONTRACT #: FS083</td>
</tr>
<tr>
<td></td>
<td>TOTAL BUDGET: 665,461</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>F5SB SALARY</th>
<th>F5SB BENEFITS</th>
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<th>TOTAL SALARY</th>
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<tr>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>15 HR Coordinator- Jenny Bolen</td>
<td>0.02</td>
<td>26.00</td>
<td>32.45</td>
<td>844</td>
<td>-</td>
<td>844</td>
<td>54,080</td>
<td>0.015600962</td>
<td>Assists with general HR issues, benefits and hiring of employees. This position requires a bachelor's degree. Increased FTE due to increase in staffing.</td>
<td></td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>$ 439,996</td>
</tr>
</tbody>
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# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**FISCAL YEAR:** 2021-2022

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</table>

## II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Allocation</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cell Phone/On Call Stipends</td>
<td>1%</td>
<td>$4,554</td>
<td>Cell phone stipend: Cell phone stipend: $33/mo for 10 FT Nurturing Parenting staff and $13.50/mo for 1 PT staff for an estimated annual total of $3528 which also includes $36/month for Program cell phone total $4,554</td>
</tr>
<tr>
<td>2 Lease (Utilities Included</td>
<td>5%</td>
<td>$35,983</td>
<td>includes utilities and cleaning, which brings the budgeted total to $23,983 annually. Includes expense for repairs. This includes 3% annual rent increase. $400/month rental of classroom space,</td>
</tr>
<tr>
<td>3 Office Phones/fax line</td>
<td>1%</td>
<td>$4,980</td>
<td>$30/mo x 8 phones, $175/month Telepacific Internet service. Total $3527 annually</td>
</tr>
<tr>
<td>4 Program Material Supplies</td>
<td>1%</td>
<td>$6,000</td>
<td>includes additional Nurturing Parenting facilitator books for different demographic groups 16 x$25, parent handbooks 200 x$15, attachment activity books 100 x$10, First aid/CPR supplies, and other program materials as needed to meet program objectives, including promotional material for class participation. Zoom accounts $14/mo and DocuSign $25/month</td>
</tr>
<tr>
<td>5 Participant Support/Incentives</td>
<td>1%</td>
<td>$6,000</td>
<td>Incentives up to 300 participants between $5 - $15 incentives each earned during class (wipes, bottles, diapers) plus 200 graduates x $15-50 completion incentive gifts. Cost of incentives offset by donations. $3,000 annually</td>
</tr>
<tr>
<td>6 Participant Transportation</td>
<td>0%</td>
<td>$400</td>
<td>Includes daily bus passes (approx. $8-$10), and ride share</td>
</tr>
<tr>
<td>7 Staff Development/Training</td>
<td>0%</td>
<td>$2,000</td>
<td>Increased due to additional staff $2000</td>
</tr>
</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2021-2022

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</table>

### III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>TOTAL FSSB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food Expense for Classes/Meetings 2%</td>
<td>$10,000</td>
<td>Includes snacks, meals, drinks, increased due to higher number of class participants.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
<th>Amount</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Postage</td>
<td>0%</td>
<td>$500</td>
<td>$41.67/month: includes mailing flyers, Annual total $500 increased due to more participants</td>
</tr>
<tr>
<td>9 Printing</td>
<td>0%</td>
<td>$1,000</td>
<td>Increased to include new brochures, flyers, $83.33/month, to outreach to parents of all ages. Annual total $1000</td>
</tr>
<tr>
<td>10 Office Supplies</td>
<td>0%</td>
<td>$3,000</td>
<td>Increased to $250/month includes paper, pens, folders, etc as increased staff</td>
</tr>
<tr>
<td>11 Office Equipment</td>
<td>1%</td>
<td>$8,000</td>
<td>Renewal of copier lease, printer ink, maintenance and repair expenses, replacement of 2 new laptops for new staff, monitors and projector</td>
</tr>
<tr>
<td>12 Annual Audit (4% of audit total)</td>
<td>0%</td>
<td>$1,200</td>
<td>Allocation method is based on total revenue for the agency based on 2018 audited financials. 4% of total revenue.</td>
</tr>
<tr>
<td>13 Insurance/Taxes Licenses (4% of total)</td>
<td>1%</td>
<td>$4,000</td>
<td>General Liability and directors &amp; officers insurance are based on current cost through June 2019. Allocation method is based on total revenue for the agency.</td>
</tr>
<tr>
<td>14 Volunteer/Staff/Peer Partner Clearances</td>
<td>0%</td>
<td>$600</td>
<td>A percentage of employer costs for IT services and technology supplies/repairs: $1850 month/agency. Increased total charged to the contract $1600 annually, due to increased staff.</td>
</tr>
</tbody>
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### Total Services & Supplies $79,817
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<tbody>
<tr>
<td>IV. TRAVEL</td>
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<tr>
<td>Destination:</td>
<td>Purpose:</td>
<td>TOTAL F5SB BUDGET</td>
<td>Description/Justification:</td>
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<tr>
<td>1</td>
<td>Varies</td>
<td>Mileage: Transporting participants to/from classes and staff travel for classes and case management</td>
<td>16,000</td>
<td>Mileage: mileage will be reimbursed at $0.52 per mile per employee. Estimate 2,560 total miles will be traveled per month by Nurturing Parenting staff for a monthly cost of $1332, due to increasing participants.</td>
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<td>16,000</td>
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<td>V. SUBCONTRACTORS</td>
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<td>Organization Name:</td>
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<td>2</td>
<td>Total Subcontractors</td>
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</tbody>
</table>
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2022-2023

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>F5SB SALARY</th>
<th>F5SB BENEFITS</th>
<th>F5SB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION / JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name: Sue Evans</td>
<td>0.02</td>
<td>69.52</td>
<td>33.8</td>
<td>2,350</td>
<td>-</td>
<td>2,350</td>
<td></td>
<td>144,602</td>
<td>2%</td>
<td>Responsible for general oversight of program and supervises the program supervisor. This position requires a minimum of a master’s degree.</td>
</tr>
<tr>
<td>Name: Kim Kimpel</td>
<td>1.00</td>
<td>34.10</td>
<td>2080</td>
<td>28%</td>
<td>70,928</td>
<td>19,860</td>
<td>90,788</td>
<td>90,788</td>
<td>100%</td>
<td>Responsible for the day to day oversight of the program as well as the training and supervision of the staff. This position requires a minimum of a master’s degree. Increased by 10% due to supervision of more staff.</td>
</tr>
<tr>
<td>Name: To be hired</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>47,923</td>
<td>100%</td>
<td>Responsible for overseeing collection, entering and analyzing of data. Increased to 1 FTE as double the number program participants</td>
</tr>
<tr>
<td>Name: Facilitator / Case Manager Ambar Navarro</td>
<td>1.00</td>
<td>19.41</td>
<td>2080</td>
<td>28%</td>
<td>40,375</td>
<td>11,305</td>
<td>51,680</td>
<td>51,680</td>
<td>100%</td>
<td>Includes bilingual stipend: Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor’s degree.</td>
</tr>
<tr>
<td>Name: Facilitator / Case Manager Mark Smith</td>
<td>1.00</td>
<td>21.37</td>
<td>2080</td>
<td>28%</td>
<td>44,455</td>
<td>12,447</td>
<td>56,902</td>
<td>56,902</td>
<td>100%</td>
<td>Includes bilingual stipend: Responsible for facilitating classes, coordinating services to medium and high risk parents, assist medium and high risk families in achieving goals and assisting with Child Enrichment program. This position will also administer assessments, writing Family Empowerment Plans and providing individual face-to-face sessions for high risk families. This position requires previous experience and knowledge may include Peer Partner advocate experience and will train and supervise other Facilitator / Case Manager and volunteers. This position requires a bachelor’s degree.</td>
</tr>
</tbody>
</table>
### First 5 San Bernardino Program Budget

**Fiscal Year:** 2022-2023

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<tr>
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<tbody>
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<td>PROGRAM TITLE:</td>
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<tr>
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<td>Kim Kimpel</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td></td>
</tr>
<tr>
<td>FINANCE OFFICER:</td>
<td>Sue Garcia</td>
</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>665,461</td>
</tr>
<tr>
<td>RFP/CONTRACT #:</td>
<td>FS083</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
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<th># OF HOURS</th>
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</tr>
<tr>
<td>6</td>
<td>To be hired</td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>19.41</td>
<td>2080</td>
<td>28%</td>
<td>40,375</td>
<td>11,305</td>
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</tr>
<tr>
<td>7</td>
<td>To be hired</td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>21.37</td>
<td>2080</td>
<td>28%</td>
<td>44,455</td>
<td>12,447</td>
<td>56,902</td>
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</tr>
<tr>
<td>8</td>
<td>Angelica Pineda</td>
<td>Facilitator / Case Manager</td>
<td>1.00</td>
<td>18.00</td>
<td>2080</td>
<td>28%</td>
<td>37,440</td>
<td>10,483</td>
<td>47,923</td>
<td>47,923</td>
</tr>
<tr>
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</tr>
<tr>
<td>#</td>
<td>BUDGET CATEGORY</td>
<td>FTE</td>
<td>PAY RATE</td>
<td># OF HOURS</td>
<td>BENEFIT RATE</td>
<td>F5SB SALARY</td>
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</tr>
<tr>
<td>9</td>
<td>SALARIES &amp; BENEFITS</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
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<tr>
<td></td>
<td>To be hired</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Manny Pasillosucio</td>
<td>0.60</td>
<td>20.80</td>
<td>1244</td>
<td>28%</td>
<td>25,870</td>
<td>7,236</td>
<td>33,107</td>
<td>55,355</td>
<td>60%</td>
</tr>
<tr>
<td>11</td>
<td>Lucy Valencia</td>
<td>1.00</td>
<td>23.35</td>
<td>2080</td>
<td>28%</td>
<td>48,564</td>
<td>13,598</td>
<td>62,162</td>
<td>62,162</td>
<td>100%</td>
</tr>
<tr>
<td>12</td>
<td>Sue Garcia</td>
<td>0.03</td>
<td>43.53</td>
<td>53.4</td>
<td></td>
<td>2,325</td>
<td>-</td>
<td>2,325</td>
<td>90,542</td>
<td>3%</td>
</tr>
<tr>
<td>13</td>
<td>Evelyn Pitta</td>
<td>0.05</td>
<td>17.68</td>
<td>97.75</td>
<td></td>
<td>1,728</td>
<td>-</td>
<td>1,728</td>
<td>36,774</td>
<td>5%</td>
</tr>
<tr>
<td>14</td>
<td>Mary Snooks</td>
<td>0.10</td>
<td>26.00</td>
<td>208</td>
<td></td>
<td>5,408</td>
<td>-</td>
<td>5,408</td>
<td>54,080</td>
<td>10%</td>
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<tr>
<td>15</td>
<td>HR Coordinator- Jenny Bolen</td>
<td>0.02</td>
<td>26.00</td>
<td>32.45</td>
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<td>844</td>
<td>-</td>
<td>844</td>
<td>54,080</td>
<td>0.015609621</td>
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</tbody>
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370
## FIRST 5 SAN BERNARDINO PROGRAM BUDGET
### Fiscal Year: 2022-2023

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<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Walden Environment</th>
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</tr>
<tr>
<td>TOTAL BUDGET:</td>
<td>$665,461</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>FSO83</td>
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</table>

### BUDGET CATEGORY

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
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<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>Total Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$439,996</td>
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</tbody>
</table>

### Initiative:

- **Initiative Name:** Nurturing FAMILY Program
- **Program Director:** Kim Kimpel
- **Finance Officer:** Sue Garcia
- **Budget:** $665,461

#### First 5 % of TOTAL SALARY

- Total Salaries & Benefits: $949,317
## FIRST 5 SAN BERNARDINO
### PROGRAM BUDGET
#### FISCAL YEAR: 2022-2023

<table>
<thead>
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<th>ORGANIZATION:</th>
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<tr>
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<td>PROGRAM DIRECTOR:</td>
<td>Kim Kimpel</td>
<td>TOTAL BUDGET:</td>
<td>665,461</td>
</tr>
<tr>
<td>INITIATIVE:</td>
<td>0</td>
<td>FINANCE OFFICER:</td>
<td>Sue Garcia</td>
<td>RFP/CONTRACT #:</td>
<td>FS083</td>
</tr>
</tbody>
</table>

### II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation:</th>
<th>TOTAL F5SB BUDGET ($)</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cell Phone/On Call Stipends</td>
<td>1%</td>
<td>$4,554</td>
<td>Cell phone stipend: $33/mo for 10 FT Nurturing Parenting staff and $13.50/mo for 1 PT staff for an estimated annual total of $3528 which also includes $36/month for Program cell phone total $4,554</td>
</tr>
<tr>
<td>2 Lease (Utilities Included)</td>
<td>5%</td>
<td>$35,983</td>
<td>Includes utilities and cleaning, which brings the budgeted total to $23,983 annually. Includes expense for repairs. This includes 3% annual rent increase. $400/month rental of classroom space,</td>
</tr>
<tr>
<td>3 Office Phones/fax line</td>
<td>1%</td>
<td>$4,980</td>
<td>$30/mo x 8 phones, $175/month Telepacific Internet service. Total $3527 annually</td>
</tr>
<tr>
<td>4 Program Material Supplies</td>
<td>1%</td>
<td>$6,000</td>
<td>Includes additional Nurturing Parenting facilitator books for different demographic groups 16 x$25, parent handbooks 200 x$15, attachment activity books 100 x$10, First aid/CPR supplies, and other program materials as needed to meet program objectives, including promotional material for class participation. Zoom accounts $14/mo and DocuSign $25/month</td>
</tr>
<tr>
<td>5 Participant Support/Incentives</td>
<td>1%</td>
<td>$6,000</td>
<td>Incentives up to 300 participants between $5 - $15 incentives each earned during class (wipes, bottles, diapers) plus 200 graduates x $15-50 completion incentive gifts. Cost of incentives offset by donations. $3,000 annually</td>
</tr>
<tr>
<td>6 Participant Transportation</td>
<td>0%</td>
<td>$400</td>
<td>Includes daily bus passes (approx. $8-$10), and ride share</td>
</tr>
</tbody>
</table>
### FIRST 5 SAN BERNARDINO

#### PROGRAM BUDGET

**FISCAL YEAR:** 2022-2023

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<td>TOTAL BUDGET:</td>
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</tbody>
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#### II. BUDGET

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Staff Development/Training</td>
<td>$2,000</td>
</tr>
<tr>
<td>8 Postage</td>
<td>$500</td>
</tr>
<tr>
<td>9 Printing</td>
<td>$1,000</td>
</tr>
<tr>
<td>10 Office Supplies</td>
<td>$3,000</td>
</tr>
<tr>
<td>11 Office Equipment</td>
<td>$8,000</td>
</tr>
<tr>
<td>12 Annual Audit (4% of audit total)</td>
<td>$1,200</td>
</tr>
<tr>
<td>13 Insurance/Taxes Licenses (4% of total)</td>
<td>$4,000</td>
</tr>
<tr>
<td>14 Volunteer/Staff/Peer Partner Clearances</td>
<td>$600</td>
</tr>
<tr>
<td>15 IT</td>
<td>$1,600</td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Total Services &amp; Supplies</td>
<td>$79,817</td>
</tr>
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#### III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**TOTAL FSSB BUDGET**
### FIRST 5 SAN BERNARDINO
#### PROGRAM BUDGET
**FISCAL YEAR:** 2022-2023

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<td>PROGRAM DIRECTOR</td>
<td>Kim Kimpel</td>
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<td>INITIATIVE</td>
<td>0</td>
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<td>RFP/CONTRACT #</td>
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<td>PROGRAM YEAR</td>
<td>2022-2023</td>
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<tr>
<td>TOTAL BUDGET</td>
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</table>

#### IV. TRAVEL

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<thead>
<tr>
<th>Description/Justification</th>
<th>Destination</th>
<th>Purpose</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes snacks, meals, drinks, increased due to higher number of class participants.</td>
<td>Varies</td>
<td>Mileage: Transporting participants to/from classes and staff travel for classes and case management</td>
<td>16,000</td>
<td>Mileage: Mileage will be reimbursed at $0.52 per mile per employee. Estimate 2,560 total miles will be traveled per month by Nurturing Parenting staff for a monthly cost of $1,332, due to increasing participants.</td>
</tr>
</tbody>
</table>

#### V. SUBCONTRACTORS

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-</td>
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<tr>
<td>2</td>
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</tr>
</tbody>
</table>

#### VI. INDIRECT COSTS

<table>
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<tr>
<th>Percent</th>
<th>Basis</th>
<th>Total Indirect Costs</th>
<th>Description/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

#### TOTAL FIRST 5 BUDGET

$665,461
AGENCY INFORMATION

Legal Entity: Walden Environment DBA Walden Family Services

Dept./Division: __________________________________________

Project Name: Nurturing FAMILY Program

Address: 8525 Gibbs Drive Suite 100
San Diego, CA 92123

Phone #: 909-264-6742

Website: www.waldenfamilyservices.org

Fax #: _______________________________________

Program Site Address: Walden Families Services
255 North D Street, Suite 412
San Bernardino, CA 92401

Client Referral Phone #: 909-264-6742

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Sue Evans
Title: Chief Operation Officer

Address: 3576 Arlington Ave Suite 106
Riverside, CA 92506

Direct Phone #: 951-801-7139
Fax #: 951-788-5903

E-Mail: sueevans@waldenfamily.org

CONTRACT REPRESENTATIVE

Name: Mary Frame
Title: Director of Quality Assurance

Address: 3576 Arlington Ave Suite 106
Riverside, CA 92506

Direct Phone #: 951-801-7140

Fax #: ____________________________

E-Mail: maryframe@waldenfamily.org

PROGRAM CONTACT

Name: Kim Kimpel
Title: Program Supervisor

Address: 255 North D Street Suite 412
San Bernardino, CA 92401

Direct Phone #: 909-708-4569

Fax #: ____________________________

E-Mail: kkimpel@waldenfamily.org
First 5 San Bernardino
Strategy: Family and Community Support and Partnership-Expansion

FISCAL CONTACT
Name: Sue Garcia
Title: Chief Financial Officer
Address: 8525 Gibbs Drive Suite 100
San Diego, CA 92123
E-Mail: sgarcia@waldenfamily.org
Direct Phone #: 619-727-5884
Fax #: 619-727-5886

ADDITIONAL CONTACT (Describe): Fiscal
Name: Mary Snooks
Title: A/R Supervisor
Address: 8525 Gibbs Drive Suite 100
San Diego, CA 92123
E-Mail: msnooks@waldenfamily.org
Direct Phone #: 619-727-5886
Fax #: 619-727-5886

PROGRAM INFORMATION

TYPE OF AGENCY
☐ Educational Institution Describe: Choose an item.
☐ Government Agency Describe: Choose an item.
☒ Private Entity/Institution Describe: Non Profit
☐ Community-Based Describe: Choose an item.

FIRST 5 FOCUS AREA

☐ Health
☐ Education
☒ Family
☐ Systems

STRATEGY
☐ Early Screening and Intervention
☐ Early Education Programs
☐ Parent Education
☐ Integrated Systems Planning & Implementation
☐ Health Care Access
☐ Access to Quality Child Care
☐ Quality Provider Programs
☐ Health & Safety Education
☐ Other:
☐ Oral Health
☐ Early Education Programs
☐ Parent Education
☐ Community Outreach
☐ Other:
☐ Health Care Access
☐ Resource Center & Case Management
☐ Other:
☐ Oral Health
☐ Organizational Capacity Building
☐ Other:
**PROGRAM DESCRIPTION**

This Group-based program utilizes *Nurturing Program for Young Parents and Their Families* and *Nurturing Parenting* as the primary service coupled with structured case management through the Matrix Outcomes Model (MOM) and Family Development Matrix (FDM) to determine risk/assess a family’s needs for family support services. Services will be provided in *Countywide (Teen Population) San Bernardino City, the Central Valley and East Valley (All Parents)*. 200 participants per year will exit out of high-risk range in all constructs or demonstrate average improvement of 1.5 sten score from AAPI and reach a status of at least “safe” on all indicators of the FDM.

**COMMISSION LEVEL OUTCOMES**

SPA 1: Children and Families:
1.3 a) Children are free from abuse and neglect.
1.3 b) Parents provide developmentally appropriate care.
1.3 c) Families are resilient.

SPA 2: Systems and Networks:
2.2a) Community organizations and groups are equipped to effectively serve children and families.
2.2 b) Workforce is developed to effectively serve children and families.

**ASSIGNED ANALYST:** Wendy Lee, Psy.D. SAII

**CONTRACT AMOUNT**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2020-2021</td>
<td>$665,461</td>
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<td>2022-2023</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,996,383</strong></td>
</tr>
<tr>
<td>Name of Site, Site Address, Phone Number &amp; Contact Name</td>
<td>Number of Participants Served</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
</tbody>
</table>
| Name of Site: Walden Family Services  
Address: 255 N. D. Street Suite 412  
San Bernardino, CA 92401  
Contact Name, Title: Kim Kimpel, Program Supervisor | 100 |
| Name of Site: San Andreas High School  
Address: 3232 Pacific Street  
Highland, CA 92346  
Contact Name, Title: Jennifer Allo, Teacher | 20 |
| Name of Site: Operation New Hope  
Address: 323 W. 7th Street  
San Bernardino, CA 92401  
Contact Name, Title: Russell Degnan, CEO | 30 |
| Name of Site: Pre School Services (Del Rosa)  
Address: 2382 Del Rosa Ave N  
San Bernardino, CA 92404  
Contact Name, Title: Joy Anderson, Program Manager | 50 |
## AGENDA ITEM 6  
### June 3, 2020

<table>
<thead>
<tr>
<th>Subject</th>
<th>Receive authorization from Commission to develop a First 5 San Bernardino Emergency Response Plan.</th>
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<tbody>
<tr>
<td><strong>Recommendations</strong></td>
<td>Discuss and authorize development of an Emergency Response Plan to address unique unmet needs for children and families in a declared emergency such as the COVID-19 crisis. (Presenter: Karen E. Scott, Executive Director, 252-4252)</td>
</tr>
<tr>
<td><strong>Financial Impact</strong></td>
<td>None.</td>
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| **Background Information** | Over the past several years, we have learned from many of our First 5 Network colleagues that the ability to assess, respond and actively support children ages 0 - 5 in an emergency is incredibly important as a systems partner in our individual counties. This was most clearly demonstrated with our Commission colleagues in Northern California that endured devastating wild fires that impacted young children and their families.  

Based on the COVID-19 pandemic experience, it is recommended that the First 5 San Bernardino Commission support the strategic development of a local Emergency Response Plan. It is intended that this plan would enable the Commission to assess local unique needs, to nimbly respond to those needs within the Commission’s strategic plan and its budget, and actively support systems of care that improve the health and well-being of young children in a declared emergency situation. The plan would set a framework and protocol to evaluate and address needs not supported by any other source, during an emergency, in economic recovery and beyond.  

During this COVID-19 crisis, First 5 San Bernardino (F5SB) has seen and responded to the need for increased support to direct services, i.e. with childcare facilities serving essential workers and to philanthropic funding support such as with non-profits continuing to maintain services to children and families. We have also seen areas of need, potentially related to economic insecurity and isolation of families that lead to increased child abuse and domestic violence incidents. We have seen the need for material goods that a family cannot get or cannot afford. We understand that children may need more trauma informed care and families may need more immediate family strengthening support.  

The First 5 San Bernardino Emergency Response Plan would be created through First 5 staff and an identified subcommittee and drafted in a collaborative process with input from such partners as government (County Administrative Office, the Human Services Division and the Office of Emergency Services), community, and education. The plan will include policy direction and recommendations for any funding process as needed.  

With Commission authorization to proceed, a First 5 San Bernardino Emergency Response Plan will be developed and brought back to the Commission for approval and adoption. |
F5SB remains committed to collaborating with others to assist children and families through the COVID-19 crisis and future emergencies.

Review

Sophie Akins, Commission Counsel

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AGENDA ITEM 7
June 3, 2020

Subject
Footsteps2Brilliance® Comprehensive Suite of Early Literacy Programs – Perpetual License Expansion

Recommendations
Approve investment in, and authorize financial agreement for, the Comprehensive Footsteps2Brilliance® Early Literacy Programs’ perpetual license and program expansion, with the San Bernardino County Superintendent of Schools, under the San Bernardino Countywide Vision2Read literacy initiative, in an amount not to exceed $308,292, as continued support of the program to improve literacy rates throughout the County.

(Presenter: Karen E. Scott, Executive Director, 252-4252)

Financial Impact
$308,292 from Fiscal Year budget 2020-2021.

Background Information
In June 2017, the First 5 San Bernardino (F5SB) Commission adopted a resolution formerly representing the partnership with the San Bernardino County Superintendent of Schools (SBCSS), Preschool Services and the Children’s Fund in support of early literacy, for children in San Bernardino County. Countywide literacy is of the utmost importance and needs to begin before students enter kindergarten. A system that supports quality early learning experiences for children from birth through age five is key to shifting the future generation.

In March 2016, the F5SB Commission approved an investment of $228,500, into the Footsteps2Brilliance® Legacy XII Model Innovation County License Collaborative Partnership. This partnership was led by SBCSS. The Legacy XII License was for a period of 5 years, ending June 30, 2021, which granted access to the Footsteps2Brilliance® (F2B) App, 3 years of hosted program development, webinars, parent engagement events, stakeholder/town hall meetings and technical support.

F2B, as a strategy in the San Bernardino Countywide Vision2Read literacy initiative, was officially unveiled on April 19, 2017 during a national press conference at the San Bernardino County Government Center. In January 2017, a cohort of 1,200 children from County preschool programs, were identified by the partnership. These children were assigned a unique identifier, which allowed their progress in learning and literacy growth to be tracked through the data collection built into the F2B platform. While SBCSS acknowledges that tracking specific student growth was challenging due to the change in student identification numbers between preschool and kindergarten, they do expect to see continued growth in English-Language Arts/literacy as additional children ages 0-5 are provided with essential early literacy resources such as that which is available with F2B.

In 2015, only 31% of San Bernardino County 3rd graders met the California English-Language Arts/literacy standards. Since the launch of F2B, overall growth in 3rd grade English-Language Arts/literacy has consistently increased. As of December 2019, 43% of our 3rd grade students are meeting or exceeding standards.

The San Bernardino County Vision2Read Consortium is seeking to expand its current provision of literacy services by converting from a 5-year license to a perpetual licensing agreement with F2B. This expanded license will include not only...
the F2B Enterprise App, the School Edition App and the Bilingual Edition App, but also the new Clever Kids University Pre-Reader Curriculum – Bilingual App, designed especially for children ages 2 – 5. (See Attachment A) Clever Kids University curriculum is comprehensive, research-based and aligns with state preschool standards as well as the Head Start Child Development Early Learning Framework. It is built on daily bilingual lessons to prepare every child for kindergarten. The lessons provided are uniform, high-quality early learning that is presented in a highly effective spiraling sequence. Unlike any other early learning app, Clever Kids University Pre-Reader intentionally engages parents by prompting children to work with a “grown up” to complete specific activities. Children ages 2 and 3 essentially work on the program in the “laps” of their caregivers, increasing social and emotional bonding. Clever University supports parents engaging with the child as their first and most important teacher.

The expanded, perpetual licensing of F2B will support achievement of some long-range goals of the Countywide Vision2Read literacy initiative partnership. One such goal is the infusing of F2B into preschool classroom instruction with the implementation of a second cohort, increasing the target group that is measured with data collection, from 1,200 preschoolers to more than 6,000. Another goal is to promote the initiative through County library services, Quality Start San Bernardino early education sites, alternative sites such as YMCA, Boys and Girls Club, city parks and recreation facilities, housing projects, as well as non-profit organizations, allowing for the continued positive impact on literacy in the County.

SBCSS, serving as the lead, is in the process of finalizing the direct contract with F2B. The total cost for San Bernardino County is $1,233,168 for a perpetual license. F5SB seeks approval to invest in this continued collaboration in the amount of $308,292, which represents 25% of the total costs. If approved, F5SB will work with SBCSS Counsel to develop a financial agreement between SBCSS and F5SB and utilize an invoice process.

With support of Talk, Read, Sing, Reach Out and Read, Vision2Read with F2B, and the IRead collaborative, F5SB is committed to helping to eliminate the 30 million word gap that occurs by age 3 for lower economic children in our county. F5SB will market the F2B app and its benefits to all child-serving organizations.

Expanding F2B in San Bernardino County, as a perpetual, free resource to all residents, supports the Cradle to Career initiative goals and is an opportunity to scale an early learning solution quickly throughout schools homes and communities. F2B leverages the power of mobile learning technology and promotes collective impact objectives amongst all stakeholders to prepare Pre-K children for early learning success.

Review

Sophie Akins, Commission Counsel
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Clever Kids University® Pre-Reader

Clever Kids University Pre-Reader is a powerful new bilingual app by Footsteps2Brilliance, Inc., designed specifically to engage parents and prepare early learners age 2 to 5 for Kindergarten.

Children work through daily activities in reading, math, science, and social-emotional skills in a highly motivating, structured curriculum. The program is carefully designed to foster a child’s independence while also intentionally engaging caregivers to create positive social learning experiences.

Award-winning Content
Clever Kids University Pre-Reader presents games and eBooks that have been recognized with awards from the Association of American Publishers and National Parenting Publications among other prestigious recognition.

Daily Kindergarten Readiness
Clever Kids University Pre-Reader is designed to give children a 10- to 15-minute daily dose of research-based kindergarten preparation through a variety of engaging learning activities including eBooks, songs, games, art activities, puzzles and more.

100% of Activities in English and Spanish
Clever Kids University Pre-Reader offers unprecedented English and Spanish support. Every activity can toggle seamlessly between English and Spanish at the touch of a button — and both languages offer full interactivity and game play.

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Partnering with Caregivers

Unlike any other early learning app, Clever Kids University Pre-Reader intentionally engages parents by prompting children to work with a "grown up" to complete specific activities. In addition, each week includes two simple "Together Time" activities for caregivers to extend the learning from the app into their everyday experiences.

Any Device, No Internet Required to Play

Clever Kids University Pre-Reader can be used on any smartphone, tablet, or computer. After downloading the app and content, children can play indefinitely on Clever Kids University Pre-Reader without an Internet connection. The next time the app connects to Wi-Fi, the child's progress is uploaded.

Built-in Motivation

Clever Kids University Pre-Reader helps children and their parents celebrate every step along their learning journey. In addition to rewarding music and animations, children earn coins for mastered activities and stars for every calendar day they log into the app.

Enterprise-level Management and Reporting

Based on the Footsteps2Brilliance Mobile Technology Platform, Clever Kids University includes enterprise-level management of students, teachers, classes, schools, staff, parents, and even Literacy Ambassadors.

Romania Marques's Class: 2017-2018 school year, Pre-K

<table>
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<tr>
<th>Name</th>
<th>Date</th>
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<th>Date Needs Covered</th>
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Clever Kids University Pre-Reader Is Comprehensive

Clever Kids University Pre-Reader is a research-based, comprehensive kindergarten readiness curriculum that aligns with state preschool standards as well as the Head Start Child Development Early Learning Framework. The following chart outlines the skills covered in Clever Kids University Pre-Reader.

<table>
<thead>
<tr>
<th>Learning Domain</th>
<th>Clever Kids University Pre-Reader Skills Taught</th>
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</table>
| **Cognitive Development**| • Attend to details.  
• Identify matching sets.  
• Make connections.  
• Represent concepts and ideas through drawing.  
• Order events into first, next, and last.  
• Use classification skills.                                                                 |
| **Language and Communication**| • Develop an increasingly complex vocabulary.  
• Listen to and follow directions.  
• Tell about another time or place.  
• Use language to express thoughts and feelings.                                                                 |
| **Literacy**             | • Demonstrate comprehension of stories.  
• Demonstrate understanding of print concepts.  
• Develop knowledge of letter-sound correspondence.  
• Identify and name letters of the alphabet.  
• Identify and produce initial sound in words.  
• Identify and produce rhyming words.  
• Identify and write child's own name.  
• Read aloud and interact with books.  
• Use writing for a variety of purposes.                                                                 |
| **Mathematics Development**| • Answer "how many?"  
• Compare and measure quantities and sizes.  
• Instantly recognize how many in a small set.  
• Recognize and complete patterns.  
• Recognize and name 2D shapes.  
• Recognize and write numerals 0 through 20.  
• Understand spatial relationships, such as next to, on, under, or behind.  
• Use number names and counting sequence.  
• Use one-to-one correspondence while counting.                                                                 |
| **Scientific Reasoning**  | • Develop knowledge of the Earth's environment.  
• Develop knowledge of the characteristics of living things.  
• Develop knowledge of the physical properties of objects and materials.  
• Use scientific inquiry skills.                                                                 |
| **Social Studies**       | • Develop knowledge about self.  
• Develop understanding of healthy habits.  
• Develop understanding of people and how they live.  
• Name the days of the week and months of the year.                                                                 |
| **Social and Emotional Development**| • Develop a positive attitude toward his/her own capabilities.  
• Develop social relationships.  
• Identify and explore emotions and feelings.                                                                 |

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For more information, contact sales@footsteps2brilliance.com
Clever Kids University Pre-Reader Is Developmentally Appropriate

Clever Kids University Pre-Reader is designed specifically for early learners and their families.

Clever Kids University Pre-Reader aligns with NAEYC’s 12 Principles of Child Development and Learning that Inform Practice. Because all areas of development and learning are important, Clever Kids University Pre-Reader provides a multi-modal learning experience that includes music, nursery rhymes, ebooks, direct instruction, games, puzzles, and even activities directing children to interact with a caregiver.

Building Early Success
Young children can experience immediate success with Clever Kids University Pre-Reader. Children build self-esteem and confidence as they work independently on age-appropriate material that is appropriately challenging and provides support when needed. The intuitive login and navigation make it easy for children to get started and experience early success. Children can choose the order they want to complete activities within a week and whether they would like to repeat activities they enjoyed. This sense of self-accomplishment, success, and choice can positively affect future learning and development—especially student motivation.

Developmentally Appropriate Mastery of Skills
Clever Kids University Pre-Reader uses developmentally appropriate practices to help children master skills. Built-in scaffolding guides children toward mastery by providing immediate feedback, hints, and unlimited opportunities to practice and repeat activities. For each activity, children can make multiple attempts, but are ultimately guided to input the correct response in order to proceed. For activities where mastery is appropriate, children demonstrate mastery when they complete a set of 3 to 5 questions with one or fewer mistakes.

Child-directed Learning
Each lesson in Clever Kids University Pre-Reader builds upon and reviews skills from previous weeks and lessons, offering a highly effective spiraling curriculum. Recognizing that children learn at varying rates and in various ways, Clever Kids University Pre-Reader provides an environment where children can direct their own learning. Coins and celebration of mastery motivate children to progress into more challenging content. However, children can also choose to deeply explore the books, puzzles, and games they mastered previously.

Rewarding Daily Practice
In order to encourage daily learning routines, Clever Kids University Pre-Reader rewards children with a star for each calendar day they use the program. These stars are presented whether a child masters new skills on that day or not. In this way, Clever Kids University Pre-Reader honors the importance of repeated practice and play.
Clever Kids University Pre-Reader Is Easy to Implement

It is simple to use Clever Kids University Pre-Reader at home or in an early learning center. Parents and teachers can begin using the program with little or no training.

For very young children (ages 2 and 3), Clever Kids University offers “lapware.” In this model, the child essentially works on the program in the lap of their caregiver. Children and caregivers work together to complete each day’s activities. Children drive the learning, choosing what to do next and authentically responding to the prompts, while the caregiver provides support, attends to the child’s choices, engages the child in dialogue, and focuses the child’s attention.

For preschool children (ages 4 and 5), Clever Kids University Pre-Reader offers independent learning to be monitored by a caregiver. Children may work independently or in small groups with an adult nearby. While a 4- or 5-year-old child can successfully complete all activities in the program independently, the depth of learning increases when a caregiver attends to the child’s choices, engages the child in dialogue, and focuses the child’s attention. Moreover, there are several activities each week that direct the child to talk to and work with a “grown up.”

Clever Kids University Pre-Reader reports offer caregivers and teachers an easy way to monitor a child’s progress, track time on task, and evaluate the skills the child is mastering.
AGENDA ITEM 8
JUNE 3, 2020

Subject
Help Me Grow Inland Empire Progress Update

Recommendations
Receive Help Me Grow Inland Empire Progress Update. (Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255)

Financial Impact
None

Background Information
The model of Help Me Grow (HMG) reflects a national set of best practices for designing and implementing a system that can optimally meet the needs of young children and families. In July 2018, the First 5 San Bernadino (F5SB) Commission approved a contract with Loma Linda University Children’s Hospital (LLUCH) and VIVA Social Impact to lead the strategic planning activities for the Help Me Grow-Inland Empire (HMGIE). At the May 6, 2020, Commission Meeting, the Commission approved a contract with LLUCH to continue the implementation of the HMGIE strategic plan activities in service to young children.

Through our efforts and investments, LLUCH has built a database infrastructure for HMG that meets the fidelity of the national model, launched the call-center, and continues to scale and spread HMGIE services to children and families in Riverside and San Bernardino counties.

Representatives from Loma Linda University Children’s Hospital and VIVA Social Impact have joined us today to provide a progress update for the Commissioners and public.

Review
Sophie Akins, Commission Counsel

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